



**GUIDELINES ON**  
*“Tested by UNIQ UKM”*  
**CERTIFICATION SCHEME**



**PREPARED BY:**  
**UNIQ SDN BHD**

## 1. INTRODUCTION

Food industry considers the quality and safety of its products as its main concern. The Ministry of Health Malaysia (MOH) has introduced the Food Safety Assurance Programmes such as Good Manufacturing Practice (GMP), Hazard Analysis Critical Control Point and ISO 22000 in pursuant to Food Hygiene Regulations 2009. These systems, which are accepted globally, are proven to be effective against accidental contamination. However, these systems have not been routinely used to detect or mitigate deliberate, fraudulent actions on a system or process. These actions include the deliberate contamination of food, or food fraud.

Food fraud deceives the consumers by providing them with lower quality foodstuff, against their knowledge and will. When fraud incidents are discovered, they can result in large profit losses and reputation damage for companies. Therefore, companies with brand recognition are encouraged to protect their products through quality and purity assurance testing programme.

In Islam, the consumption of Halal food and the use of Halal consumer products are obligatory in serving Allah. Muslim communities are therefore very mindful of food ingredients and handling processes. Processed food is only Halal if the raw materials, ingredients and additives fully conform to Islamic guidelines. However, Halal ingredients are also of great importance in the manufacturing of both Halal cosmetics and personal care products. In Halal cosmetics, both the active ingredients and functional ingredients must comply to Islamic requirements.

With the abundance of mushroom (suspected) and haram ingredients commonly used in industry today (such as collagen extracted from human hair, swine placenta etc.) there is significant growth potential to be captured by manufacturers of Halal ingredients.

In relation thereto, Unipeq Sdn. Bhd., a company wholly owned by UKM Holdings, will be introducing a certification scheme, namely *“Tested by UNIPEQ UKM”*. Through this scheme, Unipeq Laboratory (ISO/IEC 17025) will provide analytical services to the engaged companies by carrying out necessary tests on their products. Upon certification, these companies shall be allowed to use clause or tagline *“Diuji oleh UNIPEQ UKM”* or *“Tested by UNIPEQ UKM”*, subject to terms and conditions.

## 2. SCOPE

This guideline describes procedures which apply to food industries in gaining *“Tested by UNIPEQ UKM”* certification. The certification is granted for specific food product and is not a blanket certification for all type of food product within a company.

## 3. DEFINITIONS

For the purpose of this scheme, the following definitions shall apply:

### **Food Manufacturing Premises**

Food manufacturing premises carry out processing activities that cover control of raw material receipt, processing, packaging, storage and/or distribution of food in Malaysia.

### **Food Safety Assurance Programme**

The Food Safety Assurance Programme is a system of organised practices that is documented and gives the assurance that the consumption of any specific types of foods will not be harmful to the consumers.

### **Conformance**

Conformance means activities are carried out according to the established procedures as laid out in certification scheme plan.

### **Food Analysis**

Food analysis is the discipline dealing with the development, application and study of analytical procedures for characterizing the properties of foods and their constituents. These analytical procedures are used to provide information about a wide variety of different characteristics of foods, including their composition, structure, physicochemical properties and sensory attributes

### **Halal**

Things or actions permitted by Shariah law without punishment imposed on the doer.

### **Halal food**

Halal food means food and drink and/or their ingredients permitted under the Shariah law and fulfil the following conditions:

- a) does not consist of or contain any part of matter of an animal that is prohibited by Shariah law and fatwa for a Muslim to consume or that has not been slaughtered in accordance with Shariah law and fatwa;
- b) does not contain anything which is najis (impure) according to Shariah law and fatwa;
- c) does not intoxicate according to Shariah law and fatwa;
- d) does not contain any part of a human being or its yield which are not allowed by Shariah law and fatwa;
- e) is not poisonous or hazardous to health;
- f) has not been prepared, processed or manufactured using any instrument that is contaminated with najis (impurity) according to Shariah law and fatwa;
- g) has not in the course of preparing, processing or storing been in contact with mixed, or in close proximity to any food that fails to satisfy items 3.4 (a) and (b).

