

Document No. EIC/FFP/ IP/Ex.Inst/Feb-2008/Issue-2

# EXECUTIVE INSTRUCTION

## Approval & Monitoring of Independent/Detached Ice Plant



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

## CONTENTS

Sl. No.	Particular	Page No.
1.	Introduction	4
2.	Procedure for Approval of Independent/ detached Ice Plant	4-8
3.	Renewal of approval of approved Independent/ detached Ice Plant	8-9
4.	Procedure for approval of additional facilities of approved Independent/ detached Ice Plant	9-11
5.	Change in name of the Independent/ detached Ice Plant	11-12
6.	Responsibilities of approved Independent/ detached Ice Plant	12-13
7.	Official control by the Competent Authority	13-14
8	Fee Structure	14
9.	Appeal	14-15
10	Power to Relax	15
<b>Annexure</b>		
Annex-I	Application for approval/ renewal of approval	16-23
Annex-II	Undertaking	24
Annex-III	Guarantee	25
Annex-IV	Assessment report of Ice plant IDP Report (approval/renewal of approval)	26-34
Annex-V	Norms for approval of independent/detached ice plant for supplying ice to approved F&FP units	35-36
Annex-VI	Letter informing approval of independent/detached ice plant	37-38
Annex-VII	Letter to EIC requesting for independent/detached ice plant	39
Annex-VIII	Letter informing non approval independent/detached ice plant	40
Annex-IX	Certificate of Approval	41
Annex- X	Application for approval of additional facilities	42-43
Annex-XI	Assessment report of ice plant (additional facility)	44-46

Annex-XII	Monitoring report proforma	47-50
Annex-XIII	Non-conformity report	51
Annex-XIV	Supervisory report	52-53

## 1. INTRODUCTION

- 1.1 The requirements for the approval of Independent/Detached Ice Plants have been specified in the Document No. EIC/FFP-IP/Ex.Inst /September-2001 Accordingly, Independent/detached Ice Plants are being approved and monitored by the Export Inspection Agencies (EIAs). However, based on the experience gained for the past 6 years and also based on the new requirements of the EU, these instructions are now been revised for compliance by all the concerned.
- 1.2 The Primary responsibility for meeting the requirements of GOI Order & Notification S.O.729 (E) & S.O.730 (E) and also the quality and safety of the ice produced lies with the approved Ice Plants themselves, for which these establishments are required to plan and implement 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 Ice plants 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/ DETACHED ICE PLANTS

### 2.1 Application for approval

- 2.1.1 Independent/ Detached Ice Plants seeking approval to produce ice for supplying to the approved Fish & Fishery Products establishments meant for export shall submit the application for approval in the prescribed format placed at **Annexure - I (page 16-23 )** in duplicate along with documents given at 2.1.3 to the nearest office of EIA under whose jurisdiction the ice plant 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. Factory Manual (including the Sanitary Standard Operating Procedures, Good Manufacturing Practices, Standard Operating Procedures etc.).
  - b. In the case of independent/detached ice plants supplying ice to approved F&FP establishments meant for export to the EU, attested/certified copy of test report in respect of water used for ice manufacture complying with EC directive No.98/83/EEC dated 3.11.1998 and copy of test report of ice for microbiological

However, in the case of independent/detached ice plants supplying ice to approved F&FP establishments meant for export to countries other than EU, the water used for ice manufacture needs to be tested as per IS: 4251 (other than radiological parameters) and test report of ice for microbiological parameters as per IS 4251.

- c. Layout plan of the Independent/detached ice plant (site plan and building plan preferably in A-4 size).
- d. Attested/ Certified copies of documents proving legal identity of the applicant Independent/detached ice plant.
- e. Attested/ Certified copy of lease agreement for the premises and building, wherever necessary.
- f. 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).
- g. An Undertaking & guarantee in the format placed at **Annexure – II (page 24 ) /Annexure – III (page-25)**
- h. Status reports on the source of power supply (electricity) and alternate source of power supply, if any

**Note** In case where a non-EU approved independent/detached ice plant submits application for the approval to produce ice for supplying to F& FP establishments approved 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 should be immediately communicated to the applicant for rectification. The application complete in all respect along with the factory manual shall be forwarded to the Head Office of the Agency.

An assessment of the factory manual including GMP, SOP & SSOPs shall be carried out by the EIA officer(s) authorized by in -charge of the Agency and after assessment, the factory 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 factory manual shall be communicated by the Agency to applicant for rectification.

2.2.2 Application complete in all respect, along with factory manual shall be forwarded by the Agency to the convener of Inter Departmental Panel (IDP) for arranging assessment of the Ice Plant.

### 2.3 Assessment of the Independent/ Detached Ice Plant

2.3.1. The convener of IDP shall ensure that assessment of applicant ice plant 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 in-charge 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 independent/detached ice plants supplying ice to approved F&FP establishments meant for export to the EU, the present IDP comprises representatives from EIA, CIFT & MPEDA, while in the case of independent/detached ice plants supplying ice to approved F&FP establishments meant for export to countries other than the 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 ice plant and shall use the prescribed assessment report format placed at **Annexure-IV (page 26-34)** for reporting its observations. (The requirements for the approval of the Independent/ detached Ice Plant to produce ice for supplying to approved F&FP establishments meant for export is enclosed at **Annexure-V (page no.35- 36)**).

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

The IDP convenor 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/detached ice plant. 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 the convenor of the IDP as decided by the IDP. The recommendations of the Panel shall clearly state whether the applicant's ice plant 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 IDP recommends the Independent/ detached ice plant for approval, & 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 ice plant as per the following manner.

- EIA-Mumbai – MUM: IP - Approval No.
- EIA-Chennai- CH: IP - Approval No.
- EIA-Kochi - KOC: IP - Approval No.
- EIA-Kolkata - KOL: IP - Approval No.

