



## **WORK INSTRUCTION**

Phytosanitary Certification for Exports of “Palm Kernel Expeller” (PKE) / “Palm Kernel Meal” (PKM) / “Palm Kernel Cake” (PKC) / Palm Kernel Pellets (PKP) to  
New Zealand

**Version control:**

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Approved By</b>
March 2014	1.0	<b>WORK INSTRUCTION</b> Phytosanitary Certification for Exports of “Palm Kernel Expeller” (PKE) / “Palm Kernel Meal” (PKM) / “Palm Kernel Cake” (PKC) / Palm Kernel Pellets (PKP) To New Zealand	
January 2021	2.0	<b>6.3.1 Processing Facility / Port Terminal Storage</b>  Amended to exclude Port Terminal Facility statement. (Please refer audit report On PKE Facilities for Export Certification to New Zealand 2014)	

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## **1. OBJECTIVE**

The procedure was prepared for the implementation of phytosanitary certification for exports of Palm Kernel Expeller (PKE), Palm Kernel Meal (PKM), Palm Kernel Cake (PKC) and Palm Kernel Pellets (PKP) from Malaysia to New Zealand and other countries.

## **2. REFERENCE**

The following “Standard” is to be used and referred for compliance to the import conditions imposed for exports of processed animal feed from plant origin into New Zealand.

### **BIOSECURITY NEW ZEALAND (PLANTS) STANDARD**

#### **BNZ-PAFP-IMPRT**

Importation into New Zealand of Processed Animal Feeds of Plant Origin  
( Issued as an Import Health Standard (IHS) pursuant to Section 22 of the  
Biosecurity Act 1993 by MAF Biosecurity New Zealand )

## **3. INTRODUCTION**

Phytosanitary certificates (PC) are issued for exports of PKE, PKM and PKC as compliance to the importing country’s requirements. The importing country’s requirement differs from one country to another, whereby some require specific additional declarations in the PC.

Issuance of PC for exports to countries that do not require specific additional declaration such as the EU, Vietnam and the Middle East would require an end point visual inspection on final product. However, for countries requiring specific additional declaration or compliance to export protocol, the exporting country needs to evaluate on the measures that have to be implemented to fulfill the declaration or protocol. It can be an end point inspection on final product, a laboratory analysis or registration of export facilities which involves inspections on processor’s facility, storage at processor’s facility, transportation and port terminal storage.

## **4. CATEGORY OF PROCESSED ANIMAL FEED**

In Malaysia, animal feed are oil palm based products. The products are as follows:

### **4.1 Palm Kernel Expeller (PKE), Palm Kernel Meal (PKM), Palm Kernel Cake (PKC) and Palm Kernel Pellets (PKP)**

The products above are by-products from the extraction of oil from the palm kernel. The crushed pulp in the form of powder is known as PKE. Meal, cake and pellet are PKEs in different physical forms.

### **4.2 Product from Palm Oil Derivatives**

Example : Calcium salts of Palm oil fatty acid, Palm fatty acid distillates, Calcium hydroxide

Product are manufactured from palm oil derivatives and is not a by product from the oil palm plant.

For purpose of using this Guideline on Procedure for Exports of PKE, the terminology on PKE refers to the category of animal feed stated in 4.1.

## **5. IMPORT CONDITIONS**

### **5.1 Import Health Standard New Zealand**

#### **5.1.1 Palm Kernel Expeller, Meal, Cake and Pellets**

Exports to New Zealand require a Phytosanitary Certificate with Additional Declaration. The NPPO of the exporting country is required to certify as Additional Declaration that the following activities have been carried out. These products are exported in packaging comprising of jumbo bags or in bulk.

"The \_\_\_\_\_ (product) in this consignment has been processed in a facility dedicated to the production of plant based products only, that produces no compounded feed containing animal ingredients and has not been exposed to any source of contamination from animal products before processing

**AND**

Undergone processing that has incorporated a heat application that has raised the core temperature of the product to at least 85°C for a minimum of 5 minutes.

