

**PROCEDURE FOR GRANT OF
RECOGNITION CERTIFICATE
FOR
HORTICULTURE PRODUCE PACKHOUSES**



**2012-13
(October 2012)**

**Agricultural and Processed Food Products
Export Development Authority
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**PROCEDURE FOR GRANT OF RECOGNITION CERTIFICATE
FOR HORTICULTURE PRODUCE PACKHOUSES**

With a view to carving out a **niche** for Indian horticulture produce and for ensuring an **appropriate standard** in exports, it has been decided to adopt the procedure outlined in this document for grant of **pack house recognition**. The objective of this procedure is to encourage exporters of horticultural produce to meet the international standards. Expected benefits of this scheme include infrastructure development, encouragement to backward linkages, export of good quality produce, promotion and publicity at the international level, encouraging adoption of internationally acceptable standards and practices, up-gradation of standards for product quality, hygiene, upkeep, food safety, and creation of a healthy, competitive environment among exporters.

The scheme is applicable to all pack houses handling and processing horticulture produce viz fruits and vegetables for export. Recognition will be granted for multiple produce (as stated in para 3) for which appropriate facilities are found to be existing, by the Pack house Inspection Committee during inspection.

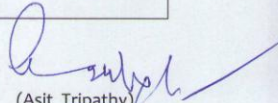
| SN | Point | Details |
|----|---------------------------|---|
| 01 | PROCEDURE FOR APPLICATION | <p>1.1 All applications will be made to APEDA in Form-I.</p> <p>1.2 The application should be accompanied with pack house infrastructure data in Form-II.</p> <p>1.3 The application duly completed may be submitted either at the Head Office of APEDA at New Delhi or at any of its regional offices, who will forward the same to the Head office.</p> <p>1.4 The application fee of Rs. 15,000/- by way of demand draft in favor of APEDA, payable at New Delhi should accompany the application. The application fee is non-refundable.</p> <p>1.5 The following documents should be submitted along with the application :</p> <p>a) Names and addresses of owners / partners/ directors / trustees etc. along with documentary evidence.</p> <p>b) Copy of permission/license from the DIC/Gram Panchayat/appropriate local authority to run the pack house/cold rooms.</p> <p>c) Copy of the lease agreement, in case the pack house is being run on lease basis.</p> <p>d) Lay out of the premises.</p> |

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| | | <p>e) Brief resume of the pack house manager and other skilled staff</p> <p>f) Copy of pollution control clearance (waste disposal, environment), if any.</p> <p>g) List of machinery and equipment including reefer/insulated vehicles.</p> <p>h) Copy of quality and maintenance manuals and procedures providing details (names, list of duties assigned and technical competency of Quality control managers/supervisors), the Internal Quality Control System, whether in house or outsourced. If HACCP /ISO/BRC are not implemented , the in-house quality manual/SoPs provided by APEDA should be maintained and submitted</p> <p>i) Copy of HACCP/ ISO or any other relevant quality management system certificate, if any, along with food safety manuals and procedures.</p> <p>j) Water analysis report of last one year.</p> <p>k) List of farmers, along with the copy of agreement entered into with them by the pack house , as per the format provided by APEDA, (attach copies of contracts etc). Specify, whether the farmers are implementing GAP and provide copy of GAP certificate, if applicable, Standard Operating Procedures (SoPs) etc.</p> <p>l) Specific evidence to depict trace-back and product recall procedures.</p> <p>m) Health record of workers (copies of last medical report with pathological test reports wherever and whenever advised by Doctor etc).</p> <p>n) Record of training provided to workers in their respective areas of responsibility such as operational areas for workers and quality maintenance and documentation record keeping to concerned supervisory/managerial officials, should be imparted. This should be properly documented and maintained on records. A report should be provided.</p> <p>o) Code of Conduct duly signed in Form-III.</p> <p>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.</p> |
| 03 | ISSUE OF PACKHOUSE RECOGNITION CERTIFICATE | <p>3.1 A Pack house Inspection Committee will carry out inspection of the Pack Houses before recommending grant of recognition certificate.</p> <p>3.2 The Committee will comprise of (i) A representative of</p> |

| | | |
|-----|---|--|
| | | <p>FFV Division at APEDA Head Office (ii) An officer from the concerned Regional office of APEDA (iii) A representative of the concerned State/Horticulture/Agriculture Department and (iv) A representative of AGMARK or the National Plant Protection Organization (NPPO), as the case may be</p> <p>3.3 In case the Inspection Committee is satisfied that the pack house conforms to the requirements of the scheme, it will recommend to APEDA to issue the pack house recognition certificate as per Form-V. The certificate will bear a unique number.</p> <p>3.4 The Pack House Recognition Certificate will be valid for two years from the date of issue.</p> <p>3.5 The Pack house Recognition Certificate shall be prominently displayed in the pack house.</p> <p>3.6 Any change in the layout, design, capacity, documentation, title, etc., of the pack house shall be got approved by APEDA within 60 days of such change.</p> <p>3.7 The date of validity of the Recognition Certificate shall be specified on the certificate</p> <p>3.8 The certificate shall be issued to the owner of the pack house even if it leased out. The address on the Pack house Recognition Certificate will be retained as the one provided by the applicant in the application for recognition of the pack house.</p> <p>3.9 Notwithstanding the fact that the certificate once issued shall continue to be in force till the validity of the certificate, APEDA may institute surprise checks through its officers in order to ensure that the pack house has maintained the standard as required for issue of the recognition of certificate.</p> <p>3.10 It is mandatory on part of pack house operator to comply with recommended SOP's and Guidelines as provided by APEDA from time to time.</p> <p>3.11 The exporter shall also comply with such other instructions as may be issued by APEDA, from time to time.</p> <p>3.12 Upon expiry of the validity of the Pack House Recognition Certificate, it will automatically become null and void and must be surrendered to APEDA immediately thereafter.</p> |
| 04. | RENEWAL OF PACKHOUSE RECOGNITION CERTIFICATE UPON CESSATION OF VALIDITY | <p>4.1 Upon cessation of the validity period of the Pack House Recognition Certificate, it shall be incumbent upon the applicant (the pack house owner) to approach APEDA with a written request for renewal along with non-refundable fee of Rs. 10,000. Such request should reach APEDA at least 30 days prior to expiry date .</p> |

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| | | <p>4.2 With the written request for renewal, the applicant must surrender the previous Certificate in original to APEDA.</p> <p>4.3 The pack house Inspection Committee shall carry out inspection for the purpose of recognition /renewal of the Pack House as per procedure .</p> |
| 05 | REFUSAL/CANCELLATION/SUSPENSION OF PACKHOUSE RECOGNITION CERTIFICATE | <p>5.1 Issue of certificate may be refused or, if issued, may be cancelled or suspended :</p> <ul style="list-style-type: none"> a) If the pack house does not conform to the prescribed standards. b) If not complying with recommended SOP's and Guidelines as provided by APEDA from time to time c) If there are quality complaints from the importing country which are found to be genuine and authentic and attributed to the fault of the exporter. d) If the pack house does not conform to availability of sufficient potable water. e) If technically qualified personnel are not available to manage the pack house. f) In case of unsatisfactory arrangements for disposal of rejected, rotten, waste of horticulture produce. g) In the absence of a valid license from the local bodies. |

| | | |
|-----|---|---|
| | | <p>h) In case of not holding valid captive power generation facility duly sanctioned from the respective authority if the pack house does not have state/private run power connection.</p> <p>i) In the case pack house is used for purpose other than post harvest processing of horticulture produce.</p> <p>5.2 In the overall interest of exports, from India, APEDA reserves the right, at any stage, to withdraw / cancel/ suspend recognition given to a pack house .</p> <p>5.3 Refusal of application for certificate or its cancellation/suspension, as the case may be, shall be communicated to the applicant in writing. The applicant will have to surrender the original Pack House Recognition Certificate to APEDA till such time such cancellation/suspension is revoked.</p> |
| 06 | APPEAL AGAINST REFUSAL/SUSPENSION/CANCELLATION OF THE PACKHOUSE RECOGNITION CERTIFICATE | <p>6.1 Appeal against refusal/cancellation or certificates may be submitted to Chairman, APEDA within 30 days of the receipt of such refusal / suspension / cancellation.</p> <p>6.2 Chairman, APEDA will consider the application on merits and, if considered necessary, order re-inspection of the pack house during which time the anomalies pointed out by the Committee should be rectified and compliance notified to APEDA</p> <p>6.3 If approved, a fresh certificate shall be issued on the basis of recommendation of the Committee. It may be noted that in such cases, all the expenses against the re-inspection of the committee members shall be borne by the facility operator itself if the complaint is found to be attributable to the exporter. The intervening period between the cancellation of the certificate and issue of fresh certificate shall be deemed to imply that the pack house was not registered during the period.</p> |
| 07. | ISSUE OF DUPLICATE RECOGNITION CERTIFICATE IN CASE OF LOSS OR MUTILATION | <p>7.1 In case of loss or mutilation of any certificate, a duplicate certificate may be issued on payment of Rs 5,000/-. The validity of the certificate shall be the same as that of the original.</p> |