(For example MUM: IP - 1, MUM: IP – 2, and so on. For detached captive IP reference of the approval no. of principle processing establishment has to be made while allotting an approval no. to IP. e.g. 431-IP-1)

b. Open a file with 2 parts: Part A & Part B

“Part A” shall bear the approval number followed by suffix “A” (e.g. MUM: IP-1 -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. MUM:IP-1-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 ice plant exists. However records of File B shall be kept for at least three years.

c. In case of ice plant meant to produce ice for supply to the approved F&FP establishments meant for export only to 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 VI (Pg.no.37-38 )** with copy a marked to EIC for information and issuance of ‘Certificate of Approval’

d. In the case of ice plant meant to produce ice for supply to the approved F&FP establishments for 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 VII (page. no. 39)** along with IDP report within three working days on receipt of the 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, the same shall be conveyed to the applicant, within seven days of the receipt of the IDP report, the reasons for which applicant Independent /detached ice plant has not been considered fit for approval in the prescribed format **Annexure – VIII (page 40)**.

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 the Director (I&Q/C).
- 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 – IX (page 41 )** and sent to the ice plant 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&QC).

2.3.6. On receipt of approval of EIC, Agency In Charge shall issue 'formal letter of approval' to the concerned ice plant with a copy to MPEDA, concerned sub-office and EIC as per **Annexure VI (page 37-38)**

### **3. Renewal of approval Independent / detached ice plant.**

3.1 The approved ice plant seeking renewal of approval shall submit the application as per the format specified at **Annexure-I(16-23)** 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-IV (Pg.No.26-34)**

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 ice plant is in operation during the IDP visit.

In case the Independent/ detached ice plant 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 ice plant and the approval granted to the ice plant lapses, the ice plant 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 IX (pg No.41)** by EIC
- 3.5 If the IDP does not recommend for renewal of approval of EU approved independent /detached ice plant, the In-charge of the concerned EIA shall recommend to the Director (I&Q/C) for the withdrawal of the approval granted to the ice plant along with the IDP report within three days of its receipt. However, in the case of non-EU approved independent /detached ice plant, the decision for withdrawal of approval lies with the In-charge of the Agency.

#### **4. PROCEDURE FOR APPROVAL OF ADDITIONAL FACILITIES OF APPROVED INDEPENDENT/ DETACHED ICE PLANT**

- 4.1 The approved Independent/detached ice plant seeking approval of additional facilities such as additional ice crusher, additional machineries, additional rooms etc. shall submit their application as per the format placed at **Annexure–X (pg.No.42-43)** 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 ice plant 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 /detached ice plant 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-XI (Page 44-46)** 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 ice plant through the NCR for taking corrective action within an agreed time period, maximum of one month. The rectifications conducted by the ice plant 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 ice plant. 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 ice plant, the in-charge of the Agency shall approve the additional facility and inform the independent/detached ice plant concerned within three days of the receipt of the report of IDP/in-charge of the Fish Scheme.

b) For the EU ice plant, 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 /detached ice plant 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 ice plant 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 ice plant. There will not be any change in the validity of approval given earlier.

### 5. CHANGE IN THE NAME OF THE ICE PLANT

5.1. In case there is a change in the name of the independent ice plant, the concerned ice plant shall furnish the following documents to the controlling local office of the EIA under whose jurisdiction the ice plant 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 ice plant is leased out to another party with all approved facilities including personnel without any change except that the party which has taken the approved ice plant on wet lease will be the new owner), or in case of change in ownership without changing the approved facilities including personnel, the ice plant shall furnish the documents mentioned at 5.1 to the EIA.

In addition, the party taking the approved independent ice plant 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 ice plant, along with other legal documents relating to taking over the ice plant 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, EIC. However, in the case of non-EU ice plant, the approval to change the name of the ice plant 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 ice plant and the managerial, supervisory personnel , workers and the GMP,SOP 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 ICE PLANT**

### **6.1. General**

- (a) As the sole responsibility in maintaining the quality and safety of the ice produced lies with approved ice plant, they shall develop and implement HACCP based own check system.
- (b) ice plant 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 ice plant shall be maintained properly
- (d) Personal hygiene and behaviour of the employees shall be strictly monitored to ensure the safety of ice handled. Health cards shall be maintained for all workers handling ice
- (e) Proper control shall be exercised to avoid cross contamination of the ice produced.
- (f) Suitable pest control measures shall be adopted to eradicate pests inside the ice plant premises.
- (g) Good manufacture practices shall be implemented to ensure the quality and safety of the ice produced. The ice shall be handled hygienically to avoid cross contamination at all stages of production, storage and transportation.
- (h) Records pertaining to the production of ice, the details of ice supplied to the approved establishments, test reports of water & ice etc., shall be maintained properly.
- (i) Records pertaining to cleaning and sanitation, personal hygiene, pest control, etc. shall also be maintained and made available for verification

- j) The EU approved ice plants shall test water used for ice manufacture for all parameters as per EC Directive No.98/83/EEC dated 3.11.1998 once in a year and Non-EU approved ice plants shall test water as per IS: 4251 (other than radiological parameters) once in a year.
- k) Microbiological parameters of ice as per EC Directive No.98/83/EEC and IS: 4251 shall be tested at least once in a month respectively by the EU and non-EU approved ice plants

## **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 ice plant to ensure that all the approved facilities are being maintained by the ice plant as per the requirement. They shall verify the hygiene and sanitation, personal hygiene, pest control, good ice manufacture practices, storage and transportation etc adopted by the ice plant. GMP,SSOP records, cleaning records, personal hygiene records, etc shall also be verified at the time of visit.

7.1.2. Monitoring shall be done by an officer of the level of Assistant. Director /Tech. Officer

### **7.1.3. Frequency of monitoring**

On initial approval, EIA officials shall carry out monitoring visits to the independent/detached ice plant at a frequency of once in a month. Based on the satisfactory performance of the ice plant 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.

7.1.4. After completing monitoring, the report shall be submitted as per the format placed at **Annexure-XII (Pg.No.47-50)** along with Non-Conformity Report.(NCR)(**Annexure-XIII (Pg.No.51)**), if

7.1.5. Minor deficiencies observed during monitoring or any 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 access the adequacy of monitoring visits and to ensure that the approved Independent/detached ice plant 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-XIV(Pg.No.52-53)**

## **7.3 Corporate Audit**

7.3.1 In order to ensure uniform implementation of the rules and regulations issued by the Competent Authority, corporate audit shall be conducted by EIC on Independent/detached ice plant

7.3.2 For this purpose, an officer authorized by EIC along with an officer deputed from out side Agency shall assess 5% of the approved ice plants on yearly basis.

