



**MINISTRY OF AGRICULTURE
DIRECTORATE GENERAL OF LIVESTOCK AND ANIMAL HEALTH SERVICES
DIRECTORATE VETERINARY PUBLIC HEALTH**

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**APPLICATION FORMS FOR HONEY ESTABLISHMENT APPROVAL IN
COUNTRY WISHING TO EXPORT HONEY PRODUCTS TO INDONESIA**

Note :

This guideline sets out the information on Honey establishment required by Directorate of Veterinary Public Health, Directorate General of Livestock and Animal Health Services (DGLAHS), Ministry of Agriculture of Republic of Indonesia for evaluation to export Honey products to Indonesia.

Please include any additional information and photographs to support your application.

Inadequate/incomplete submissions may result in delay in processing.

All information submitted must be in English and in hard copy and soft copy.

Exporting Country: _____

A. GENERAL INFORMATION

1. Name of establishment : _____

2. Establishment No. : _____

3. Address : City/Village: _____

District : _____

Province/State/Prefecture: _____

GPS coordinate: _____

Phone : _____

Facsimile : _____

E-mail : _____

4. Address of headquarters (if different from establishments address):

: City/Village: _____

District : _____

Province/State/Prefecture: _____

GPS coordinate: _____

Phone : _____

Facsimile : _____

E-mail : _____

5. Contact person at establishment :

Name : _____

Position : _____

Telephone : _____

Facsimile : _____

E-mail : _____

6. Date when establishment produced Honey products:
_____ (dd/mm/yy)

7. Date when the last renovation of establishment was done:
_____ (dd/mm/yy)

8. Type of Honey products that are produced in the establishment or company:

9. Type of Honey products are going to be exported:

10. Additional facilities found at establishment:

10.1 Production of Honey products:

Yes No

10.2 Storage room for Honey products:

Yes No

11. Describe the raw material used in this establishments:

12. If the raw material is raw Honey, source of raw Honey:

12.1 Import (country, farm registration number):

12.2 Domestic:

12.2.1 Owned by the company (farm registration number)

12.2.2 Others (farm registration number)

12.2.3 Others (establishment number)

13. The products intended for: Export
 Domestic
 Both
14. List the latest 3 (three) years production of Honey products. **Annex 1.**
15. In case of part or all of the products are intended for export
15.1.List the names of importing countries and date of approval, types of exported products, volume and the first year of export and name of importing country: **Annex 2.**
15.2.Date of the last 6 (six) months export and name of importing country: Please attach a copy of veterinary health certificate that accompanied the last shipment to each country): **Annex 3.**
16. Layout of Plant
Please Attach layout of plant showing properly labeled rooms for different operations, including the important equipment/facilities and to indicate the flow of the product and workers by colored arrows: **Annex 4.**

B. Additional Information of Establishment

1. Staff information
1.1 Total number of workers in establishment:
1.2 Number of workers for:
1.2.1 Processing room:
1.2.2 Packing:
1.2.3 Storage:
2. Working hours information:
2.1 Number of working hours per day:
2.2 Number of working days per week:
3. Medical Examination and History:
3.1 Is medical examination being a compulsory requirement for recruiting new employees in company?
 Yes No
3.2 Does the company have annual medical checkup policy for the worker?
 Yes No
3.3 Does medical records of each worker available?
 Yes No
3.4 Is the medical examination done by external or internal doctor?
 Yes No

C. Location and Facilities of Establishment

1. Location

- 1.1 Establishment is located at industrial/agricultural/residential area:
- Industrial
 - Agricultural
 - Residential area
 - Others:
- 1.2 Access to roads and a rail serving plant (paved or rendered dustproof).
- Private road
 - Access to highway road
 - Access to non-highway road
 - Large road
- 1.3 Please attach satellite picture of surrounding area of the establishment and indicate the building or facilities related to the production of Honey products:
Annex 5

2. Facilities of establishment

2.1 Source of Water

- 2.1.1 Source of water used in the production of Honey products:
- 2.1.2 Is the water source examined regularly by the external accredited laboratories?
- 2.1.3 What kind of laboratory examinations subjected to the water?
- 2.1.4 Please attach the latest of laboratory examination result

2.2 Source of Electricity

- 2.2.1 Describe the main source of electricity:
- 2.2.2 Describe the backup source of electricity:

2.3 Storage Facilities

- 2.3.1 For chemicals, disinfectants and other cleaning agents:
- Yes
 - No
- Please attach list of chemicals, disinfectants and other cleaning agents used. **Annex 6**
- 2.3.2 Chillers/refrigerators:
- Yes
 - No
- If yes, the temperature _____ °C and the relative humidity _____ %
Capacity: _____ ton

2.4 Waste treatment/disposal.

- 2.4.1 Describe the treatment of waste including disposal (method, frequency, capacity)
- 2.4.2 If the disposal of waste using the third party, please attach the latest letter of contract. **Annex 7**

2.5 Location of mouse/mice trap

Attach copy of layout map of mouse/mice trap: **Annex 8**

2.6 Facilities for workers, attach information related to the quantity/room size/photo of: **Annex 9**

- Staff canteen(s)
- Toilets
- Lockers

4. State whether laboratory testing is done in the establishment or provided by an external accredited laboratory:
 - In-house laboratory
Please describe the type of examination, and please attach the latest laboratory report for each product that will be exported. **Annex 19**
 - External accredited laboratory
Please attach the latest laboratory report for each product that will be exported. **Annex 20**

5. State whether the calibration of measuring tools is done in the establishment or provided by an external accredited institution.
 - In-house
Please describe the type of measuring tools which are calibrated
Is the person who carries out the calibration certified?
 Yes No
Please attach the certificate. **Annex 21**
 - External accredited institution
Please describe the type of measuring tools which are calibrated.
Annex 22

6. Product recall and traceability system:
Please describe in detail product recall and the traceability system from raw material to finished products. **Annex 23**

7. Pest Control Program
 - 7.1 Is the pest control program carried out by the management?
 Yes No
If yes, please describe the pest control program. **Annex 24**
 - 7.2 If the pest control program carried out by the third party,
Please attach the letter of contract and the latest report of visit.
Annex 25

8. Cleaning and disinfection
 - 8.1 How is cleaning and disinfection performed on establishments?
 - 8.2 How is cleaning and disinfection performed on equipment which are contact with products?
 - 8.3 How is cleaning and disinfection on equipment in contact with the rejected products?

9. Establishment monitoring program
 - 9.1 Is there any regular control or supervision from government inspector or QC for the implementation of food safety program in the establishment?
 Yes No
 - 9.2 Number of scheduled monitoring inspection per year: _____
(By Government inspectors or QC of the company)

10. Halal Assurance
 - 10.1 Does the establishment apply the halal assurance system?
 Yes No
 - 10.2 If yes, please mention the certification body that issues the halal