 (Asit Tripathy)
 Chairman

Place : New Delhi

Date : 24th October, 2012

**FORM OF APPICATION FOR RECOGNITION OF
HORTICULTURE PRODUCE PACKHOUSE
(TO BE FILLED UP BY APPLICANT)**

| | | |
|----|---|---|
| 1. | Name and address of the applicant (owner) along with complete contact details | Name Address Tel with STD Code: Fax with STD Code: Email ID : Mobile : |
| 2. | APEDA Registration-cum-membership No. | RCMC No : Date of Issue : Merchant/Manufacturer: Valid Upto : |
| 3. | Address of the pack house with name of Pack House Manager and his contact details | Address : Pack House Manager : Contact Tele/Mobile No |
| 4. | License no. and date (enclose self-attested copy) | Licence No Issued for Issued by Issue Date Valid Upto |

| | | |
|----|---|---|
| 5. | Previous APEDA pack house recognition certificate details (Surrender the previous certificate with this application) | Certificate No: Date of issue Valid upto : Product : |
| 6. | Products for which Recognition is now being sought | |
| 7. | Validity of lease agreement, if applicable | Date of Issue Valid upto |
| 8. | Details of the Bank draft towards payment of Fee | DD No: Date of issue Drawn on (bank) Amount (Rs) |

DECLARATION

- (a) I/We declare that I/we possess authority and right to process/store fresh horticulture produce 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 declare that my/our pack house has been leased for the period (from.....to.....) to Mr/M/s
- (c) I/We also declare that I/we have read and understood the procedure for grant of recognition certificate for horticulture produce pack houses and have complied with the same in respect of the above stated pack house facility. I/we understand that non-compliance at any stage will entail cancellation of the recognition certificate issued to me.
- (c) I/We further declare that I/we and the above stated pack house have no dues to settle with another exporter/pack house /farmer.

Place :
Date :

Signature -----
Name -----
Designation -----

UNDERTAKING

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

Place :

Signature -----

Date :

Name -----

Designation -----

VERIFICATION

I/We -----, hereby, declare that to the best of my knowledge and belief, the above information is complete and correct and that no facts have been concealed. I/We also agree to abide by the conditions laid down in this behalf.

Place :

Signature -----

Date :

Name -----

Designation -----

**PACKHOUSE INFRASTRUCTURE DATA
(FOR APPLICANTS)**

A. PACKHOUSE INFORMATION :

| Sn | Particulars | Details |
|----|--|---|
| 1. | Name & full address of the applicant | |
| 2. | Date of acquisition/setting up | |
| 3. | If leased give details of the lease and enclose a copy of the lease deed | Date of lease deed Valid upto Leased to: Name Address Tel No Mobile No.. |

B. EXTERNAL INFORMATION:

| Sn | Control Point | Level | Remarks |
|----|--|------------------|---------------|
| 1. | Arrangements for disposal of waste material. Ideally a disposal pit and/or compost pit should be within the boundary of Pack house and visible for supervision | Mandatory | |
| 2. | Arrangement for Prevention of contamination from outside Net proofing to avoid dust, flies etc | Mandatory | |
| 3 | Surroundings | Major | Clean/Unclean |
| 4. | Whether situated near obnoxious industry like fish canning, tanneries chemical plants, fertilizer plants releasing effluent / hazardous material etc. | Major | |

| Sn | Control Point | Level | Remarks |
|-----|--|--------------|---------|
| 5. | Boundary wall/fencing | Minor | |
| 6 | Condition of drainage system and whether surface (but covered) or permanently installed underground. | Major | |
| 7 | Whether wash and change room for workers provided. If provided, number of toilets (Gender wise) for workers and provision for water, soap, towels etc. | Major | |
| 7/1 | The opening of toilet doors shall be outside the pack house process area | Major | |
| 7/2 | Arrangement for foot wears and disinfectants at change room. | Minor | |
| 8 | Availability of soap dispensers and hand/knee/foot operated taps at every entry point | Major | |
| 9 | Availability of foot dip system at worker entry Point | Minor | |
| 10 | Whether the external walls are properly plastered and free from crevices, holes, dampness, Webs. | Major | |

c. INTERNAL INFORMATION:

| Sn | Control Point | Level | Remarks |
|----|--|------------------|---------|
| 1 | Whether the walls and ceilings are properly plastered and white washed | Mandatory | |
| 2 | Pest, insect, rodent control measures (In house or outsourced) | Mandatory | |
| 3 | Availability of potable water | Mandatory | |
| 4 | Whether the floor, walls and ceilings are properly plastered with impervious material. | Major | |
| 5 | Floor level/slope in pack house should be proper to mallow water to flow out | Major | |
| 6 | Condition of floor, whether any pothole / cracks on floor | Major | |
| 7 | Is floor concrete or tiled | Major | |
| 8 | Whether adequate protected lighting arrangements provided in the working area | Major | |

| Sn | Control Point | Level | Remarks |
|------|---|---------------------------------------|---------|
| 9. | Whether adequate exhaust fans provided Whether adequate exhaust fans provided with proper netting or shutter. | Major | |
| 10 | Whether the premises is free from cob webs and spiders Whether the premises is free from cob webs and spiders | Major | |
| 11 | Whether adequate fans for drying of fruits/vegetables are available | Major | |
| 12 | Condition of conveyors/tables | Major | |
| 13 | Whether alarm system is available, in case of emergency inside the premises area | Major | |
| 14 | Whether entry is restricted and all the entry-exits points are provided with air curtains/ fly proofing and auto closing. For mango pack houses double door is mandatory due to quarantine pest issues concerned and in tune with Guidelines and SoPs issued by APEDA earlier | Major | |
| 15 | Condition of floor, walls, insulation, ceilings etc inside the pre-cooling chambers | Major | |
| 16 | Alarm system in case of emergency inside the pre-cooling chambers | Major | |
| 17 | Displayable recorders for temperature / humidity on pre-cooling chambers | Major | |
| 18/1 | Shatter proof lighting arrangement in pre-cooling chambers, | Major | |
| 18/2 | Hygienic condition of pre-cooling chambers | Major | |
| 19 | Condition of floor, walls, insulation, ceilings etc inside the cold storage chambers | Major | |
| 20 | Alarm system in case of emergency in cold storage | Major | |
| 21 | Displayable temperature and humidity recorders on cold storage | Major | |
| 22/1 | Shatter proof lighting arrangement in cold storages | Major | |
| 22/2 | Hygienic condition in cold storages | Major | |
| 23 | Whether hot water (for hot water dip treatment) at regulated temperature is available (please indicate capacity also) inside the pack house process hall area | Major (for applicable produce) | |

| Sn | Control Point | Level | Remarks |
|----|--|-------|---------|
| 24 | Whether sufficient signboards indicating “do not spit/do not smoke, eatables prohibited” are prominently displayed in the premises | Major | |
| 25 | Adequacy of water receptacles | Minor | |

D. GENERAL

D.1 Intermediate Storage:

| | | | |
|---|---|-------|--|
| 1 | Capacity of intermediate storage | Minor | |
| 2 | Type of sheds, whether temporary or RCC | Minor | |
| 3 | If RCC, arrangement for temperature control | Minor | |

D.2 Packhouse Processing Hall:

| Sn | Particulars | Facts & data |
|----|--|--------------|
| 1 | Raw material unloading and storage capacity | |
| 2 | Weighing capacity (please provide evidence) | |
| 3 | Desapping capacity / batch | |
| 4 | Mechanized/manual sorting/grading capacity/ batch (please provide evidence) | |
| 5 | Mechanized/manual washing capacity/batch (please provide evidence) | |
| 6 | Mechanized/manual hot water dip treatment capacity / batch, if any (please provide evidence) | |
| 7 | Number of HDPE crates availability | |
| 8 | Packing capacity | |
| 9 | Palletization capacity | |
| 10 | Docking capacity | |
| 11 | Airconditioning system | |
| 12 | Ripening chambers capacity | |
| 13 | Any other processing equipments like, VHT, irradiation, debittering, etc. | |