**OR** (for pelleted products only)

Undergone a pelleting process which has reached at least 85°C for a minimum of 30 seconds

**AND**

Been inspected and contains no viable seeds.

**AND**

(a) For product shipped bulk in ships' holds or in containers:

- been inspected after processing in accordance with appropriate official procedures, and found free from contamination by any unprocessed plant material, vermin, birds, fecal material and other animal products and visually detectable regulated pests.

**AND**

- been stored in substantially bird-proof buildings or bird-proof storagehouses, and transported to the exit port prior to loading, in a manner to prevent contamination with any unprocessed plant material, vermin, birds, ruminant animals, faecal material and other animal products.

(b) For product shipped in bags:

- been bagged in clean new bags immediately after processing and the bags stored in a manner to prevent infestation and contamination."

### **5.1.2 Product from Palm Oil Derivatives**

The processed products are in the form of powder, granules or liquid from the derivatives of palm oil, packed in clean or retail bags. Phytosanitary Certificate is not required for exports to New Zealand.

## **5.2 Other Countries**

Issuance of Phytosanitary Certificate without Additional Declaration for Palm Kernel Expeller, Meal, Cake and Pellets.

## **6. PROCEDURE ON PHYTOSANITARY CERTIFICATION FOR PKE EXPORTS TO NEW ZEALAND**

### **6.1 Conditions**

1. Phytosanitary Certificates for exports of PKE to New Zealand is only issued to facilities approved by the Department of Agriculture Malaysia as compliance to the import conditions imposed by MPI New Zealand.
2. All facilities involved in the production and export chain of PKE including processing facility, storage facility, warehouse, storage and loading facility at port terminals are required to be audited and approved by the Department of Agriculture Malaysia prior to issuance of the Phytosanitary Certificate to ensure these facilities comply with New Zealand's import conditions.
3. Application for a Phytosanitary Certificate could only be processed once the name of the approved facility has been uploaded in the Department of Agriculture Malaysia's website.



## **6.2 Category of Approved Facility**

The categories of approved facilities are as follows :

1. Processing facility are facilities that processed the raw palm kernel into theby- product PKE and have storage facility for exports.
2. Port terminal storage are storage facilities at the port. PKE is transportedto the storage facility to be stored for loading into ships.
3. “Trader” facility are storage facilities owned by individuals or exporters who carry out trading by sourcing PKE from many processing facilities. Inthis case, audit has to be carried out on all processing facilities supplying PKE to the trader’s facility and approval given before this facility can export.

## **6.3 Procedure for Approving Facility For PKE Exports To New Zealand**

### **6.3.1 Processing Facility**

All facility involved in the production (processors) and exports (trader’s storage facilities) are required to obtain facility approval and listing in the Department of Agriculture’s website before exports of PKE could be carried out to New Zealand.

Refer **Flow Chart A** on Procedure of Approving Facility for PKE Exports to New Zealand

### **6.3.2 Trader**

For approval of Trader facility, traceability on the product chain beginning from the processing facility requires verifications to be carried out on the following aspects:

- i) For supply of PKE from processing facilities that have been approved by the Department of Agriculture Malaysia, the Purchasing Agreement between the trader and supplier needs to be verified with both parties to ensure the authenticity of the document.
- ii) For supply of PKE from non approved processing facilities, audit on the processing facility has to be carried out as in Flow Chart A. The Purchasing Agreement between the trader and supplier needs to be verified with both parties to ensure the authenticity of the document.

#### **6.4 Procedure on Issuance of Phytosanitary Certificate for PKE Exports to New Zealand**

Refer **Flow Chart B** for Procedure on Issuance of Phytosanitary Certificate for PKE Exports to New Zealand.

