

Scheme for Approval & Monitoring of Independent Cold Storage



Export Inspection Council
Ministry of Commerce & Industry, Govt. of India
New Delhi, YMCA Building, 3rd floor
1 Jai Singh Road, New Delhi – 110001
Tel. : +91-11-2365540 / 23748188 Fax : +91-11-23748024
e.mail : eic@eicindia.org
website : www.eicindia.org

CONTENTS

Sl. No.	Particular	Page No.
1.	Introduction	3
2.	Procedure for Approval of Independent Cold Storage	3-7
3.	Renewal of approval of approved cold storage	7-8
4.	Procedure for approval of additional facilities of approved independent cold storage	8-9
5.	Change in name of the cold storage	9-10
6.	Responsibilities of approved cold storage	10-12
7.	Official control by the Competent Authority	12-14
8.	Certification	14
9.	Fee Structure	14
10.	Appeal	14
Annexure		
Annex-I	Application form for approval of Cold Storage	15-22
Annex-II	Undertaking	23
Annex-III	IDP Report	24-33
Annex-IV	Norms for approval of independent cold storage	34-35
Annex-V	Letter informing approval of cold storage	36-37
Annex-VI	Letter to EIC requesting approval of cold storage	38
Annex-VII	Letter informing non approval of the cold storage	39
Annex-VIII	Certificate of approval	40
Annex-IX	Monitoring report proforma	41-44
Annex-X	Non-conformity report	45
Annex-XI	Supervisory report	46-47

1. INTRODUCTION

- 1.1 The requirements for the approval of Independent Cold Storage have been specified in the Document No. EIC/F&FP/Cold Storage Scheme /January-2003 /Issue-1. Accordingly, Independent Cold Storages are being approved and monitored by the Export Inspection Agencies (EIAs). The list of Independent Cold Storages approved for storing fish and fishery products meant for export to the EU is being sent to the European Union by EIC. However, based on the experience gained for the past 2 years and also based on the new requirements of the EU, these instructions are now been revised for compliance by all concerned.
- 1.2 The EU approved Independent Cold Storages are permitted to store fish and fishery products processed in either EU or non-EU approved establishments, whereas in the case of non-EU approved cold storages only the fishery products processed in non-EU approved units will be permitted for storage.
- 1.3 The Primary responsibility for meeting the requirements of GOI notification and also the quality and safety of the products stored lies with the approved Cold Storages themselves, for which these establishments are required to plan and implement HACCP based own check system and to maintain necessary records. The role of Export Inspection Council of India (EIC)/Export Inspection Agencies (EIAs) is to exercise official control by approving the Cold Storages and implementing an effective surveillance system to ensure compliance to requirements of GOI Notification No. S.O. 730 (E) dated 21 August 1995

2. PROCEDURE FOR APPROVAL OF INDEPENDENT COLD STORAGE

2.1 Application for approval

- 2.1.1 *The cold storage seeking approval to store fish and fishery products for export shall submit the application for approval in the prescribed format placed at **Annexure - I (page 15-22)** in duplicate along with documents given at 2.1.3 to the nearest office of EIA under whose jurisdiction the cold storage is situated.*
- 2.1.2 Application fee of Rs. 2000/- shall be paid by the applicant by way of demand draft drawn in favour of the Export Inspection Agency concerned along with the application form.
- 2.1.3 The application shall be accompanied by the following documents:
 - a. HACCP Manual (including the Sanitary Standard Operating Procedures, flow chart of storing operations etc.).

- b. Layout plan of the Independent Cold Storage (site plan and building plan preferably in A-4 size).
- c. Attested/ Certified copies of documents proving legal identity of the applicant Independent Cold Storage.
- d. Attested/ Certified copy of lease agreement for the premises and building, wherever necessary.
- e. Attested/Certified copy of registration certificate issued by MPEDA (If not available at the time of applying for approval, this may be submitted before grant of approval).
- f. An Undertaking in the format placed at **Annexure – II (page -23)**
- g. Status reports on the source of power supply (electricity) and alternate source of power supply, with proof.
- h. Test report of water (used for cleaning and sanitation) only for microbiological parameters as per IS-4251.

Note In case where a non-EU approved independent cold store submits application for the approval to store F& FP for exports to the EU countries, the documents which were submitted earlier need not be submitted again, if there is no change.

2.2 Processing applications for approval

2.2.1 Applications received shall be scrutinised by the EIA office where it has been received and the discrepancies/ shortcomings observed shall be immediately communicated to the applicant for rectification. The application complete in all respect along with the HACCP manual shall be forwarded to the Head Office of the Agency.

An assessment of the HACCP manual and SSOPs shall be carried out by the EIA officer(s) authorized by incharge of the Agency and after assessment, the HACCP manual and adequacy audit report shall be forwarded to the in-charge of the Agency.

After further scrutiny at Head Office of the concerned EIA, deficiencies, if any, observed in the HACCP manual shall be communicated by the Agency to applicant for rectification.

2.2.2 Application complete in all respect, along with HACCP documentation shall be forwarded by the Agency to the convener of Inter Departmental Panel (IDP) for arranging assessment of the Cold Storage.

2.3 Assessment of the Independent Cold Storages

2.3.1. The convener of IDP shall ensure that assessment of applicant Cold Storage is carried out within 15 days of receipt of their application complete in all respect.

2.3.2. The composition of IDP shall be as constituted by EIC from time to

time.

2.3.2.1 The specific members of the Inter Departmental Panel will be decided by the incharge of the Export Inspection Agency from the composition of IDP as constituted by EIC. The EIA representative of the IDP (convener) shall be an officer at the level of Deputy Director, having background (qualification/experience) of fish/food schemes.

Note: (a) In the case of Independent cold storage seeking approval for storing F&FP meant for EU, the present IDP comprises representatives from EIA, CIFT & MPEDA, while in the case of Cold Storage seeking approval for storing F&FP meant for only Non-EU in place of CIFT a representative of the Sea Food Exporter's Association of India (SEAI) will be included in the IDP.

(b) In unavoidable circumstances, the senior most Assistant Director having enough experience and qualification in fish/food scheme may be nominated as EIA representative by the in-charge of the Agency.

2.3.2.2. The quorum of IDP shall be two. However, as far as possible, all the three organizations (EIA, MPEDA and CIFT/ SEAI) shall carry out the assessment.

2.3.3 The IDP shall assess the cold storage and shall use the prescribed assessment report format placed at **Annexure-III (page 24-33)** for reporting its observations. (The requirements for the approval of the Independent Cold Storages to store F&FP meant for export is enclosed at **Annexure-IV page no. 34-35**).

In case the IDP finds any deficiency during its assessment, the same shall be recorded in the Non-Conformity Report (NCR), which shall be counter signed by the representative of the cold storage as a token of acceptance. The copy of the NCR may be handed over to the cold storage along with any observation for improvement.

The IDP convener shall submit the assessment report and recommendations of the IDP to the In-charge of Export Inspection Agency within 3 days' of completion of the visit to the applicant's Independent cold storage. In case verification of the deficiencies is needed the same may be undertaken as per the time frame prescribed by the Panel (maximum 3 months) by the IDP or by he convener of the IDP as decided by the IDP. The recommendations of the Panel shall clearly state whether the applicant's cold storage is recommended for approval or not.

