

EXECUTIVE INSTRUCTIONS FOR APPROVAL AND MONITORING OF ESTABLISHMENTS PROCESSING LIVE FISH FOR EXPORT TO COUNTRIES OTHER THAN THE EUROPEAN UNION

Document No. EIC/Ex.Ins/Live Fish (Non-EU)/July 2003/Issue 1



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Executive Instructions for operation of the scheme for approval and monitoring of establishments processing Live Fish for export to countries other than the European Union (EU)

1.0 Introduction:

- 1.1 All establishments processing live fish including molluscs and crustaceans meant for human consumption for export are statutorily required to be approved and monitored by Export Inspection Agency (EIA) under the Export of live fish (Quality Control, Inspection and Monitoring) Rules, 2002, notified by the Govt. of India (Ministry of Commerce) vide S.O. 477(E) and S.O. 478(E) dated 1.5.2002.
- 1.2 This document provides executive instructions for operation of the scheme for approval and monitoring of establishments handling Live Fish including molluscs and crustaceans meant for human consumption for export to countries other than the EU.
- 1.3 This document envisage that the approved establishments and the regulatory bodies should comply all the requirements specified in the Govt. of India (Ministry of Commerce) order & notification vide S.O. 477(E) and S.O. 478(E) dated 1.5.2002.
- 1.4 The changes in the regulatory requirements in respect to inspection/monitoring practices and the quality/safety standards of the importing countries shall be taken into account.
- 1.5 The guidelines on requirements for approval of establishments for processing live fish for export to countries other than the EU are given in *Appendix- A*.
- 1.6 This document has been prepared for the information and compliance of the EIC/EIA officials only.

2.0. Procedure for approval of establishment :

- 2.1 The establishment intending to process live fish for export to countries other than EU shall apply for approval in the prescribed pro-forma, in duplicate, given at **Annexure – 1** to the EIA concerned along with the following:
 - a) Prescribed application fee of Rs. 2000/- by demand draft/local cheque drawn in favour of the Export Inspection Agency;
 - b) HACCP Manual (including HACCP Plan, Sanitary Standard Operating Procedures, plumbing diagram of water showing water taps serially numbered etc.);
 - c) Attested/certified copy of test report of potable water (complying with IS 4251 except radiology part) or, clean sea water used for processing of Live Fish;

- d) Up-to-date Lay-out Plan of the establishment in A-4 size;
- e) Attested/certified copy of the legal identity of the applicant establishment (Partnership Deed/Memorandum and Articles of Association, as the case may be);
- f) Attested/certified copy of the Lease Agreement for the premises and building where applicable;
- g) Attested/certified copy of the MPEDA Registration Certificate in respect of Processing Plant ;
- h) Bio-data of the technologist(s);
- i) Attested/certified copy of the order allotting Importer-Exporter Code (IEC) number.

3.0 **Processing of applications for approval:**

- 3.1 Applications with all relevant documents received shall be scrutinized by EIA and the discrepancies or shortcomings, if any, shall be communicated for rectification to the applicants within a week of the receipt of the application.
- 3.2 Applications, complete in all respects, shall be forwarded by the EIA to the convener of the Inter Departmental Panel (IDP) of experts for arranging assessment of the establishment and its quality system.
- 3.3. The convener of IDP shall ensure that assessment of the establishment is carried out within 15 days of the receipt of the application.
- 3.4 The following shall be the composition of the IDP for adjudging the suitability of establishments for approval

(a) Head of the EIA or his nominee	Convener
(b) A nominee of the Marine Products Export Development Authority	Member
And	
(c) A nominee of the Seafood Exporters Association of India (SEAI) or member of Indian Crab Exporter's Association of that region.	Member
- 3.5 The quorum of IDP shall be two.
- 3.6 The IDP after assessment of the establishment and its quality management system shall prepare an Assessment Report in the prescribed pro-forma given at **Annexure - 2**. The IDP shall submit its report and recommendations to the in-charge of the EIA within 3 working days of completion of its visit to the applicant establishment. The recommendations of the IDP shall clearly state whether the applicant establishment is recommended for approval or not.
- 3.7 In case the IDP finds any deficiency during assessment, the same will be intimated to the establishment through Non- conformity Report for corrective action by the unit within an agreed time period (maximum of 3 months).
- 3.8 The report of the IDP shall be examined by the In-charge of the EIA concerned.

- 3.9 When the establishment is not recommended for approval by the IDP, the in-charge of the EIA shall issue a letter of non-approval in the pro-forma given at **Annexure – 3** to the applicant within 7 working days of the receipt of the IDP report stating the reasons for which the establishment has not been considered fit for approval.
- 3.10 When the establishment is recommended for approval by the IDP, an Approval Number (Processor Code) shall be allotted to it by EIA. A letter of approval shall be issued in the pro-forma given at **Annexure – 4**. The approval granted to process Live Fish for export to countries other than EU shall be, under normal circumstances, valid for 2 years from the date of the approval by Incharge of the Agency. A copy of the approval letter shall also be sent to the following offices:
- i) The IDP members concerned
 - ii) EIC, New Delhi
 - iii) Regional office of the MPEDA
 - iv) All other EIAs and
 - v) The EIA sub office concerned.
- 3.11 EIA shall open three files: Part A, Part B and Part C for each establishment approved.
- (a) Part A file shall bear the number “Approval Number/LF followed by suffix (A)”. e.g. 725/LF(A). This file shall contain the application for approval/renewal, IDP assessment report and other correspondence relating to the unit etc.
 - (b) Part B file shall bear the number “Approval Number/LF followed by suffix (B)” e.g. 725/LF (B). This file shall contain monitoring reports and laboratory test reports, CAR etc.
 - (c) Part C file shall bear the number “Approval Number/LF followed by suffix (C)” e.g. 725/LF(C). This file shall contain copies of the Certificate for Export (CFE) issued by the unit and the health certificates issued by EIA etc.
- 3.12 Marking of approval number on export packages:
- The approval number shall be legibly printed/stenciled on all export packages. Every export package shall bear the “Q” Mark as per the following design:

Export package means the final package produced before the Customs in India and which is received and checked by the Customs at the importing end.

3.13 **Renewal of Approval:**

The processor shall apply for renewal of approval at least 30 days (preferably 60 days) before the date of expiry of the current approval in the pro-forma given at **Annexure – 5**. On receipt of the application for renewal of approval the EIA shall, within 15 days, arrange for assessment of the unit by the IDP. If the unit meets the requirements of approval as recommended by the IDP, renewal of approval shall be granted to the unit by the EIA for a period of 2 (two) years from the date of expiry of its earlier approval with communication to EIC.

4 **Monitoring of approved establishment :**

4.1 Monitoring by the establishment:

4.1.1 Establishments shall exercise all controls (own checks) as required by the GOI notification and maintain records thereof in respect of the following 12 broad areas:

- a) Facility sanitation (premises)
- b) Structure and layout
- c) Pest Control (prevention, extermination, use of chemicals)
- d) Maintenance
- e) Cleaning and sanitisation
- f) Personnel health and hygiene
- g) Rest rooms (Toilets)
- h) Water management
- i) Chemicals
- j) Lighting and ventilation
- k) Waste disposal
- l) Employee practices and GMP

4.1.2 The approved technologists competent personnel of the establishment shall exercise the quality control and inspection on all stages of handling of live fish from landing to shipment as per the provisions of Annexure 1 and Annexure 2 of Govt. of India Notification dated 01.05.2002. Sanitation and hygiene control and water sample shall be drawn and tested for all the specified bacteriological parameters in the in-house laboratory or in any of the EIC approved lab on regular basis.

4.2 **Monitoring by the competent authority (EIA/EIC):**

4.2.1 Monitoring by EIA officials

- (i) EIA officials shall carry out regular monitoring of approved establishments to ensure that the system continues to meet the requirements of the GOI Notification dated 1st May 2002 as clarified by Executive Instructions issued by the EIC from time to time.