### **Malaysia Halal Certificate**

Malaysia Halal Certificate is an official document stating the halal status of products and/ or services according to Malaysia Halal Certification scheme issued by the competent authority

### **Halal Analysis**

Analytical procedures are used to trace porcine materials and/or alcohol level in processed foods, toiletries, personal care items, pharmaceuticals and health supplements.

### **Certificate of Analysis (COA)**

A document issued by a regulatory or quality assurance entity verifying the adherence to product specifications and standards of production of certain products such as food products and drugs. The certificate usually includes the actual test results performed on the product batch.

### **Nutritional claims**

Claim which highlight the absence or non-addition of one or more nutrients in or to food. The only nutrition claims permitted shall be those relating to energy, protein, carbohydrate, and fat and components thereof, fibre, sodium and vitamins and minerals for which Nutrient Reference Values (NRVs) have been laid down in Food Regulations 1985.

**Nutrition content claim** is a nutrition claim that describes the level of a nutrient contained in a food. Examples: “source of calcium”, “high in fibre” and “low in fat”.

**Nutrient comparative claim** is a claim that compares the nutrient levels and/or energy value of two or more foods. Examples: “reduced”, “less than”, “fewer”, “increased”, “more than”.

### **Nutrient function claims**

A nutrition claim that describes the physiological role of the nutrient in growth, development and normal functions of the body.

## **4. OBJECTIVE**

These guidelines are prepared to assist industry players in Malaysia in obtaining “*Tested by UNIPEQ UKM*” certification scheme and subsequently grant formal recognition to those who have implemented and maintained the safety, quality or halal compliance system of their products. Other objectives are:

- 4.1 To ensure food producers adhere to food safety, quality and halal regulation at all times
- 4.2 To instil responsibility awareness among food manufacturers
- 4.3 To monitor safety, quality and halal compliance system of food products
- 4.4 To build trust towards products that has been tested at Unipeq Laboratory

## **5. BENEFITS**

- 5.1 Fulfil the legal requirements such as Food Act 1983 and its Regulations and MS 1500:2009.
- 5.2 Deliver proven accurate and precise laboratory result.
- 5.3 Fulfil food safety and hygiene responsibility towards customers
- 5.4 Give assurance to client regarding their compliance to halal industry standards

## 6. REQUIREMENTS OF APPLICATION

Companies applying for “Tested by UNIQEK UKM” certification are required to fulfil the following requirements:

- 6.1 Must be registered with the Ministry of Health through food premises registration; and
- 6.2 Must be registered with the Companies Commission of Malaysia; and
- 6.3 Must be licensed by the local authority; and
- 6.4 Must comply to Food Act 1983 and its Regulations; and
- 6.5 Food safety assurance programmes (example: GMP, HACCP, and/or MeSTI certificates) must be in place and documented; or
- 6.6 Must hold a valid halal certificate from JAKIM or any recognized foreign halal certification body; and
- 6.7 Must only produce halal food within its premises.

## 7. APPLICATION PROCESS

- 7.1 Application shall be made through:
  - i. Downloading the application form from the Unipeq website at <http://www.unipeq.com.my>
  - ii. Walk-in to Unipeq office
  - iii. Application flow chart can be referred at **Schedule 1a & Schedule 1b**
- 7.2 Completed applications and supporting documents must be submitted to:

**Unipeq Sdn. Bhd.**  
**Block A, UKM-MTDC Technology Centre**  
**Universiti Kebangsaan Malaysia**  
**43600 Bangi, Selangor.**

7.3 The set of documents to be submitted are:

- i. Application form
- ii. Copy of valid premises registration slip issued by the Ministry of Health
- iii. Copies of the Certificate of Registration issued by the Companies Commission of Malaysia and/or Local Government Ordinance 1961 (for Sabah and Sarawak)
- iv. Copy of license issued by the local authority and/or letter of verification from any government agency (if any) \Copy of the Food Safety Assurance Programme certificate (if any) (example: GMP, HACCP, and/or MeSTI certificates)
- v. Copy of valid halal certificate from JAKIM or any recognized foreign halal certification body; (if related)
- vi. Proof of payment/Receipt