##### **6.4.1 Processing Facility / Port Terminal Storage**

Other than the facility approval required from the Department of Agriculture, the phytosanitary certification procedure will involve application and inspection of consignment for the issuance of the Phytosanitary Certificate. Phytosanitary Certificate is issued once the consignment has been inspected. Inspection is carried out for every application for the Phytosanitary certificate. As for the facility, inspection is carried out once in six months (February and September).

For facilities in the MPCA Scheme, consignments are randomly inspected, while the facilities are still required to be inspected once in six months.

##### **6.4.2 Trader**

The Phytosanitary export procedure for Trader facility is as stated in 6.4.1 with the following additional verification requirements:

- i) Every application for the Phytosanitary Certificate is to be accompanied with the *Manufacturer's Declaration Letter* (certified true copy) to ensure

that the PKE supplier/suppliers comprised of processing facilities approved by the Department of Agriculture. Application for Phytosanitary Certificate which involved non approved supplier will be rejected.

ii) Ensure the quantity of consignment declared in the *Manufacturer's Declaration Letter* is the same as declared in the application for the Phytosanitary Certificate. Discrepancy in quantity declared will be rejected.

The requirement for verification has to be complied before inspection can be carried out for the issuance of Phytosanitary Certificate. Inspection is carried out for every application for the Phytosanitary Certificate. Trader and its processing facilities have to be inspected once in six months.

For trader facility in the MPCA Scheme, consignments are randomly inspected, while the facilities are still required to be inspected once in six months.