2.3.4. The report of the IDP visit shall be examined by the incharge of the concerned Export Inspection agency.

2.3.4.1. In case the Independent cold storage is recommended for approval

by the IDP, & if agreed to, by the In-charge of EIA, the DD In-charge of FFP scheme, shall take following actions:

- a. Allot an approval number to the Independent Cold Storage as per the following manner.
 - EIA-Mumbai – MUM/CS/Approval No.
 - EIA-Chennai- CH/CS/ Approval No.
 - EIA-Kochi - KOC/ CS/ Approval No.
 - EIA-Kolkata - CAL/ CS/ Approval No.
- b. Open a file with 2 parts: Part A & Part B

“Part A” shall bear the approval number followed by suffix “A” (e.g. KOC/CS-4 A). This file shall contain approval documents such as application for approval/renewal, IDP assessment reports and other correspondence relating to the unit and also details of annual fee realised.

“Part B” file shall bear the approval number followed by suffix ‘B’. (e.g. KOC/CS-4 B) This file contains copies of monitoring reports, supervisory visit reports, NCR (Non Conformity Report), observations for improvements etc.

All records of File A shall be kept till the approval of cold storage exists. However records of File B shall be kept for at least three years.

- c. In case of cold storage meant for storing F&FP for export to only non-EU countries, the approval is granted by the In-charge of the Agency for a period of two years from the date of approval. The approval shall be intimated to the establishment as per the format given at **Annexure V (Pg.no. 36-37)**
- d. In the case of cold storage meant for storing F&FP export to all countries including the EU, the In-charge of the Agency shall send the recommendations to EIC in the prescribed format placed at **Annexure VI (page. no.38)** within three working days on receipt of the IDP report forwarding a copy of IDP report.

2.3.4.2 In case the IDP does not recommend approval and if agreed to by the In-charge of the EIA, he shall convey the same to the applicant, within seven days of the receipt of the IDP report, the reasons for which applicant Independent Cold Storage has not been considered fit for approval in the prescribed format **Annexure – VII (page 39)**.

2.3.5. Action to be taken by Export Inspection Council (EIC)

- i. On receipt of the recommendation of the In-charge of the concerned EIA, EIC shall process the same for the approval of

- ii. Once approved by the Director (I&Q/C), EIC shall communicate the same to the Incharge of the Agency.
 - iii. Certificate of approval shall be issued by EIC as per the prescribed format placed at **Annexure – VIII (page.no.40)** and sent to the cold storage through the concerned EIA. The certificate under normal circumstances shall be valid for a period of 2 years from the date approval by Director (I&Q/C).
 - iv. Once the Director (I&Q/C), grants approval to the cold storage the existing list of the Independent Cold Storage shall be updated by including the name of this Cold Storage and a copy of the updated list along with specific recommendation for approval shall be submitted to MOC&I for onward transmission to the Mission of India, in Brussels for taking up the matter with EC for issuance of notification, with copies to MPEDA, SEAI, and concerned EIA
- 2.3.6. On receipt of approval of EIC, Agency In Charge shall issue 'formal letter of approval' to the concerned cold storage with a copy to MPEDA, concerned sub-office and EIC as per **Annexure V (page.36-37)**

3. Renewal of Approval of Approval of Cold Storage.

- 3.1 The approved cold storage seeking renewal of approval shall submit the application as per the format specified at **Annexure-I (page no. 15-22)** at least sixty days in advance of the expiry of their earlier approval to the concerned EIA along with documents specified at clause 2.1.3 and application fee of Rs. 2000/- by way of demand draft/cheque drawn in favour of EIA concerned.
- 3.2 On receipt of the application form complete in all respect action specified at clause 2.2. to 2.3.6 shall be followed. IDP shall use the assessment report format as specified at **Annexure-III (Pg.No.24-33)**
- 3.3 It shall be ensured by the Incharge of the Agency and the IDP Convenor that all formalities for the renewal of approval are completed before the expiry of approval. The IDP shall be arranged in consultation with the applicant. It should also be ensured that the cold store is in operation during the IDP visit.

In case the Independent cold store does not apply for renewal in time and if the renewal of approval is not completed within the validity period due to the delay on the part of the store owner and the approval granted to the store lapses, the cold store will need to apply for fresh approval.

- 3.4. The validity of approval shall be 2 years from the date of expiry of earlier approval. The certificate of approval shall be issued to the unit as per the format specified at **Annexure VIII (pg No. 40)**
- 3.5 In case of EU approved independent cold storages, if the IDP does not recommend for renewal of approval, the In-charge of the concerned EIA shall recommend to the Director (I&Q/C) for the withdrawal of the approval granted to the cold store along with the IDP reports within three days of its receipt. However, in the case of non-EU approved independent cold stores, the decision for withdrawal of approval lies with the In-charge of the Agency.

4. PROCEDURE FOR APPROVAL OF ADDITIONAL FACILITIES OF APPROVED INDEPENDENT COLD STORAGE

4.1 The approved Independent cold storage seeking approval of additional facilities such as additional cold storage, additional machineries, additional rooms etc. shall submit their application as per the format placed at **Annexure-I (pg.No.15-22)** along with relevant documents to the controlling local office of the Export Inspection Agency and also with the application fee of Rs. 2000/- by way of demand draft / cheque drawn in favour of the EIA concerned.

4.1.1 Application(s) received shall be scrutinised and the discrepancies / shortcomings observed shall be immediately communicated to the applicant for rectification.

4.1.2 Application complete in all respect shall be forwarded to the Head Office of EIA. The in-charge of the Agency shall decide whether the assessment of the cold store to be carried out by the IDP or by the in-charge of Fish Scheme, depending upon the nature of additional facility requested for approval.

4.1.3 The convener-IDP /in-charge of Fish Scheme shall ensure that assessment of the additional facility of applicant Independent Cold Storage is carried out within 15 days of receipt of their application complete in all respect.

4.1.4 The prescribed Assessment Report Format placed at **Annexure-III (Page No.24-33)** shall be used for reporting the observations.

4.1.5 In case any major or serious deficiencies are observed during assessment, these shall be brought to the notice of the cold storage through the NCR for taking corrective action within an agreed time period, maximum of one month the rectifications carried out by the cold storage are verified by either the IDP or the convener of the IDP, as may be decided by the IDP.

The report and recommendations shall be submitted to the in-charge of the concerned EIA within 3 days of completion of the

assessment of the applicant's cold storage. The recommendations shall clearly state whether the additional facility is recommended for approval or not.

4.1.6 The in-charge of the concerned EIA shall examine the assessment report of the IDP/in-charge of the Fish Scheme.

4.1.7 In case the IDP/in-charge of the Fish Scheme recommends the additional facilities for approval, the in-charge of EIA shall take the following steps

a) For the non-EU cold store, the in-charge of the Agency shall approve the additional facility and inform the independent cold store concerned within three days of the receipt of the report of IDP/in-charge of the Fish Scheme.

b) For the EU cold storage, the in-charge of the Agency shall forward the following documents to EIC within 3 days of receipt of IDP report for approval of the Director (I&Q/C)) with a covering letter.