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

## **8. FEE STRUCTURE**

Annual fee @ Rs. 10,000/- will be charged per independent/ detached ice plant during the currency of its approval.

## **9. APPEAL**

Any applicant aggrieved by the decision of the Export Inspection Agency, may within 10 days of receipt of the communication of such refusal prefer an appeal to the Director, EIC, which will be referred by the EIA to the Director (I& Q/C). The appeal will be disposed of within

30 days from its receipt. The decision of the Director (I & Q/C) in such an appeal will be final.

**10. 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 FOR APPROVAL/ RENEWAL OF APPROVAL

From : .....

.....

To,

The Joint Director,  
Export Inspection Agency -

Sir,

Please carry out the assessment of our ice plant as required under Export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control Inspection and Monitoring) Rules, 1995 to produce ice for supplying to approved Fish & Fishery Product establishments meant for export to all countries including the EU./ Non- EU countries

We furnish below the information regarding the facilities existing in our ice plant.

We undertake that our ice plant 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/ Ice Plant

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

1.	<b>General Information</b>	
1.1	Name and address of the ice plant with approval number, if already approved	:
1.2	Name of the chief executive/partner with official address and telephone number, Fax NO: & e-mail address	:
1.3	Is the ice plant owned or leased?	:
1.3.1	If leased, name of the owner of ice plant, with address and telephone number	:
1.3.2	Details of the lease agreement entered into between the ice plant and establishment, if applicable (attach an attested copy of the agreement).	:
1.4	Is the ice plant independent or detached?	
1.4.1	If detached ice plant, name & address of the approved unit with which the ice plant is attached with, including its Ap.No	
1.5	Year of construction	:



1.6	Year of last major alteration	:
1.7	Approval requested for	:To produce ice for supplying to Non- EU approved F&FP establishments / to produce ice for supplying to F&FP establishments approved for export to all counties including the EU
1.8	No. of Insulated vehicles the establishment have for transportation of ice (if applicable)	:
1.9	Type of ice produced	Block ice/ Flack ice/ Tube ice/ :
1.10	Capacity of ice plant	:
1.11	Number of workers	
2.	<b>Surroundings</b>	
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.	<b>Plant facilities</b>	
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	Ice crusher facility	:
3.1.4	Alternate power back up system, if any	
4	<b>Changing Room</b>	
4.1	Is separate changing room of adequate size provided?	
4.2	Is the changing room integrated into the plant layout properly?	
4.3	Does the changing room have smooth walls, floors and washbasin with non-hand operated taps?	
4.5	Whether necessary facilities are provided in the change room?	
5.	<b>Toilets</b>	
5.1	Are the toilets well lit?	:
5.2	Are the doors of the toilets self-closing type and tight fitting?	:
5.3	Are the toilets made fly proof?	:
5.4	Are soap, disinfectants, single use towels and foot operated waste bins provided near the washbasins?	:
5.5	Are there sign boards directing workers to sanitize their hands and feet after using toilets?	:
6.	<b>Personnel Hygiene</b>	
6.1	Whether employees are strictly adhering to personal hygiene practices?	
6.2	Are the workers apparently free from any form of communicable diseases, open sores or wounds or any other source of contamination?	
6.3	Are the workers medically examined periodically and whether individual health cards are kept showing that the individuals are fit to work in ice plant?	

6.4	Are the workers provided with sufficient sets of clean work dress?	
6.5	Are signboards exhibited prohibiting employees from smoking, spitting, eating and drinking inside the ice plant?	
7	<b>Cleaning and sanitary facility</b>	
7.1	Are there suitable cleaning and sanitary facilities provided at the entry points for cleaning hands & feet?	:
7.2	Is the hand & feet washing facility located in a convenient place?	:
7.3	Are there sign boards directing employees to adhere to hygiene practices?	
8	<b>Maintenance, cleaning and disinfections</b>	
8.1	Is a maintenance schedule available?	:
8.2	Is there a documented procedure for cleaning and disinfecting of ice plant and equipments?	:
8.3	Is any person made responsible for supervising the work?	:
8.4	Whether records for cleaning maintained?	:
9.	<b>Block ice Production Facilities</b>	
9.1	Whether proper protection is given to the block ice production area to prevent the entry of pests, rodent, vermin and unauthorized person?	:
9.2	Whether self-closing door is provided at the entry point?	
9.3	Whether the walls & roof of the ice production area are smooth, clean and free from dusts, cobwebs, fungal growth etc?	
9.4	Is the floor smooth & easily washable	
9.5	Whether the wall to floor junction rounded off?	
9.6	Are the roof & walls are free from condensation of water?	
9.7	Is the lighting adequate?	
9.8	Are the lights sufficiently protected and cleaned regularly?	:
9.9	Is the ventilation proper?	:

9.10	Whether the windows/ ventilators are provided with fly-proofing nets?	:
9.11	Whether window slits are slopped properly for easy cleaning?	:
9.12	Whether the machinery for refrigeration is installed away from the ice production area?	:
9.13	Whether the salt and other chemicals are stored separately?	:
9.14	Is the chilling media storage tank(s) made of non-corrosive materials?	:
9.15	Whether the salt used is of food grade quality?	:
9.16	Whether salt is tested regularly for chemical & microbiological parameters?	:
9.17	Are the ice cans made of non-corrosive materials, which are easy to clean & disinfect?	:
9.18	Whether non-corrosive, smooth lids are provided for ice cans?	
9.19	Whether precautions are taken to ensure that the chilling media do not come in contact with the ice?	
9.20	Whether wood is used to cover chilling media storage tanks? If so, whether the wood is properly glazed with non-corrosive material, which is smooth and easy to clean?	
9.21	Whether proper precautions are taken to prevent contamination of ice with the lubricants used for trolleys ,etc?	
9.22	Whether running potable water facility provided for defrosting ice cans?	
9.23	Is ice crusher provided?	
9.24	If so, whether the same is smooth, easy to clean and made of non-corrosive material?	
9.25	Whether the handling of ice & ice cans is done hygienically to avoid cross contamination?	
9.26	Whether the ice dispatch chute is properly protected to avoid entry of pest & dust?	
9.27	Whether ice is conveyed through surface made of stainless steel?	
10	<b>Flake/tube ice Production Facilities</b>	
10.1	Whether the ice-producing machine is located away from the ice storing & handling area?	:
10.2	Whether arrangements are made to prevent the falling of lubricants on the ice produced?	:
10.3	Are the walls, floor and roof of the ice storing/handling area are smooth, easy to clean and disinfect?	:
10.4	Is the ice stored in clean, smooth containers made of stainless steel material?	