- (ii) The frequency of monitoring of approved establishments by EIA officials shall be, in general, once in a month. However, based on the performance of the unit as evidenced by previous monitoring findings or other special circumstances recorded in writing, the frequency of monitoring can be increased or decreased by the competent authority. Officials monitoring the units shall be of the level of Technical Officer or Assistant Director.
- (iii) The monitoring shall broadly cover all the 12 areas mentioned at 4.1.1 and shall be done by: -
 - Verifying the records
 - Verifying the process controls, sanitation and hygiene
 - Verifying whether the various parameters are within the tolerance limits
 - Drawl of samples, for testing in EIA laboratory, of water, swabbing of food contact surfaces, etc. for ensuring safety and wholesomeness of the live fish.
 - Witnessing inspection and/or laboratory testing if the same is in process.
- (iv) The Monitoring Report as per pro-forma given at **Annexure – 6** shall be submitted along with the Corrective Action Request (CAR), if any, within 3 days to the officer in-charge of the sub-office or DD-in-Charge of the Scheme.

4.2.2. **Supervisory Checks**

Supervisory checks shall be carried out by officers of the level of Deputy Director and above of the EIA concerned by visiting each approved unit at least once in **six** months. The supervisory visit shall be conducted for a) checking the documentation and compliance with the requirements of the applicable rules, and b) checking the quality of monitoring carried out by the monitoring officials. The report of supervisory visit shall be submitted within three days to the In-charge of the EIA. The pro-forma of Supervisory Visit Report is given at **Annexure –8**.

4.2.3 **Corporate Audit:**

Audit of each EIA under the corporate audit mechanism shall be carried out at the frequency of once every year. This will comprise:

- Examination of records relating to approved processors maintained by the agency like monitoring reports, supervisory visit reports etc.
- visit by the audit team to around 10% of the units.

The corporate audit team shall comprise at least 2 officers generally not below the rank of Deputy Director drawn from outside the agency being audited. The report of audit shall be submitted to the Director (I&QC).

4.2.4. **Guidelines for dealing with unsatisfactory monitoring, supervisory or other visit reports and/or test reports**

- ⇒ All deficiencies observed during any visit to the processor's establishment shall be conveyed through the Corrective Action Request (CAR) as per annexure VII. A copy of CAR shall be attached to the monitoring report/supervisory visit report etc. as the case may be.

- ⇒ In case of minor deficiencies, the corrective actions shall be verified by the officer conducting the next visit and duly reported in his report.
- ⇒ In case of major deficiencies, any one or more of the following actions may be taken depending on the seriousness of the deficiencies:
 - i) The explanation of the processor may be called for with time-frame for rectification;
 - ii) The processor may be placed under consignment-wise inspection until the rectification is done and verified to EIA's satisfaction by a visit of Deputy Director level officer with the approval of the In-charge of the Agency.
 - iii) The processor may be advised to suspend production and export with approval of the Director (I&QC) until rectification is done and verified by a Deputy Director level officer.
- In case of three successive failures in sanitary test reports, action at ii) & iii) may be taken.
- In case of recurring failure but not consecutive, action at ii) or iii) above may be taken as deemed necessary.
- Revocation of suspension, done as per iii) above, shall be done with due approval of the Director (I&QC).

4.2.4 Reporting System:

Further, a reporting system shall be put in place requiring each EIA to report the following to EIC for the purpose of management control, every three months.

- Number of units planned to be monitored and actually monitored with break-up of satisfactory and unsatisfactory units.
- Number of supervisory visits planned and actually carried out with break-up of satisfactory and unsatisfactory units.
- Reasons for shortfall in carrying out monitoring and supervisory visits if any.
- Action taken in the case of unsatisfactory units.
- Confirmatory report for action taken by processing units reported unsatisfactory in earlier statement(s).
- Any other relevant information.

4.2.6. Time frames

Time frames prescribed for various activities shall be as under:

- Submission of monitoring reports 3 days
- Submission of supervisory reports 3 days
- Testing of monitoring samples in EIA laboratories 1 week
- Submission of quarterly reports to EIC By 1st week of 3rd month
- Closure of complaints Maximum 3 months

5. Guidelines for issuance of Health Certificate for Live Fish meant for export to countries other than the EU

- 5.1 Health certificate for consignments of Live Fish meant for export to countries other than the EU may be issued in the pro-forma given at **Annexure – 9**. It is possible that different countries may require health certificates in formats

prescribed by them. In such cases, the format required by them shall be examined for feasibility of issuing the necessary certificate and the case may be referred to the competent authority along with recommendations for a decision.

- 5.2 Health certificate shall be issued only for Live Fish processed in establishments approved and monitored by the EIA.
- 5.3 The processor/exporter shall request for health certificate from the office of the EIA which monitors the unit in the prescribed application form furnishing all necessary information along with:
 - a) A fee of Rs. 100/- per certificate
 - b) The pink copy of the Certificate for Export (CFE) issued by the approved processor for the consignment.
- 5.4 The office of the EIA concerned shall issue health certificate to the processor/exporter after satisfying itself that the Live Fishes are processed in approved establishments having valid approval number and after satisfying that the relevant requirements such as checking of every control unit (production code) by the unit for organoleptic parameters and testing of sanitary factors as applicable and maintenance of test records are fulfilled.
- 5.5 Health certificate shall be prepared in triplicate, the original for the exporter, the duplicate (pink copy) for EIA Head Office and the triplicate (blue copy) for record of the issuing office.

6. CERTIFICATION:

6.1 Certificate for Export (CFE)

- 6.1.1 The approved processing establishments must issue a CFE for every export consignment processed and packed by it after ensuring that the consignment is export-worthy. CFE blanks shall be obtained from the EIA at a cost of Rs. 10/- per set. Each CFE will consist of original (in white) intended for the Indian Customs, duplicate (in pink) to be forwarded to the controlling office of the EIA, and the last two copies (in green and blue) for use of the establishment. The validity of the CFE issued by the approved establishment shall be 3 (three) days from the date of issue. CFE blanks supplied to an approved processor shall not be transferred to any other unit by the processor. The approved processor shall be responsible for the safe custody and proper accounting of the CFE blanks supplied to it.
- 6.1.2 Issuance of CFE by an approved processor for a consignment of live fish not processed and packed by it in its approved establishment shall be deemed as a serious violation of the rules which will render the establishment liable for disapproval and other punitive action provided for in the Export (Quality Control & Inspection) Act, 1963.
- 6.1.3 **Weekly Statement on CFEs issued**
 - a) Every approved establishment shall submit to the controlling EIA office on every Monday a WEEKLY STATEMENT ON CERTIFICATES ISSUED FOR EXPORT OF LIVE FISH in the pro-forma given at **Annexure – 10**.
 - b) The pink copy of every CFE issued along with the related production code/grade –wise packing list and invoice copy shall be attached to the weekly statement. In case any pink copy of the CFE has already been submitted to EIA for any other purpose, this may be indicated in the Remarks column.

- c) If no CFE was issued during the preceding week, a “NIL” statement shall be sent to EIA in the weekly statement pro-forma.
- d) If any CFE is cancelled for any reason, such cancelled CFE (in full set) shall be surrendered to EIA.

6.2 Health Certificate/Other Certificates

The competent authority (EIA) shall, upon request, issue health certificate or any other sanitary/quality certificate to approved processor/exporter after satisfying itself that the requirements of the relevant certification or standard are met. A fee of Rs. 100/- shall be charged for each health certificate.

7. Payment of Monitoring Fee to EIA:

The establishment shall pay a monitoring fee @ 0.2% FOB subject to a minimum of Rs. 500 (Rupees five hundred) per consignment to EIA:

Every approved establishment should have a deposit account passbook system operating with the controlling office of the EIA for payment of monitoring fee. No CFE shall be issued by the processor unless there is adequate balance in the deposit account to cover the monitoring fee payable to EIA.

8. CHANGES IN THE OWNERSHIP OF THE ESTABLISHMENT/CHANGE IN NAME

In case there is a change in the ownership of the establishment or change in the name of the establishment without any change in the approved facilities of the establishment, the processor shall request the EIA for incorporation of the changes in the approval documents by furnishing the following documents:

- i) Attested/Certified documents proving the legal identity of the processor
- ii) Attested/Certified copy of MPEDA certificate of registration of the processing establishment.
- iii) Any other relevant document(s) that may be necessary.