## 8. PAYMENT

- 8.1 The applicant shall pay the required fee as listed in **Schedule 2b** not later than fourteenth (14th) day of each succeeding calendar month upon delivery of the Product's samples to Unipeq.
- 8.2 All fees shall be made payable to "**Unipeq Sdn. Bhd.**", by money order/ postal order/ bank draft or company cheque. Payment by cash will also be accepted.
- 8.3 The validity of money order/ postal order/ bank draft shall be at least two (2) months upon submission.
- 8.4 In the event of late payment as stipulated in Section 8.1 above, Unipeq reserves the right to charge late payment interest on any amount that remains outstanding after the due date for payment at a rate of eight per cent (8%) per annum calculated on a daily basis until full payment (refer to clause Agreement 7.4).

## 9. CERTIFICATION VALIDITY

The validity period of "*Tested by UNIQEQ UKM*" certification is two (2) years.

## 10. RENEWAL

- 10.1 Certification is subject to renewal every two (2) years. All renewal application must be submitted within three (3) months before the expiry date.
- 10.2 A notification and invoice will be sent for renewal.

## 11. SUSPENSION AND REVOCATION OF CERTIFICATE

- 11.1 Suspension of certificate will be implemented prior to revocation.
- 11.2 No certificate holders shall be exempted howsoever from enforcement action.

- 11.3 The clause or tagline “Diuji oleh UNIPEQ UKM” or “Tested by UNIPEQ UKM” may be prohibited on the product labelling on the following grounds:
- i. If it is found that the products produced by the certificate holders are not in compliance with the Food Act 1983 and the regulations thereunder.
  - ii. If the GMP/ HACCP/ MeSTI certificates, or the Packaged Drinking Water/ Natural Mineral Water/ Ice licences issued by the Ministry of Health are suspended.
  - iii. If the Halal Certificate is suspended by JAKIM
  - iv. If it is found that the company fails to adhere to the terms and conditions as stipulated by Unipeq Sdn. Bhd.
  - v. Violation or non-compliance of any of the conditions as may from time to time be stipulated by Unipeq Sdn. Bhd.
- 11.4 They may be revoked on the following grounds:
- i. The food premises are moved to a different location/ address.
  - ii. If it found that the premises have ceased operations.
  - iii. If the GMP/ HACCP/ MeSTI certificates, or the Packaged Drinking Water/ Natural Mineral Water/ Ice licences issued by the Ministry of Health are revoked.
  - iv. If the Halal Certificate is revoked by JAKIM
  - v. Violation or non-compliance of any of the conditions as may from time to time be stipulated by Unipeq Sdn. Bhd.
  - vi. Non-conformance that is not closed out beyond the period of three (3) months given during the field audit.
- 11.5 No certificate holders shall be exempted howsoever from enforcement action
- 11.6 All decisions made during “Tested by UNIPEQ UKM” Certification Committee, to revoke the certificate shall be final and may not be subjected to any legal action by the applicant.
- 11.7 Applicants whose certificate has been revoked may appeal to Unipeq Sdn. Bhd. within 14 working days of the date of revocation
- 11.8 Applicants are required to notify Unipeq Sdn. Bhd. if:
- i. There are any changes to the company name
  - ii. New ingredients are introduced for the food products in existence

## 12. ENQUIRY

For any queries and further information, the applicant may contact:

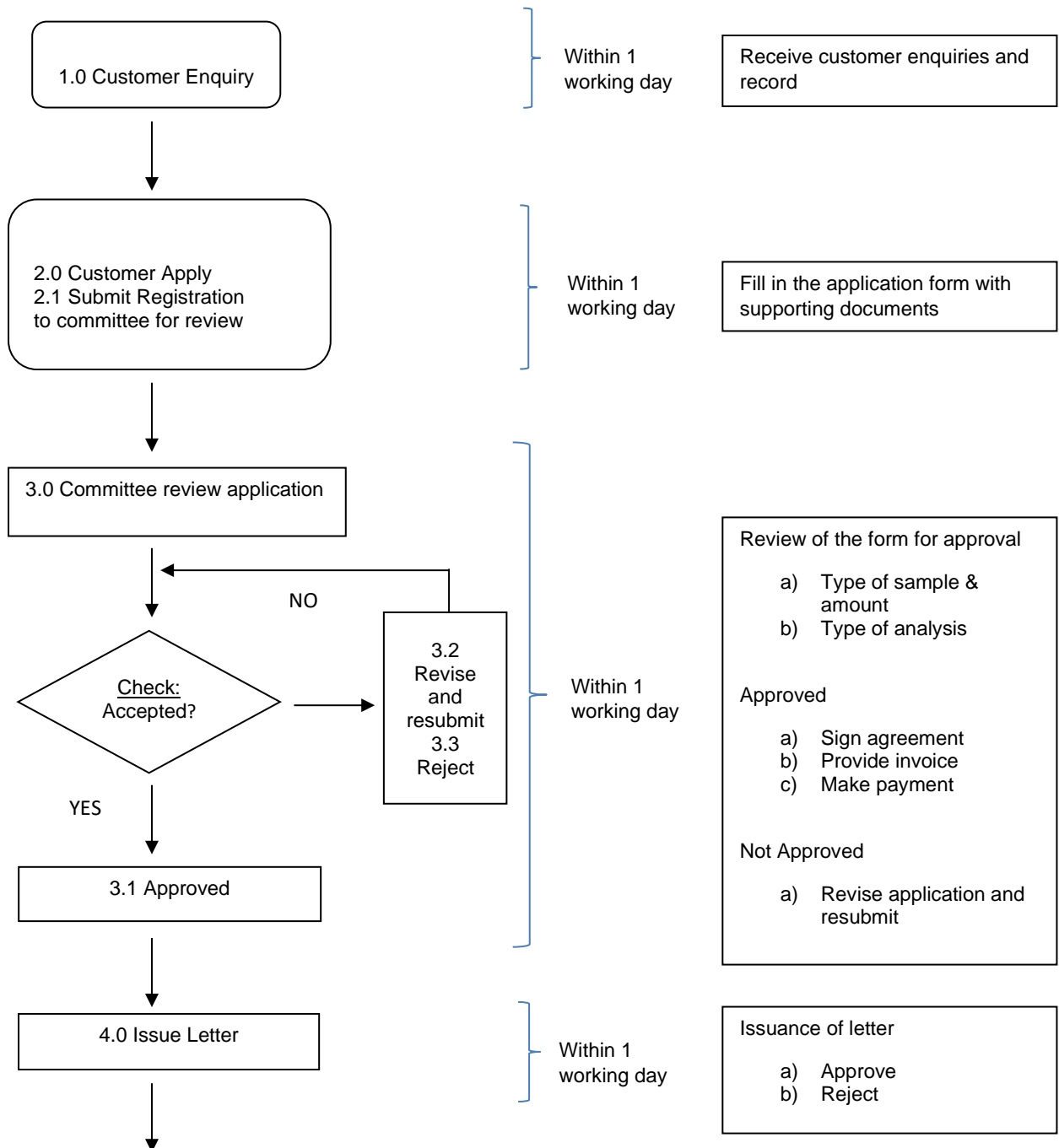
Unipeq Sdn Bhd  
Block A, UKM-MTDC Technology Centre  
Universiti Kebangsaan Malaysia  
43600 Bangi, Selangor.