10.5	Are the shovels/utensils used to handle ice smooth, clean, without edges/ welding and made of non-corrosive materials?	:
10.6	Whether the ice is being handled hygienically to avoid cross- contamination?	:
10.7	Whether necessary arrangements are made to avoid condensation of water on roof & walls of the ice collection & handling area?	:
10.8	Are the lights properly protected and maintained in clean condition?	:
<b>11</b>	<b>Water &amp; ice management</b>	
11.1	Source of water	
11.2	Methods adopted for purification of water?	
11.3	Is there a documented water management system?	
11.4	Whether plumbing diagram of water supply system available with out lets identified and serially numbered?	
11.5	Whether potability certificate produced for each source of water?	
11.6	Is the water used for ice production and cleaning purpose meets the standards stipulated in EC Directive No. 98/83/EC or IS 4251 as the case may be?	
11.7	Is there any chance for cross contamination of potable and non-potable water?	
11.8	What is the system of chlorination of water? Specify the residual level of chlorine in water	
11.9	Whether tanks are used for storage of water? If so, whether the same is protected from outside contamination?	
11.10	Whether water tanks are properly cleaned on a laid down frequency and records maintained?	
11.11	If water is brought from out side source, whether water tankers are cleaned & disinfected regularly?	
11.12	Whether physical quality of ice of each batch is checked before dispatch?	
11.13	Whether ice is tested for microbiological parameters regularly?	
<b>12</b>	<b>GMP, SOP, SSOP Implementation</b>	
12.1	Has the own check system implemented properly?	
12.2	If so, has the factory manual been submitted to the competent authority for approval?	

12.3	Whether SSOPs are included in the factory manual?	
12.4	Whether persons responsible have been identified for the implementation of GMO,SOP & SSOP?	
12.5	Whether SSOP, SOP records are maintained properly?	
12.6	Whether breakdowns and malfunctions are recorded?	
12.7	Whether there is a provision to review and revise the manual on a laid down frequency?	
13.	<b>Records</b>	
13.1	Whether the logbook is maintained?	:
13.2	Whether records of production of ice maintained?	:
13.3	Whether records are maintained pertaining to the supply of ice to the approved F&FP units?	:
13.4	Are the records of cleaning & sanitation maintained?	
13.5	Are the records personal hygiene maintained?	
13.6	Are the records of pest control maintained?	

Any other relevant information:

Yours faithfully

	Signature	:
	Name	:
Place	Designation	:
Date	Seal	:

Checklist enclosures:

1. Demand draft for Rs. ....
2. Up-date layout plan of ice plant
3. Certified copy of the legal identity of the ice plant
4. Certified copy of the lease deed, if applicable.
5. Factory manual (including GMP.SOP,SSOP)
6. MPEDA Registration certificate of ice plant (if already available).
7. Under taking
8. Status report of power supply and alternate power supply, if any
9. Water & ice test reports

**Undertaking**

(To be submitted in duplicate on company's letter head along with application for approval of independent/detached ice plant.)

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 ice production in our ice plant

1. We handle, store and transport ice under proper hygienic conditions so as to meet the health requirements laid down by the Government of India/EIC
2. GMP,SSOP system has been established and implemented by us.
3. We will abide with all good handling & ice production practices to ensured the quality and safety of the ice produced
4. We do not use hyper chlorinated water or ice with level of free residual chlorine above 2 ppm and shall test water and ice as per parameters specified in EC Directive 98/83/EC or IS 4251
5. We shall provide to the Competent Authority and its representatives free access at all times to all parts of the establishment and to the records maintained by us

Yours faithfully,

Signature of Authorised Signatory

Name :

Designation:

Date :

Place:



**Guarantee**

(To be submitted in duplicate on company's letter head along with application for approval of establishments to the concerned EIA)

**REF. NO. :**

**DATE:**

To

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

**Sub: Guarantee**

Sir,

We hereby guarantee the following:

HACCP system has been established and implemented by us.

No hyperchlorinated water (with a level of free residual chlorine above 2 ppm) is used to wash, dip or spray in the establishment.

Checks on water and ice are being carried out in line with EC recommendations (98/83/EC) / or as per IS 4251(in case of non EU) and the results of regular examinations are analysed for corrective action.

We shall provide to the Competent Authority and its representatives free access, at all times, to all parts of the Ice plant and to the records pertaining to production/quality of Ice being processed by us.

If the results of checks carried out by us or any information at the disposal of our personnel reveal the risk of health or suggest that such a risk might exist, we shall inform you immediately and take corrective actions under your official supervision.

We shall not carry out activities other than those for which we have been specifically approved without prior approval by you.

We will not store the ice of the other establishments in our premises without prior permission from the concerned EIA

We are aware that approval granted to our ice plant for further supplying to establishments for processing of fishery products may be withdrawn by you in case any of the above guarantees are violated by us.