## 7.0 AUDITS AND REPORTS

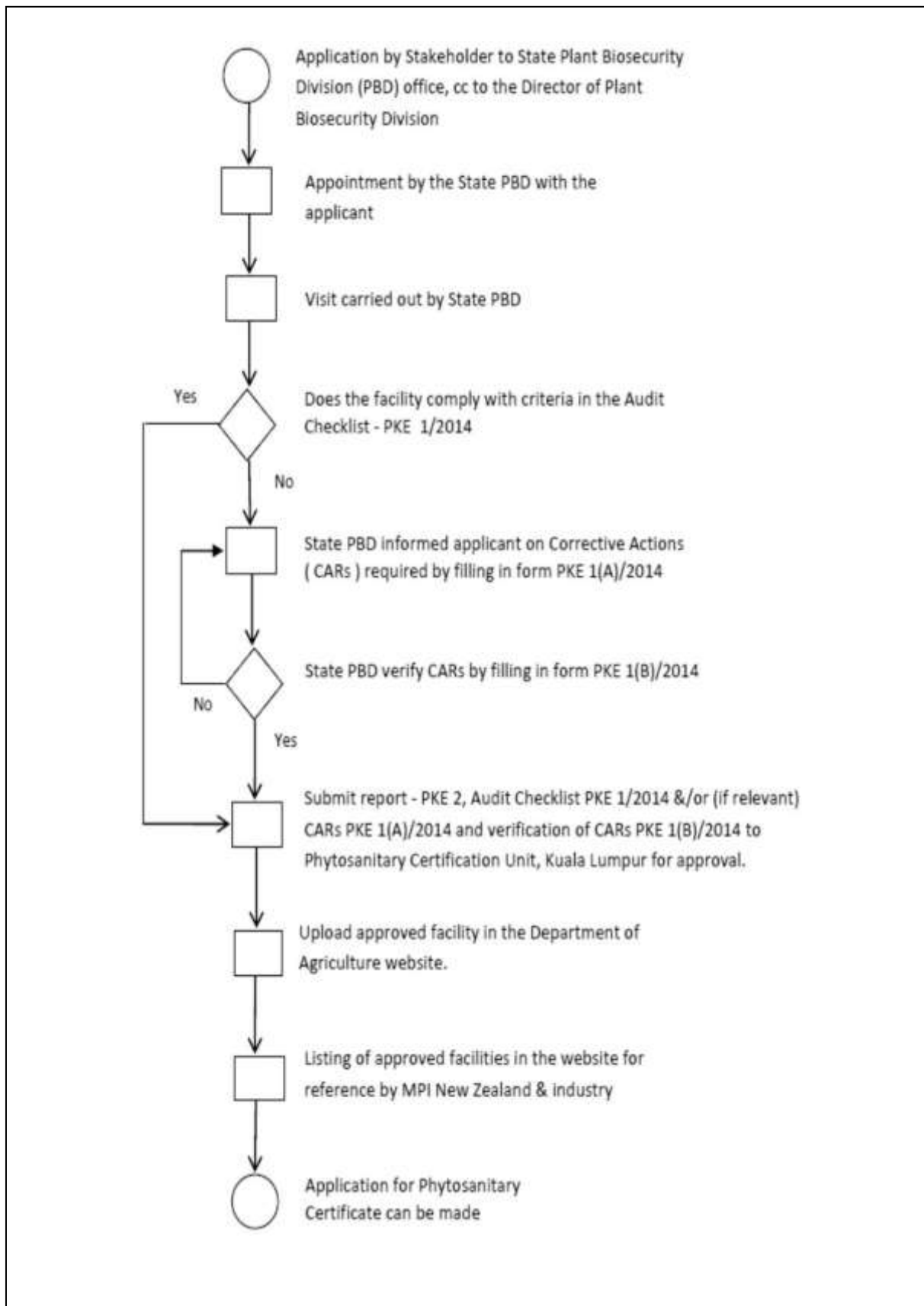
### 7.1 Facility Approval Audit

No.	Document	Application
1.	Audit Checklist PKE1/2014	The Audit Checklist is used to assess compliance during the audit visit carried out on processing facility, storage facility in port terminals or trader facility. Facility has to obtain a 100% compliance to the audit criteria in the Checklist for approval.
2.	Corrective Action Requirements PKE 1(A)/2014	For facilities that do not achieved a 100% compliance to the audit criteria in the Checklist – PKE 1/2014, a Corrective Action Requirements PKE 1(A)/2014 is issued by the auditor to the Management of the facility for the necessary corrective actions.
3.	Verification on CARs PKE 1(B)/2014	The Auditor fills up the document to verify that the CARs have been completed by the Management of the facility.
4.	PKE Purchase Agreement between Processor & Trader	The document for proof of traceability of product between trader facility and approved processing facility.
5.	Audit Report PKE 2/2014	The report has to be completed with relevant informations and the Annexes PKE 1/2014 and PKE Purchase Agreement between Processor & Trader (if relevant) to be forwarded to Plant Biosecurity Division Kuala Lumpur (Phytosanitary Certification Unit) for approval.
6.	Re-Audit Report PKE 2A/2014 ( CARs )	The report has to be completed with the relevant information and the Annexes PKE 1/2014, PKE 1(A)/2014, PKE 1(B)/2014 and PKE Purchase Agreement between Processor & Trader ( if relevant) to be forwarded to Plant Biosecurity Division Kuala Lumpur (Phytosanitary Certification Unit) for approval.