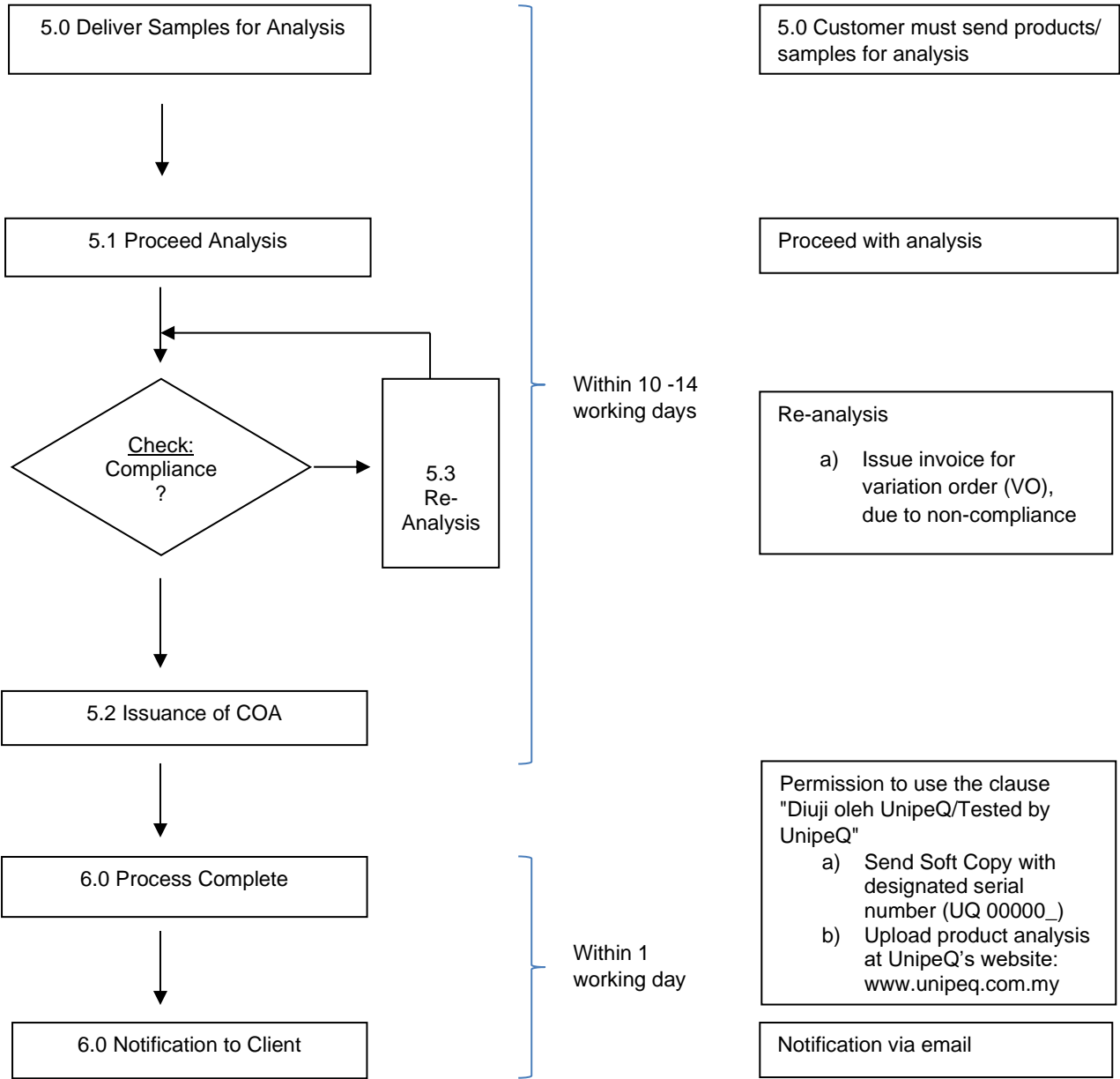
Tel. No. : 03-8921 5965  
Fax No. : 03-8925 2115  
Email address : [unipeq@ukm.edu.my](mailto:unipeq@ukm.edu.my)