On receipt of the above documents, the EIA shall examine the request of the processor and the validity of the documents. If it is satisfied, the Head Office of the EIA shall permit the changes in ownership or the change in name of the establishment and inform EIC accordingly.

Note: If there has been any significant change in the approved facilities of the establishment or if change in approval number is called for, the establishment will have to go through the normal approval formalities.

9. Appeal:

Any person aggrieved by:

- i. Decision of the competent authority not to accord approval to the establishments as per rule 9 of Notification No. S.O. 478(E) dated 1.5.2002;
- ii. Decision of the competent authority as per rule 11 of the said notification; and
- iii. Refusal of the competent authority to issue Health/Veterinary Certificate as per rule 14 of the said notification

may prefer an appeal within 10 days of receipt of such communication to EIC who in turn forward the same to an Appellate Authority appointed by the Central Government.

The composition of the Appellate Authority is as under:

1. Additional Secretary & Chairman of EIC
Department of Commerce ... Chairman
2. Joint Secretary (EP-MP)
Department of Commerce ... Member
New Delhi
3. Prof. H.P.C. Shetty ... Member
Retd. Director of Instruction
College of Fisheries
"Manorama" II Main, Lohithnagar
Mangalore – 575 006
4. Dr. Panduranga Rao ... Member
Ex-Director, CIFT
House No. 2-8-11, Vanatanagar
Kakinada – 533 033 (Andhra Pradesh)
5. Dr. S.K. Saxena ... Member
Director
Food Research Analysis Centre
Federation House, Tansen Marg
New Delhi – 110 001
6. Shri J.K. Bhavani ... Member
Ex-Director (Food & Agriculture), BIS
207-C, MIG Flat
Rajouri Garden
New Delhi – 110 027.

- 9.1 At least two-thirds of the total membership of the Appellate Authority shall consist of non-officials.
- 9.2 The quorum for any meeting of the Appellate Authority shall be three.
- 9.3 The appeal shall be disposed of within 30 days of its receipt.
- 9.4 The non-official members would be eligible for TA/DA as admissible to them from time to time for attending the meetings of the Appellate Authority. The expenditure on this account will be borne by the Export Inspection Council.

Appendix - A

THE REQUIREMENTS FOR APPROVAL OF ESTABLISHMENTS HANDLING AND PACKING LIVE FISH FOR EXPORT TO COUNTRIES OTHER THAN THE EUROPEAN UNION (EU)

The requirements mentioned at Annexure-I & Annexure-II of the GOI Notification S.O. 478(E) dated 1.5.2002 have been elaborated below specifically for approval of establishments handling and packing live fish for export to countries other than the EU.

1. GENERAL

1) **IDP:** The competent authority (EIA) may take the assistance of representatives of MPEDA and SEAI in the matter of approval of establishment.

2) **Own Checks System:** The establishment shall have all facilities necessary to handle, live fish under hygienic conditions. The establishment shall operate under Own Checks System so as to ensure safety of its products.

3) **Technologists:** The establishment shall have qualified and competent technologist(s) duly approved by the EIA for conducting own checks/quality control and to inspect the consignment before shipment. Only the approved technologist shall be authorized to issue/sign the Certificate for Export (CFE).

4) **Workers :**The establishment shall have sufficient number of workers to receive, handle and pack the live fish under hygienic conditions without delay so as to avoid contamination and mortality of live fish.

5) **Water:** The establishment shall have sufficient supply of potable or clean sea water. The potable water shall be tested for all factors as per IS 4251 (except radiology part) on yearly basis. However, the establishment shall periodically test water for microbiological factors as per specification.

6) **Records:** The establishment shall, maintain records for production and packing control and traceability of live fish.

2. General conditions relating to premises, building and equipment:

- a) The premises shall be tarred or concreted to avoid wind blown dust. The establishment shall be housed in a building of permanent nature affording sufficient protection from normal climatic hazards like wind blown dust and rain, and shall be of sufficient size for work to be carried out under adequate hygienic conditions. The design and layout shall be such as to preclude contamination of the product. Clean and contaminated parts of the building shall be properly separated.
- b) Separate storage facilities for packing materials shall be provided so as to protect packing materials from possible hazards.

- c) The live fish handling areas shall be completely separated from the area used for residential purpose.
- d) The layout of different sections shall be such as to facilitate smooth and orderly flow of work and to prevent possible cross contamination.
- e) There shall be adequate natural and artificial lighting. The bulbs and tubes shall have protective covering.
- f) There shall be sufficient ventilation.
- g) The containers or tanks used for the storage and transportation of live fish should have the following requirements:
 - 1) They should be maintained in good sanitary and hygienic condition, without cracks or joints
 - 2) The tanks should be provided with mechanical, biological or chemical filtration system to clean the water and remove the toxic nitrogen compounds.
 - 3) Wherever applicable, devices to maintain proper level of dissolve oxygen my be provided in order not to damage the live fishes stored.
 - 4) Appropriate water circulation for aeration or supplementary oxygen system is to be provided whenever needed.
 - 5) The water temperature is to be adequately controlled, especially when live items are for thermal tranquilization.
- h) All utensils & surfaces having contact with the live fish should be made of smooth, corrosion resistance and non-toxic material, easy to clean and disinfect.
- i) Utensils used for inedible or contaminated products shall be suitably identified with identifiable mark, colour or shape and shall not be used for handling live fish
- j) **Change Room:** There shall be provisions for changing the dress and for wearing work dress, headgears, gumboots etc. before entering the work room.
- k) **Hand washing facility:** Washbasins with non-hand operable water taps and liquid soap and sanitiser shall be provided at the entrance (At least one for every 20 workers).
- l) **Feet Washing:** The entry point into the fish handling areas shall be provided with feet washing pit of suitable size. The pit shall be provided with potable water containing approved disinfectant. The water in the pit shall be changed at frequent intervals.
- m) All the windows and doors opening to outside shall be provided with fly proofing arrangements.
- n) Suitable measures shall be taken to prevent entry of insects, birds, rodents and animals into the premises and fish handling areas.
- o) The floor of the food handling area shall be waterproof, easy to clean and disinfect, and laid down in such a way as to facilitate the drainage of water easily or provided with equipment to remove water. There shall be no water stagnation on the floor.
- p) The internal wall of the food handling areas shall be durable and have smooth surface, which is easy to clean, impermeable, waterproof, and light coloured.
- q) The ceiling shall be free from cracks and open joints, smooth, waterproof, light coloured and easy to clean.

- r) Facilities shall be provided for easy disposal of waste water without cross contaminating the live fish handled.
- s) The establishments handling live bivalve molluscs for export shall have sufficient depuration facility for purification.

3. GENERAL CONDITIONS OF HYGIENE

A) General conditions of hygiene applicable to premises and equipment:

1) Floors, walls, partitions, ceilings, roof linings, equipment and instruments used for working on live fish must be kept in a satisfactory state of cleanliness and repair so that they do not constitute a source of contamination for live fish.

2) Rodents, insects and any other vermin must be systematically exterminated in the premises or in the equipment.

B) General conditions of hygiene applicable to staff:

1) The highest possible standard of cleanliness is required of staff. They shall wear suitable clean work clothes and headgear, which completely encloses hair. This applies particularly to persons handling live fish.

2) Staff assigned to the handling live fish shall be required to wash their hands at least each time work is resumed. Workers having lacerations on hands shall not be allowed in fish handling areas.

3) Smoking, spitting, eating and drinking in work premises handling live fish shall be prohibited.

4) The employer shall take all the requisite measures to prevent the persons liable to contaminate live fish from working on and handling them, until there is evidence that such persons can do so without risk. When recruited, any person working on and handling live fish shall be required to prove, by a medical certificate, that there is no impediment to such employment. The medical supervision of such a person shall be governed by the national legislation in force.

APPLICATION FOR APPROVAL OF ESTABLISHMENT PROCESSING LIVE FISH FOR EXPORT TO COUNTRIES OTHER THAN EU

From

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To

The Joint Director In-charge
 Export Inspection Agency-

Sir,

Please carry out the assessment of our establishment as required under the Export of Live Fish (Quality Control, Inspection and Monitoring) Rules, 2002 for processing Live Fish for export to countries other than European Union.

We furnish below the information regarding the facilities existing in our establishment.