- (i) Copy of application received from the independent cold store for approval of additional facilities
- (ii) A copy of the assessment report of IDP/In-charge of the Fish Scheme recommending approval for the additional facilities.
- (iii) Recommendations of the In-charge of the concerned EIA

4.1.8 In case the IDP/In-charge of the Fish Scheme does not recommend approval, the In-charge of the concerned EIA shall convey to the applicant, within seven days of the receipt of the IDP report, the reasons for which the additional facilities of the cold storage have not been approved.

4.2. Action to be taken by EIC

4.2.1. On receipt of the satisfactory report of the IDP/In-charge of the Fish Scheme along with the recommendations of the In-charge of the concerned EIA for the approval of the additional facility, EIC shall process and submit the report for approval of Director (I&QC).

4.2.2 Approval of Director (I&QC) shall be communicated to the concerned EIA, which shall in turn inform the decision to the concerned cold storage. There will not be any change in the validity of approval given earlier.

5. CHANGE IN THE NAME OF THE COLD STORAGE

5.1. In case there is a change in the name of the independent cold storage,

the concerned cold storage shall furnish the following documents to the controlling local office of the EIA under whose jurisdiction the cold storage is situated:

- (i) Attested/Certified legal documents relating to the change
- (ii) Attested/Certified copy of MPEDA registration in new name.
- (iii) Any other relevant document (Ref: documents listed in clause 2.1.3 (d, e, f & g).

5.2 In case of the change of request for transfer of approval under a **Wet Lease Agreement** (an agreement wherein the approved cold storage is leased out to another party with all approved facilities including personnel without any change except that the party which has taken the approved cold storage on wet lease will be the new owner), or in case of change in ownership without changing the approved facilities including personnel, the cold storage shall furnish the documents mentioned at 5.1 to the EIA.

In addition, the party taking the approved independent cold storage on wet lease or purchase shall also request for transfer of the approval in its name without change of approval number and submit the undertaking required to be given by all approved independent cold storage, along with other legal documents relating to taking over the cold storage on wet lease/sale deed.

On receipt of the above documents the EIA shall examine the validity of such documents and on being satisfied shall recommend the change of name to the Director (I&QC). EIC, after approval, will inform EC, Brussels about the change of name of approved independent cold storage. However, in the case of non-EU cold storages, the approval to change the name of the cold storage shall be given by the In-charge of the Agency with intimation to EIC.

Note : In the above case, there will not be any physical shifting or restructuring of infrastructure facilities of the cold storage and the managerial, supervisory personnel , workers and the HACCP programme will continue to be the same.

5.3 In case there is change in the ownership with change in the premises, manpower or process etc., a **fresh approval** as per the prescribed norms will be required.

6. RESPONSIBILITIES OF APPROVED COLD STORAGE

6.1. General

- (a) As the sole responsibility in maintaining the quality and safety of the products stored in the cold storage lies with approved cold

storage, they shall develop and implement HACCP based own check system.

- (b) Cold storage shall maintain all the approved facilities of the unit in good repair. For major alterations/ changes in the infrastructure, proper approval shall be taken from the Competent Authority.
- (c) The hygiene and sanitation at all areas of the cold storage shall be maintained properly
- (d) Personal hygiene and behaviour of the employees shall be strictly monitored to ensure the safety of products handled. Health cards shall be maintained for all workers handling food products.
- (e) Proper control shall be exercised to avoid cross contamination of the products stored.
- (f) Suitable pest control measures shall be adopted to eradicate pests inside the cold storage premises.
- (g) Good storage practices shall be implemented to ensure the quality and safety of the products stored. The materials shall be stored in such a manner to facilitate easy cleaning, inspection and proper air circulation. There shall not be any frost or ice formation on the walls, ceiling, floor or on the materials stored.
- (h) It shall be ensured that the frozen products shall be kept at temperature not more than - 18 °C in all parts of the products. Care shall be taken to avoid temperature fluctuation even during defrosting.
- (i) The sensor of the thermo recorders shall be kept at the warmest area of the cold store.
- (j) Automatic temperature recorders shall be provided in each cold storage. All the temperature recording devices shall be calibrated on a laid down frequency as specified in the HACCP of the cold store.
- (j) Only the fishery products of the approved establishments shall be permitted for storing in the cold storage. The cargo of different establishments shall be kept separately with proper demarcation. Even though EU approved cold storages can store fishery products processed in any approved unit (either EU or non-EU), the non-EU approved cold storages shall store fishery products processed in non-EU approved units only. In case non-EU material is stored in an EU approved

Independent Cold Storage, there shall be a clear demarcation to avoid any possible mixing of material.

- (k) Proper records of all the materials stored, with details like date and time of loading, date and time of unloading, temperature of products before loading etc., shall be maintained.
- (l) Records pertaining to cleaning and sanitation, personal hygiene, pest control, temperature control etc. shall also be maintained and made available for verification.
- (m) Sample of water used for cleaning and sanitation shall be tested for TPC (at 37°C), Coliforms and vibrio cholerae on a laid down frequency.
- (n) If frozen materials other than fishery products are to be stored in the approved cold storages, it shall be stored in separate rooms or compartments with clear demarcation in such a manner to avoid cross contamination. For this purpose, the Independent Cold Storage shall obtain prior permission from the concerned EIA.

7. OFFICIAL CONTROL BY THE COMPETENT AUTHORITY

In order to have effective official control, a 3-tier surveillance system shall be followed by the Competent Authority as per the following details:

7.1 Monitoring by EIA Officials

- 7.1.1. EIA officials shall carry out periodic monitoring of the cold storage to ensure that all the approved facilities are being maintained by the cold storage as per the requirement. They shall verify the hygiene and sanitation, personal hygiene, pest control, temperature control, good storage practices etc adopted by the cold store. HACCP records, storage records, cleaning records, personal hygiene records, temperature records, calibration records etc shall also be verified at the time of visit.
- 7.1.2. Sample of water used for cleaning and sanitation shall be drawn for testing TPC (at 37°C), Coliforms and vibrio cholerae. Moreover, swab samples shall also be drawn from workers hand for testing the presence of vibrio cholerae.
- 7.1.3. Monitoring shall be done by an officer of the level of Asstt. Director/Tech. Officer

7.1.4. Frequency of monitoring

On initial approval, EIA officials shall carry out monitoring visits to the independent cold storages at a frequency of once in a

month. Based on the satisfactory performance of the cold storages for the initial period of one year, the frequency of monitoring shall be re-fixed by the Incharge of the Agency to once in two months. Further after another one year, the frequency of monitoring shall be re-assessed by the Incharge of the Agency and on the basis of successful monitoring/supervisory reports the periodicity of monitoring shall be reduced to once in three months. However, on detection of any major failure, or deviation from the laid down norms, the frequency of monitoring shall be increased to once in a month with the approval of the incharge of the Agency, which shall be further reviewed after one year.