**SCHEDULE 1a**

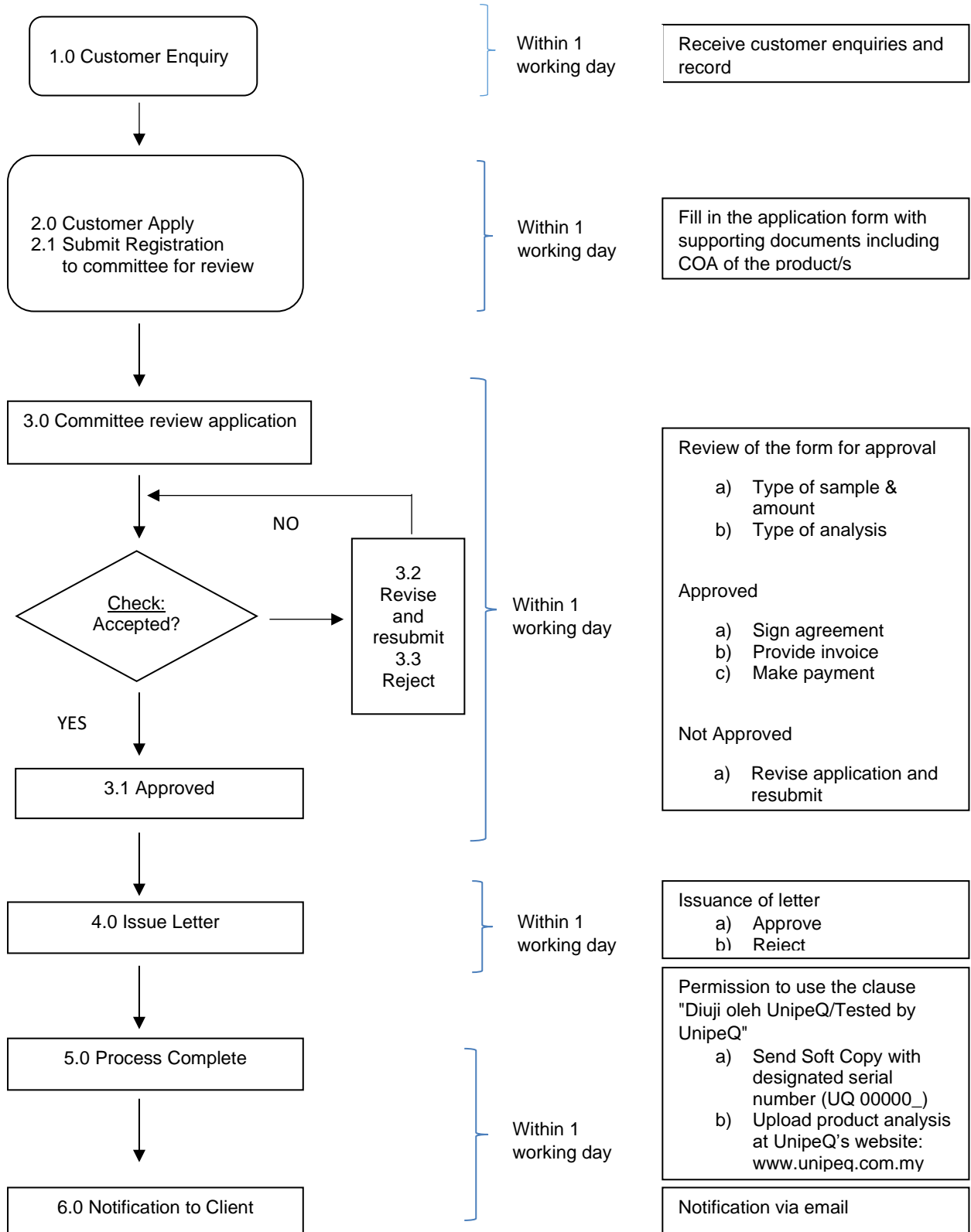
**“APPLICATION PROCESS FLOW CHART (NEW CLIENT)”**





