# EXECUTIVE INSTRUCTIONS

## APPROVAL AND MONITORING
## OF
## PROCESSING/STORING ESTABLISHMENTS
## FOR EXPORT

# FRESH POULTRY MEAT AND POULTRY MEAT PRODUCTS


## Export Inspection Council of India

**(Ministry of Commerce & Industry, Govt. of India)**
New Delhi YMCA Building (3rd Floor)
1, Jai Singh Road, New Delhi - 110 001
Tel: +91 - 11 - 23365540 / 23748188
Fax: +91 - 11 - 23748024
E-mail: eic@eicindia.gov.in
Web: www.eicindia.gov.in

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## 1 INTRODUCTION

1.1 The requirements for the approval of the establishments to process fresh poultry meat and poultry meat products meant for export have been notified vide GOI Order and Notification S.O. 1377(E) and S.O 1378(E) both dated 30.12.2002, on the basis of which the establishments processing fresh poultry meat and poultry meat products meant for export are being approved by the Competent Authority (Export Inspection Agencies established under Section 7 of the Export (Quality Control and Inspection) Act, 1963).

The Primary responsibility for meeting the health requirements of importing countries and also those specified in the GOI Notifications lies with the processing establishments themselves, for which these establishments are required to plan and implement detailed HACCP based process control (own check system) and to maintain necessary records. The role of Export Inspection Council of India (EIC) and Export Inspection Agencies (EIAs) is to exercise official control by approving the units and implementing an effective surveillance system to ensure compliance to requirements as per clause 3 of the Notification No. S.O. 1378(E) dated 30.12.2002.

These instructions are framed also taking into consideration of the requirements of Regulation (EC) No. 178/2002, Regulation (EC) No. 852/2004, Regulation (EC) No. 853/2004, Regulation (EC) No. 854/2004, Regulation (EC) No. 2073/2005, Regulation (EC) No. 1688/2005, Directive 96/23/EC, Directive 93/119/EC and Commission Decision 2006/696/EC.

## 2. PROCEDURE FOR APPROVAL OF ESTABLISHMENT

### 2.1 Application for approval

2.1.1 The establishment intending to process fresh poultry meat and poultry meat products for export shall submit the application for approval in the prescribed format placed at **Annexure I** along with documents given at 2.1.3 to the nearest office of EIA under whose jurisdiction the establishment is situated.

2.1.2 Application fee as given in clause 17 shall be paid by the applicant by way of demand draft/cheque 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, process flow chart (s) with product description, manufacturing details in each step, Self-Residue Monitoring Plan.)

b) In the case of establishments meant for export to the EU, self certified copy of test report from EIA lab/EIC approved lab in respect of water complying with EC directive No. 98/83/EC dated 3.11.1998, used during processing activities.

However, in the case of establishments meant for export to countries other than EU, the water needs to be tested as per IS: 4251 (other than radiological parameters).

If the establishment is using ice that comes in contact with the poultry products directly or indirectly, the same shall also be tested for all parameters as applicable for water stated above, if the source of water used for making ice is different.

c) Location and Layout plan of the establishment (site plan and building plan), showing all infrastructure and equipment facilities.

d) Layout showing the process/product flow, personnel flow, water flow (Indicating serially numbered water taps) and effluent flow, in evidence of meeting food safety requirements

e) Self certified copies of documents proving legal identity of the applicant establishment and scope of their operations.

f) Self certified copy of lease agreement for the premises and building, where ever necessary.

g) FSSAI registration certificate

h) Region-wise/district wise list of identified poultry farms meeting the minimum requirements specified at **Annexure IC** from which the establishment intend to procure poultry for processing along with details like address, and distance from the processing establishment.

i) Bio-data of the veterinarian(s) with attested copies of degree certificate(s experience certificate(s) and appointment letter/certificate of employment from the establishment.

j) An Undertaking and Guarantee in the formats placed at Annexure IA and Annexure IB

k) Attested/ Certified copy of consent letter issued by Pollution Control Board concerned. (in case the consent letter is not available at the time of applying for approval, this shall be submitted before the grant of final approval. However in such cases copy of the application made to Pollution Control Board (PCB) shall be submitted at the time of filing application for approval to EIA concerned).

l) Attested/ Certified copy of the order allotting Importer Exporter Code number (IEC).