7.1.5. After completing monitoring, the report shall be submitted as per the format placed at **Annexure-IX (Pg.No.41-44)** along with Non-Conformity Report.(NCR)(**Annexure-X (Pg.No. 45)**), if any, to the controlling office of EIA within 3 days of the visit. A copy of the NCR shall also be given to the cold storage for conducting time bound rectifications. The sub office shall forward the copies of monitoring reports and NCR to the Head Office on monthly basis.

7.1.6. Minor deficiencies observed during monitoring for other surveillance visits shall be intimated to the unit through Non Conformity Report (NCR) and the corrective actions shall be verified in the subsequent visits. However, in case of major deficiencies the matter has to be referred to the Director, EIC with specific recommendations of the incharge of Agency for taking necessary decisions.

7.2. Supervisory visits by EIA Officials

7.2.1. Supervisory visits shall be carried out by officers of the level of Deputy Director or above to assess the adequacy of monitoring visits and to ensure that the approved Impendent Cold Storage is complying with all the specified requirements.

7.2.2. The frequency of supervisory visits shall be once in 6 months.

7.2.3. The report of the supervisory visits shall be submitted to the incharge of the Agency within 3 days of its completion as per **Annexure-XI (Pg.No. 46-47)**

7.3 Corporate Audit

7.3.1 In order to ensure uniform implementation of the rules and regulations issued by the C.A., corporate audit shall be conducted by EIC on Independent Cold Storages.

7.3.2 For this purpose, an officer generally from EIC along with an officer deputed from out side Agency shall assess 5% of the approved cold storages on yearly basis.

7.3.3 The report of the audit shall be submitted to the Director, EIC.

8. CERTIFICATION

8.1. In case, the establishments store fishery products meant for export to the EU in the approved Independent Cold Storage prior to shipment, EIA shall also mention the approval no. of the cold storage in the health certificate issued for the export of the particular consignment, after obtaining necessary declaration from the processor/exporter in this regard.

9. FEE STRUCTURE

Annual fee @ Rs. 10,000/- will be charged per cold storage. For this purpose the cold storage shall pay Rs.10,000/- to the concerned EIA at the time of initial approval and subsequent annual fee shall be paid in the month of approval for the next year. Further, the same procedure shall be followed for subsequent renewals.

10. APPEAL

Any person, aggrieved by decision of the competent authority not to accord approval or to withdraw the approval, may prefer an appeal within 10 days of receipt of such communication to the Appellate Authority appointed from time to time by the Central Government. The appeal may be sent to EIC for forwarding the same to the Chairman, Appellate Authority.

11. POWER TO RELAX

In case any situation arises, which is not covered by the executive instructions, EIAs may make a suitable recommendation to EIC for decision by Director (I&QC).

ANNEXURE-I

APPLICATION FORM

From :

.....

To,

Additional Director/Joint Director
Export Inspection Agency -

Sir,

Please carry out the assessment of our cold storage as required under Export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control Inspection and Monitoring) Rules, 1995 for storage of Fishery Product for export to all countries including the EU./ other than the EU.

We furnish below the information regarding the facilities existing in our cold storage.

We undertake that our cold storage meets the requirements stipulated in Export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control Inspection and Monitoring) Rules, 1995 and also the other requirements laid down vide Document NO:EIC/F&FP Cold Storage Scheme.

Please find enclosed herewith a demand draft/cheque bearing No.for Rs..... towards the application.

1.	General Information	
1.1	Name and address of the cold storage	:
1.2	Name of the chief executive/partner with official address and telephone number, Fax NO: & e-mail address	:
1.3	Is the cold storage owned or leased?	:
1.3.1	If leased, name of the owner of cold storage, with address and telephone number	:
1.3.2	Details of the lease agreement entered into between the cold storage and establishment, if applicable (attach an attested copy of the agreement).	:
1.4	Year of construction	:

1.5	Year of last major alteration	:
1.6	Approval requested for storing of (specify product)	: Frozen Fish & Fishery Products
1.7	No. of vehicles the establishment have for transportation of finished products. (a) Refrigerated (b) Insulated	:
1.8	No. of Cold Storage(s)	:
1.9	Capacity of each store	:
1.10	Temperature maintained in each cold storage	:
2.	Surroundings	
2.1	Whether the premises have defined curtilage?	:
2.2	Are the premises cleaned?	:
2.3	Is there any area within the premises of the establishment which is non-operative?	:
2.4	Are there any swamps, stagnant water or dumps nearby?	:
2.5	Are the roads in the premises concreted or tarred to prevent wind blown dust?	:
2.6	Are there signs of any rodent harborage in neighbouring areas?	:
2.7	Is there a documented system, including the bait map, for rodent control?	:
2.8	Are the surroundings reasonably free from objectionable odours, smoke dust and other contamination?	:
3.	Plant facilities	
3.1	Are there adequate facilities for the following	:
3.1.1	Storing disinfectants & insecticides.	
3.1.2	Changing room for workers	:

3.1.3	Alarm system to give warning in case of power failure	:
3.1.4	Alternate power back up system(give details)	
4.	Toilets	
4.1	Are the toilets well lit?	:
4.2	Are the doors of the toilets self-closing type and tight fitting?	:
4.3	Are the toilets made fly proof?	:
4.4	Are soap, disinfectants, single use towels and foot operated waste bins provided near the wash basins?	:
4.5	Are there sign boards directing workers to sanitize their hands and feet after using toilets?	:
5.	Cleaning and sanitary facility	
5.1	Are there suitable cleaning and sanitary facilities provided at the entry points?	:
5.2	Is the hand washing facility located in a convenient place?	:
6.	Ante-room	
6.1	Is the cold storage provided with an ante-room of suitable size?	:
6.2	Whether the doors of the ante-room is made of non-absorbent material other than wood?	
6.3	Is there air curtain at the workers' entrance to the ante-room?	
6.4	Is the floor water proof, smooth and free from pits and crevices?	:
6.5	Are the walls smooth, free from pits and crevices?	:
6.6	Are the roof & walls are free from condensation of water?	:
6.7	Are the walls & roof clean and free from moisture and fungus?	:

6.8	Is there adequate lighting?	:
6.9	Are the lights sufficiently protected?	:
6.10	Are the lights and protection device clean?	:
6.11	Are the electric switches and other connected installations cleanable?	:
6.12	Whether suitable charts are provided for recording loading/unloading of fishery products?	:
6.13	Is it rodent and vermin proof?	:
7.	Cold storage	
7.1	Whether the doors are made of non-absorbent material other than wood?	:
7.2	Is there air curtain or blinds at the entrance of the cold storage?	:
7.3	Is the floor water proof, smooth and easy to clean and disinfect ?	:
7.4	Are the walls smooth, free from pits and crevices?	
7.5	Are the walls clean and free from frost and fungus?	:
7.6	Is there adequate lighting?	:
7.7	Are the lights sufficiently protected ?	:
7.8	Are the lights and protection device clean?	:
7.9	Is there an alarm bell?	:
7.10	Is there any frost or ice formation on the walls, floor, ceiling or stored material?	:
7.11	Are the sides and floor of cold storage provided with facilities made of non-corroding and non-contaminating material for air circulation?	:
7.12	Is the floor of the storage water proof and easy to clean and disinfect?	:

7.13	Is the cold storage provided with sufficiently powerful refrigeration system?	:
7.14	Is the cold storage maintained at required temp. (minus 18 ⁰ C or below)?	:
7.15	Is the cold storage provided with self-recording thermograph?	:
7.16	Is the thermograph calibrated at laid down frequency?	:
7.17	Are the thermograph records maintained properly for verification?	:
7.18	Is the sensor of the thermograph located at the farthest/warmest place away from diffuser?	:
7.19	Does the cold storage have proper defrosting system?	:
7.20	Whether rodents, insects and other vermin are exterminated and a documented pest control system is available?	:
7.21	Whether there is documented system of cleaning and sanitation?	:
7.22	Whether the required temperature of minus 18°C is maintained even during defrosting ?	
8.	Loading and un-loading area	
8.1	Whether door(s) with suitable size has been provided in the ante-room for loading/un-loading the materials ?	
8.2	Whether the door(s) has been provided with proper dock and shelter ?	
8.3	Is the loading point provided with air curtain, blinds or other suitable systems to prevent entry of flies and also to avoid temperature fluctuation during loading operation?	
9	Changing Room	
9.1	Are separate changing room of adequate size, proportionate to the number of workers provided?	:

9.2	Is the changing room have integrated into the plant layout properly?	:
9.3	Does the changing room have smooth walls, floors and wash basin with non-hand operated taps?	:
9.4	Whether there is arrangements for a) Change of footwear? b) Provision for keeping street clothes separately? c) Gumboots? d) Protective clothes?	:
9.5	Is the changing room provided with flush lavatories? Is it kept clean and sanitized?	:
10.	Personnel Hygiene	
10.1	Has any person been made responsible for maintenance of personnel hygiene?	:
10.2	Are the workers apparently free from any form of communicable diseases, open sores or wounds or any other source of contamination?	:
10.3	Are the workers medically examined periodically and whether individual health cards are kept showing that the individuals is fit to work in fish processing plant?	:
10.4	Are prophylactic injections being administered to the cold storage employees and records thereof included in the individual health cards?	:
10.5	Has it been made obligatory for all employees to notify incidents of typhoid, dysentery, diarrhea of any other communicable diseases in their homes?	:
10.6	Are workers medically examined after each absence due to illness from any contagious diseases?	:
10.7	Are the workers provided with sufficient sets of clean work dress?	:
10.8	Are sign boards exhibited prohibiting employees from smoking, spitting, eating and drinking in the storage premises?	:

11	Maintenance, cleaning and disinfections	
11.1	Is a maintenance schedule available?	:
11.2	Is there a documented procedure for cleaning and disinfection of cold storage and equipments?	:
11.3	Is the cleaning schedule exhibited prominently?	:
11.4	Is any person made responsible for supervising the work?	:
11.5	Whether records for cleaning maintained?	:
12	HACCP Implementation	
12.1	Has the own check system based on HACCP implemented?	
12.2	If so, has the HACCP manual been submitted to the competent authority for approval?	
12.3	Whether all the SSOPs are included in the HACCP manual?	
12.4	Whether process flow charts of the storing operations are given in the HACCP manual ?	
12.5	Whether persons responsible have been identified for the implementation of HACCP?	
12.6	Whether records are maintained for this purpose?	
12.7.	Whether the frequency of monitoring of critical limits at CCP is adequate as evidenced by the actual observation?	
12.8	Whether breakdowns and malfunctions are recorded?	
12.9	Whether there is a provision to review and revise the manual on a laid down frequency?	

13.	Records	
13.1	Whether a log book maintained?	:
13.2	Whether records for items stored is maintained with different exporter(s)?	:
13.3	Whether incoming cargo is being checked for product temperature and physical condition before loading and records maintained therein?	:

Any other relevant information :

Yours faithfully

Signature :

Name :

Place :

Designation :

Date :

Seal :

Check list enclosures :

1. Demand draft for Rs.
2. Up-date layout plan of cold storage.
3. Flow chart of storing operation.(if not included in the HACCP manual)
4. Attested/Certified copy of the legal identity of the Cold Storage.
5. Attested/Certified copy of the lease deed, if applicable.
6. HACCP manual
7. MPEDA Registration certificate of cold storage (if already available).
8. Under taking
9. Status report of power supply and alternate power supply
10. Test report of water

Undertaking

(To be submitted in duplicate on company's letter head along with application for approval of independent Cold Storage.)

Ref. No. :

Date:

To

The Export Inspection Agency- -----,
(address)

Sub: Application for approval

Sir,

With reference to our application ref. No. ----- dated -----, we hereby undertake the following in respect of the storing of fishery products in our Cold Storage.

- a. We handle, store and transport fishery products under proper hygienic conditions so as to meet the health requirements laid down by the Government of India/Importing Countries.
- b. HACCP system has been established and implemented by us.
- c. We will abide with all good storing practices to ensure the quality and safety of the products stored.
- d. We will not permit the storage of fishery products of un-approved establishments in our cold storage.

Yours faithfully,

Signature of Authorised Signatory

Name :

Designation:

Date :

Place:

ASSESSMENT REPORT OF COLD STORAGE

Date of visit :

Type of Visit : Inter Departmental Panel (IDP)

Composition of IDP

Sl. No.	Name of Expert	Designation	Organization
1.			
2.			
3.			

1.	General Information	
1.1	Name and address of the cold storage	:
1.2	Name of the chief executive/partner with official address and telephone number, Fax NO: & e-mail address	:
1.3	Is the cold storage owned or leased?	:
1.3.1	If leased, name of the owner of cold storage, with address and telephone number	:
1.3.2	Details of the lease agreement entered into between the cold storage and establishment, if applicable (attach an attested copy of the agreement).	:
1.4	Year of construction	:
1.5	Year of last major alteration	:
1.6	Approval requested for storing of (specify product)	: Frozen Fish & Fishery Products
1.7	No. of vehicles the establishment have for transportation of finished products. (c) Refrigerated (d) Insulated	:

1.8	No. of Cold Storage(s)	:
1.9	Capacity of each store	:
1.10	Temperature maintained in each cold storage	:
2.	Surroundings	
2.1	Whether the premises have defined curtilage?	:
2.2	Are the premises cleaned?	:
2.3	Is there any area within the premises of the establishment which is non-operative?	:
2.4	Are there any swamps, stagnant water or dumps nearby?	:
2.5	Are the roads in the premises concreted or tarred to prevent wind blown dust?	:
2.6	Are there signs of any rodent harborage in neighboring areas?	:
2.7	Is there a documented system, including the bait map, for rodent control?	:
2.8	Are the surroundings reasonably free from objectionable odours, smoke dust and other contamination?	:
3.	Plant facilities	
3.1	Are there adequate facilities for the following	:
3.1.1	Storing disinfectants & insecticides.	
3.1.2	Changing room for workers	:
3.1.3	Alarm system to give warning in case of power failure	:
3.1.4	Alternate power back up system (Give details)	
4.	Toilets	
4.1	Are the toilets well lit?	:
4.2	Are the doors of the toilets self-closing type and tight fitting?	:

4.3	Are the toilets made fly proof?	:
4.4	Are soap, disinfectants, single use towels and foot operated waste bins provided near the wash basins?	:
4.5	Are there sign boards directing workers to sanitize their hands and feet after using toilets?	:
5.	Cleaning and sanitary facility	
5.1	Are there suitable cleaning and sanitary facilities provided at the entry points?	:
5.2	Is the hand washing facility located in a convenient place?	:
6.	Ante-room	
6.1	Is the cold storage provided with an ante-room of suitable size?	:
6.2	Whether the doors of the ante-room is made of non-absorbent material other than wood?	
6.3	Is there air curtain at the workers' entrance to the ante-room?	
6.4	Is the floor water proof, smooth and free from pits and crevices?	:
6.5	Are the walls smooth, free from pits and crevices?	:
6.6	Are the roof & walls are free from condensation of water ?	:
6.7	Are the walls & roof clean and free from moisture and fungus?	:
6.8	Is there adequate lighting?	:
6.9	Are the lights sufficiently protected?	:
6.10	Are the lights and protection device clean?	:
6.11	Are the electric switches and other connected installations cleanable?	:

6.12	Whether suitable charts are provided for recording loading/unloading of fishery products?	:
6.13	Is it rodent and vermin proof?	:
7.	Cold storage	
7.1	Whether the doors are made of non-absorbent material other than wood?	:
7.2	Is there air curtain or blinds at the entrance of the cold storage?	:
7.3	Is the floor water proof, smooth and easy to clean and disinfect ?	:
7.4	Are the walls smooth, free from pits and crevices?	
7.5	Are the walls clean and free from frost and fungus?	:
7.6	Is there adequate lighting?	:
7.7	Are the lights sufficiently protected ?	:
7.8	Are the lights and protection device clean?	:
7.9	Is there an alarm bell?	:
7.10	Is there any frost or ice formation on the walls, floors, ceiling or stored material?	:
7.11	Are the sides and floor of cold storage provided with facilities made of non-corroding and non-contaminating material for air circulation?	:
7.12	Is the floor of the storage water proof and easy to clean and disinfect?	:
7.13	Is the cold storage provided with sufficiently powerful refrigeration system?	:
7.14	Is the cold storage maintained at required temp. (minus 18 ⁰ C or below)?	:
7.15	Is the cold storage provided with self-recording thermograph?	:

7.16	Is the thermograph calibrated at laid down frequency?	:
7.17	Are the thermograph records maintained properly for verification?	:
7.18	Is the sensor of the thermograph located at the farthest/warmest place away from diffuser?	:
7.19	Does the cold storage have proper defrosting system?	:
7.20	Whether rodents, insects and other vermin are exterminated and a documented pest control system is available?	:
7.21	Whether there is documented system of cleaning and sanitation?	:
7.22	Whether the required temperature of minus 18°C is maintained even during defrosting ?	
8.	Loading and un-loading area	
8.1	Whether door(s) with suitable size has been provided in the ante-room for loading/un-loading the materials ?	
8.2	Whether the door(s) has been provided with proper dock and shelter ?	
8.3	Is the loading point provided with air curtain, blinds or other suitable systems to prevent entry of flies and also to avoid temperature fluctuation during loading operation?	
9	Changing Room	
9.1	Are separate changing room of adequate size, proportionate to the number of workers provided?	:
9.2	Is the changing room have integrated into the plant layout properly?	:
9.3	Does the changing room have smooth walls, floors and wash basin with non-hand operated taps?	:

9.4	Whether there is arrangements for e) Change of footwear? f) Provision for keeping street clothes separately? g) Gumboots? h) Protective clothes?	:
9.5	Is the changing room provided with flush lavatories? Is it kept clean and sanitized?	:
10.	Personnel Hygiene	
10.1	Has any person been made responsible for maintenance of personnel hygiene?	:
10.2	Are the workers apparently free from any form of communicable diseases, open sores or wounds or any other source of contamination?	:
10.3	Are the workers medically examined periodically and whether individual health cards are kept showing that the individuals is fit to work in fish processing plant?	:
10.4	Are prophylactic injections being administered to the cold storage employees and records thereof included in the individual health cards?	:
10.5	Has it been made obligatory for all employees to notify incidents of typhoid, dysentery, diarrhea of any other communicable diseases in their homes?	:
10.6	Are workers medically examined after each absence due to illness from any contagious diseases?	:
10.7	Are the workers provided with sufficient sets of clean work dress?	:
10.8	Are sign boards exhibited prohibiting employees from smoking, spitting, eating and drinking in the storage premises?	:

11	Maintenance, cleaning and disinfection	
11.1	Is a maintenance schedule available?	:
11.2	Is there a documented procedure for cleaning and disinfection of cold storage and equipments?	:
11.3	Is the cleaning schedule exhibited prominently?	:
11.4	Is any person made responsible for supervising the work?	:
11.5	Whether records for cleaning maintained?	:
12	HACCP Implementation	
12.1	Has the own check system based on HACCP implemented?	
12.2	If so, has the HACCP manual been submitted to the competent authority for approval?	
12.3	Whether all the SSOPs are included in the HACCP manual ?	
12.4	Whether process flow charts of storing operations are given in the HACCP manual ?	
12.5	Whether persons responsible have been identified?	
12.6	Whether records are maintained for this purpose?	
12.7	Whether the frequency of monitoring of critical limits at CCP is adequate as evidenced by the actual observation?	
12.8	Whether breakdowns and malfunctions are recorded?	
12.9	Whether there is a provision to review and revise the manual on a laid down frequency?	

13.	Records	
13.1	Whether a log book maintained?	:
13.2	Whether records for items stored is maintained with different exporter(s)?	:
13.3	Whether incoming cargo is being checked for product temperature and physical condition before loading and records maintained therein?	:

Any other relevant information :

Recommendation of the Inter Departmental Panel (IDP)

Name of the Cold Storage :

Location :

Nature of Activities of the Unit :

Recommendation

The above establishment (Cold Storage) may be approved /may not be approved to store fishery products for export under the Export of Fresh Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995. The deficiencies observed are given in the attached sheet. (Strike whichever not applicable)

Remark's if any :

Signature :

Name :

Designation :

Organization :

Date :

Signature of the authorized representative of the unit

Name :

Designation :

Date :

Seal of the firm

NON-CONFORMITY REPORT

NAME OF THE UNIT : _____

DEFICIENCIES

Signature of IDP experts			
Name			
Designation			
Organization			

Fully agree with the observations /recommendations of the IDP

Signature (representative of the unit)

Name

Designation

Date

Seal of the firm

**NORMS FOR APPROVAL OF INDEPENDENT COLD STORAGE FOR
STORING F&FP**

Independent Cold Storage meant for storing F&FP for export shall adhere to the following requirements :

Premises – The premises should have defined curtilage. It should be kept clean without swamps, stagnant water or dumps nearby. The roads in the premises should be concreted/tarred or turfed to prevent wind blown dust. Premises shall be free from objectionable odours, smoke, dust and other contamination. There should be effective methods of rodent control.