D.3 Pre-cooling capacity per batch in MT

| Sn | Particulars | Facts & data |
|----|-----------------------------------|---------------------------------|
| 1 | No. of chambers | |
| 2 | Capacity of each chamber | |
| 3 | Make of air handlers, humidifier | |
| 4 | Type of insulation | Wall mounted puff/panels/others |
| 5 | Return air suction ratio | |
| 6 | Air tightness | |
| 7. | Compatibility to cold storage bay | |
| 8. | Stand-by unit in case of failure | |

D 4.. Cold storage capacity in MT

| Sn | Particulars | Facts & data |
|----|---|--------------|
| 1 | Refrigeration system and make | |
| 2 | Number of chambers | |
| 3 | Capacity of each chamber | |
| 4 | Type of cold storage | |
| 5 | Type of insulation | |
| 6 | Facility of injecting fresh air, if any | |
| 7 | Facilities for ethylene scrubbing, carbon dioxide filtration, fumigation | |
| 8 | Air tightness arrangement | |
| 9 | Facility of movement of loaded pallets (including pallet size) | |
| 10 | Compatibility with shipping/docking bay | |
| 11 | Stand-by unit in case of failure of main cold storage (indicate capacity) | |

E. Transportation capacity:

| Sn | Particulars | Facts & data |
|----|---|--------------|
| 1 | Refrigerated vans (number and capacity) | |
| 2 | Insulated vans (number and capacity) | |
| 3 | Ordinary vans (number and capacity) | |

F. ARRANGEMENTS OF ANNUAL MAINTENANCE / CALIBRATION (please provide copies of manuals/procedures/ calibration certificates)

| Sn | Control Point | Level | Remarks |
|----|--|-------|---------|
| 1 | Arrangements of annual maintenance / calibration of packhouse equipment | Major | |
| 2 | Arrangement of annual maintenance/ calibration of pre-cooling, cold storage, insulated/refrigerated vans | Major | |

G. WATER SUPPLY

| Sn | Control Point | Level | Remarks |
|----|--|-------|---------|
| 1 | Supply Source of safe water | Major | |
| 2 | pH of water (7-8.5) | Major | |
| 3 | In case pH of water is not neutral, whether water softening plant is erected | Major | |
| 4 | Volume of water supply is adequate | Major | |
| 5 | Capacity and condition of over-head storage tank | Major | |
| 6. | Water Testing Done from (name of laboratory) | | |
| 7 | Is the laboratory recognized . If yes, by whom?’ | | |
| 8 | Sampling procedure | | |
| 9 | Frequency of testing | | |
| 10 | Last testing done on(attach test report) | | |

H.. POWER SUPPLY

| Sn | Control Point | Remarks |
|----|--|--|
| 1 | Sanctioned/allocated load from State/private run power source, | Sanctioned Load : Source : |
| 2 | Captive Power generation capacity | No of DG sets Capacity of each DG Set |

I. GENERAL STORAGES

| Sn | Control Point | Level | Remarks |
|----|---|------------------|---------|
| 1 | Separate storage arrangement for fungicides, chemicals , post harvest biological control agents | Mandatory | |
| 2 | Separate arrangement for storage of packaging material, pallets | Mandatory | |
| 3 | Separate storage arrangement of export rejections and ripened and rotten fruits | Major | |

J. LABORATORY FACILITY

| Sn | Control Point | Remarks |
|----|--|---------|
| 1 | Whether the laboratory exists | |
| 2 | Tests performed | |
| 3 | List of in-house laboratory equipment | |
| 4 | Person in charge of the lab, his/her name and qualifications | |
| 5 | Air-conditioning /ventilation | |
| 6 | Record of laboratory working sheets and tes | |

K. PERSONNEL

| Sn | Control Point | Remarks |
|----|--|---------|
| 1 | Organisation chart | |
| 2 | Total strength | |
| 3 | Managerial Supervisory Technical Skilled Semi-skilled Unskilled (gender wise) | |
| 4 | Technical Competence of pack hosue (Qualification/ experience) | |
| 5 | Technical staff (Competency) | |
| 6 | Semi-skilled workers (Competency) | |

L PESONNEL HEALTH & HYGIENE

| Sn | Control Point | Level | Remarks |
|----|--|------------------|---------|
| 1 | Whether the staff is periodically examined for medical fitness periodicity | Mandatory | |
| 2 | Whether medical inspection carried out by Qualified MBBS doctor | Major | |
| 3 | Whether the nails and hairs are properly trimmed (use of nail polish to be prohibited) | Major | |
| 4 | Whether clean uniforms, caps, hand gloves (optional) provided | Major | |
| 5 | Whether regular training is being given to the workers & supervisors | Major | |
| 6 | Records of Training schedule and last training provided | Major | |

M SANITARY FACILITIES

| Sn | Control Point | Remarks |
|----|--|------------------------------|
| 1 | Pack house cleaning schedule with disinfectants used | |
| 2 | Frequency of cleaning | |
| 3 | Hand washing facility | Existing/Not existing |
| 4 | Maintenance of drainage system | |

N. RECORDS

| Sn | Control Point | Level | Remarks |
|----|---|------------------|---------|
| 1 | Staff training schedule | Mandatory | |
| 2 | Quality system records, if any (e.g., (HACCP, ISO etc) | Mandatory | |
| 3 | Medical record / history sheet for each individual staff member | Major | |
| 4 | Record of Inspection visits | Major | |
| 5 | Periodic maintenance of equipment | Major | |
| 6 | Availability of attendance record of workers | Major | |
| 7 | Provision for raw material arrival maintenance | Major | |
| 8 | Processing material record maintenance | Major | |

| Sn | Control Point | Level | Remarks |
|----|---|-------|---------|
| 9 | Cold storage record maintenance | Major | |
| 10 | Dispatch records | | |
| 11 | Pack house cleaning records | Major | |
| 12 | Equipment / temperature control devices calibration records | Major | |

O. MISCELLANEOUS

| Sn | Control Point | Remarks |
|----|---|---------|
| 1 | Any Plans for Modernization /up gradation needs of the pack house | |
| 2 | Projected plans for modernization/ up gradation with target dates | |
| 3 | Specific activities for improving surrounding environment | |
| 4. | Plan for establishment of any special Quality Control system | |

PLACE :

AUTHORISED SIGNATORY

DATE :

INSTRUCTION:

For processing of the Mangoes to USA, Japan, Australia, New Zealand ,Chile and China, kindly provide the information as per the Annexure-I. For further reference regarding the procedures & Guidelines for the export of mangoes to these destinations kindly visit on APEDA website (www.apeda.com).

Note : applicants must fill all details properly, accurately and completely. All supporting documents should be attached failing which inspection cannot be guaranteed

DETAILS OF FACILITY FOR PROCESSING OF FRESH MANGO

| Sn | Control Point | Remarks |
|-----|---|---------|
| 1 | Desapping line: <ul style="list-style-type: none"> • Capacity in MTs • Make/Model NO. | |
| 2 | Hot water treatment bath: <ul style="list-style-type: none"> * Capacity * Length/Width * Material of make * No. of Sensors | |
| 3 | Sorting, grading line: | |
| 3/1 | Conveyor line: <ul style="list-style-type: none"> • Length (cm) /Capacity (MT) • Material of make | |
| 3/2 | Brushing line | |
| 3/3 | Washing line <ul style="list-style-type: none"> • Material of make • Length/width | |
| 3/4 | Drying : Material of Make | |
| 3/5 | Sorting Line: <ul style="list-style-type: none"> • Manual/mechanized • Model/make | |
| 3/6 | Grading Line : <ul style="list-style-type: none"> • Method of grading • material make for grader | |
| 3/7 | Packaging : <ul style="list-style-type: none"> • Palletization (material used) • Wooden/plastic/ any other | |

1.1 Export of fresh Mango to USA with Irradiation processing :

| Sn | Control Point | Remarks |
|----|--|---------|
| 1 | Proposed Irradiation facility for processing of Mango | |
| 2 | Standard Operating Procedures (SOP) followed: <ul style="list-style-type: none"> • SOP Provided by APEDA • If not, specify the SOP followed | |
| 3 | Agreement between APEDA & Packing House [as per Addendum – I] | |
| 4 | Agreement between Packing House & Orchards [as per Addendum – II] | |
| 5 | Addendum – iv: <ul style="list-style-type: none"> • Pre-harvest processing information sheet • Post-harvest Processing information sheet | |

1.2 Export of fresh Mango to JAPAN /AUSTRALIA/NEW ZELAND/CHILE with Vapour Heat Treatment (VHT) :

| Sn | Control Point | Remarks |
|----|---|---------|
| 1 | Proposed VHT Facility for processing of Mango | |
| 2 | List of farmers/orchards registered with Packhouse : [As per the prescribed format recommended by APEDA] | |
| 3 | Availability of guidelines for the export of Mango to Japan: [As recommended by APEDA] | |
| 4 | Availability of RMP for the export of Mangoes to Japan: [As recommended by APEDA] | |

