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**PROCEDURE FOR GRANT OF
RECOGNITION CERTIFICATE TO
PEANUT PROCESSING UNITS
INTEGRATED PEANUT PROCESSING UNITS
FOR EXPORT**



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PROCEDURE FOR GRANT OF RECOGNITION CERTIFICATE TO PEANUT PROCESSING UNITS, INTEGRATED PEANUT PROCESSING UNITS FOR EXPORTS

To enhance export of peanuts from India and to ensure appropriate food safety measure, it is essential to adopt the procedure outlined in this document for grant of recognition certificate to the peanut processing units and integrated peanut processing units. One of the objectives of this procedure is to encourage exporters of peanuts to come up to the international food safety compliance. Expected benefits of this scheme include infrastructure development, encouragement to backward linkages, export of good quality produce and encouraging adoption of internationally acceptable practices and creation of a healthy competitive environment among exporters.

01	PROCEDURE FOR APPLICATION FOR RECOGNITION AND RENEWAL	FOR FOR AND	1.1	Application for recognition of peanut processing units, integrated peanut processing units for export of peanuts shall be made to Indian Oilseeds & Produce Export Promotion Council (IOPEPC), Mumbai in Form-I .
			1.2	The application should be accompanied with the peanut processing unit integrated peanut processing unit infrastructure data in Form-II .
			1.3	The applications complete in all respects alongwith a Demand Draft of Rs. 25,000/- as non-refundable processing fee in favour of IOPEPC may be submitted.
			1.4	The recognised units shall apply for annual surveillance alongwith a surveillance fee of Rs. 25,000/- in the form of demand draft payable to IOPEPC. Onus of application before expiry of the original recognition shall be on the processor/exporter/unit. The documents mentioned at para 1.5 need not be submitted if there is no change.
			1.5	Following other documents should be submitted along with the application: a) Name & addresses of owners/partners/ directors/ trustees etc. along with documentary evidence. b) Copy of permission/license from the local body to run the processing unit. c) Copy of the lease agreement in case the processing unit is being run on lease basis (if applicable).

			<p>d) Lay out of the premises.</p> <p>e) List of machinery and equipment including transport vehicles.</p> <p>f) Copy of certificate of quality, food safety, maintenance manuals and procedures, if any.</p> <p>g) Health record of workers.</p> <p>h) Record of training provided to workers.</p>
		1.6	The application should be signed by the owner/partner/director/managing trustee duly authorized for the purpose and a documentary evidence/power of attorney/copy of the resolution must accompany the application.
		1.7	Applications for grant of recognition certification for peanut processing unit integrated peanut processing unit may be made to IOPEPC on a voluntary basis.
02	PEANUT PROCESSING UNIT INTEGRATED PEANUT PROCESSING UNIT RECOGNITION PROCEDURE	2.1	Preliminary scrutiny of the application will be carried out by IOPEPC. In case the application is in order, IOPEPC shall organize inspection of the unit by a recognition committee constituted by IOPEPC consisting of official from APEDA, NRL, IOPEPC, State Government(s) and Directorate of Groundnut Research (DGR). The committee will have minimum three members of which one will be from IOPEPC.
		2.2	The evaluation of the application and physical inspection shall be carried out on first-come-first-served basis.
		2.3	IOPEPC shall inform the processing unit/exporter one week in advance of the date of inspection so that by such time the unit should be ready with requisite records, as required for verification by the processing unit recognition committee.
		2.4	The Recognition Committee shall furnish the inspection report with its recommendations to IOPEPC as per format given in Form-III within two weeks of the physical inspection.
		2.5	Inspection of 10% (including surprise inspection) of IOPEPC recognized units shall be carried out by a committee constituted by APEDA consisting of official from APEDA, NRL, IOPEPC, State Government(s) and Directorate of Groundnut

			Research (DGR). Selection of 10% applications shall be made at random. The Committee shall furnish inspection report in Form-III to APEDA. IOPEPC shall ensure inspection of 10% units. The expenditure shall be borne by respective departments. The inspection committee will have minimum three members of which one each will be from APEDA and IOPEPC.
		2.6	Implementation and certification of Good Agricultural Practices (GAP) by the groundnut producing farmers. Implementation and certification of HACCP and any other food safety management system, quality control system, product recall procedures, etc. by the shelling and grading units shall be implemented and certified by APEDA recognised agencies.
03	ISSUE OF PROCESSING UNIT RECOGNITION CERTIFICATE	3.1	In case the Recognition Committee is satisfied that the processing unit conforms to the requirements of the scheme, it will recommend to IOPEPC to issue the Recognition Certificate. The same shall be issued by IOPEPC in Form-IV . The certificate shall bear a unique number.
		3.2	The Recognition Certificate issued to processing unit shall be prominently displayed in the unit.
		3.3	Any change in the layout, design, capacity, documentation, title, etc., of the unit shall be got approved by IOPEPC within 60 days of such change.
		3.4	The date of validity of the Recognition Certificate shall be one year from date of issue.
		3.5	The unit shall be re-inspected by the unit Recognition Committee for the purpose of renewal of the certificate. The re-inspection shall be carried out before expiry of validity of the certificate.
		3.6	In case, processing is carried out in a leased unit, the certificate shall be issued to the manufacturer/exporter who is the lessee and not to the owner of the unit. In case, lease agreement expires before the expiry of the recognition certificate, then validity of the certificate will be limited to the date of expiry of