Design & Layout: The building shall be of permanent nature affording sufficient protection from normal climatic hazards like wind blown dust, rain etc. The design and layout of the building shall be such as to preclude contamination of product and also to prevent cross contamination.

Plant facilities – There should be adequate facilities for storing disinfectants and insecticides and changing room for workers. Alarm system should be provided in order to give warning in case of power failure. There should be back up arrangement for power supply by means of generator.

Cleaning and sanitary facility – There should be suitable cleaning and sanitary facilities for feet and hand provided at the entrance of the change room. The wash basins should be provided with non-hand operated taps. Liquid soaps disinfectants, nail brush and single use towels should be provided in sufficient quantity. The foot operated waste bin should be provided for collecting used towels.

Ante room - The cold storage should be provided with an ante-room of suitable size. A common ante room of sufficient size can also be shared by different cold storages having direct access to the same ante room. The door of ante-room shall be made of non-absorbent material other than wood and have air curtain at the workers entry point to the ante-room. The floor and wall shall be water proof, smooth and free from pits and crevices. The ante-room should have adequate lighting which shall be sufficiently protected. There should be adequate arrangement for rodent and vermin control. Suitable charts shall be provided for showing the details of loading/unloading of fishery products in the cold storage.

Receiving and loading area – There shall be doors with suitable size opening into the ante-room for unloading and reloading. These doors should be provided with proper dock and shelter. If mechanical lifting of cargo is not required alternatively, suitable size doors for easy unloading and reloading of frozen cargo may be provided. The outside of the opening shall be sufficiently protected from extraneous contamination by providing air curtain or, any system such as blinds, lock-in-balloon system, etc.

Cold storage – The door of cold storage shall be made of non-absorbent material other than wood and shall have air curtain or blinds at the entrance. The floor and wall shall be water proof, smooth and free from pit and crevices. The walls shall be free from frost and fungus. There should be adequate lighting sufficiently protected. The sides and floor of cold storage should be provided with facilities made of non-corroding and non-contaminating material for air circulation. The material shall be stored in such a manner to facilitate easy clearing, inspection and proper air circulation. If, forklifts are used, they should not create environmental contamination. The cold storage shall be provided with sufficiently powerful refrigeration plant In order to maintain the temperature (-18 degree C or below). The cold storage shall be provided with self-recording thermometer and the same shall be calibrated at laid down frequency. The sensor of the thermograph/thermometer shall be located at the warmest place of the cold store. The thermograph records shall be maintained properly for verification. The cold storage shall have proper defrosting system and shall also have documented pest control system which is effective to control rodents, insects and other vermin. Wooden pallets, if used, shall be permitted only in side the cold storage.

Changing room – There shall be a change room of adequate size proportionate to the number of workers. The changing room should be integrated into the plant layout properly. The changing room should have smooth walls, floors. Toilets shall be provided in the change room. There should be sufficient number of sanitary type toilet in proportion to the number of workers. The toilets should be well lit. The doors of the toilets should be self-closing type and tight fitting. The toilets should be made fly proof. The toilet should be provided with soap, disinfectants, single use towels etc. near the foot operated wash basin.

Personal hygiene – There should be a person responsible for maintenance of personal hygiene. The workers should be apparently free from any form of communicable diseases, open sores and wounds or any other source of contamination. The workers should be medically examined periodically and the individual health cards should be maintained showing that the individual should be fit to work in fish processing unit. The workers should be medically examined after each absence due to illness from any contagious disease. There shall be sign boards for prohibiting employees from smoking, spitting, eating and drinking in the storage premises. Staff must wear suitable clean working clothes including warm clothes. The gloves shall be thoroughly cleaned and dried before use.

Maintenance, cleaning and disinfections – There shall be a maintenance schedule and documented procedure for cleaning and disinfection of cold storage and equipments. The cleaning schedule shall be exhibited prominently and the records for cleaning should be maintained properly.

Records – Proper records in respect of material stored/taken out exporter wise shall be maintained and must tally with the materials actually stored. The materials must be stored in such a way as to avoid contaminations and should be easily identifiable. As far as possible the material taken out should be on the basis of first in –first out.

EXPORT INSPECTION AGENCY – _____
(Ministry of commerce and industry)
 Government of India

No. EIA/

Date:

To

M/s.

.....

.....

Dear Sirs,

Sub: Approval of Independent Cold Storage to Store Fish & Fishery Products meant of export to all countries including the EU/other than the EU

Ref: your application dated

Please refer to your application cited above for approval of your Independent Cold Storage, particulars of which are given below, for storing of Frozen Fish and Fishery products for export as required under the Export of Fresh, Frozen and Processed Fish and Fishery products (Quality Control, Inspection and Monitoring) Rules, 1995:

Name & location of the Independent cold store	Category	Nature of activities
	A	

In exercise of the powers conferred by rule 11 of the said rules, the panel of experts visited your cold store on..... to assess the adequacy of the facilities available therein for storing Frozen fish & fishery products for export.

After due consideration of the report of the panel of experts, your Independent cold store mentioned at para 1 is hereby approved under rule 11 of the Export of Fresh, Frozen and Processed Fish and Fishery Products (QC, I & M) Rules, 1995 for storing Frozen Fish and Fishery Products for export to all countries including the EU/ non-EU countries.

The approval number allotted to your establishment is: _____

This approval is valid for a period up to and including _____

You should apply for renewal of approval at least two months (60 days) before the date of expiry of the present approval.

Your cold store 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 pay the prescribed annual fee @ Rs 10,000 (rupees ten thousand only) per cold store to this office during the currency of the approval.

Please acknowledge receipt.

Yours faithfully,

(Joint Director I/C)

Copy to :

- (1) The Director (Insp. & Q/c) EIC, New Delhi – 110 001.
- (2) The MPEDA, regional office.
- (3) The Officer-in-charge, (Concerned sub office)
- (4) Party file ()

EXPORT INSPECTION AGENCY – _____

NO. EIA/

DATE :

To

--

Dear Sirs,

SUB: NON APPROVAL TO STORE FISHERY PRODUCTS FOR EXPORT TO EU/NON-EU.

REF: YOUR APPLICATION DATED _____.

The Inter Departmental Panel (IDP) of experts visited your independent cold store particulars of which are given below, for adjudging its suitability for approval under the Export of Fresh, Frozen and Processed Fish and Fishery Products (QC,I&M) Rules, 1995 read with the additional requirements communicated vide Document No EIC/ F&FP/ Cold Storage Scheme for storing of fish and fishery products for export to the European Union/Non-EU countries:

Name & Location of the Establishment	Date of IDP Visit

The IDP has observed certain defects/deficiencies in your independent cold store which are given in the annexure. In view of the nature of defects/deficiencies, it is regretted that your independent cold store cannot be now approved to store fishery products for export to EU/Non-EU countries.

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

Please acknowledge receipt.