Signature of the

Place:

Date :

Head of Production

Place:

Date:

Counter signature of Chief Executive Officer  
of the iceplant

**Annexure-III**

**ASSESSMENT REPORT OF ICE PLANT  
(Approval/renewal of approval)**

Date of visit :

Type of Visit : Inter Departmental Panel (IDP)

Composition of IDP

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

<b>1.</b>	<b>General Information</b>	
1.1	Name and address of the ice plant with approval number, if already approved	:
1.2	Name of the chief executive/partner with official address and telephone number, Fax NO: & e-mail address	:
1.3	Is the ice plant owned or leased?	:
1.3.1	If leased, name of the owner of ice plant, with address and telephone number	:
1.3.2	Details of the lease agreement entered into between the ice plant and establishment, if applicable (attach an attested copy of the agreement).	:
1.4	Is the ice plant independent or detached?	
1.4.1	If detached ice plant, name & address of the approved unit with which the ice plant is attached with, including its Ap.No	
1.5	Year of construction	:
1.6	Year of last major alteration	:
1.7	Approval requested for	: To produce ice for supplying to Non- EU approved F&FP establishments / to produce ice for supplying to F&FP establishments approved for export to all counties including the EU

1.8	No. of Insulated vehicles the establishment have for transportation of ice (if applicable)	:
1.9	Type of ice produced	Block ice/ Flack ice/ Tube ice/ :
1.10	Capacity of ice plant	:
1.11	Number of workers	
<b>2.</b>	<b>Surroundings</b>	
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?	:
<b>3.</b>	<b>Plant facilities</b>	
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	Ice crusher facility	:
3.1.4	Alternate power back up system, if any	
<b>4</b>	<b>Changing Room</b>	
4.1	Is separate changing room of adequate size provided?	:

4.2	Is the changing room integrated into the plant layout properly?	:
4.3	Does the changing room have smooth walls, floors and washbasin with non-hand operated taps?	:
4.4	Whether necessary facilities are provided in the change room?	:
5.	<b>Toilets</b>	
5.1	Are the toilets well lit?	:
5.2	Are the doors of the toilets self-closing type and tight fitting?	:
5.3	Are the toilets made fly proof?	:
5.4	Are soap, disinfectants, single use towels and foot operated waste bins provided near the washbasins?	:
5.5	Are there sign boards directing workers to sanitize their hands and feet after using toilets?	:
6.	<b>Personnel Hygiene</b>	
6.1	Whether employees are strictly adhering to personal hygiene practices?	:
6.2	Are the workers apparently free from any form of communicable diseases, open sores or wounds or any other source of contamination?	:
6.3	Are the workers medically examined periodically and whether individual health cards are kept showing that the individuals are fit to work in ice plant?	:
6.4	Are the workers provided with sufficient sets of clean work dress?	:
6.5	Are signboards exhibited prohibiting employees from smoking, spitting, eating and drinking inside the ice plant?	:
7.	<b>Cleaning and sanitary facility</b>	
7.1	Are there suitable cleaning and sanitary facilities	:

	provided at the entry points for cleaning hands & feet?	
7.2	Is the hand & feet washing facility located in a convenient place?	:
7.3	Are there sign boards directing employees to adhere to hygiene practices?	
8	<b>Maintenance, cleaning and disinfections</b>	
8.1	Is a maintenance schedule available?	
8.2	Is there a documented procedure for cleaning and disinfecting of ice plant and equipments?	
8.3	Is any person made responsible for supervising the work?	
8.4	Whether records for cleaning maintained?	
9.	<b>Block ice Production Facilities</b>	
9.1	Whether proper protection is given to the block ice production area to prevent the entry of pests, rodent, vermin and unauthorized person?	:
9.2	Whether self-closing door is provided at the entry point?	
9.3	Whether the walls & roof of the ice production area are smooth, clean and free from dusts, cobwebs, fungal growth etc?	
9.4	Is the floor smooth & easily washable?	
9.5	Whether the wall to floor junction rounded off?	

9.6	Are the roof & walls are free from condensation of water?	
9.7	Is the lighting adequate?	
9.8	Are the lights sufficiently protected and cleaned regularly?	:
9.9	Is the ventilation proper?	:
9.10	Whether the windows/ ventilators are provided with fly-proofing nets?	:
9.11	Whether window slits are slopped properly for easy cleaning?	:
9.12	Whether the machinery for refrigeration is installed away from the ice production area?	:
9.13	Whether the salt and other chemicals are stored separately?	:
9.14	Is the chilling media storage tank(s) made of non-corrosive materials?	:
9.15	Whether the salt used is of food grade quality?	:
9.16	Whether salt is tested regularly for chemical & microbiological parameters?	:
9.17	Are the ice cans made of non-corrosive materials, which are easy to clean & disinfect?	:
9.18	Whether non-corrosive, smooth lids are provided for ice cans?	
9.19	Whether precautions are taken to ensure that the chilling media do not come in contact with the ice?	
9.20	Whether wood is used to cover chilling media storage tanks? If so, whether the wood is properly glazed with non-corrosive material, which is smooth and easy to clean?	
9.21	Whether proper precautions are taken to prevent contamination of ice with the lubricants used for trolleys, etc?	
9.22	Whether running potable water facility provided for defrosting ice cans?	
9.23	Is ice crusher provided?	
9.24	If so, whether the same is smooth, easy to clean and made of non-corrosive material?	
9.25	Whether the handling of ice & ice cans is done hygienically to avoid cross contamination?	
9.26	Whether the ice dispatch chute is properly protected to avoid entry of pest & dust?	
9.27	Whether ice is conveyed through surface made of stainless steel?	

10.	<b>Flake/tube ice Production Facilities</b>	
10.1	Whether the ice-producing machine is located away from the ice storing & handling area?	:
10.2	Whether arrangements are made to prevent the falling of lubricants on the ice produced?	:
10.3	Are the walls, floor and roof of the ice storing/handling area are smooth, easy to clean and disinfect?	:
10.4	Is the ice stored in clean, smooth containers made of stainless steel material?	
10.5	Are the shovels/utensils used to handle ice smooth, clean, without edges/ welding and made of non-corrosive materials?	:
10.6	Whether the ice is being handled hygienically to avoid cross- contamination?	:
10.7	Whether necessary arrangements are made to avoid condensation of water on roof & walls of the ice collection & handling area?	:
10.8	Are the lights properly protected and maintained in clean condition?	:
<b>11</b>	<b>Water &amp; ice management</b>	
11.1	Source of water	
11.2	Methods adopted for purification of water?	
11,3	Is there a documented water management system?	
11.4	Whether plumbing diagram of water supply system available with out lets identified and serially numbered?	
11.5	Whether potability certificate produced for each source of water?	
11.6	Is the water used for ice production and cleaning purpose meets the standards stipulated in EC Directive No. 98/83/EC or IS 4251 as the case may be?	
11.7	Is there any chance for cross contamination of potable and non-potable water?	
11.8	What is the system of chlorination of water? Specify the residual level of chlorine in water	
11.9	Whether tanks are used for storage of water? If so, whether the same is protected from outside contamination?	
11.10	Whether water tanks are properly cleaned on a laid down frequency and records maintained?	