			lease agreement. In case of extension of lease agreement, the certificate shall be renewed for such period as appropriate.
		3.7	Notwithstanding the fact that the certificate once issued shall continue to be in force till the date specified in the certificate, IOPEPC may institute surprise checks through its officers in order to ensure that the unit has maintained the standard required for issue of the recognition of certificate.
		3.8	The processing unit shall also comply with such other instructions as may be issued by IOPEPC from time to time.
04	REFUSAL/ CANCELATION/ SUSPENSION OF PROCESSING UNIT RECOGNITION CERTIFICATE	4.1	Issue of certificate may be refused or, if issued, may be cancelled or suspended: a) If the unit does not conform to the prescribed standards. b) If there are adverse reports from the financial institution/banks against any of the owners/directors/partners/trustees. c) In case of un-satisfactory arrangements for disposal of rejected, rotten, and waste. d) In the absence of a valid license from the local bodies.
		4.2	In the overall interest of exports from India, IOPEPC reserves the right, at any stage, to withdraw/cancel/suspend recognition given to a unit.
		4.3	Refusal of application for certificate or its cancellation/suspension, as the case may be, shall be communicated to the applicant.
05	APPEAL AGAINST REFUSAL/SUS- PENSION/CANCELATION OF PROCESSING UNIT RECOGNITION CERTIFICATE	5.1	Appeal against refusal/cancellation or certificates may be submitted to Chairman, IOPEPC within 30 days of the receipt of such refusal/suspension/cancellation.
		5.2	In case of cancellation of certificates, the original certificate of unit recognition shall accompany the appeal.

		5.3	Chairman, IOPEPC will consider the application on merits and, if considered necessary, order re-inspection of the unit during which time the anomalies pointed out by the Committee should be rectified.
		5.4	If approved, a fresh certificate shall be issued on payment of a fee of Rs. 5,000. The intervening period between the cancellation of the certificate and issue of fresh certificate shall be deemed to imply that the unit is not recognized during this period.
06	ISSUE OF DUPLICATE RECOGNITION CERTIFICATE IN CASE OF LOSS OR MULTILATION		In case of loss or mutilation of any certificate, a duplicate certificate may be issued on payment of Rs.1,000/-. The validity of the duplicate certificate shall be the same as that of the original.

Place: New Delhi
Date: 07.08.2012

(Asit Tripathy)
Chairman, APEDA

FORM - I**FORM OF APPLICATION FOR RECOGNITION/RENEWAL OF
PROCESSING UNIT FOR EXPORT OF PEANUTS**

1	Name and address of the processing unit	
2	Contact person	
3	Telephone No.	
4	E-mail	
5	APEDA Registration No. <i>(please enclose self-attested copy)</i>	
6.	IOPEPC Registration No. <i>please enclose self-attested copy)</i>	
7	Total installed capacity	
8	Core operation of the unit shelling/ grading/ processing, integrated unit <i>(please specify)</i>	
9	List of machinery and equipments including transport vehicles <i>(please enclose self-attested copy)</i>	
10	Likely production (in MT) per annum	
11	SSI/DIC/EOU License No. and date	
12	Copy of permission/license from SSI/DIC/EOU to run the processing unit <i>(please enclose self-attested copy)</i>	
13	Copy of the lease agreement in case the processing unit is being run on lease basis <i>(please enclose self-attested copy)</i>	
14	Date of expiry of lease agreement, if applicable	
15	Lay out plan of the premises <i>(please enclose self-attested copy)</i>	
16	Copy of certification of GAP, HACCP, Food Safety Management System, ISO, Environment Management System, etc.	
17	Copy of Pest Control Management Contract	
18	Name and address of the bankers	
	Application fee of Rs. 25,000/- DD No. _____ dated _____.	

DECLARATION

- (a) I/We declare that I/we possess authority and right to process and store peanut and peanuts in the above premises and to effect any structural and/or other modifications required conforming to the instructions issued from time to time.

- (b) I/We also declare that I/we have read and understood the procedure for grant of recognition certificate for processing unit and have complied with the same in respect of the above stated unit facility. I/we understand that non-compliance will entail cancellation of the recognition certificate issued to me.