1.3 Export of fresh Mango to CHINA with Hot Water Treatment :

| Sn | Control Point | Remarks |
|----|---|---------|
| 1 | Hot Water Treatment Facility for dis-infestation of Mango | |
| 2 | Temperature of Hot water (48° C) | |
| 3 | Treatment Time (one Hour) | |
| 4 | List of farmers/orchards registered with Packhouse | |
| 5 | Availability of guidelines for the export of Mango to China | |
| 6. | Guidelines followed as provided by APEDA | |

AUTHORISED SIGNATORY

INDICATIVE LIST OF EQUIPMENTS REQUIRED FOR PACK HOUSES

1. Field Kits

| | Parameter | Equipment |
|----|------------------------|--------------------|
| a) | Harvest | Harvestors |
| b) | Weight | Weighing scales |
| c) | Total soluble solids | Refractometer |
| d) | Temperature of fruit | Temperature probes |
| e) | Size of fruit | Vernier calipers |
| f) | Pulp pressure of fruit | Penetrometer |

2. Laboratory Testing

| | Parameter | Equipment |
|----|----------------------|----------------------------------|
| a) | Weight | Electronic/manual balance scales |
| b) | Temperature of fruit | Temperature probes |
| c) | Total soluble solids | Refractometer |
| d) | Size of fruit | Calipers |
| e) | Colour of fruit | Differential colour charts |
| f) | Pulp pressure | Penetrometer |
| i) | pH meter | pH measuring probe |
| k) | Fire fighting system | Gas/chemicals system |

3. Presence of equipment and articles structure in pack house

- a) Harvestors
- b) HDPE crates, buckets and bins
- c) Cushioning material
- d) CFB Boxes
- e) Stainless steel cutters/trimmers/de-handers
- f) Registered fungicides
- g) Food grade edible wax
- h) Ripening process hurdles/Shelf-life enhancing agents
- i) Fruit washing agents like sodium hypochlorite/inditron/triton
- j) Stainless steel equipment cleaning agents like hydrogen peroxide
- k) Fruit washing water/hot water pH neutralizing agents
- l) Sulphur strips
- m) Polyethelene pouches
- n) Bubble sheets, bubble nets, polyethelene sleeves
- o) Packing/weighing machines
- p) Labeling/numbering machine
- q) Strapping machines
- r) Pallet trucks
- s) Pallets
- t) Pallet edges and markers
- u) Insulated/reefer vans
- v) Hand gloves, caps, aprons, mouth covers, uniforms
- w) Metal detector

CRITERIA GOVERNING PACKHOUSE RECOGNITION

Recognition of the pack houses for post harvest processing of horticulture produce owned by exporters / traders / farmers / co-operatives / state government departments, etc. shall have to be governed by following criterion on produce-to-produce basis:

1. Evaluation of the level of Extent and stability of backward linkage / backward integration in the respective region where pack house facility proposed for recognition. The evaluation should be based on the relationship between the pack house and the exporter/farmers with regard to pre harvest and harvest practices being followed and the produce intended for exports.
2. Evaluation of level of pre and post harvest integrated training programs attended by their farmers and the extent to which they have practiced the guidelines.
3. Evaluation of level of fields with regard to soil, waste, manure, fertigation and its disease/pest status
4. Evaluation of level of cleanliness of operation in the pack house.
5. Evaluation of level of hygienic conditions of the work place and of the workers, farmers including maintenance of health records.
6. Evaluation of level of the technical & skilled staff enrolled with pack house in respect of their qualification and/or expertise in handling the produce
7. Evaluation of level of infrastructure facilities at the pack house with respect to pack house documentation maintenance.
8. Evaluation of facilities such as dehanding, dethorning, desapping, debittering, sulphitation, sorting grading, washing, drying, waxing, hot water dip treatment, ripening, fumigating, etc.
9. Evaluation of facilities such as intermediate packaging stations, wherever necessary.
10. Evaluation of facilities such as pre cooling, cold storage, high humidity cold storage and their maintenance.
11. Evaluation of facilities such as unloading of raw material, weighment, docking platforms, palletization, etc.
12. Evaluation of facilities such as refrigerated vans, insulated vans, ordinary vans and their maintenance.
13. Evaluation of arrangements for annual maintenance contracts for refrigeration machinery, pack house processing equipment, etc.
14. Evaluation of calibration status of equipment
15. Evaluation of personal hygienic standards of workers
16. Evaluation of medical records of workers
17. Evaluation of overall record keeping in the pack house

FORMAT OF CODE OF CONDUCT
(ON LETTERHEAD OF PACKHOUSE OWNER/LESSEE)

1. I/We,
.....
. (Exporter Name and Address) are registered exporters under APEDA RCMC Number dated valid up to For the year, we intend to operate from the following pack house(s)
.....
.....

It is affirmed that :

- 2. I/We would maintain the pack house and its surroundings in good order and condition in compliance with the Pack house Recognition Scheme requirements.
- 3. I/We will maintain all records and documentation correctly so as to make it possible to establish a trace back/product recall mechanism and make efforts to implement Good Agricultural Practices amongst the farmers associated with us.
- 4. I/We would maintain the list of all farmers registered with this pack house for supply of fruits and vegetables along with relevant information regarding implementation of Good Agricultural Practices.
- 5. I/We would maintain the integrity of compliance with the grading and marking standards for fruits & vegetables processed in the pack house. These standards may have been notified either by Govt. of India or Govt. of the importing country. Necessary documentation in this regard will also be maintained.
- 6. I/We will maintain international food safety and hygiene standards as required under the Pack house Recognition Scheme and would not pack any product outside the above mentioned pack house. The entire post harvest operations would be conducted within the pack house.
- 7. I/We would refrain from indulging into unethical practices such as entering into unethical/unlawful working arrangements with farmers associated with other pack houses, except with a prior concurrence of that pack house.
- 8. In case of products where residue monitoring procedure is developed by APEDA and/or any other organization in India, I/We would extend full cooperation and comply with all requirements of the monitoring procedure in an ethical manner. In this regard :
 - a. once a sample of the produce of a farm having a working arrangement with another pack house, but with whom I/We have no prior working arrangement, gets cleared for exports by a designated laboratory, I/we shall not approach that farm for sourcing my/our requirements for exports without express concurrence of the pack house on whose behalf the sample was tested and cleared for exports.
 - b. in case a sample of the produce of a farm with whom I/We have prior working arrangements do not pass the laboratory tests, I/We would, without delay, inform APEDA, National Referral Laboratory, the district phyto sanitary certificate issuing authorities and the association of exporters of that product communicating details of the farm whose samples have failed.

I would also make the premises and location available for inspection by the APEDA Committee at all times without any reservation.

Name of Owner Name of Lessee(in case of lease premises)

Designation Designation :

Name of Company/Firm Name of Company/Firm

Place :

Date :



**PACKHOUSE INSPECTION REPORT
(FOR USE BY PACK HOUSE INSPECTION COMMITTEE)**

Name of the Pack house:

Address:

Tele:

Fax:

E-mail:

Date of Inspection :

A. Mandatory Points – 100% compliance compulsory

| Sn | Control Point | Level | Remarks |
|-----|---|------------------|---------|
| A/1 | Arrangements for disposal of waste material. Ideally a disposal pit should be within the boundary of Pack house and visible for supervision | Mandatory | |
| A/2 | Arrangement for prevention of contamination from outside – net proofing to avoid dust/flyes/pests etc | Mandatory | |
| A/3 | Whether storage rooms for raw material / chemicals /fungicides/post harvest biological control agents/ other material are separate | Mandatory | |
| A/4 | Separate arrangement for storage of packaging materials/pallets etc. | Mandatory | |

| | | | |
|-------------|---|------------------|--|
| A/5 | Conditions of walls, insulation, ceilings (the partitions, walls, floors must have a smooth surface, without crevices & easy to clean, absence of cob-webs) | Mandatory | |
| A/6 | Pest/rodent/insect control measures | Mandatory | |
| A/7 | Availability of potable water | Mandatory | |
| A/8 | Arrangement for prevention of contamination of fresh produce | Mandatory | |
| a) | from dust, condensation, mould growth | | |
| b) | from pests, birds, rodents, etc | | |
| c) | from chemicals or any physical means | | |
| A/9 | Whether staff/workers are periodically examined by M.B.B.S. or equivalent doctors (specific attention to checking of Contagious diseases, Skin sores / Irritations) | Mandatory | |
| A/10 | If so, | | |
| | (i) the date of last examination | | |
| | (ii) frequency of examination | | |