We undertake that our establishment meets the requirements stipulated in Export of Live Fish (Quality Control, Inspection and Monitoring) Rules, 2002 and also the other requirements of the applicable executive instructions issued by EIC from time to time.

Please find enclosed herewith a Demand Draft/Cheque bearing No. dated for Rs.2000/- towards the application fee.

1.	General Information	
1.1.	Name and address of the Establishment seeking approval	
1.2.	Address of the registered office of the establishment	
1.3.	Name of the Chief Executive (MD/Mg. Partner/Proprietor)	
1.4.	Is the processing plant owned or leased by the applicant	Owned/leased
1.5.	If leased, name of the plant owner, plant name and address.	
1.6.	Year of Construction	
1.7.	Year of last major alteration	
1.8.	Approval requested for export to (Countries)	Countries other than EU.

1.9.	Approval requested for export of variety of live fish	
1.10.	Additional activities, if any	
1.11.	Annual export of live fish during the previous year	
1.12.	Whether all year production or seasonal production	
1.13.	No. of working hours per day	
1.14.	No. of working days per week	
2.	<u>Information about personnel</u>	
2.1.	No. of technologists available in the establishment	
2.2.	Name and qualification of the technologist(s) supervising the processing and related operations	
2.3.	No. of supervisors	
2.4.	No. of male workers	
2.5.	No. of female workers	
2.6.	No. of shifts per day	
3.	PROCUREMENT AND TRANSPORTATION	
3.1	Source of Live Fish	
3.2	Particulars of the mode of harvest	
3.3	Specify the location of the harvesting area	
3.4	Mode of transportation of live fish from source to the plant	
3.5	Is there any arrangement for traceability of the live fish ?	
3.6	Are the records for the above maintained properly ?	

3.7	Are live fish procured and transported as per the requirements specified at Annexure-1 of the Notification?	
4.	Surroundings	
4.1.	Whether the premises have defined curtilage ?	
4.2.	Are the premises clean ?	
4.3.	Is there any area within the premises of the establishment which is non-operative ?	
4.4.	If so, is it cordoned off effectively?	
4.5.	Are there any swamps, stagnant water or dumps nearby?	
4.6.	Is rubbish and offal collected properly?	
4.7	Is rubbish and offal disposed off properly?	
4.8	Are the roads in the premises concreted/tarred or turfed to prevent wind blown dust?	
4.9.	Are there signs of any rodent harbourage nearby?	
4.10.	Is there a documented system, including the bait map, for rodent control?	
4.11.	Are there any animals housed nearby?	
4.12.	Are the surroundings reasonably free from objectionable odours, smoke, dust and other contamination?	
5.	Construction and Layout	
5.1.	Is the building construction of permanent nature?	
5.2	Is the design and layout such as to preclude contamination?	

5.3.	Does the layout facilitate free flow of work and avoid backtracking?	
5.4.	Is the facility kept in good repair?	
5.5.	Is there proper maintenance schedule?	
5.6.	Does the building provide sufficient protection against the entry and harbourage of rodent, insects, birds etc.	
5.7.	Does the layout ensure sufficient space in different sections for machinery, equipment, personnel etc. without congestion ?	
5.8.	Is there clear separation between processing and living areas?	
6.	Plant facilities	
	Are there adequate facilities for the following:	
6.1.	Storing inedible material, disinfectants and insecticides?	
6.2.	Whether there is separate facility for storage of wet and dry items?	
6.3.	Storing packaging material?	
6.4.	Rest Room for workers?	
6.5.	Changing room for workers?	
6.6.	Toilets	
7.	<u>Processing Section</u>	
7.1.	Are there signboards directing the employees to wash and sanitise hands and feet before entering the processing hall and after each absence?	

7.2	Is air curtain/fly killer provided to prevent the entry of flies when the door is opened?	
7.3.	<u>Washing and sanitising facility</u>	
7.3.1	If the workers are entering the processing hall directly, are suitable washing and sanitising facility provided for hands and feet at the entry points?	
7.3.2	Is the hand washing facility located at a convenient place?	
7.3.3.	Are the wash basins provided with non-hand operable taps?	
7.3.4.	Are liquid soaps, disinfectants, nail brush and single use towels provided in sufficient quantities?	
7.3.5.	Is waste bin provided for collecting used towels?	
7.3.6	Is hand dip facility with chlorinated water or other approved disinfectant provided near the entrance?	
7.4.	Doors	
7.4.1.	Are the doors clean and sufficiently wide, made of durable material other than wood?	
7.4.2.	Are the doors kept clean?	
7.4.3.	Are the doors self closing type?	
7.4.4.	Are the doors close fitting to prevent entry of flies and pests?	
7.5.	Windows	
7.5.1	Are the windows of adequate size made of non- absorbent material other than wood?	

7.5.2.	Does the window sill, if any, slope inwards?	
7.5.3.	Are the windows at least one metre above the floor?	
7.6.	Floor	
7.6.1.	Is the floor made of hard surface, impermeable, smooth, free from pits and crevices?	
7.6.2.	Is the floor cleanable and having sufficient slope?	
7.6.3.	Is the slope of floor opposite to the flow of work or side ways?	
7.6.4.	Are pallets made of non-absorbent material other than wood provided on the floor for keeping containers?	
7.7	Drainage	
7.1	Is drainage facility adequate?	
7.2.	Is open end of the drain protected against entry of rodents?	
7.3.	Is there facility for conveying waste water into drainage so as to maintain the floor dry? ⊗ (Optional)	
7.4.	Are the drains of adequate size, having sufficient slope and easily cleanable?	
7.5.	Is the slope of drain opposite to the flow of work?	
7.8.	Walls	
7.8.1.	Are the floor to wall and wall to wall junctions properly rounded off?	
7.8.2.	Are the walls smooth, light coloured and without crevices ?	
7.8.3.	Are the walls washable?	

7.8.4.	Are the switches and other installations on the wall water proof and cleanable?	
7.9.	Washing and Cleaning	
7.9.1.	Is suitable hand washing and sanitising facility provided inside the hall?	
7.9.2.	Are the wash basins provided with non-hand operable taps?	
7.9.3.	Are water taps non-hand operable?	
7.9.4.	Are the water taps serially numbered?	
7.9.5.	If hoses are used as outlet for water whether facility is provided to keep it rolled up when not in use?	
7.10	Ceiling	
7.10.1	Is the ceiling in good repair and cleanable?	
7.10.2	Do overhead rafters offer any runway for lizards, cockroaches etc.?	
7.10.3	Are there beams, trusses, pipes or other structural elements and fittings suspended below the ceiling?	
7.10.4	If so, whether there is protection from debris, dust or dripping?	
7.10.5	Is rodent and fly proofing satisfactory?	
7.11.	Lights	
7.11.1	Is there adequate lighting?	
7.11.2	Are the lights sufficiently protected?	
7.11.3	Are the protective covers of lights clean?	
7.12.	Ventilation	
7.12.1	Is there adequate ventilation?	

7.12.2	Is mechanical ventilation/exhaust fan provided in areas where air stagnation, condensation of fluids etc. are present?	
7.12.3	Is opening of ventilation/exhaust fan provided with fly proofing?	
7.12.4	Are such fly proofing arrangements maintained clean?	
7.13.	Tables, Utensils and Equipment:	
7.13.1	Are the contact surfaces and utensils constructed of stainless steel or any other non-corroding, non-contaminating, non-reacting and non-absorbent material (specify)?	
7.13.2	Are the contact surfaces and utensils so constructed that it can be easily cleaned?	
7.13.3	Are the containers or tanks used for storage and transportation of live fish provided with mechanical, biological or chemical filtration system to clean the water and remove the toxic nitrogen compounds?	
7.13.4	Are the tanks provided with suitable devices to maintain proper level of dissolve oxygen ?	
7.13.5	Are the tanks used for storage of live fish provided with water circulation for aeration or supplementary oxygen system to protect the live fish?	
7.14	Flow of Work :	
7.14.1	Is the layout of work flow unidirectional?	
7.14.2	Is there any chance of cross contamination/backtracking?	
7.14.3	Is the high risk area, if any, precluded from low risk area?	