**SCHEDULE 1b**

**“APPLICATION PROCESS FLOW CHART (EXISTING CLIENT)”**



**SCHEDULE 2a**

**(to be read and construed as an integral part of this Agreement)**

**“SERVICES AND PRICE”**

<b>PRODUCT</b>	<b>PARAMETER</b>	<b>METHOD/TECHNIQUE/ EQUIPMENT</b>	<b>PRICE (RM)</b>	<b>PACKAGE PRICE (RM)</b>
HONEY	Sugar Profile (Fructose, Glucose, Sucrose)	AOAC. Official Method 16th Edition, 982.14 or 977.20	200.00	700.00
	Moisture	ATAGO Refractometer (STP/Honey/01)	30.00	
	Diastase Activity	Honey Harmonized Method 1.6.1	250.00	
	Free Acidity	AOAC. Official Method 16th Edition, 962.19	55.00	
	Hydroxymethylfurf ural (HMF)	Honey Harmonized Method 1.5.1	180.00	
	Total Ash	Honey Method of Inter. Commission 1.3 (STP/Honey/02)	35.00	
INSTANT MIX DRINKS	Caffeine	MS 1235 - HPLC	180.00	300.00
	Total Ash	AOAC 16th Ed: 923.03 (STP/ Chem/ A04)	35.00	
	Total Fat content – Roese Gottlieb	AOAC 16th Ed: 905.02 & 989.05(STP/Chem/A02(i))	70.00	
EGGS	OMEGA Content	IUPAC 2.301 (1987)/ GC-FID	300.00	
	Cholesterol	Journal of Food Science (BOHAC) – HPLC (STP/Chem/A15)	180.00	
	Vitamin E (α- tocopherol)	AOAC 16th Ed: 971.30 (STP/Chem/A11)	250.00	
	Selenium	Microwave digestion/ICP-MS	70.00	
JUICES	Fructose, Glucose, Sucrose)	AOAC. Official Method 16th Edition, 982.14 or 977.20	200.00	650.00
	Ascorbic Acid)	AOAC 16th Ed: 967.21 (STP/Chem/a10)	100.00	
	Benzoic Acid	ISO 22855:2005 / HPLC (STP/Chem/A14)	180.00	
	Sorbic Acid	ISO 22855:2005 / HPLC (STP/Chem/A14)	180.00	
SAUCE	Total Soluble Solid	AOAC. Official Method 16th Edition. 970.59	30.00	440.00
	Total Acidity	AOAC. Official Method 16th Edition, 942.15	50.00	
	Benzoic Acid	ISO 22855:2005 / HPLC (STP/Chem/A14)	180.00	
	Sorbic Acid	ISO 22855:2005 / HPLC(STP/Chem/A14)	180.00	

PRODUCT	PARAMETER	METHOD/TECHNIQUE/ EQUIPMENT	PRICE (RM)	PACKAGE PRICE (RM)
COOKIES	Peroxide Value	AOAC. Official Method 16th Edition, 965.33	80.00	550.00
	Moisture Content	AOAC 16th Ed: 950.46 (STP/ Chem/ A04)	30.00	
	Texture	Texture Analyzer	100.00	
	Benzoic Acid	ISO 22855:2005 / HPLC (STP/Chem/A14)	180.00	
	Sorbic Acid	ISO 22855:2005 / HPLC (STP/Chem/A14)	180.00	
PALM OIL AND PRODUCTS	Peroxide Value	AOAC. Official Method 16th Edition, 965.33	70.00	520.00
	FFA/ Acidity	MPOB p2.5 (2004)	55.00	
	Iodine Value	MPOB p2.5 (2004)	70.00	
	Moisture and Volatiles	MPOB p2.5 (2004)	35.00	
	Impurities	MPOB p2.5 (2004)	40.00	
	Fatty Acid Profile	IUPAC 2.301 (1987)/ GC-FID	250.00	
HALAL PRODUCT	Alcohol	STP/HA/A02	180.00	180.00
	Porcine DNA (Raw Animal & Feed)	STP/HA/01	420.00	420.00
	Porcine DNA (Processed Food)	STP/HA/03	450.00	450.00
	Porcine DNA (Highly Processed Food)	STP/HA/04	450.00	450.00
GLYCAEMIC INDEX	Available Carbohydrate (by difference)	In-house Method No: STP/Chem/A06 based on Promerance Food Analysis: Theory and Practice, 2nd Ed. (pg 637)	450.00	450.00
	*Amylose/Amylopectin analysis	In house Method refer to Food Analytical Chemistry (2001)	325.00	325.00

## SCHEDULE 2b

(to be read and construed as an integral part of this Agreement)