B. Major points : 95% compliance compulsory

B/1 External Information:

| Sn | Control Point | Level | Remarks |
|-----------|---|--------------|----------------|
| 1 | Pack-house surroundings (verify para 4 & 5 of FORM-II)- clean/unclean | Major | |
| 2 | Whether situated near obnoxious industry like fish canning, tanneries, chemical plants, fertilizer plants releasing effluent/hazardous material etc | Major | |
| 3 | Condition of drainage System-whether surface but covered or installed underground/ and traces of contaminated water | Major | |
| 4 | Availability of workers' wash/change rooms (separate for each gender) and whether provision of water/soap/towels etc exists | Major | |
| 5 | Whether toilet doors opening outside the pack house process are | Major | |
| 6 | Availability of soap dispensers and hand/knee/foot operated taps at entry points | Major | |

| | | | |
|---|--|--------------|--|
| 7 | Whether the external walls are properly plastered and free from crevices, holes, dampness, webs etc. | Major | |
| 8 | Condition of pack-house entry/exit gates | Major | |
| 9 | Whether entry/exit doors are separate for processing hall and cold rooms | Major | |

B.2 INTERNAL INFORMATION

| | | | |
|-----|---|--------------|--|
| 1 | Whether floors, walls and ceilings are properly plastered with impervious material | Major | |
| 2 | Floor level/slope in pack house is proper to and allows water to flow out | Major | |
| 3. | Whether any potholes/cracks observed on the floor | | |
| 4 | Is floor concrete or tiled | Major | |
| 5. | Whether adequate protected lighting arrangement provided in the process hall working area | Major | |
| 6 | Whether adequate light is available in the processing hall area | Major | |
| 6. | Whether adequate exhaust fans provided with proper netting/shutter | Major | |
| 7. | Whether premises is free from cobwebs and spiders. | Major | |
| 8. | Whether adequate fans for drying of fruits/vegetables are available | Major | |
| 9. | Condition of conveyors/tables | Major | |
| 10. | Whether alarm system is available in case of emergency inside the premises area | Major | |
| 11 | Whether displayed recorders are kept inside the pack house process hall area showing optimum temperature (18-22° C) | | |
| 12. | Whether entry is restricted and all the entry/exit points are provided with air curtains/fly proofing and auto closing. For mango pack houses double door is mandatory due to quarantine pest issues convened and in tune with guidelines and SoPs issued by APEDA. | Major | |
| 13 | Condition of floor, walls, insulation, ceiling etc inside pre cooling chambers | Major | |
| 14` | Alarm system in case of emergency inside the pre cooling chambers | Major | |

| | | | |
|-----------|---|--|--|
| 15 | Displayable recorders for temperature/humidity in pre cooling chambers | Major | |
| 16 | Shatter proof lighting arrangement in pre cooling chambers | Major | |
| 17. | Hygienic condition of pre cooling chambers | Major | |
| 18 | Condition of flycatchers and Insect / pest proofing | Major | |
| 19 | Condition of floors, walls, insulation , ceiling etc in cold storage chambers | Major | |
| 20 | Alarm system in case of emergency inside the pre cold store chambers | Major | |
| 21 | Displayable recorders for temperature/humidity in the cold store chambers | Major | |
| 22 | Shatter proof lighting arrangement in cold store chambers | Major | |
| 23 | Hygienic condition of cold store chambers | Major | |
| 24 | Whether hot water (for hot water dip treatment) at regulated temperature is available (please indicate capacity also) inside the pack house process hall area | Major – only for applicable produce | |
| 25. | Whether sufficient signboards indicating 'do not spit/do not smoke/eatable prohibited' are prominently displayed in the premises | Major | |
| 26 | Arrangement for footwear /disinfectants for workers at change room | Major | |
| 27 | Hygiene in raw material arrival area | Major | |
| 28 | Hygiene in processing hall area | Major | |
| 29 | Hygiene in the packing area | Major | |
| 30 | Hygiene of docking area | Major | |
| 31 | Whether conveyors for washing & processing, packing tables adequate and properly maintained | Major | |

| | | | |
|----|--|-------|--|
| 32 | Arrangement for dis-infection of equipment | Major | |
| | (i) Frequency | | |
| | (ii) Process | | |
| 33 | Are all chemicals (including laboratory chemicals) properly labeled and have batch numbers, best before dates, etc | Major | |
| 34 | Availability of First Aid Box | Major | |
| 35 | Is there any obnoxious smell | Major | |
| | (i) Inside pack house | | |
| | (ii) Outside pack house | | |

A. Arrangement for annual maintenance/calibration :

| | | | |
|----|--|-------|--|
| 1 | Arrangement for annual maintenance/calibration of pack house equipment | Major | |
| 2. | Arrangement for annual maintenance/calibration of pre cooling/cold store/insulated/refrigerated vans etc | Major | |

c. Water Supply

| | | | |
|-----|---|-------|--|
| 1. | Supply source of safe water | Major | |
| 2. | pH of water (7- 8.5) | Major | |
| 3. | In case pH of water is not neutral whether water softening plant is erected | Major | |
| 4. | Adequacy of volume of water supply | Major | |
| 5. | Capacity and condition of overhead/underground storage tank | Major | |
| 6 | Verify water quality (Laboratory reports) (Microbiological & Chemical) | Major | |
| 6/1 | (a) Frequency of testing | Major | |
| 6/2 | (b) Method of sampling | Major | |
| 6/3 | (c) Recognized laboratory | Major | |
| 7 | Condition /maintenance of storage tanks | Major | |
| 8 | Whether water arrangement for processing and general purpose cleaning is separate | Major | |
| 9 | If recycled water is used for processing, is it properly treated | Major | |

| | | | |
|--|-----------------|--|--|
| | (please verify) | | |
|--|-----------------|--|--|

C. POWER SUPPLY :

| | | | |
|----------|---|--------------|--|
| 1 | Power supply source & maintenance of stand-by generation units (verify para 9 of Form-II) | Major | |
|----------|---|--------------|--|

D. General Storages

| | | | |
|-----------|--|------------------|--|
| 1 | Whether packaging material is stored separately and above the ground away from the walls | Mandatory | |
| 2. | Separate Storage arrangement of export rejections and ripened and rotten fruits | Major | |

E. Personnel Health & Hygiene

| Sn | Control Point | Level | Remarks |
|-----|---|-------|---------|
| 1 | Whether workers handle the material in pack-house during the period of infection | Major | |
| 2 | General hygiene of workers in process hall, pre cooling chambers/cold store chambers/packaging area etc including status on nails/hairs/clean uniforms, caps, hand gloves (optional) etc (please verify para 12 of FORM-II) | Major | |
| 3 | Training schedule of staff/workers /supervisors along with records of training schedule and last training provided | Major | |
| 4 | Whether there are arrangements for hand washing at appropriate places and at each entry point with antiseptic / disinfectant liquids / paper towels etc | Major | |
| 5 | Whether there are proper hand-drying facilities | Major | |
| 6 | Whether workers follow dress code | Major | |
| 7 | Toilets facilities | Major | |
| 7/1 | Number (Gender wise) | | |

F. RECORDS

| Sn | Control Point | Level | Remarks |
|----|---|-------|---------|
| 1 | Medical record / history sheet for each individual staff member | Major | |
| 2 | Record of Inspection visits | Major | |
| 3 | Periodic maintenance of equipment | Major | |
| 4 | Availability of attendance record of workers | Major | |
| 5 | Provision for raw material arrival maintenance | Major | |
| 6 | Processing material record maintenance | Major | |
| 7 | Cold storage record maintenance | Major | |
| 8 | Dispatch records | | |
| 9 | Pack house cleaning records | Major | |
| 10 | Equipment / temperature control devices calibration records | Major | |

H. GENERAL :

| Sn | Control Point | Level | Remarks |
|----|---|-----------|---------|
| 1 | Policy for Quality Control in the pack-house, | Mandatory | |
| | a) Check the QC Manual | | |
| | b) Check effectiveness | | |
| | c) Verify responsibilities at all levels | | |
| | d) Check corrective action reports | | |
| | e) Cleaning procedures of utensils / equipment (use of detergents / rinsing/frequency/verification) | | |
| 2 | Hygienic condition of insulated refrigerated vans, if applicable | Major | |

| | | | |
|-----|--|-------|--|
| 3 | Whether there is an in-house laboratory (verify para 10 of Form-II and Appendix-I) | Major | |
| 4 | Condition of roads | | |
| | (a) Approach road | Minor | |
| | (b) Internal roads | Major | |
| 6 | Maintenance of general storages laboratory, records etc. | Major | |
| 7 | Condition of glass frames & panes and whether these | | |
| 7/1 | (a) provide ventilation | Major | |
| 7/2 | (b) provide natural light | Minor | |
| 8 | Overall house-keeping arrangements | Major | |
| 9 | Implementation of trace-back / product recall procedures | Major | |
| 10 | Implementation of complaints procedures | Major | |
| 11 | Evaluation of training records | Major | |
| 12 | Evaluation of a few farmers for implementation of Good Agriculture Practices | Minor | |