8.	Water	
8.1.	Is there a documented water management system?	
8.2.	Whether plumbing diagram of the water supply system available with the outlets identified and serially numbered?	
8.3.	What is the source of water supply?	
8.4.	Whether test reports produced for each source of water?	
8.5.	If more than one source of water supply is used, are they tested separately?	
8.6.	Whether potable water used for processing meets the standards stipulated ?	
8.7.	Whether relevant test records are available?	
8.8.	Is there a water storage tank and if so, whether it is protected from outside contamination?	
8.9.	Whether there is a documented procedure for cleaning water tank(s)?	
9.	Packaging	
9.1.	Is separate area provided for packing?	
9.2.	Whether the packaging materials are stored separately well protected from dust and pest?	
10.	Toilet Facilities	
10.1.	Is the number of toilets provided in relation to the total number of workers?	
10.2.	Are the toilets located away from the processing area to prevent contamination?	

10.3.	Whether the toilet room have walls washable, ceiling smooth and floors constructed of imper-vious material, and easy to clean and sanitise?	
10.4.	Are the toilets well lit?	
10.5.	Are they provided with self-closing doors, fly-proofing and flushing arrangements?	
10.6.	Are hand washing and sanitising facilities, with wash-basins, soap, single use towels, nail brushes and adequate water supply provided near the toilets?	
10.7.	Are the taps of the wash basin non-hand operable?	
10.8.	Is waste bin provided for collecting used towels?	
10.9.	Are there sign boards directing employees to clean and sanitise their hands with soap/detergents/disinfectants after using toilets?	
11.	Personal Hygiene	
11.1.	Has any person been made responsible for maintenance of personal hygiene of employees?	
11.2.	Are the workers apparently free from any form of communicable diseases, open sores and wounds or any other sources of contamination?	
11.3.	Are the workers medically examined periodically and whether individual health cards showing that the individual is fit to work in fish processing plant maintained?	
11.4.	Are prophylactic injections being administered to the plant employees and records thereof included in the individual cards?	

11.5.	Has it been made obligatory for all employees to notify incidents of typhoid, dysentery, diarrhoea or any other communicable diseases in their homes?	
11.6.	Are workers medically examined after each absence due to illness from any contagious disease?	
11.7.	Are the workers provided with sufficient sets of clean work dress and headgears?	
12.	Cleaning and Disinfections of plant, equipment and utensils	
12.1.	Is there a documented procedure for cleaning and disinfection of plant, equipment and utensils?	
12.2.	Is the cleaning schedule exhibited prominently?	
12.3.	Is there an area earmarked for cleaning and disinfection of utensils and equipment?	
12.4.	Are facilities of cold/hot water/steam under pressure, wherever appropriate, provided for cleaning and disinfection?	
12.5.	Is any person made responsible for supervising this work ?	
12.6.	Is the effectiveness of cleaning verified periodically through laboratory tests?	
13.	Changing Room	
13.1.	Are separate changing rooms of adequate size proportionate to the number of workers provided for male and female workers?	
13.2.	Whether changing room is integrated into the plant layout properly?	
13.3.	Does the changing room have smooth walls, floors and wash basins with soaps, disposable towels, nail brushes and non-hand operable taps?	

13.4	Whether there is arrangement for :	
	a)	Change of footwear
	b)	Keeping street clothes separately
	c)	Lockable cupboards
	d)	Collection of soiled working clothes
	e)	Gumboots
	f)	Headgear and wherever necessary gloves/ mouth cover
13.5.	Is there suitable in-house arrangement to launder the working clothes of the workers?	
13.6.	Is the changing room provided with flush lavatories? Is it kept clean and sanitised?	
13.7.	Does the door of the lavatory open directly to processing area?	
14.	Maintenance Schedule	
14.1.	Whether there is a documented maintenance procedure for building and facilities?	
15.	HACCP	
15.1.	Has the own check system based on HACCP implemented?	
15.2.	If so, has the HACCP manual been submitted to the competent authority for approval?	
15.3.	Whether persons responsible have been identified?	
15.4.	Whether records are maintained for this purpose?	
15.5.	Whether the frequency of monitoring of critical limits at CCP is adequate as evidenced by the actual observation?	
15.6.	Whether there is a provision to review and revise procedure and frequency?	

16.	Rodent/Vermin Control	
16.1.	Is there any documented procedure for vermin control?	
16.2.	Whether responsibility has been fixed for this work?	
16.3.	Whether vermin/rodent control carried out by own arrangement or through outside agency?	
16.4.	Whether bait map showing serially numbered bait stations has been provided?	
16.5.	Whether chemical/rodenticides are approved by the competent authority?	
17.	Transportation	
17.1.	Is the unit having adequate facilities for transport of live fish?	
17.2.	Are the vehicles constructed in such a way to facilitate easy cleaning and sanitization?	
17.3.	Is there separate arrangement for cleaning and sanitization of transport vehicles?	
17.4.	Are the records of the above maintained?	
17.5.	Whether there is a documented procedure for cleaning the vehicles?	
18.	Inspection and Testing	
18.1.	Is the unit having in-house facilities for inspection and testing?	
18.2.	Is the unit having separate qualified and competent personnel for conducting physical inspection?	

19.	Any other relevant information:
------------	--

Yours faithfully,

Signature :

Name :

Designation :

Company Seal :

Place :

Date :

Check list of enclosures :

1. Demand Draft/Cheque for Rs.2000/-
2. Up-to date layout plan of establishment in A-4 size
3. Plumbing diagram in A-4 size with water taps serially numbered
4. Attested/Certified Copy of the legal identify of establishment (Partnership Deed/Memorandum and Articles of Association as the case may be)
5. Bio-data of technologist(s)
6. Attested/Certified copy of Lease Deed, if applicable
7. Attested/Certified copy of test report of potable water (complying with IS-4251)or, clean sea water used for processing live fish
8. Attested/Certified copy of MPEDA Registration Certificate of processing plant.
9. HACCP Manual (including HACCP Plan, SSOP and organizational chart).
10. Attested/Certified copy of the order allotting Importer-Exporter Code (IEC) Number.

**Export Inspection Agency-
(Ministry of Commerce)
Government of India**

**ASSESSMENT REPORT
(of the Establishment)**

Date of Visit :

Type of Visit : Inter Departmental Panel (IDP)

COMPOSITION OF IDP

Sl. No.	Name of Expert	Designation	Organisation
I.			
II.			
III.			
IV.			

1.	General Information	
1.1.	Name and address of the Establishment seeking approval	
1.2.	Address of the registered office of the establishment	
1.3.	Name of the Chief Executive (MD/Mg. Partner/Proprietor)	
1.4.	Is the processing plant owned or leased by the applicant	Owned/leased
1.5.	If leased, name of the plant owner, plant name and address.	
1.6.	Year of Construction	
1.7.	Year of last major alteration	
1.8.	Approval requested for export to	Countries other than EU.

	(Countries)	
1.9.	Approval requested for export of variety of live fish	
1.10.	Additional activities, if any	
1.11.	Annual export of live fish during the previous year	
1.12.	Whether all year production or seasonal production	
1.13.	No. of working hours per day	
1.14.	No. of working days per week	
2.	<u>Information about personnel</u>	
2.1.	No. of technologists available in the establishment	
2.2.	Name and qualification of the technologist(s) supervising the processing and related operations	
2.3.	No. of supervisors	
2.4.	No. of male workers	
2.5.	No. of female workers	
2.6.	No. of shifts per day	
3.	PROCUREMENT AND TRANSPORTATION	
3.1.	Source of Live Fish	
3.2.	Particulars of the mode of harvest	
3.3.	Specify the location of the harvesting area	
3.4.	Mode of transportation of live fish from source to the plant	
3.5.	Is there any arrangement for traceability of the live fish ?	