11.11	If water is brought from out side source, whether water tankers are cleaned & disinfected regularly?	
11.12	Whether physical quality of ice of each batch is checked before despatch?	
11.13	Whether ice is tested for microbiological parameters regularly?	
12	<b>GMP,SOP,SSOP Implementation</b>	
12.1	Has the own check system implemented properly?	
12.2	If so, has the factory manual been submitted to the competent authority for approval?	
12.3	Whether SSOPs are included in the factory manual?	
12.4	Whether persons responsible have been identified for the implementation of GMP,SOP,SSOP?	
12.5	Whether SSOP, SOP records are maintained properly?	
12.6	Whether breakdowns and malfunctions are recorded?	
12.7	Whether there is a provision to review and revise the manual on a laid down frequency?	
13.	<b>Records</b>	
13.1	Whether the logbook is maintained?	:
13.2	Whether records of production of ice maintained?	:
13.3	Whether records are maintained pertaining to the supply of ice to the approved F&FP units?	:
13.4	Are the records of cleaning & sanitation maintained?	
13.5	Are the records personal hygiene maintained?	
13.6	Are the records of pest control maintained?	

**Any other relevant information:**



**Recommendation of the Inter Departmental Panel (IDP)**

<i>Name &amp; address of the Independent/detached ice plant (with approval No., If already allotted by EIA)</i>	
<i>Nature of activities of the unit</i>	Production of ice for supplying to approved F&FP establishments
<p>The above independent/detached ice plant may not be approved / approval may not be renewed to produce ice for supplying the same to approved F&amp;FP establishments meant 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.</p>	
Or	
<p>The above independent/detached ice plant may be approved / approval may be renewed to produce ice for supplying the same to approved F&amp;FP establishments meant for export under the Export of Fresh Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995.</p>	
The ice plant is eligible to supply ice to	F&FP units approved for export to all countries including the European Union ( EU ) / countries other than EU.
If detached ice plant, the name, address and ap.no of the approved F&FP unit to which the ice plant is attached with	
Other remarks, if any:	

Signature .....

Name .....

Designation .....

Organization .....

Date .....

**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/ DETACHED ICE PLANTS  
FOR SUPPLYING ICE TO APPROVED F&FP UNITS**

**Independent/detached ice plant** meant for producing ice for supplying the same to approved F&FP establishments meant for export shall adhere to the following requirements:

**Premises** – The premises shall have defined curtilage. It should be kept clean without swamps, stagnant water or dumps nearby. The roads in the premises should be concerted/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 the ice produced

**Plant facilities** – There should be adequate facilities for storing disinfectants and insecticides and changing room for workers. The change room shall have all necessary facilities

**Changing room** – There shall be a change room of adequate size. The changing room should be integrated into the plant layout properly. The changing room should have smooth walls, floors. All necessary facilities shall be provided in the change room

**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 ice plant. There shall be signboards for prohibiting employees from smoking, spitting, eating and drinking in the ice plant premises. Staff must wear suitable clean working clothes.

**Cleaning and sanitary facility** – There should be suitable cleaning and sanitary facilities for feet and hand provided at the entry point. 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.

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

**Block Ice Production Facilities** – Proper protection shall be given to prevent the entry of pests, rodent, vermin and un-authorized person to the ice production area. Self-closing door shall be provided at the entry point. The walls, floor & roof of ice production area shall be smooth, easy to clean and free from dust, fungal growth, cobwebs etc. The lights shall have protective covers and windows/ventilators shall have fly-proofing nets. Salt used shall be tested for its food grade quality. Ice cans and can lids shall be smooth, clean and made of non-corrosive material. Running potable water facility shall be provided for defrosting the ice cans. If ice crusher is provided, it shall be smooth, easy to clean and is made of non-corrosive material. Stainless steel surfaces shall be used for conveying ice during storing & loading. The refrigeration system shall be located away from form the ice production & handling area.

**Flake/tube ice production facilities** – The refrigeration system shall be located away from the ice storage & handling area and precaution shall be taken to prevent the falling of lubricants on ice. The walls, floor & roof shall be smooth and easy to clean & disinfect. Necessary steps shall be taken to prevent condensation of water on walls & roof. Ice shall be stored in smooth stainless steel containers. The shovels/ utensils used for handling ice shall be smooth, clean, without edges/welding and made of non-corrosive materials. Lights shall be protected properly.

**Water & Ice** – The water used for ice production & cleaning & sanitation shall be of potable nature. Well-documented water management system shall be developed to ensure the quality & safety of water. Ice plants producing ice for supplying to EU approved FFP units shall test water for all parameters specified in the EC Directive 98/83/EC once in a year and ice shall be tested for microbiological parameters applicable as per 98/83/EC once in a month For ice plants supplying ice to Non-EU units water shall be tested as per IS 4251 once in a year and ice shall be tested for microbiological parameters as per IS 4251 once in a month.

**Records** – Proper records in respect of ice produced and ice supplied shall be maintained. Records pertaining to GMP,SOP&SSOP, Plant sanitation, Pest control, Personal hygiene, maintenance etc shall also be maintained.

XXXXXXXXXXXX

**EXPORT INSPECTION AGENCY – \_\_\_\_\_**  
**(Ministry of commerce and industry)**  
 Government of India

**No. EIA/**

**Date:**

To

M/s. ....

.....

.....