Minor Points : 85% compliance compulsory

| Sn | Control Point | Level | Remarks |
|----|--|-------|---------|
| 1 | Evaluation of up-gradation plans | Minor | |
| 2 | Legal status of pack-house and compliance with statutory requirements of Government of India | Minor | |
| 3 | Compliance with IIP packaging standards (verify IIP test reports of cartons) | Minor | |

B. Overall condition of the pack house :

| | | | |
|---|---|-----------|--|
| 1 | Overall condition of processing and packing equipment facilities [please verify information provided by applicant in FORM – II, specifically paras 6 (B), (C), (D) and (E) and give comments clearly indicating in detail the non-conformities and hygiene] | Mandatory | |
|---|---|-----------|--|

C. Temperature recording (°C) and capacity (MT)

| SN | Equipment | Status |
|----|--|--------|
| 1 | Pre-cooling | |
| 2 | Cold Storage | |
| 3 | Refrigerated vans | |
| 4 | Shipping containers (if available at the time of inspection) | |

| | | |
|---|--|--|
| 5 | Whether thermostat control sensors are installed at the air delivery points | |
| 6 | Whether temperature recorders are in place at the pre-cooling and cold rooms and are working | |
| 7 | Please report on calibration records of equipment and data recorders | |

For processing of the Mangoes to USA, Japan and China, kindly provide the information as per the following format. [please verify information provided by applicant specifically in Annexure-1 of FORM – II, and verify the compliance as provided in the Procedures & Guidelines (www.apeda.com) for the export of Mango to these countries.]

1. Details of facility for processing of FRESH MANGO

| Sn | Particulars | Details |
|-----|---------------------------------|---------|
| 1 | Desapping line | |
| 1/1 | Make/model No. | |
| 1/2 | Capacity in MTs | |
| 2 | Hot water treatment bath | |
| 2/1 | Material of make | |
| 2/2 | Length/width | |
| 2/3 | Capacity | |
| 2/4 | No. of Sensors | |
| 3 | Sorting, grading line: | |
| 3/1 | Conveyor line | |
| | Material use of make | |
| | Length/Capacity | |
| 3/2 | Brushing line : Make | |
| 3/3 | Washing line | |
| | Material make of tank | |
| | Length/width | |
| 3/4 | Drying: Material make | |
| 3/5 | Sorting Line | |
| | Manual/mechanized | |
| | Model/make | |
| 3/6 | Grading Line | |
| | Method of grading | |
| | material make for grader | |
| 3/7 | Packaging | |
| | Palletization (material used) | |
| | Wooden/plastic/ any other | |

1.1 Export of fresh Mango to USA :

| Sn | Particulars | Details |
|-----------|---|--|
| 1. | Proposed Irradiation facility for processing of | |
| 2 | Standard Operating Procedures (SOP) followed: | The inspection Committee must clearly state details in 2.1 and 2.2 |
| 2.1 | SOP Provided by APEDA | |
| 2.2 | If not, specify the SOP followed | |
| 3 | Agreement between APEDA & Packing House [as per Addendum – I) | |
| 4 | Agreement between Packing House & Orchards [as per Addendum – II) | |
| 5 | Pre and Post harvest information : | To be maintained at Pack house . Inspection team will scrutinize these records. |
| 5.1 | Pre-harvest History sheet (Addendum III) | -do- |
| 5.2 | Post-harvest History information sheet (Addendum IV) | -do- |
| 5.3 | Post Harvest Processing Information sheet (Addendum –V) | -do- |

1.2 Export of fresh Mango to JAPAN

| Sn | Particulars | Details |
|-----------|--|----------------|
| 1 | Proposed VHT Facility for processing of Mango | |
| 2 | List of farmers/orchards registered with Packhouse [As per the prescribed format recommended by APEDA] | |
| 3 | Availability of guidelines for the export of Mangoes to Japan: [As recommended by APEDA] | |

| | | |
|---|--|--|
| 4 | Availability of RMP for the export of Mangoes to Japan: [As recommended by APEDA] | |
|---|--|--|

1.3 Export of fresh Mango to CHINA

| Sn | Particulars | Details |
|----|---|---------|
| 1 | Hot Water Treatment Facility for dis-infestations of Mango | |
| 2 | Temperature of Hot water (48° C) | |
| 3 | Treatment Time (one Hour) | |
| 4 | List of farmers/orchards registered with Packhouse | |
| 5 | Availability of guidelines for the export of Mangoes to China | |

F. RECOMMENDATIONS :

General Comments:

Product Specific:

- | | | |
|---|---|-----------------|
| a) Grapes | : | RECOMMENDED |
| | | NOT RECOMMENDED |
| b) Mango | : | RECOMMENDED |
| | | NOT RECOMMENDED |
| c) Pomegranate | : | RECOMMENDED |
| | | NOT RECOMMENDED |
| d) Other Horticulture Products (specify products excluding Grapes, Mangoes and Pomegranate) | : | RECOMMENDED |
| | | NOT RECOMMENDED |

SIGNATURE OF RECOGNITION COMMITTEE MEMBERS

| | | | |
|-------------|---|-------------|---|
| Signature | : | Signature | : |
| Name | : | Name | : |
| Designation | : | Designation | : |
| Date | : | Date | : |
| Signature | : | Signature | : |
| Name | : | Name | : |
| Designation | : | Designation | : |
| Date | : | Date | : |
| Signature | : | Signature | : |

FORM – V

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS
EXPORT DEVELOPMENT AUTHORITY
(MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA)**

CERTIFICATE OF RECOGNITION FOR HORTICULTURE PACKHOUSE

This is to certify that the below described pack house has been inspected by the Pack house Recognition Committee constituted by APEDA, and the existing facilities are considered adequate to meet the prescribed level for export purposes :

Name of the Pack house:

Location of the pack house

Horticulture products intended for export:

Pre-cooling capacity per shift :

Cold store capacity per shift :

Certificate No. :

Certificate valid up to :

Scope of the certificate :

For and on behalf of APEDA

Place : New Delhi

S E A L

Date of issue :

DIRECTOR

**3rd FLOOR, NCUI BUILDING, 3 SIRI INSTITUTIONAL AREA
AUGUST KRANTI MARG (OPP. ASIAN GAMES VILLAGE)
NEW DELHI – 110016, INDIA
TELEFAX : 011-2651 4046
Email: gmffv@apeda.com**

**CHECKLIST TO ASSESS THE APPLICATIONS RECEIVED FOR HORTICULTURE PACKHOUSE RECOGNITION FOR 2012-13
(FOR SCRUTINY OF APPLICATIONS BY APEDA OFFICERS)**

| nO | Check Point | Status |
|-----------|---|---------------|
| 1. | Whether the application is in Form I as per Scheme for 2009-10 | |
| 2. | Whether Form II – Infrastructure data is enclosed in proper format with proper details | |
| 3. | Whether DD for Rs 15,000/- is attached | |
| 4. | Whether Names and addresses of owners/partners/Directors/trustees with evidence are attached | |
| 5. | Whether copy of manufacturing licence from DIC/Gram Panchayat/local authority is attached | |
| 6. | Whether copy of lease deed , where applicable, is attached | |
| 7. | Whether layout drawing of the premises is attached | |
| 8. | Whether resume of packhouse manager and other skilled staff is enclosed | |
| 9. | Whether copy of Pollution control clearance, if applicable , is attached | |
| 10. | Whether list of equipment and machinery /reefer/insulated vans is enclosed | |
| 11. | Whether copy of quality manual or SoP s followed is enclosed | |
| 12. | Whether copy of HACCP/ISO manual is enclosed | |
| 13. | Whether water analysis report of last one year is enclosed | |
| 14. | Whether list of farmers with copy of agreement/ GAP certificate/ SOP is enclosed (check whether declaration that list of farmers will be submitted subsequently is enclosed) | |
| 15. | Whether evidence of trace back/product recall procedure is enclosed | |
| 16. | Whether health record of workers is enclosed | |
| 17. | Whether training record is enclosed | |
| 18. | Whether code of conduct in Form III duly signed and stamped is enclosed | |
| 19. | Whether application is duly signed and stamped by authorized signatory | |
| 20. | Whether old recognition certificate is enclosed | |