3.6	Are the records for the above maintained properly ?	
3.7	Are live fish procured and transported as per the requirements specified at Annexure-1 of the Notification?	
4.	Surroundings	
4.1.	Whether the premises have defined curtilage ?	
4.2.	Are the premises clean ?	
4.3.	Is there any area within the premises of the establishment which is non-operative ?	
4.4.	If so, is it cordoned off effectively?	
4.5.	Are there any swamps, stagnant water or dumps nearby?	
4.6.	Is rubbish and offal collected properly?	
4.7	Is rubbish and offal disposed off properly?	
4.8	Are the roads in the premises concreted/tarred or turfed to prevent wind blown dust?	
4.9.	Are there signs of any rodent harbourage nearby?	
4.10.	Is there a documented system, including the bait map, for rodent control?	
4.11.	Are there any animals housed nearby?	
4.12.	Are the surroundings reasonably free from objectionable odours, smoke, dust and other contamination?	
5.	Construction and Layout	
5.1.	Is the building construction of permanent nature?	

5.2.	Is the design and layout such as to preclude contamination?	
5.3.	Does the layout facilitate free flow of work and avoid backtracking?	
5.4.	Is the facility kept in good repair?	
5.5.	Is there proper maintenance schedule?	
5.6.	Does the building provide sufficient protection against the entry and harbourage of rodent, insects, birds etc.	
5.7.	Does the layout ensure sufficient space in different sections for machinery, equipment, personnel etc. without congestion ?	
5.8.	Is there clear separation between processing and living areas?	
6.	Plant facilities	
	Are there adequate facilities for the following:	
6.1.	Storing inedible material, disinfectants and insecticides?	
6.2.	Whether there is separate facility for storage of wet and dry items?	
6.3.	Storing packaging material?	
6.4.	Rest Room for workers?	
6.5.	Changing room for workers?	
6.6.	Toilets	
7.	<u>Processing Section</u>	
7.1.	Are there signboards directing the employees to wash and sanitise hands and feet before entering the processing hall and after each absence?	

7.2	Is air curtain/fly killer provided to prevent the entry of flies when the door is opened?	
7.3.	<u>Washing and sanitising facility</u>	
7.3.1	If the workers are entering the processing hall directly, are suitable washing and sanitising facility provided for hands and feet at the entry points?	
7.3.2	Is the hand washing facility located at a convenient place?	
7.3.3.	Are the wash basins provided with non-hand operable taps?	
7.3.4.	Are liquid soaps, disinfectants, nail brush and single use towels provided in sufficient quantities?	
7.3.5.	Is waste bin provided for collecting used towels?	
7.3.6	Is hand dip facility with chlorinated water or other approved disinfectant provided near the entrance?	
7.4.	Doors	
7.4.1.	Are the doors clean and sufficiently wide, made of durable material other than wood?	
7.4.2.	Are the doors kept clean?	
7.4.3.	Are the doors self closing type?	
7.4.4.	Are the doors close fitting to prevent entry of flies and pests?	
7.5.	Windows	
7.5.1	Are the windows of adequate size made of non- absorbent material other than wood?	

7.5.2.	Does the window sill, if any, slope inwards?	
7.5.3.	Are the windows at least one metre above the floor?	
7.6.	Floor	
7.6.1.	Is the floor made of hard surface, impermeable, smooth, free from pits and crevices?	
7.6.2.	Is the floor cleanable and having sufficient slope?	
7.6.3.	Is the slope of floor opposite to the flow of work or side ways?	
7.6.4.	Are pallets made of non-absorbent material other than wood provided on the floor for keeping containers?	
7.7	Drainage	
7.1	Is drainage facility adequate?	
7.2.	Is open end of the drain protected against entry of rodents?	
7.3.	Is there facility for conveying waste water into drainage so as to maintain the floor dry? ⊗ (Optional)	
7.4.	Are the drains of adequate size, having sufficient slope and easily cleanable?	
7.5.	Is the slope of drain opposite to the flow of work?	
7.8.	Walls	
7.8.1.	Are the floor to wall and wall to wall junctions properly rounded off?	
7.8.2.	Are the walls smooth, light coloured and without crevices ?	
7.8.3.	Are the walls washable?	

7.8.4.	Are the switches and other installations on the wall water proof and cleanable?	
7.9.	Washing and Cleaning	
7.9.1.	Is suitable hand washing and sanitising facility provided inside the hall?	
7.9.2.	Are the wash basins provided with non-hand operable taps?	
7.9.3.	Are water taps non-hand operable?	
7.9.4.	Are the water taps serially numbered?	
7.9.5.	If hoses are used as outlet for water whether facility is provided to keep it rolled up when not in use?	
7.10	Ceiling	
7.10.1	Is the ceiling in good repair and cleanable?	
7.10.2	Do overhead rafters offer any runway for lizards, cockroaches etc.?	
7.10.3	Are there beams, trusses, pipes or other structural elements and fittings suspended below the ceiling?	
7.10.4	If so, whether there is protection from debris, dust or dripping?	
7.10.5	Is rodent and fly proofing satisfactory?	
7.11.	Lights	
7.11.1	Is there adequate lighting?	
7.11.2	Are the lights sufficiently protected?	
7.11.3	Are the protective covers of lights clean?	
7.12.	Ventilation	
7.12.1	Is there adequate ventilation?	

7.12.2	Is mechanical ventilation/exhaust fan provided in areas where air stagnation, condensation of fluids etc. are present?	
7.12.3	Is opening of ventilation/exhaust fan provided with fly proofing?	
7.12.4	Are such fly proofing arrangements maintained clean?	
7.13.	Tables, Utensils and Equipment:	
7.13.1	Are the contact surfaces and utensils constructed of stainless steel or any other non-corroding, non-contaminating, non-reacting and non-absorbent material (specify)?	
7.13.2	Are the contact surfaces and utensils so constructed that it can be easily cleaned?	
7.13.3	Are the containers or tanks used for storage and transportation of live fish provided with mechanical, biological or chemical filtration system to clean the water and remove the toxic nitrogen compounds?	
7.13.4	Are the tanks provided with suitable devices to maintain proper level of dissolve oxygen ?	
7.13.5	Are the tanks used for storage of live fish provided with water circulation for aeration or supplementary oxygen system to protect the live fish?	
7.14	Flow of Work :	
7.14.1	Is the layout of work flow unidirectional?	
7.14.2	Is there any chance of cross contamination/backtracking?	
7.14.3	Is the high risk area, if any, precluded from low risk area?	

8.	Water	
8.1.	Is there a documented water management system?	
8.2.	Whether plumbing diagram of the water supply system available with the outlets identified and serially numbered?	
8.3.	What is the source of water supply?	
8.4.	Whether test reports produced for each source of water?	
8.5.	If more than one source of water supply is used, are they tested separately?	
8.6.	Whether potable water used for processing meets the standards stipulated?	
8.7.	Whether relevant test records are available?	
8.8.	Is there a water storage tank and if so, whether it is protected from outside contamination?	
8.9.	Whether there is a documented procedure for cleaning water tank(s)?	
9.	Packaging	
9.1.	Is separate area provided for packing?	
9.2.	Whether the packaging materials are stored separately well protected from dust and pest?	
10.	Toilet Facilities	
10.1.	Is the number of toilets provided in relation to the total number of workers?	
10.2.	Are the toilets located away from the processing area to prevent contamination?	

10.3.	Whether the toilet room have walls washable, ceiling smooth and floors constructed of imper-vious material, and easy to clean and sanitise?	
10.4.	Are the toilets well lit?	
10.5.	Are they provided with self-closing doors, fly-proofing and flushing arrangements?	
10.6.	Are hand washing and sanitising facilities, with wash-basins, soap, single use towels, nail brushes and adequate water supply provided near the toilets?	
10.7.	Are the taps of the wash basin non-hand operable?	
10.8.	Is waste bin provided for collecting used towels?	
10.9.	Are there sign boards directing employees to clean and sanitise their hands with soap/detergents/disinfectants after using toilets?	
11.	Personal Hygiene	
11.1.	Has any person been made responsible for maintenance of personal hygiene of employees?	
11.2.	Are the workers apparently free from any form of communicable diseases, open sores and wounds or any other sources of contamination?	
11.3.	Are the workers medically examined periodically and whether individual health cards showing that the individual is fit to work in fish processing plant maintained?	
11.4.	Are prophylactic injections being administered to the plant employees and records thereof included in the individual cards?	