Yours faithfully,

Joint Director I/C

Encl: 1 Annexure

Copy to: (1) The Officer In-charge
EIA-_____, Sub Office: _____
(2) The Director (I&Q/C), EIC, New Delhi –110 001

EXPORT INSPECTION COUNCIL OF INDIA

Ministry of Commerce & Industry

Govt. of India

Certificate of Approval

In exercise of the powers conferred by the export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring)Rules, 1995 vide Notification No.S.O.730(E) dated 21 August 1995, published in the Gazette of India, Extra Ordinary, part II, Section 3, Sub Section (ii), dated 21.8.1995.

.....
(Name of independent cold store)

having their registered office at
.....
(Address of the registered office)

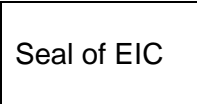
Is hereby granted approval/renewal of approval for a period of two years
valid up to and including.....under approval no.....

for storing frozen fish & fishery products of approved processing establishments
meant for export.
(Nature of activity of the independent cold store)

In its establishment situated at
.....
(Location of the establishment)

For export to.....
(Name of the importing countries)

subject to the conditions that the Independent cold store should continue to meet the
requirements of GOI Notifications no.S.O.730 (E) dated 21.8.1995 & EC Directive
no. 91/493/EEC dated 22.07.1991



Place: New Delhi

Signature :

Date:

Name : Ms. Shashi Sareen

Designation: Director (I&Q/C)

3rd floor, NDYMCA Cultural Center Building, 1 Jai Singh Road, New Delhi:110001
TEL:+ 91-11-23365540, 23748189 FAX: +91-11-23748024
E.mail :eic@eicindia.org Web: www:eicindia.org

**EXPORT INSPECTION AGENCY –
MONITORING REPORT**

Date of Visit

Name of the Independent Cold Store

Approval No.

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

Sl. No.		Observations	Details of Deficiencies, if any observed/remarks
(1)	(2)	(3)	(4)
A. General			
1.	Verification of corrective actions on defects pointed out earlier a) as per previous monitoring inspection ; b) defects not rectified		
2.	Is HACCP implementation effective?		
3.	Whether internal premises (floor, walls, ceilings) are clean in all the areas?		
4.	Are lights sufficient, working and well protected?		
5.	Are flies, dust etc. observed on the protective cover of lights etc.?		
6.	Is ventilation proper?		
7.	Whether self-closing mechanism of doors is effective and whether doors are close fitting?		
8.	Whether fly proofing is effective?		
9.	Whether non-hand operable taps in hand washing facility functional ?		
10.	Whether liquid soap, disinfectants, nail brush and single use towels provided ?		
11.	Whether foot operated bin is functioning properly?		
12.	Whether signboards for hygiene practices are provided?		

B. Premises			
1.	Whether the premises have defined cartilage?		
2.	Are the premises kept clean without swamps, dumps etc?		
C Receiving and loading area			
1	Whether the receiving area is provided with proper dock and shelter ?		
2.	Is the aircurtain/blinds/lock-in-baloon system functional to protect extraneous contamination?		
D. Ante-room			
1.	Are the floor, walls and roof of the ante-room smooth, clean and maintain hygienically ?		
2.	Are there any condensation of water on the roof of the ante-room ?		
3.	Is the door of the ante-room made of non-absorbent material and kept clean ?		
4.	Is the air-curtain at the entry point of ante-room working properly and kept clean ?		
5.	Is the pest/rodent control effective ?		
6.	Are the lights well protected and kept clean ?		
E. Cold Storage(s)			
1.	Whether good storage practices are being followed by the establishment ?		
2.	Is the alarm bell working condition?		
3.	Is the thermograph/self recording device functional and calibrated periodically?		
4.	Are the sensors of the thermograph stationed at the warmest place in the cold storage ?		
5.	* Check on thermograph recorder * Temperature of cold storage observed * Range since last visit other than during defrosting period.		
6.	Are the cold storage workers wearing clean protective clothing ?		
7.	Are the packed material stacked properly having enough space near the wall for effective air circulation ?		
8.	Check for Duplex Cartons and/or Master Cartons without marking or having marking of un-approved processors without proper records of storage .		

9.	Are the floor, walls and roof of the cold storage are smooth and kept clean ?		
10.	Whether frost or ice formation observed on walls, floor, ceiling and on materials stored ?		
11.	Whether air-curtain/blinds working properly ?		
12.	Whether the temperature of the cold storage maintained below –18 degree centigrade ?		
13.	Whether considerable fluctuation of temperature observed during de-frosting?		
F. Hygiene and Sanitation			
1.	Whether workers are wearing clean uniform ?		
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 ?		
6.	Are the employees medically examined after each absence due to illness ?		
7.	Are their sign boards prohibiting employees from smoking, spitting, eating in the storage premises ?		
G. HACCP			
	<p>Is HACCP system in place ?</p> <ul style="list-style-type: none"> - Is HACCP plan being implemented as documented. - Is monitoring for CCP, Corrective action and Verification records appropriate. - Records of SSOP/Sanitation Controls - Review of HACCP Plan & Date - 		
H. Records			
1.	Storage records		
2.	Cleaning records		

3.	Personnel hygiene records		
4.	Temperature records		
5.	Calibration records		
6.	HACCP records		

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.

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 – _____

NON-CONFORMITY REPORT (NCR)

Name of the establishment :
 Address :
 Approval no. :
 Nature of inspection :
 Date of visit :
 Name & designation of EIA officer(s)
 Name & designation of the
 representative of the establishment

1. Earlier *NCR* pending rectification

2. Details of deficiency/non-conformity observed along with the details of the major *NCR*

3. Comments / agreed action:

-
- I. Acknowledgement of report copy
 - II. Deficiencies/non-conformities have been fully explained and understood by the establishment
 - III. Confirmation of agreed or proposed corrective actions to be made to EIA within(7/15/30 etc.) Days

Signature

Signature :

Name

Name :

Designation

Designation :

(EIC / EIA officer)

Representative of the establishment

Note: It is advised that a copy of this report be pasted by the establishment in the establishment inspection register for necessary follow up action and future reference.

EXPORT INSPECTION AGENCY – _____
(SUPERVISORY VISIT REPORT)

1. Date of visit :
 2. Approval No. :
 3. Name of the Independent Cold Storage :

Sl. No.		Satisfactory	Details of deficiencies, if observed/ Remarks
1.	Surroundings		
2.	Unloading/Receiving area		
3.	Worker's entry		
4.	Ante-room		
5.	Personal Hygiene		
6.	Change Room		
7.	Cold Storage		
8.	Rodent/Vermin Control		
9.	Own Checks/HACCP system		
10.	Maintenance of records		
11.	Packaging/Storage/Transportation		
12.	Any other relevant information i) Quality of the monitoring ii) Area of focus in which detailed assessment was done		

4. MVs since last SV

Sl. No.	Date	MvO	Satisfactory / Unsatisfactory	Deficiencies observed	Action by Processor

5. Overall rating : Satisfactory/un-satisfactory

6. Recommendation:

Signature :

Name :

Designation :

Date :

Place:

Remarks of the Agency Incharge

Signature :

N a m e :

Designation :

Date : Place:

Note: Monitoring Visit (**MV**) – supervisory Visit (**SV**) – Monitoring Officer (**MvO**) -
Non-Conformance Report (NCR)