**Note:** In case where a non-EU approved establishment submits application for the approval to process fresh poultry meat and poultry meat products 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 immediately be communicated to the applicant within 30 days for rectification. A copy of application along with relevant documents and comments of the Officer In-charge of Sub-Office or Officer In-charge of Food Scheme (as applicable) shall be forwarded to In-charge of the Agency within seven working days after receiving it complete in all respect.

Adequacy audit of the HACCP manual and SSOPs shall be carried out by an EIA officer, having adequate knowledge of HACCP authorised by In-charge of the Agency. The adequacy audit report as per **Annexure IIA** along with the Audit Observation sheet **(Annexure IIB)** and the documents shall be forwarded to the In-charge of the Agency within five working days.

The application shall further be scrutinised by In-Charge of Food Scheme or a suitable officer authorised by him and deficiencies, if any, shall be communicated to the applicant for rectification.

2.2.2 When the application is complete in all respect, In-charge of the Agency shall depute a suitable officer as required by Clause 2.3.2 as Convener of Inter Departmental Panel (IDP) for assessment of the establishment.

## 2.3 Assessment of the establishment

2.3.1 The Convener of IDP shall ensure that assessment of applicant establishment is carried out within fifteen working days of receipt of their application complete in all respect.

In case of initial approval of the establishment, the IDP shall assess the unit in two stages. In the first visit the IDP shall assess the infrastructure and equipment facilities of the establishment and also their compliance of regulatory requirements specified in the GOI Notification/ Executive Instructions and if satisfied recommend for the conditional approval of the establishment

In case the Competent Authority grants conditional approval, the establishments will be allowed to start processing of fresh poultry meat and poultry meat products meant for export (however, export to the EU countries will be permitted only after the approval from EIC). The processor shall intimate the Agency as soon as production has commenced. While the processing activities are in progress, an IDP shall visit the establishment again for on-site verification of compliance with the regulatory requirements specified in the GOI Notification/ Executive Instructions with respect to

the GHP, GMP and HACCP based food safety management system. Based on the satisfactory assessment report of the IDP, the full approval shall be granted to the establishment by the Competent Authority.

However, in cases where establishment is already in production & has implemented HACCP based FSMS or a non-EU approved establishment submits application for the approval to process fresh poultry meat and poultry meat products for export to the EU countries, the conditional approval is not required. In such cases, the IDP may conduct assessment of infrastructure facilities and HACCP implementation of the establishment in the first instance itself and if satisfied recommend for the full approval of the establishment. In such cases, the establishment should ensure that the processing activities are in progress in the establishment during the IDP visit and shall demonstrate the compliance with GHP, GMP and HACCP and other regulatory requirements (**Annexure IIIC**).

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

2.3.2.1 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 Food Schemes.

**Note:**

a) The present IDP comprises representatives from EIA, EIC, MoFPI, DMI, BIS and APEDA, State Veterinary Authority, Veterinary Institutions
b) In unavoidable circumstances, a senior Assistant Director having relevant qualification and enough experience in food scheme may be nominated as EIA representative by the In-charge of the Agency.
c) The IDP shall have at least one qualified veterinarian. A qualified veterinarian from State/ Central Veterinary authority, Veterinary college/university/ empanelled expert may be included in the team to assist the IDP, if required.

2.3.2.2 The quorum of IDP shall be two.

2.3.3 The IDP shall assess the infrastructure and equipment facilities of the unit and also 5% of the identified poultry farms subject to a minimum of one farm during on-site visit. The prescribed Assessment Report Format placed at **Annexure IIIA** shall be used for reporting its observations. The IDP shall assess the requirement of the number of the approved veterinarians in the establishment depending on the production capacity and the number of the identified poultry farms for carrying out inspections/checks like animal health, animal disease status, ante-mortem, post-mortem, etc. The

requirements for the approval of the establishment to process fresh poultry meat and poultry meat products meant for export are enclosed at **Annexure IC** and **Annexure ID**.

In case the IDP finds any deficiency during its assessment, the same shall be recorded in the non-conformity report, which shall be counter signed by the representative of the establishment as a token of acceptance as per **Annexure IV**. The copy of the NCR may be handed over to the establishment along with any observation for improvement. Additional suggestions for improvement, if any, shall be given to the processor separately, the implementation of which shall not be a part of the approval procedures.

The IDP convenor shall submit the assessment report and recommendations of the IDP to the In-charge of Export Inspection Agency within three working days of completion of the visit to the applicant's establishment. In case verification of rectifications of the deficiencies is needed, the same may be undertaken as per the time frame prescribed by the Panel (maximum three months from the date of intimation of deficiencies to the establishment). The verification report shall be submitted to the Agency In-charge within three working days of verification. The recommendations of the Panel shall clearly state whether the applicant's establishment is recommended for full approval/conditional approval or not.