Dear Sirs,

**Sub: Approval of Independent/ detached ice plant to produce ice for supplying to approved FFP units meant for export to all countries including the EU/ non-EU countries.**

**Ref: your application dated**

Please refer to your application cited above for approval of your Independent/ detached ice plant, particulars of which are given below, to produce ice for supplying to approved F&FP units meant for export as required under the Export of Fresh, Frozen and Processed Fish and Fishery products (Quality Control, Inspection and Monitoring) Rules, 1995:

<b>Name &amp; location of the Independent/ detached ice plant</b>	<b>Nature of activities</b>
	To produce ice for supplying to approved F&FP establishments meant for export to the EU/ Non-EU ( In case of detached ice plant, the name , address & app.no of the approved unit to which the ice plant is attached is to be mentioned)

In exercise of the powers conferred by rule 11 of the said rules, the panel of experts visited your ice plant on..... to assess the adequacy of the facilities available therein to produce ice for supplying to approved FFP units meant for export.

After due consideration of the report of the panel of experts, your Independent/detached ice plant 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 producing ice for supplying to EU approved F&FP units / non-EU approved units

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 ice plant shall henceforth come under the purview of monitoring under the rules. You are advised to adopt "own checks" system and ensure proper maintenance of records. You should pay the prescribed annual fee @ Rs 10,000 (rupees ten thousand only) per ice plant 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 Director, CIFT, Kochi
- (3) The Joint director, MPEDA, regional office, Cochin – 682 016.
- (4) The Joint director I/C, EIA – Kolkata / Chennai / Mumbai / Kochi
- (5) The Officer-in-charge,(Concerned sub office)
- (6) Party file ( )



EXPORT INSPECTION AGENCY – \_\_\_\_\_

NO. EIA/

DATE :

To

--

Dear Sirs,

SUB: NON APPROVAL OF ICE PLANT TO PRODUCE ICE FOR SUPPLYING TO APPROVED F&FP UNITS MEANT FOR EXPORT TO EU/NON-EU.

REF: YOUR APPLICATION DATED \_\_\_\_\_.

The Inter Departmental Panel (IDP) of experts visited your independent/detached ice plant 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 to produce ice for supplying to approved F&FP unit(s) meant 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/-detached ice plant, which are given in the annexure. In view of the nature of defects/deficiencies, it is regretted that your independent/ detached ice plant cannot be now approved to produce ice for supplying to approved F&FP unit(s) meant for export to the European Union/Non-EU countries:

You may, however, rectify all the defects/deficiencies and ensure that your independent/ detached ice plant meets the requirements specified by Govt of India/EIC 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/detached ice plant)

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.....

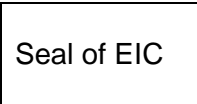
to produce ice for supplying to approved fish processing establishments meant for export to all countries including the EU/ Non-EU countries/ for supplying ice to M/s.....(ap.no...).

(Nature of activity of the independent /detached ice plant)

In its establishment situated at .....

.....
(Location of the ice plant)

subject to the conditions that the ice plant should continue to meet the requirements of GOI Notifications no.S.O.730 (E) dated 21.8.1995 & Instructions issued by EIC from time to time



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

## ANNEXURE-IX

### APPLICATION FOR APPROVAL OF ADDITIONAL FACILITIES

From : .....

.....

To,

The Joint Director,  
Export Inspection Agency -

Sir,

Please carry out the assessment of additional facilities of our ice plant as required under Export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control Inspection and Monitoring) Rules, 1995 to produce ice for supplying to approved Fish & Fishery Product establishments meant for export to all countries including the EU./ Non-EU countries

We furnish below the information regarding the additional facilities required for approval.

We undertake that our ice plant 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 by EIC from time to time

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 ice plant	:
1.2	Name of the chief executive/partner with official address and telephone number, Fax NO: & e-mail address	:
1.3	Approval number	
1.4	Is the ice plant independent or detached?	
1.5	If detached ice plant, name & address of the approved unit with which the ice plant is attached with, including its Ap.No	
1.6	Details of additional facilities requested for approval	:
1.7	Whether the additional facilities created are in line with the requirements specified by EIC	
1.8	Whether the sanitary and hygienic conditions of the	

	facilities are satisfactory?	
1.9	Is the location of the additional facility suitable for smooth flow of work?	
1.10	Whether adequate precautions have been taken to avoid cross contamination?	
1.11	Whether provisions are made for cleaning & sanitation?	
1.12	Whether installation of the additional facility increases the ice production capacity?	
1.13	If so, what is the expected production capacity?	
1.14	Details of MPEDA registration for new facility, if applicable	
1.15	Whether any alteration made in the building & lay out? (give details)	
1.16	If so, whether it satisfies the requirements laid down by EIC	

## 2. Any other requirements

Yours faithfully

Signature :

Name :

Place :

Designation :

Date :

Seal :

**ASSESSMENT REPORT OF ICE PLANT**  
(for additional facility)

Date of visit :

Type of Visit : Inter Departmental Panel (IDP)

Composition of IDP

Sl. No.	Name of Expert	Designation	Organization
1.			
2.			
3.			
<b>1.</b>	<b>General Information</b>		
1.1	Name and address of the ice plant	:	
1.2	Name of the chief executive/partner with official address and telephone number, Fax NO: & e-mail address	:	
1.3	Approval number		
1.4	Is the ice plant independent or detached?		
1.5	If detached ice plant, name & address of the approved unit with which the ice plant is attached with, including its Ap.No		
1.6	Details of additional facilities requested for approval	:	
1.7	Whether the additional facilities created are in line with the requirements specified by EIC		
1.8	Whether the sanitary and hygienic conditions of the facilities are satisfactory?		
1.9	Is the location of the additional facility suitable for smooth flow of work?		
1.10	Whether adequate precautions have been taken to avoid cross contamination?		
1.11	Whether provisions are made for cleaning & sanitation?		
1.12	Whether installation of the additional facility increases the ice production capacity?		
1.13	If so, what is the expected production capacity?		
1.14	Details of MPEDA registration for new facility, if applicable		
1.15	Whether any alteration made in the building & lay out? (give details)		
1.16	If so, whether it satisfies the requirements laid down by EIC		

## 2. Any other requirements

### 3.Recommendation of the Inter Departmental Panel (IDP)

<i>Name &amp; address of the Independent/detached ice plant (with approval No.)</i>	
<i>Details of additional facilities sought for approval</i>	
<p>The above additional facilities of the independent/detached ice plant may not be approved 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.</p>	
Or	
<p>The above additional facilities of the independent/detached ice plant may be approved under the Export of Fresh Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995.</p>	
<p>Other remarks, if any:</p>	

Signature .....