**GUIDANCE FOR INSPECTION COMMITTEE ON FILLING UP THE PACKHOUSE
INSPECTION REPORT (FORM IV)
PACKHOUSE INSPECTION REPORT (FOR PACKHOUSE INSPECTION COMMITTEE
MEMBERS)**

Name of the Pack house:

Address:

Tele : Here STD Code should certainly be noted

Fax : Here STD Code should certainly be noted

E-mail: The email should be functional

Date of Inspection :

A. General Maintenance, Hygiene and Sanitation

| Sn | Control Point | Level | 'How to fill' guidance |
|-----|---|------------------|--|
| 1 | Conditions of walls, insulation, ceilings (the partitions, walls, floors must have a smooth surface, without crevices & easy to clean, absence of cob-webs) | Mandatory | Clear statement about the real condition should be mentioned. Status about presence or otherwise of crevices and cobwebs to be mentioned. In case crevices /cobwebs present, suggested action to be stated here. |
| 2 | Prevention of dust, pests, etc | Mandatory | Clear description of dust and pest prevention measures to be mentioned here. |
| 3 | Whether storage rooms for raw material / chemicals / other material are separate | Mandatory | The answer could be Yes or No. Location of rooms/area to be spelt out |
| 4 | Arrangements for disposal of waste material. Ideally a disposal pit should be within the boundary of Packhouse and visible for supervision | Mandatory | Location of disposal pit to be mentioned . Else the location of compost pit –may be at farm level- to be mentioned |
| 5 | Arrangement for prevention of contamination of fresh produce. | Mandatory | See 5/1 to 5/4 |
| 5/1 | from drainage / contaminated water | | Clear description of steps taken such as covered drainage/non entry of contaminated water/sources into the pack house premises to be mentioned. |
| 5/2 | from dust, condensation, mould growth | | Clear description of steps taken in this direction to be mentioned. |
| 5/3 | from pests, birds, rodents, etc | | Clear description of steps taken in this direction to be mentioned e.g. jails/plugging of crevices , gaps at entry locations, rodent traps etc to be spelt out |
| 5/4 | from chemicals or any physical means | | Clear description of steps taken to prevent access of chemicals into the working area for handling of produce to be mentioned . Steps to curtail contamination through human(physical) sources to be mentioned. |
| 6 | Whether packaging material is stored separately and above the ground and away from the walls | Mandatory | To describe e.g. PM stored over wooden/plastic pallets and 6 inches away from the walls etc. |
| 7 | Pack-house surroundings (verify para 4 & 5 of FORM-II) | Major | The details furnished by applicants in Point 4 (External information) and 5 (Internal information) be clearly verified and stated in brief here |

| Sn | Control Point | Level | Remarks |
|------|---|-------|--|
| 8 | Condition of pack-house entry/exit gates | Major | Whether these are properly secured and gaps/no gaps exist to prevent entry of pests/rodents, whether measures to prevent entry of foreign objects are in place etc. |
| 9 | Hygiene in raw material arrival area | Major | To state whether this area is clean and whether any source of contamination exists . If this be the case , then suggested measures to be mentioned |
| 10 | Hygiene in processing hall area | Major | To clearly mention the status of cleanliness of walls, floor, equipment etc. |
| 11 | Hygiene in the packing area | Major | To clearly mention the status of cleanliness of walls, floor, equipment etc. Whether boxes are being stored on ground/with the wall or are being stored on empty pallets neatly stacked and away from walls etc. |
| 12 | Hygiene in pre-cooling chambers | Major | To state the level of hygiene/aesthetics/cleanliness and whether any uncalled for objects/equipment/broken tiles, crevices etc are noticed – suggested measures to be mentioned also. |
| 13 | Hygiene in cold storage chambers | Major | |
| 14 | Whether displayed recorders are kept inside the pack house process hall area showing optimum temperature (18-22° C) | | To narrate the exact location and the temperature of processing and at the time of inspection. |
| 15 | Whether entry/exit doors are separate for processing hall and cold rooms | Major | Yes/No and describe the position e.g. a corridor separating the two areas or process hall opens through a door into the cold rooms etc. |
| 16 | Hygienic condition of insulated refrigerated vans, if applicable | Major | If the unit has reefer vans , these should be checked and status of hygienic standards narrated. |
| 17 | Hygiene of docking area | Major | Clearly define the cleanliness status |
| 18 | Availability of workers' change rooms (separate for each gender) | Major | Describe the location the separation mechanism and the number of change rooms for each gender. Also report if privacy between the two change rooms is secured – if no, corrective action suggested. |
| 18 | Toilets facilities | Major | Location and overall facilities available in the toilet to be mentioned |
| 18/1 | Number (Gender wise) | | Number of toilets (genderwise) to be mentioned |
| 18/2 | Opening towards outside | | If opening towards process area it could lead to contamination – therefore suggested corrective action to be mentioned. |
| 19 | Verify water quality (Laboratory reports) (Microbiological & Chemical) | Major | Verify the test report and check the pH level (it should be 7 – 8.5) |
| 19/1 | (a) Frequency of testing | Major | Also check whether before commencement of operations during current season , has the testing been done |
| 19/2 | (b) Method of sampling | Major | Whether the sample is collected by Laboratory or applicant sends the sample (which is not proper). Is the container in which sample is drawn sanitized or not. |
| 19/3 | (c) Recognized laboratory | Major | Check and report name and recognition status of the laboratory. |
| 20 | Power supply source & maintenance of stand-by generation units (verify para 9 of Form-II) | Major | Check the records of power supply and its source. Arrangement for maintenance of DG sets should be checked and recorded. |

| Sn | Control Point | Level | Remarks |
|------|---|--------------|--|
| 21 | Whether there is an in-house laboratory (verify para 10 of Form-II and Appendix-I) | Major | Check whether a separate laboratory is present or if lab equipment are maintained and kept in a separate secure location. Appendix I lists the equipment required but these are not necessarily essential for all products. Only relevant equipment may be checked for their presence. |
| 22 | Maintenance of general storages/ laboratory, records etc. | Major | Check the records of testing/material storage, calibration of lab equipment /AMC etc. |
| 23 | Water supply & storage | | |
| 23/1 | (a) source | Major | Clearly state the source of water supply |
| 23/2 | (b) capacity (overhead and underground) | Minor | - |
| 23/3 | (c) maintenance of storage tanks | Major | Schedule of cleaning and record of cleaning be checked and mentioned |
| 23/4 | (d) Condition of storage tanks | Major | Should be covered, leakages, accumulation of dust, dirt, Algae etc to be checked and reported |
| 23/5 | (e) Whether water arrangement for processing and general purpose cleaning is separate | Major | Describe how the two are segregated arrangements |
| 23/6 | (f) If recycled water is used for processing, is it properly treated (please verify) | Major | Since normally it is not the case but if it is so, clearly mention of how the water is treated e.g. RO etc. |
| 24 | Condition of flycatchers and Insect / pest proofing | Major | Whether these are in good and functional condition and if lures are changed and at what frequency- speak to the person in charge of this activity and describe. |
| 25 | Whether adequate light is available in the processing hall area | Major | If not, corrective action suggested be described. |
| 26 | Whether bulbs, tube lights, flycatchers are protected with shatter-proof covers | Major | Mention status clearly |
| 27 | Condition of glass frames & panes and whether these | | |
| 27/1 | (a) provide ventilation | Major | Say Yes or NO but in cases where the premises is temperature controlled, ventilation is not required. |
| 27/2 | (b) provide natural light | Minor | Say Yes or No |
| 28 | Condition of roads | | |
| 28/1 | (a) Approach road | Minor | - |
| 28/2 | (b) Internal roads | Major | Whether clean and well maintained etc |
| 29 | Overall house-keeping arrangements | Major | This should reflect a gist of all the above points |