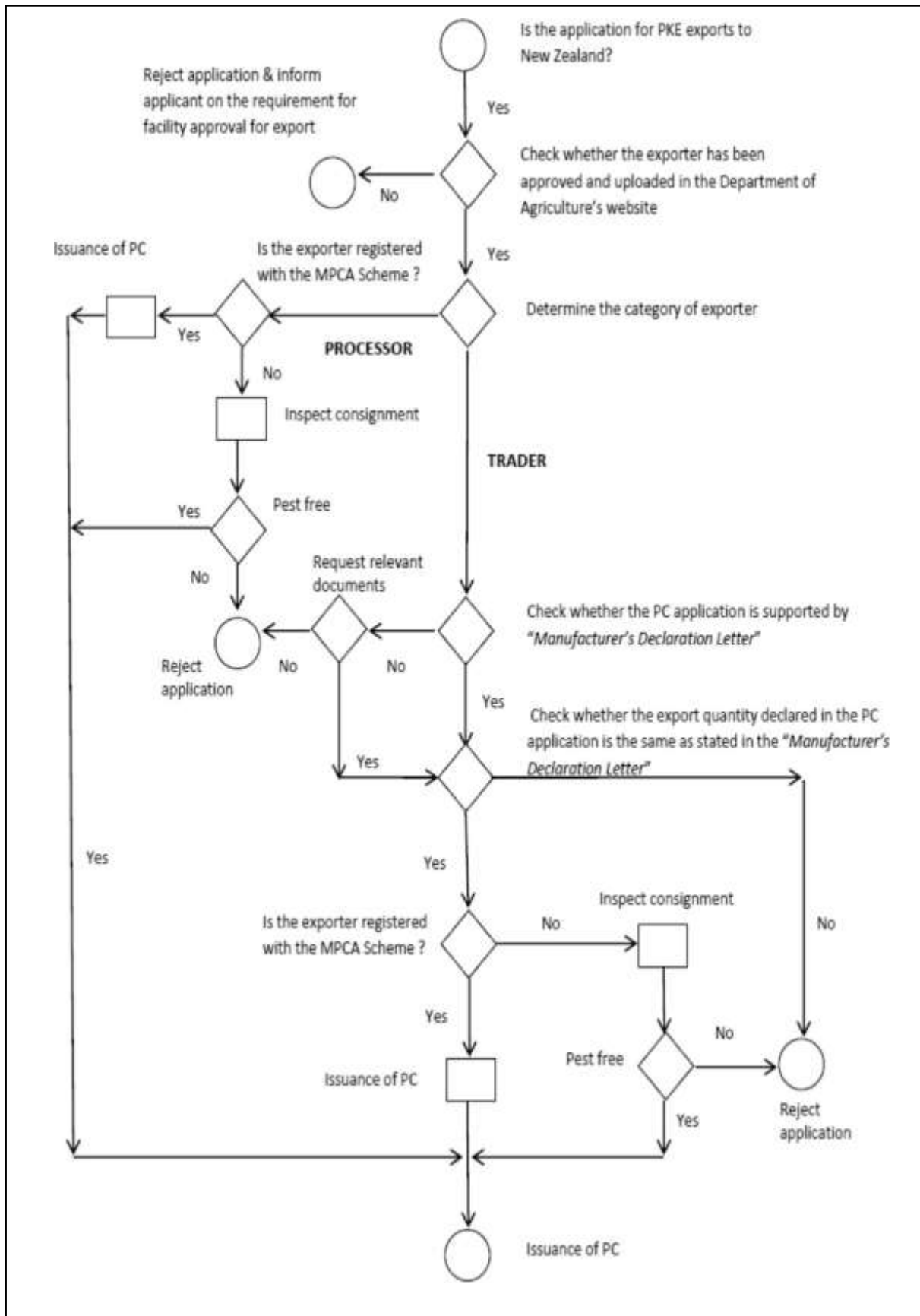
### 7.2 Surveillance Audit

The relevant documents and its applications are as in 7.1.

## Flowchart A – Procedure of Approving Facility for PKE Exports to New Zealand



## Flowchart B – Issuance of Phytosanitary Certificate for PKE Exports



## ANNEX

**PKE 1/ 2014**

### PKE FACILITIES AUDIT CHECKLIST



Type of Audit	Compliance <input type="checkbox"/> Review <input type="checkbox"/> Surveillance <input type="checkbox"/>
Date of Audit	
Company/ Refinery Name & Address	
Type of Premise	Production Facility <input type="checkbox"/> Port Warehouse Facility <input type="checkbox"/> Trader Warehouse facility <input type="checkbox"/>
Type of Processed Palm Kernel Feed	Palm Kernel Expeller (PKE), Palm Kernel Meal (PKM), Palm Kernel Cake (PKC), Palm Kernel Pellets (PKP)* (* Delete which is not relevant)
Name & Designation of Company's Contact Representative (Phone & fax no and emails required)	