**Note:** Enough flexibility shall be given while assessing. The aim shall be to avoid the cross contamination which can also be achieved by time and space separation.

2.3.4 The report of the IDP visit shall be examined by the In-charge of the Export Inspection agency concerned. The following three situations may arise:

2.3.4.1 In case, the IDP recommends full approval/conditional approval to the establishment and if agreed to, by the In-charge of EIA, the In-charge of food scheme, shall take following actions

**Note:** The conditional approval is given to the establishment on the initial stage of approval after satisfactory assessment of infrastructure and equipment facilities.

a. Allot an approval number to the establishment in the following manner

- EIA-Mumbai – PM-01-Factory No./ Year of Approval
- EIA-Kolkata – PM-02-Factory No./ Year of Approval
- EIA-Kochi – PM-03-Factory No./ Year of Approval
- EIA-Delhi – PM-04-Factory No./ Year of Approval
- EIA-Chennai – PM-05-Factory No./ Year of Approval

("Factory No" shall be allotted in serial order i.e, 01, 02 etc.)

For example: for the first approved unit at EIA-Mumbai in the year 2007, the unit shall be allotted approval No. "PM-01-01/07".

b. Open a file with 4 parts: Part A, Part B, Part C and Part D.

**"Part A"** shall bear the Approval Number followed by suffix "A" (e.g. "PM-01-01/07-A"). This file shall contain approval documents such as application for approval/renewal, IDP assessment reports, approval of additional facilities, veterinarians, merchant exporter and other correspondence relating to the unit.

**"Part B"** file shall bear the approval number followed by suffix 'B'. (e.g. "PM-01-01/07-B") This file contains copies of monitoring reports, supervisory visit reports, NCR (Non Conformity Report), Suggestions for improvements and laboratory test reports.

**"Part C"** file shall bear approval number with suffix 'C' (e.g. "PM-01-01/07- C") and shall have copies of Certificate for Export (CFE) issued by the unit and Health Certificates issued by EIA.

**"Part D"** file shall bear approval number with suffix 'D'(e.g. "PM-01-01/07- D") and have details of foreign Complaints including all relevant papers and details of action taken regarding "On Alert" etc.

All records of file A and D shall be kept as permanent records. However records of File B and C shall be kept for at least three years.

c. The conditional approval is granted by the In-charge of the Agency for a period of three months from the date of approval, which may be extended to a maximum period of six months. The conditional approval shall be intimated to the establishment as per the format given at **Annexure-VI**.

2.3.4.2 In case, the IDP does not recommend approval and if agreed to, the In-charge of the EIA shall convey the same to the applicant, within seven working days of the receipt of the IDP report, along with the reasons for which applicant establishment has not been considered fit for full/conditional approval in the prescribed format **Annexure V**

2.3.4.3 In case of deficiencies in infrastructure and equipment facilities as reported by the IDP, which can be rectified within a reasonable time (maximum of three months from the date of intimation to the establishment), either the IDP or Convener of IDP as may be decided by Agency In-charge concerned (see clause 2.3.3) may carry out on-site verification of the corrective action/measures taken by the unit.. Further, procedure

shall be followed as per clause 2.3.3 and 2.3.4 as applicable.

2.3.5 The establishment shall be allowed to process fresh poultry meat and poultry meat products in their establishment for all destinations including EU after grant of Full/Conditional approval. However, actual export to the countries of the EU shall commence only from the date of EIC approval, based on the EC notification, if applicable. EIA concerned shall start issuing health certificate to the establishment on behalf of EIC from the date of EIC letter.

In the meantime, the establishment shall be allowed to process and export their fresh poultry meat and poultry meat products to countries other than EU.

2.3.6 The conditionally approved establishment on starting production shall ensure compliance with the requirements of GHP, GMP and HACCP and inform the EIA concerned for arranging the second IDP visit for conducting HACCP auditing and also to assess the adequacy of the processing activities of the establishment. The establishment should have production of fresh poultry meat and poultry meat products in their unit at the time of IDP Visit.