D. Status of personal hygiene of workers

| Sn | Control Point | Level | 'How to fill' guidance |
|-----|---|------------------|--|
| 1 | Please specify | | |
| 1/1 | (a) Whether examination of pack house workers is being done by M.B.B.S. or equivalent doctors (specific attention to checking of Contagious diseases, Skin sores / Irritations) | Mandatory | Clearly check status of Doctor and check the medical records to verify the kind of reports etc |
| ½ | (b) If so, | | |
| | (i) the date of last examination | | - |
| | (ii) frequency of examination | | Monthly/quarterly/Yearly etc |
| 1/3 | (c) Whether workers handle the material in pack-house during the period of infection | Major | Check whether workers are allowed to work inside the pack house when they are suffering from any kind of infection? |
| 2 | Training schedule of staff | Mandatory | Check and report when is the training conducted , what subjects are trained and whether records of training are maintained. |
| 3 | Processing workers | Major | Check and report when is the training conducted , what subjects are trained and whether records are maintained. |
| 4 | Pre-cooling/cold storage workers | Major | Check and report when is the training conducted , what subjects are trained and whether records are maintained. |
| 5. | Workers on packaging line | Major | Check and report when is the training conducted , what subjects are trained and whether records are maintained. |
| 6 | Whether there are arrangements for hand washing at appropriate places and at each entry point with antiseptic / disinfectant liquids / paper towels etc | Major | Check whether hand/knee/foot operated taps are available for hand washing along with other accessories as described in the point |
| 7 | Whether there are proper hand- drying facilities | Major | These could be electric hand dryers or tissue napkins etc (with dust bins) |
| 8 | Whether workers follow dress code | Major | Clearly record whether aprons, caps , gloves etc are used |
| 9 | Whether workers wear appropriate protective clothing, head cover, foot wear | Major | To delete this clause. |
| 10 | General hygiene of workers (please verify para 12 of FORM-II) | Major | Clearly state the position regarding the personal hygiene aspects |
| 11 | Arrangement for dis-infection of equipment | Major | |
| | (i) Frequency | | |
| | (ii) Process | | How and with what disinfectants being used |
| 12 | Are all chemicals (including laboratory chemicals) properly labeled and have batch numbers, best before dates, etc | Major | Describe the position on this by information from the concerned official responsible for this activity. |
| 13 | Availability of First Aid Box | Major | Yes/No and location and check the details of medicines available. |
| 14 | Is there any obnoxious smell | Major | |
| | (i) Inside pack house | | Yes/No- if yes, ascertain the reason and mention suggested action |
| | (ii) Outside pack house | | Yes/NO- if yes, ascertain the reason and mention suggested action |
| 15 | Whether sign boards indicating 'do not spit'/'do not smoke' are present on walls | Major | - |

| Sn | Control Point | Level | Remarks |
|----|---|-------|---|
| 16 | Whether conveyors for washing & processing, packing tables adequate and properly maintained | Major | Check whether these are well maintained and whether there is any leakage of water from any points during the complete chain of equipment , which can cause molding /infection etc |
| 17 | Whether there is availability of exhaust fans as per requirement | Major | Check the sufficiency of the fans |

E. Overall condition of the pack house :

| | | | |
|---|--|-----------|--|
| 1 | Overall condition of processing and packing equipment facilities [please verify information provided by applicant in FORM – II, specifically paras 6 (B), (C), (D) and (E) and give comments clearly indicating in detail the non-conformities and hygiene] | Mandatory | Here point 6 of Form II is relating to storages, cold rooms/pre cooling etc. which are major to the pack house. Hence going by the physical verification of facts in this point in the application, overall rating of the pack house must be spelt out |
|---|--|-----------|--|

F. Temperature recording (°C) and capacity (MT):

| SN | Equipment | 'How to fill' guidance |
|----|--|---|
| 1 | Pre-cooling | On spot verification of factual status to be recorded clearly |
| 2 | Cold Storage | |
| 3 | Refrigerated vans | |
| 4 | Shipping containers (if available at the time of inspection) | |
| 5 | Whether thermostat control sensors are installed at the air delivery points | |
| 6 | Whether temperature recorders are in place at the pre-cooling and cold rooms and are working | |
| 7 | Please report on calibration records of equipment and data recorders | |

E. Other Arrangements:

| Sn | Control Point | Level | 'How to fill' guidance | |
|----|--|-----------|--|--|
| 1 | Policy for Quality Control in the pack-house, f) Check the QC Manual g) Check effectiveness h) Verify responsibilities at all levels i) Check corrective action reports j) Cleaning procedures of utensils / equipment (use of detergents / rinsing/frequency/verification) | Mandatory | On spot verification of quality policy – BRC/GAP and other systems wherever applicable to be checked and details recorded. | |
| 2 | Implementation of trace-back / product recall procedures | Major | | For grapes and Pomegranate GrapeNet/Anarnet is being used thus ensuring traceability, but for other products mechanism of traceability to be checked and how in case of quality complaint product recall is being managed. |
| 3 | Implementation of complaints procedures | Major | | How are complaints being received /recorded /actions approved and followed |
| 4 | Evaluation of training records | Major | | Check and report the system of recording of training imparted and follow up action taken, if any |

| Sn | Control Point | Level | 'How to fill' guidance |
|----|--|-------|--|
| 5 | Evaluation of a few farmers for implementation of Good Agriculture Practices | Minor | The applicant to be informed of this in advance so that verification during visit can be carried out |
| 6 | Evaluation of up-gradation plans | Minor | Check with applicant and record accordingly |
| 7 | Legal status of pack-house and compliance with statutory requirements of Government of India | Minor | If own it is OK If leased lease document to be obtained and detailed checked and reported |
| 8 | Compliance with IIP packaging standards (verify IIP test reports of cartons) | Minor | To be verified |

For processing of the Mangoes to USA, Japan and China, kindly provide the information as per the following format. [please verify information provided by applicant specifically in Annexure-1 of FORM – II, and verify the compliance as provided in the Procedures & Guidelines (www.apeda.gov.in) for the export of Mango to these countries.]

1. Details of facility for processing of FRESH MANGO

| Sn | Particulars | Details-'How to fill' guidance |
|-----|---------------------------------|---|
| 1 | Desapping line | On spot verification of details as sought in these points should be clearly remarked here |
| 1/1 | Make/model No. | |
| 1/2 | Capacity in MTs | |
| 2 | Hot water treatment bath | |
| 2/1 | Material of make | |
| 2/2 | Length/width | |
| 2/3 | Capacity | |
| 2/4 | No. of Sensors | |
| 3 | Sorting, grading line: | |
| 3/1 | Conveyor line | |
| | Material use of make | |
| | Length/Capacity | |
| 3/2 | Brushing line : Make | On spot verification of details as sought in these points should be clearly remarked here |
| 3/3 | Washing line | |
| | Material make of tank | |
| | Length/width | |
| 3/4 | Drying: Material make | |
| 3/5 | Sorting Line | |
| | Manual/mechanized | |
| | Model/make | |
| 3/6 | Grading Line | |
| | Method of grading | |
| | material make for grader | |
| 3/7 | Packaging | |
| | Palletization (material used) | |
| | Wooden/plastic/ any other | |

1.1 Export of fresh Mango to USA :

| Sn | Particulars | Details-'How to fill' guidance |
|-----|--|---|
| 1. | Proposed Irradiation facility for processing of | |
| 2 | Standard Operating Procedures (SOP) followed: | The inspection Committee must clearly state details in 2.1 and 2.2 |
| 2.1 | SOP Provided by APEDA | |
| 2.2 | If not, specify the SOP followed | Obtain and check the SoPs |
| 3 | Agreement between APEDA & Packing House [as per Addendum – I) | If not available at the time of inspection, declaration from applicant that once he enters into the agreements nearer the time of execution of plan, he would submit to APEDA |
| 4 | Agreement between Packing House & Orchards [as per Addendum – II) | |
| 5 | Pre and Post harvest information : | To be maintained at Pack house . Inspection team will scrutinize these records. |
| 5.1 | Pre-harvest History sheet (Addendum III) | -do- |
| 5.2 | Post-harvest History information sheet (Addendum IV) | -do- |
| 5.3 | Post Harvest Processing Information sheet (Addendum –V) | -do- |

1.2 Export of fresh Mango to JAPAN/Australia/New Zealand/Chile

| Sn | Particulars | Details-'How to fill' guidance |
|----|---|---|
| 1 | Proposed VHT Facility for processing of Mango | |
| 2 | List of farmers/orchards registered with Packhouse [As per the prescribed format recommended by APEDA] | If not available at the time of inspection, declaration from applicant that once he enters into the agreements nearer the time of execution of plan, he would submit to APEDA |
| 3 | Availability of guidelines for the export of Mangoes to Japan: [As recommended by APEDA] | Copy to be hosted on our website and emailed to exporters – inspection team to check availability and compliance. |
| 4 | Availability of RMP for the export of Mangoes to Japan: [As recommended by APEDA] | |

1.3 Export of fresh Mango to CHINA

| Sn | Particulars | Details |
|----|---|--|
| 1 | Hot Water Treatment Facility for dis-infestations of Mango | On spot verification to be done and details to be recorded |
| 2 | Temperature of Hot water (48° C) | |
| 3 | Treatment Time (one Hour) | |
| 4 | List of farmers/orchards registered with Packhouse | |
| 5 | Availability of guidelines for the export of Mangoes to China | |

F. RECOMMENDATIONS :

General Comments: Clear cut recommendation based on calculation of compliance of 100% on mandatory 95% on Major and 85% on Minor points.