11.5.	Has it been made obligatory for all employees to notify incidents of typhoid, dysentery, diarrhoea or any other communicable diseases in their homes?	
11.6.	Are workers medically examined after each absence due to illness from any contagious disease?	
11.7.	Are the workers provided with sufficient sets of clean work dress and headgears?	
12.	Cleaning and Disinfection of plant, equipment and utensils	
12.1.	Is there a documented procedure for cleaning and disinfection of plant, equipment and utensils?	
12.2.	Is the cleaning schedule exhibited prominently?	
12.3.	Is there an area earmarked for cleaning and disinfection of utensils and equipment?	
12.4.	Are facilities of cold/hot water/steam under pressure, wherever appropriate, provided for cleaning and disinfection?	
12.5.	Is any person made responsible for supervising this work ?	
12.6.	Is the effectiveness of cleaning verified periodically through laboratory tests?	
13.	Changing Room	
13.1.	Are separate changing rooms of adequate size proportionate to the number of workers provided for male and female workers?	
13.2.	Whether changing room is integrated into the plant layout properly?	
13.3.	Does the changing room have smooth walls, floors and wash basins with soaps, disposable towels, nail brushes and non-hand operable taps?	

13.4	Whether there is arrangement for :	
	a)	Change of footwear
	b)	Keeping street clothes separately
	c)	Lockable cupboards
	d)	Collection of soiled working clothes
	e)	Gumboots
f)	Headgear and wherever necessary gloves/ mouth cover	
13.5.	Is there suitable in-house arrangement to launder the working clothes of the workers?	
13.6.	Is the changing room provided with flush lavatories? Is it kept clean and sanitised?	
13.7.	Does the door of the lavatory open directly to processing area?	
14.	Maintenance Schedule	
14.1.	Whether there is a documented maintenance procedure for building and facilities?	
15.	HACCP	
15.1.	Has the own check system based on HACCP implemented?	
15.2.	If so, has the HACCP manual been submitted to the competent authority for approval?	
15.3.	Whether persons responsible have been identified?	
15.4.	Whether records are maintained for this purpose?	
15.5.	Whether the frequency of monitoring of critical limits at CCP is adequate as evidenced by the actual observation?	
15.6.	Whether there is a provision to review and revise procedure and frequency?	

16.	Rodent/Vermin Control	
16.1.	Is there any documented procedure for vermin control?	
16.2.	Whether responsibility has been fixed for this work?	
16.3.	Whether vermin/rodent control carried out by own arrangement or through outside agency?	
16.4.	Whether bait map showing serially numbered bait stations has been provided?	
16.5.	Whether chemical/rodenticides are approved by the competent authority?	
17.	Transportation	
17.1.	Is the unit having adequate facilities for transport of live fish?	
17.2.	Are the vehicles constructed in such a way to facilitate easy cleaning and sanitization?	
17.3.	Is there separate arrangement for cleaning and sanitization of transport vehicles?	
17.4.	Are the records of the above maintained?	
17.5.	Whether there is a documented procedure for cleaning the vehicles?	
18.	Inspection and Testing	
18.1.	Is the unit having in-house facilities for inspection and testing?	
18.2.	Is the unit having separate qualified and competent personnel for conducting physical inspection?	

19.	Any other relevant information:
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Recommendations of the Interdepartmental Panel (IDP)

Name of Establishment

Location

MPEDA Registration No.	
Nature of activities of the Unit	Processing of Live Fish
	Varieties
.....	
The above Processing Establishment may not be approved to process Live Fish for export under the Export of Live Fish (Quality Control, Inspection and Monitoring) Rules, 2002. The deficiencies observed are given in the attached sheet.	
Or	
The above Processing Establishment may be approved to process Live Fish for export under the export of Live Fish (Quality Control , Inspection and Monitoring) Rules, 2002 for a period of 2 years	

Other Remarks, if any :

Signature

.....

Name

.....

Designation

.....

Organisation

.....

Date

.....

Signature of Authorised Representative of the Unit

Name

Designation

Date

Seal of the Firm.

List of the Deficiencies observed by the Inter Departmental Panel

Name of the Unit :

DEFICIENCIES

Signature

Name

Designation

Organisation

Date

(Format of Non-Approval letter)

EXPORT INSPECTION AGENCY –

No. : EIA/

Date :

To

--

Dear Sirs,

Sub : Non approval to process Live Fish for export to countries other than EU
 Ref. : Your application dated

The Inter Departmental Panel (IDP) of experts visited your processing establishment, particulars of which are given below, for adjudging its suitability for approval under the Export of Live Fish (Quality Control, Inspection and Monitoring) Rules, 2002 and read with executive instructions issued by the Export Inspection Council for processing Live Fish for export to the countries other than European Union :

Name & Location of the Establishment	Date of IDP Visit

The IDP has observed certain defects/deficiencies in your processing establishment which are given in the annexure. In view of the nature of defects/deficiencies, it is regretted that your processing establishment cannot be now approved to process Live Fish for export countries other than EU.

You may, however, rectify all the defects/deficiencies, ensure that your processing establishment meets the above mentioned requirements and apply for approval afresh.

Please acknowledge receipt.

Your faithfully

Encl. : 1 Annexure

Copy to 1) The office In-Charge

Joint Director

- 2) EIA-, Sub Office.....
- 2) The Director (I&Q/C)
- EIC, New Delhi – 110 001

EXPORT INSPECTION AGENCY-
(Ministry of Commerce & Industry)
Government of India

No. Export Inspection Agency/

Date:

To

M/s.....
.....
.....

Dear Sirs,

Sub: Approval to process Live Fish for export to countries other than EU
Ref: Your application dated

Please refer to your application cited above for approval of your establishment, particulars of which are given below for processing live fish for export as required under the Export of Live Fish (Quality Control, Inspection and Monitoring) Rules, 2002:

Name & Location of the processing establishment	Nature of Activities

In exercise of the powers conferred by Rule 9 of the notification dt. 01.05.02, the Panel of Experts visited your establishment to assess the adequacy of the facilities available therein for processing Live Fish for export.

Date of Visit :

Composition of the Panel of Experts :

1. Shri/Smt. EIA -
2. Shri/Smt. MPEDA
3. Shri/Smt. Representative, SEAI

After due consideration of the Report of the Panel of Experts, your establishment mentioned above is hereby approved under the Export of Live Fish (Quality Control, Inspection & Monitoring), Rules, 2002 to process live fish for export to countries other than the European Union.

The approval number allotted to your establishment is:.....

The approval number shall be marked on the packages used for packing live fish for export. "Q" Mark along with approval number shall be legibly printed or stenciled on all export packages of live fish as required by the Executive Instructions.

This approval is valid for a period up to and including..... You should apply for renewal of approval at least 30 days (preferably 60 days) in advance before the date of its expiry.

Your establishment shall henceforth come under the purview of monitoring under the Rules. You are advised to adopt HACCP based "Own Checks" system and ensure proper maintenance of records. You should have a Deposit Account Pass Book System with the nearest office of the Export Inspection Agency for payment of monitoring fee and ensure that adequate balance is always maintained in the account.

Please acknowledge receipt.

Yours faithfully,

)

(

DIRECTOR

JOINT

Copy to :

The Director (I&QC),Export Inspection Council, New Delhi

The Joint Director, MPEDA, Regional Office:

The Joint Director I/C, Export Inspection Agency-Calcutta/Cochin/Chennai/Mumbai

The Officer-in-charge, Export Inspection Agency-....., sub-office:.....

Party file ()

Annexure – V

(To be typed on company letterhead and submitted in triplicate)

To

**The Joint Director In-charge
Export Inspection Agency**

Sir,

Sub. : Application for Renewal of approval to process of Live Fish for export to countries other than EU.

The Approval granted to the establishment, particulars of which are given below to process live fish for export to countries other than EU may kindly be renewed for a period of 2 years from the date of expiry of earlier approval.

1.	Name and address of the establishment	:	
2.	Approval No.	:	
3.	Date of expiry of earlier approval	:	
4.	Address of the registered office of the establishment	:	
5.	Nature of the activities for which the establishment is approved	:	
6.	Approval sought for processing live fish for export to countries other than EU (Variety)	:	

Yours faithfully

Signature :
Name :
Designation :
Company Seal :

Place :

Date :

EXPORT INSPECTION AGENCY – BOMBAY/CALCUTTA/COCHIN/MADRAS

MONITORING REPORT

Date of Visit

Name of the Processing Establishment

Approval No.