Place: Signature* -----
Date: Name -----
Designation -----

*owner/partner/director/ managing trustee duly authorized

UNDERTAKING

I/We, ----- undertake to always maintain the above mentioned unit as per the standards prescribed in this document, to abide by any instructions that may be issued by IOPEPC in this respect from time to time and to get the unit inspected whenever called upon to do so by IOPEPC.

VERIFICATION

I/We -----, hereby, declare that to the best of my knowledge and belief, the above information is complete and correct and that I agree to abide by the conditions laid down in this behalf.

Place: Signature -----
Date: Name -----
Designation -----

PROCESSING UNIT INFRASTRUCTURE DATA

Sr. No.	Item	Data by Applicant	IOPEPC Verification
1	NAME & ADDRESS OF THE UNIT		
2	DATE OF ACQUISITION/SETTING UP		
3	WHETHER HIRED/LEASED <i>(Please enclose copy of lease deed)</i>		
4	Is the unit is certified to food safety management system or quality systems? (Please provide copies of certificate of HACCP/ISO-22000 manuals and procedures) <i>(Please enclose copy of certificate and manual)</i>		
EXTERNAL INFORMATION			
6	Surroundings (clean/unclean)		
7	Information on obnoxious industry like fish canning, tanneries chemical plants, fertilizer plants releasing hydrogen sulphite etc. in vicinity		
8	Condition of approach, service roads		
9	Ventilation arrangement		
10	Cattle trap system, if any		
11	Pest, insect, rodent proofing		
12	Condition of drainage system whether open or permanently installed underground		
13	Arrangements for drainage disposal of waste material		
14	Whether wash and change room for workers provided.		
15	Whether the external walls are properly plastered and free from crevices, holes, dampness		
16	Arrangement for prevention of contamination from outside		

INTERNAL INFORMATION			
17	Whether the walls and ceilings are properly white washed		
18	Whether the floor, walls and ceilings are properly plastered with impervious material		
19	Whether sufficient signboards indicating “do not spit/smoke” are prominently displayed in the unit		
20	Whether adequate protected lights (<i>not covered with glass</i>) have been provided in the working area		
21	Whether adequate fans for drying peanuts are available, if applicable		
22	Whether the processing area is free from cob-webs and spiders		
GENERAL			
25	Type of shed (whether temporary or RCC, etc.)		
26	Processing Hall daily capacity in MT		
27	Raw material unloading and storage capacity		
29	Mechanized/manual grading and processing capacity, as applicable (<i>please provide evidence</i>)		
30	Mechanized/manual water spraying capacity, if any (<i>please provide evidence</i>)		
31	Conveyor/grading table capacity and condition of conveyors/tables		
32	Whether adequate fans for drying peanuts are available, if applicable		
36	Storage capacity in MT (<i>separately for raw material and finished goods, as applicable</i>)		
40	Condition of floor, walls and roof		
41	Lighting arrangement		
42	Cleanliness in storages		
47	Arrangements for Annual Maintenance/Calibration Of Equipment (<i>Please provide copies of manuals/procedures</i>)		
47	WATER SUPPLY & SOURCE		
48	Source of water		
49	Volume of water supply		
50	Capacity and condition of water storage tanks		

POWER SUPPLY			
51	If own power generation capacity		
52	If state/private run power source, amount of sanctioned/allocated load		
53	Capacity of standby generators in case of power failure		
GENERAL STORAGES			
54	Storage arrangement for gunny bags, packaging material, pallets		
55	Storage arrangement of export rejections		
56	Storage arrangement for fungicides etc.		
RECORDS			
57	Medical record history sheet for each individual staff member and separate periodic medical check up register		
58	Inspection visits of inspection agency staff		
59	Periodic maintenance of equipment and premises (<i>enclose copy of manual</i>)		
60	Receipt and dispatch record of the produce in unit		
LABORATORY FACILITY			
61	Whether a laboratory exists		
62	Tests performed		
63	Person in-charge of the lab, his/her name and qualifications		
64	List of in-house laboratory equipment		
IN-HOUSE STAFF			
65	Personnel, administrative/organization chart		
66	Managerial/supervisory staff		
67	Technical/mechanical/maintenance staff		
68	Semi-skilled workers		
69	Unskilled workers		
70	Whether the staff is periodically examined for medical fitness, if so, periodicity		
71	Whether the nails and hairs are properly trimmed (<i>use of nail polish to be prohibited</i>)		
72	Whether clean attire, aprons, gloves, caps etc. are provided to workers		
73	Waste disposal arrangements		
74	Whether educated to observe personal hygiene		
75	Whether informed that smoking, chewing, spitting in the processing area is prohibited		
SANITARY FACILITIES			
76	Unit cleaning schedule		
77	Hand washing facility		