## COMPANY PROFILE

Principal Company	
No. of Refineries Managed by Principal Company	
Date of Operation	
Types of Quality Certifications Achieved	ISO <input type="checkbox"/> GMP <input type="checkbox"/> (Specify: ..... ) HACCP <input type="checkbox"/> HALAL <input type="checkbox"/> (Others: specify..... ..... )
Total No of Staff	
Total No of Mills supplying Palm Kernels	
Total No of Warehouse	
Warehouse Holding Capacity (MT)	
Daily Receipt of Palm Kernel (MT)	
Daily Crushing Capacity	
Importing Countries (Specify volume (MT) for each country)	



### PKE FACILITIES AUDIT CHECKLIST

No.	Criteria	Yes	No	Remarks
<b>A.</b>	<b>Sourcing of Product (Applicable for Processor, Not Applicable for Trader &amp; Port Terminal)</b>			
1.	This facility processed ONLY palm kernels. i. Only palm fruit/ palm kernels are RECEIVED at this processing facility. ii. Other products besides oil palm products are not processed or kept on-site. (Specify product if other than oil palm products)			
2	i. This facility is dedicated to the production of plant based products ONLY. ii. Separation of raw and processed products and processing line is established (Applicable for facility processing 2/ more plant based products).			
3.	Transportation of raw material is covered/ protected during transportation.			
<b>B.</b>	<b>Production (Applicable for Processor, Not Applicable for Trader &amp; Port Terminal)</b>			
4.	The facility process palm kernels to PKE using heat of at least 85 degrees Celsius.  (Records on the process and temperature must be kept and should be sighted during the audit)			
5.	Conveyor line for transporting PKE from processing area to storage area is covered.			
<b>C.</b>	<b>Maintenance and Sanitation (Applicable for Processor, Trader &amp; Port Terminal)</b>			
6.	General cleanliness of facilities and compound i. Build-up of residue, etc. is not present ii. Clean and tidy surrounding iii. No strewn rubbish or waste areas in compound			
7.	Facility is paved and sealed.			
8.	Facility is fully and securely fenced.			
9.	Absence of domestic pets (dogs, cats etc.) or livestock in facility and compound.			
10.	Facility has a cleaning and disinfection program in place. (Records on the program to be sighted)			
<b>D.</b>	<b>Post Production Storage (Applicable for Processor, Trader &amp; Port Terminal)</b>			
11.	Storage area floor is concrete/ paved/ sealed.			

No.	Criteria	Yes	No	Remarks
12.	<ul style="list-style-type: none"> <li>i. Final product is properly stored in fully enclosed storage area with no potential risk of contamination</li> <li>ii. No access from cattle/livestock, insect, rodents.</li> <li>iii. Appropriate bird controls applied such as nettings at door openings or gaps.</li> <li>iv. Adequate and effective pest control program at storage facility. (Records kept and sighted and presence of traps and baits which are maintained)</li> <li>v. Material for export to New Zealand is clearly marked and segregated if exported product is processed in a manner different to domestic product. (If applicable)</li> <li>vi. Only PKE is stored in the storage facility.</li> </ul>			
13.	<p>General cleanliness of storage area for PKE</p> <ul style="list-style-type: none"> <li>i. Storage area is cleaned once consignment is out. (Records kept and sighted to concur with records on exports)</li> <li>ii. Clean and tidy surrounding with no parking of equipment or loaders inside the storage area.</li> </ul>			
<b>E.</b>	<b>Operations (Applicable for Processor, Trader &amp; Port Terminal)</b>			
14.	Operating system in place include bio security.			
15.	<p>Operating system in place addressed contaminations</p> <ul style="list-style-type: none"> <li>i. Analysis of raw material from plant material and weed seeds contamination. (Records &amp; supporting documents to be sighted)</li> <li>ii. Loader for raw material to be cleaned before use for processed/ final products.</li> <li>iii. Trucks, loaders and equipment used to be well maintained from oil leaks contaminating raw and processed product.</li> <li>iv. Metal detectors in place during processing to storage and loading.</li> <li>v. Analysis of processed product. (Records &amp; supporting documents to be sighted)</li> </ul>			
16.	The facility manager understand the importance of animal feed.			
<b>F.</b>	<b>Post Production Transportation (Applicable for Processor, Trader &amp; Port Terminal)</b>			
17.	<p>Inspection of truck before loading:</p> <ul style="list-style-type: none"> <li>- Truck weighed at the processing facility and point of loading.</li> </ul>			