Name .....

Designation .....

Organization .....

Date .....

**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

**EXPORT INSPECTION AGENCY –  
MONITORING REPORT**

Date of Visit

Name of the Independent/ detached ice plant

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)
<b>A. General</b>			
1.	Verification of corrective actions on defects pointed out earlier  a) as per previous monitoring inspection ;  b) defects not rectified		
2.	Whether implementation of GMP,SOP,SSOP are 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 signboards for hygiene practices are provided?		
<b>B. Premises</b>			
1.	Whether the premises have defined cartilage?		
2.	Are the premises kept clean without swamps, dumps etc?		
<b>C Workers entry &amp; change room</b>			
1	Whether self-closing mechanism of doors is effective and whether doors are close fitting?		

2.	Whether hand & foot-washing facilities are provided at workers entry?		
3	Does the changing room have smooth walls, floor and non-hand operated wash basin?		
4	Whether necessary facilities are provided in the change room?		
<b>D. Block ice production facilities</b>			
1.	Is bock ice production area well protected from dust, entry of pest and unauthorised person?		
2.	Whether self-closing door is provided at the entry point?		
3.	Whether walls, floor & roof are smooth, clean and free from dust, cobwebs etc?		
4.	Whether windows/ ventilators provided with fly-proofing nets?		
5.	Is the pest/rodent control effective?		
6.	Are the lights well protected and kept clean?		
7	Whether salt & other chemicals stored separately?		
8	Is the salt used of food grade quality?		
9	Whether precautions are taken to prevent chilling media from coming in contact with ice?		
10	Are the ice cans and lids smooth and made of non-corrosive material?		
11	Whether ice is handled hygienically?		
12	Whether running water facility provided for defrosting ice cans?		
13	Whether ice is conveyed & despatched hygienically through stainless steel surfaces?		
14	Whether ice crusher provided?		
15	If so, whether it is smooth, easy to clean and made of non-corrosive material?		
<b>E. Flake/tube ice production</b>			
1.	Whether the ice-producing machine is located away from the ice storing & handling area?		
2.	Whether arrangements are made to prevent the falling of lubricants on the ice produced?		
3.	Are the walls, floor and roof of the ice storing/handling area are smooth, easy to clean and disinfect?		
4.	Is the ice stored in clean, smooth containers made of stainless steel material?		
5.	Are the shovels/utensils used to handle ice smooth, clean, without edges/ welding and made of non-corrosive materials?		
6.	Whether the ice is being handled hygienically to avoid cross- contamination?		



<b>F. Hygiene and Sanitation</b>			
1.	Whether worker(s) is/are wearing clean uniform?		
2.	Whether worker(s) following good hygienic practices?		
3.	Are the employees medically examined?		
4.	Are signboards prohibiting employees from smoking, spitting, eating inside the plant exhibited?		
<b>G. GMP,SOP,SSOP</b>			
	<ul style="list-style-type: none"> <li>- Is GMP/SOP being implemented as documented?</li> <li>- Are monitoring, Corrective action being done as documented?.</li> <li>- Records of SSOP/Sanitation Controls</li> <li>- Maintenance records</li> <li>-</li> </ul>		
<b>H Water &amp; Ice</b>			
1	Source of water		
2	Methods adopted for purification of water?		
3	Is there a documented water management system?		
4	Whether plumbing diagram of water supply system available with out lets identified and serially numbered?		
5	Whether portability certificate produced for each source of water?		
6	Is the water used for ice production and cleaning purpose meets the standards stipulated in EC Directive No. 98/83/EC or IS 4251 as the case may be?		
7	Is there any chance for cross contamination of potable and non-potable water?		
8	What is the system of chlorination of water? Specify the residual level of chlorine in water		
9	Whether tanks are used for storage of water? If so, whether the same is protected from outside contamination?		
10	Whether water tanks are properly cleaned on a laid down frequency and records maintained?		
11	If water is brought from out side source, whether water tankers are cleaned & disinfected regularly?		
12	Whether physical quality of ice of each batch is checked before dispatch?		
13	Whether ice is tested for microbiological parameters regularly?		

<b>H. Records</b>			
1.	Ice production & despatch records		
2.	Cleaning records		
3.	Personnel hygiene records		
4.	Testing records		
5.	Pest control records		
6.	GMP,SOP,SSOP 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 detached/ independent Ice plant  
 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/detached ice plant :

Sl. No.		Satisfactory	Details of deficiencies, if observed/ Remarks
1.	Surroundings		
2.	Water & ice		
3.	Worker's entry		
4.	Block / flake/tube ice facilities		
5.	Personal Hygiene		
6.	Change Room(s)		
7.	Ice crusher		
8.	Pest Control		
9.	Own Checks/ GMP,SOP,SSOP		
10.	Maintenance of records		
11.	Handling/transportation of ice		
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 :

N a m e :

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)***

\*\*\*\*\*

**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/detached ice plant)

having their registered office at .....

.....  
(Address of the registered office)

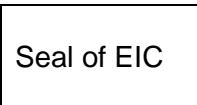
Is hereby granted approval/renewal of approval for a period of two years

valid up to and including.....under approval no.....

to produce ice for supplying to approved fish processing establishments meant for export to all countries including the EU)

.....  
(Location of the ice plant)

subject to the conditions that the ice plant should continue to meet the requirements of GOI Notifications no.S.O.730 (E) dated 21.8.1995 & Regulation(EC) 853/2004 dated 29.4.2004 and instructions issued by EIC from time to time



Place: New Delhi

Signature :

Date:

Name :

Designation: Director (I&Q/C)

3<sup>rd</sup> 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