### **“PACKAGE FOR “Diuji oleh UNIPEQ” / “Tested by UNIPEQ” SCHEME**

Types of Industry	New Application (RM)		Renewal Application (RM)
	Administration Fee	Certification/Logo Fee	
Big Industry	150	500	500
Medium Industry	150	400	400
Small Industry	150	300	300
Micro Enterprise	150	250	250

No of sample	Discount
1	No discount
2 – 5	5 % discount
6 – 9	8 % discount
10 and above	10 % discount

Price exclusive of:

- a) Analysis and;
- b) GST 6 %

Notes:

- Big industry : Has more than 150 full-time employees or annual sales of RM25 million and above.
- Medium industry : Has 51 to 150 full time employees or annual sales of between RM10 million and RM 25 million.
- Small industry : Has 5 to 50 full-time employees or annual sales ranging from RM250,000 to RM10 million.
- Micro Industry : Has less than 5 full-time employees or annual sales of less than RM250,000.

SCHEDULE 3



UNIPEQ SDN. BHD.

[www.unipeq.com.my](http://www.unipeq.com.my)

**APPLICATION FORM - "Tested by UNIPEQ"/"Diuji oleh UNIPEQ" Scheme**

Attn: Please complete and return by mail or fax.

PART A			
APPLICANT'S INFORMATION			
Organization	:		
Name	:		
Identification Card No.	:		
Designation	:		
Address	:		
Tel (Mobile)	:	Tel (Office)	:
Email	:	Fax	:
CERTIFICATION OF FOOD SAFETY ASSURANCE PROGRAMMES:			
*Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(If yes, justify: _____)			
*Please attach a copy of certificate			
SUPPORTING DOCUMENTS:			
1. A copy of valid premises registration slip issued by the Ministry of Health			
2. A copies of the Certificate of Registration issued by the Companies Commission of Malaysia and/or Local Government Ordinance 1961 (for Sabah and Sarawak)			
3. A copy of license issued by the local authority and/or letter of verification from any government agency (if any)			
4. A copy of the Food Safety Assurance Programme certificate (example: GMP, HACCP, and/or MeSTI certificates) (if any)			
5. Proof of payment/Receipt			
6. A copy of Certification of Analysis (COA) (for renewal application)			

PART B					
PRODUCT'S INFORMATION					
Discount Offered (%)	No. of Product/s	Industry			
		Big (RM)	Medium (RM)	Small (RM)	Micro (RM)
-	1	500.00	400.00	300.00	250.00
5	2	950.00	760.00	570.00	475.00
	3	1425.00	1140.00	855.00	712.50
	4	1900.00	1520.00	1140.00	950.00
	5	2300.00	1900.00	1425.00	1187.50
8	6	2760.00	2208.00	1656.00	1380.00
	7	3220.00	2576.00	1932.00	1610.00
	8	3680.00	2944.00	2208.00	1840.00
	9	4140.00	3312.00	2484.00	2070.00
10	10	4500.00	3600.00	2700.00	2250.00
Notes:					
1) Price above is already discounted.					
2) Price above is exclusive of GST 6%.					
PART C					
METHOD OF PAYMENT					
<input type="checkbox"/> Fee enclosed for application = RM _____ <input type="checkbox"/> Please send and invoice to address Part A.					
PART D					
APPLICATION CONFIRMATION					
I hereby acknowledge that the above statements and their accompanying attachments are true.					
Signature:					
_____					
Name:					
Date:					
Stamp:					



## REFERENCES

1. Food Act 1983 and Food Regulations 1985
2. Guideline for Good Manufacturing Practices (GMP) Scheme, KKM.
3. Guideline for HACCP Certification, KKM
4. Guideline for *Skim Pensijilan Makanan Selamat Tanggungjawab Industri (MeSTI)*
5. Guideline for *Skim Pensijilan Makanan Autentik*, KKM
6. MS 1500:2019: Halal Food - Production, Preparation, Handling And Storage - General Guidelines (Third Revision)
7. Laman sesawang JAKIM (<http://www.halal.gov.my/v4/index.php>)