No.	Criteria	Yes	No	Remarks
18.	Trucks are dedicated to transporting palm kernel meal/ expeller (PKE): - Trucks are not used to transport animals, animal material and/ or unprocessed plant material.			
19.	Truck are cleaned prior to loading: - Trucks are inspected for cleanliness prior to loading			
20.	Processed material i.e. PKE is covered/ protected during transportation.			
21.	The final product is prevented from contamination during loading of the trucks, transportation and receipt at the port of export. (Surveyor's report to be sighted)			
<b>G.</b>	<b>Port of Export (Applicable for Port Terminal, Not Applicable for Processor &amp; Trader)</b>			
22.	No potential for contamination is present during receiving, storage and loading out of the final product at the port of export.			
23.	All criteria stated in <b>Section D</b> are compiled for temporary storage of PKE in the port warehouse terminal. (If applicable)			
24.	Conveyor line from port warehouse terminal to ship is covered and protected from potential risk of contaminations.			
25.	All load out equipment is clean and inspected for cleanliness prior to use.			
26.	Load out equipment is not used for animal derived products.			
27.	Certified product is separated from non-certified products.			
28.	Product can be traced back to the production facility. (Records & supporting documents on traceability to be sighted)			
<b>H.</b>	<b>Traceability of Product (Applicable for Processor, Trader &amp; Port Terminal)</b>			
29.	Traceability of supply chain to source supplier to be validated by documentations.			
30.	In instance whereby Processor also source PKE from another Processor, ensure that the supplier Processor is an Approved Facility.			

## AUDIT RESULT

- **Scoring Assessment**

100% compliance to relevant audit criteria must be achieved for approval of facility.

<b>Facility</b>	<b>Total Criteria (A)</b>	<b>Total Compliance (B)</b>	<b>Total Non- Compliance (C)</b>	<b>% Compliance <math>\frac{(B)}{(A)} \times 100</math> (A)</b>
<b>Processors</b>	<b>23</b>			
<b>Port Terminal / Storage</b>	<b>25</b>			
<b>Trader</b>	<b>18</b>			

**PKE 1(A)/2014**

**CORRECTIVE ACTIONS BY FACILITY FOR PKE EXPORT COMPLIANCE TO  
NEW ZEALAND**

<b>Name of Facility</b>	
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No	Non-Compliance Criteria	Corrective Action	Timeline

No.	Auditor's Name	Designation	Signature	Date
1.				
2.				

**Note: PKE 1(A)/2014- Please forward a copy to:**

- Company Representative
- Export Accreditation and Compliance Unit, Plant Biosecurity Division, Kuala Lumpur
- Auditor's/ Office copy

**VERIFICATION OF CORRECTIVE ACTIONS**

<b>Name of Facility</b>	
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No	Non-Compliance Criteria	Corrective Action	Time-line	Verification Date

**Remarks:**

.....  
 .....

No.	Auditor's Name	Designation	Signature	Date
<b>1.</b>				
<b>2.</b>				

**Note:** Once facility audit for PKE export to New Zealand is completed, **please forward** 1 copy of Completed Audit Checklist (PKE 1/2014), Corrective Actions by Facility (PKE 1(A)/2014) and Verification of Corrective Actions (PKE 1(B)/2014) to the following:

- Company Representative
- Export Accreditation and Compliance Unit, Plant Biosecurity Division, Kuala Lumpur Auditor's/ Office copy.