78	Maintenance of drainage system		
LAVATORIES			
79	No. of toilets for each sex of workers		
80	Cleanliness		
81	Provision for potable water, wash basins, soap, towels, etc.		
MISCELLANEOUS			
82	Modernization/upgradation needs of the unit		
83	Projected plans for modernization/upgradation with target dates		
84	Introduction of any special quality control on-line product inspection procedures		
85	Specific activities for improving appearance of surroundings and environmental control		

PLACE:
DATE:

AUTHORISED SIGNATORY

PROCESSING UNIT INSPECTION REPORT

1. Name and Address of the Unit :

2. Processing capacity :

3. Shelling grading capacity :

4. Storage capacity
(a) For raw material :
(b) For finished goods :

RECOMMENDATION:

SIGNATURE OF RECOGNITION COMMITTEE MEMBERS

1. Signature :
Name :
Designation :
Date :

2. Signature :
Name :
Designation :
Date :

3. Signature :
Name :
Designation :
Date :



INDIAN OILSEEDS AND PRODUCE EXPORT PROMOTION COUNCIL

**CERTIFICATE OF PEANUT PROCESSING UNIT, INTEGRATED PEANUT
PROCESSING UNITS RECOGNITION**

This is to certify that the peanut processing unit, integrated peanut processing unit described below has been inspected by the Unit Recognition Committee constituted by IOPEPC, and the existing facilities are considered adequate to meet the prescribed level for export of peanuts:

1. Name and Address of exporter :
2. Certificate No. :
3. Certificate valid up to :
4. Address of the unit :
5. Processing capacity of the unit :
6. Storage capacity of the unit
(a) For raw material :
(b) For finished goods :

For and on behalf of IOPEPC

Place:

Date:

S E A L

Authorized signatory

78-79, Bajaj Bhawan, Nariman Point
Mumbai 400 021 INDIA

CHECKLIST FOR PEANUTS & PEANUT PRODUCTS PROCESSING UNITS

1. Whether the Unit has Signboards in English as well as in local languages displaying in bold letters regarding strictly prohibition of smoking, pan chewing, spitting etc. in the premises especially in those places where grading, hand picking etc. are carried out.
2. Whether footwear worn by personnel to be removed and feet washed when they arrive before entering processing area
3. Whether there is a provision at doors, windows to prevent entry of rodents, birds and insects by providing at least wire/plastic mesh/net (Dust Plastic Flaps at main Entry/Air Curtains)
4. Whether the factory premises including compound have rodent and pest control policy
5. Whether equipments which can trap pest and rodents are provided (Bait Station Plan & Pest Control Contract/Procedure for Pest Control)
6. Whether effective control mechanism in processing and storage area for insects, rodents and pest has been set up (Through Pest o Flash or flier catcher etc.)
7. Whether cracks and holes in the walls and Floor are sealed to avoid likely entry & Infestation of rodents, birds or insects.
8. Whether the unit and storage area are damp-proof and properly ventilated.
9. Whether sufficient light reaches in the Unit & Storage area.
10. Whether the roofing is of RCC or asbestos sheets or any other materials.
11. Whether all windows and light fittings in production or storage areas are protected (as per glass policy).
12. Whether the cargo is being properly stacked by leaving
 - a) At least 1 foot of space between the wall of the godown and the stack.
 - b) At least 1 foot free space made available in between two stacks
 - c) Minimum of 2 feet is left between the ceiling of the godown and the top of the stack.
13. Whether sufficient passage for moving about for inspection and disinfestations and also for facilitating movement of bags has been provided (Pathway Identification & Area Identification Sign Board).
14. Whether the finished goods in bags are placed on wooden crates/pallets/tarpauline at the time of stacking to avoid floor seepage.
15. Whether the empty bags to be used for packing the cargo are fumigated including the strings used for stitching.
16. Whether the containers on arrival are inspected for any perforation or damage and are export worthy whether the container is cleaned, dried prior to stuffing and is fumigated after stuffing.
17. Whether the rejected goods are kept separately in the store room with identification mark "REJECTED" so that the same do not mix up with accepted goods.
18. Whether there are separate rooms to store packing materials to avoid them getting contaminated/spoil with dust, insect infestation, and harbourage by rodents.
19. Whether different commodities or materials which give off odors are stored separately to avoid cross contamination.
20. In case of Hand Picking and Selection, whether the workers are provided with picking tables/picking belts for the job.
21. Whether moisture meter available inside the facility and weighing scale. To be available duly calibrated by approved agency).
22. Whether First Aid Boxes are available at suitable places.
23. Whether workers engaged in handling, processing and packing are provided with apron - headgears, cover for mouth, hand gloves and shoe cover while working in the processing unit.
24. Whether the unit/warehouse have separate toilets for gents and ladies with water taps, wash basin, sufficient quantity of water and soap for cleaning hands and legs.
25. Whether sufficient Fire fighting equipments are kept ready in the units/warehouses and staff is adequately trained to use the same.