Variety of Live fish being processed at the time of visit

Name and designation of the Monitoring Officer(s) last visited

Sl. No.	Areas of Monitoring	Observations	Deficiencies/Remarks, if any
(1)	(2)	(3)	(4)
A. General			
1.	Verification of corrective actions on defects pointed out earlier		
a)	as per previous monitoring inspection ;		
b)	as per results of hygiene samples drawn during previous visit		
c)	Any other advice rendered		
2.	Is self-monitoring effective ?		
B. Procurement of Live Fish			
1.	Areas of procurement of the Live Fish		
2.	Records for Traceability		
3.	Whether the Live fish are procured and transported as per the requirements specified at Annexure I of the notification? (as per records)		
C. Premises			
1.	Whether external premises are kept clean?		
2.	Whether internal premises (floor, walls, ceilings) are clean in all the areas?		
3.	Are lights sufficient, working and well cleaned & protected?		

4.	Whether Live Fishes are kept at the optimum conditions of survival?		
5.	Is ventilation proper?		
6.	Whether self-closing mechanism of doors is effective and whether doors are close fitting?		
7.	Whether fly proofing is effective?		
8.	Whether non-hand operable taps in hand washing facility functional in all the areas?		
9.	Whether liquid soap, disinfectants, nail brush and single use towels provided?		
10.	Whether live fish contact surfaces and utensils are kept clean and free from cracks & corrosion?		
11.	Whether drainage is clean and sanitised?		
12.	Whether signboards for hygiene practices are provided?		
H. Water			
1.	Is the water tested for the prescribed parameters?		
2.	Is the water tank clean and well protected ?		
I. Personal Hygiene			
1.	Whether workers are wearing clean uniform, head gears mouth cover & footwear		
2.	Whether workers have their nails trimmed, unpolished, and they have removed their rings etc.		
3.	Whether worker are apparently free from sickness/open wounds ?		
4.	Are employees sanitizing hands and feet ?		
5.	Is general cleanliness satisfactory ?		
L. Packing/Storage			
1.	Is packing material as per standard of the Processor/buyer		
2.	Are the marking as per the specification ?		

3.	Are the packing material stacked in such a way as to * prevent contamination from moisture ,dust etc. ? * away from walls/ceilings		
M. Vermin Control			
1.	What pest control measure are used ?		
2.	Whether it is from outside agency/internally done ?		
3.	What chemical are used ?		
N. Transportation			
1.	Are the arrangement for cleaning and sanitisation of vehicles satisfactory		
2.	Are the vehicles clean ?		
O. Records			
1.	Registers for the following to be checked for - Whether upto date - Properly maintained		
	a. Procurement of Live Fish		
	b. Processing		
	c. Consolidated daily production		
	d. Packing		
	e. Check of records for water testing results.		
	f. Records of cleaning of water tanks		
	g. Individual Health Cards		
2.	Whether the Live Fish are checked before packing as specified in the notification and records maintained.		
3	Whether sanitation and hygiene control sample drawn are analysed at required frequency and record maintained ?		
4.	Check of records of vermin control		

Q. HACCP			
1.	<p>Is HACCP system in place ? Is HACCP plan being implemented as documented.</p> <p>Is monitoring for CCP, Corrective action and Verification records appropriate.</p> <p>Records of SSOP/Sanitation Controls</p> <p style="text-align: center;">- Review of HACCP Plan & Date</p>		

The deficiencies observed by the monitoring officers during the monitoring visit shall be communicated to the processing establishment in writing for rectification with stipulated time period as per CAR.

Any other relevant information

Recommendations

- Overall Rating – Satisfactory/unsatisfactory
- Deficiency reported to the establishment (on deficiency report proforma)

Signature

Name

Designation

Date

Place

Remarks of the Supervisory Officer

Signature

Name

Designation

Date

Place

EXPORT INSPECTION AGENCY - _____
CORRECTIVE ACTION REPORT (CAR)

Name of the establishment. :

Address :

Approval No.

Nature of Inspection:

Routine monitoring / supervisory/surveillance/ other:

Date of Visit:.....

Name and Designation of
the EIA Officer

Name of the Representative
of the establishment with
designation

Department

Details of discrepancy / variation observed

Comments / Agreed action

Acknowledgement of report copy.

Discrepancies have been fully explained and understood by the processing establishment.

Confirmation of agreed or proposed corrective actions to be made to EIA within 15/30 /45 days.

Signature.....

Signature.....

Name.....

Name.....

Designation.....

Designation.....

(EIC/EIA Representative)

(Representative of the establishment)

Note: it is advised that a copy of this report be pasted by the processing establishment on the test record register for necessary follow up actions and future reference.

**EXPORT INSPECTION AGENCY –
SUPERVISORY VISIT REPORT**

1. Date of visit :
2. Approval No. :
3. Name of the Establishment :
4. Variety of Live Fish being processed at the time of visit :

Sl No.		Satisfactory	Detail of deficiencies, if observed / remarks
1.	Surroundings		
2.	Receiving area		
3.	Processing Section		
4.	Personal hygiene		
5.	Change room		
6.	Water		
7.	Rodent / vermin Control		
8.	Own Checks / HACCP system		
9.	Maintenance of records		
10.	Packaging/Storage/Transportation		
11.	Inspection & Testing Facilities		
12.	Any other relevant information		

5. MVs since last SV :

S.No.	Date	MvO	Satisfactory/Unsatisfactory	Lab. Results	Deficiencies observed	Action by Processor
1.						
2.						
3.						

6. Results of Water :

7. Recommendations :

Overall Rating – Satisfactory / Unsatisfactory	
Corrective Action Report (CAR)	

Signature :

Name :

Designation :

Date :

Place

Remarks of the Agency :

Signature :

Name :

Designation :

Date :

Place:

Note : Monitoring Visit (MV) – Supervisory Visit (SV) – Monitoring Officer (MvO) – Corrective Action Report (CAR)

HEALTH CERTIFICATE
(of Live Fish intended for Export)

Book No.
No.

Sl.

Country of dispatch: **INDIA**

Competent authority (I)

.....

.....

Insp[ection Body (I)

.....

.....

Reference number of the Health Certificate

.....

I. Details identifying the Live Fish

Description

-- Species (Scientific name) :

Type of packaging

Number of packages :

Net Weight :

Requisite storage and transport temperature :.....

II Origin of Live Fish

Name(s) and address(s) of establishment(s), approved by the CA for export

.....

.....

Approval number(s) of the Establishment

III Destination of Live Fish

The Live Fish are dispatched

from :

(Place of dispatch)

to :

(Country and place of destination)

by the following means of transport :

Name and address of dispatcher:

.....

.....
Name of consignee and address at place of destination:.....
.....

.....

IV Health attestation

It is hereby certified that the Live Fish described above have been procured, handled, processed and transported under hygienic condition laid down in the Export of Live Fish (Quality Control Inspection and Monitoring) Rule 2002. and that the establishment where the live fish have been processed is approved and regularly monitored by the Export Inspection Agency (Competent Authority)

Done at.....

On

.....

(Place)

(Date)

**OFFICIAL
STAMP**

.....
Signature of official inspector

.....

(Name in capital letters, capacity and qualifications of person signing)

MONTHLY STATEMENT ON CERTIFICATES ISSUED FOR EXPORT OF LIVE FISH**FOR THE PERIOD FROM.....TO.....**

Name of the Processor :

Approval No. :

A. Details of certificate issued for direct export and on account exports

Certificate for Export No.	Date of issue	Commodity	FOB Value (Rs.)	Invoice No. & Date (Enclosed Copy)	If account Exports, the name & address of the export house	Remarks

B. Details of certificate issued for export through merchant exporters

Certificate for Export No.	Date of issue	Commodity	FOB Value (Rs.)	Invoice No. & Date (Enclosed Copy)	Name and address of merchant exporter	Remarks

C. Details of certificate cancelled, if any

Certificate for Export No.	Reasons for cancellation	Remarks
		Full set of cancelled certificates are enclosed

Place :

Date :

Signature :

Name :

Designation :

(Company Seal)

To,

The officer-in-charge
Export Inspection Agency –
Sub Office