2.3.7 The IDP shall assess the unit for compliance with the requirements of GHP, GMP and HACCP by an on-site visit and submit its report to the In-charge of the Agency in the prescribed format placed at **Annexure IIIB**. The deficiencies observed, if any, in HACCP implementation, GMP etc. are recorded in the report as per **Annexure IV** and a copy of the same shall be given to the processor for corrective action which shall be carried out within a maximum period of one month, there after verified by the official(s) as decided by the Agency In-charge concerned. If required, the IDP shall recommend the extension of the conditional approval of the unit beyond three months. However, in any case the conditional approval will not be extended for more than six months from the initial date of conditional approval.

2.3.8 On satisfactory completion of assessment of GHP, GMP and HACCP, the IDP shall recommend grant of full approval and submit report to the In-charge of the Agency within three working days after the completion of the assessment.

2.3.9 If satisfied, the In-charge of the Agency shall grant the full approval of the establishment for a period of two years from the date of the conditional approval, which shall be intimated to the unit as per the format specified at **Annexure VII.** with a copy marked to EIC. The certificate of approval shall be issued by EIC as per the format specified at **Annexure IX**.

2.3.10 Once the In-Charge of Agency grants the full approval to the establishment, the

existing list of the establishment(s) shall be updated by including the name of this establishment by EIC and a copy of the updated list along with specific recommendation for approval shall be submitted to MoCI for onward transmission to the Mission of India, in Brussels for taking up the matter with EC, with copies to Customs and EIA concerned.

## 3.0 APPROVAL OF VETERINARIAN

3.1 The ante-mortem and post-mortem inspections, control of animal health, animal disease, animal welfare, etc. shall be performed only under the supervision of approved veterinarian (s) as specified at **Annexure XD.** The establishment depending upon the production capacity and number of identified poultry farms shall employ a minimum of two approved veterinarians.

3.2 The Inter Departmental Panel (IDP) shall grant the approval of veterinarian(s) only after satisfactory assessment. For this purpose, an individual intending to get approval as a veterinarian shall submit an application, as per the format given at **Annexure X** along with prescribed fee given in clause 17, to the controlling office of EIA.

3.3 The Head office of EIA shall arrange assessment of the veterinarian by the IDP, constituted as per clause 2.3.2, who shall submit the report as per the format given at **Annexure XA**. The IDP shall assess the veterinarian of the establishment as per the requirements given at **Annexure XC**. On approval of veterinarian, a certificate of approval shall be issued as per the prescribed format placed at **Annexure XB** by the EIA concerned.

3.4 The approval granted to the veterinarian is valid for two years from the date of approval and after two years the veterinarian shall apply afresh to the controlling office of EIA along with the required assessment fee as prescribed in clause 17, for re-assessment of the veterinarian by the IDP.

3.5 In case an approved veterinarian of an establishment shifts to another processor, there shall be no need for fresh assessment. The processor shall inform the EIA of any change in veterinarian.

## 4.0 PROCEDURE FOR APPROVAL OF ADDITIONAL FACILITIES/ ACTIVITIES OF APPROVED ESTABLISHMENT

4.1 The approved establishments seeking approval of additional facilities/activities shall submit their application in the prescribed format placed at **Annexure XI** with relevant documents as mentioned in the application form to the controlling local office of the Export Inspection Agency and also with the application fee as prescribed in clause 17.

4.1.1 Application(s) received shall be scrutinised and the discrepancies / shortcomings observed shall be immediately communicated to the applicant for rectification. In case of the approval of additional processing activity, the revised HACCP plan addressing the new activity shall be submitted to the EIA concerned along with the process flow chart for verification. Adequacy audit of the HACCP manual with respect to the additional activities shall be done by EIA officer(s) authorized by the In-charge of the Agency.

4.1.2 Applications 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 establishment to be carried out by the IDP or by the In-charge of food scheme / EIA official, depending upon the nature of additional facility/activity requested for approval.

4.1.3 The Convener-IDP/In-charge of Food Scheme shall ensure that assessment of the additional facility/activity of applicant establishment is carried out within fifteen working days of receipt of their application complete in all respect.

4.1.4 The prescribed Assessment Report Format placed at **Annexure XIA** 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 establishment through the NCR **(Annexure IV)** for taking corrective action within an agreed time period, maximum of one month. The rectifications conducted by the establishment are verified by either the IDP or by the Convenor of the IDP/ EIA official as may be decided by the In-charge of Agency concerned.

The report and recommendations shall be submitted to the In-charge of the EIA concerned within three working days of completion of the assessment of the applicant's establishment. The recommendations shall clearly state whether the additional facility/activity is recommended for approval or not.

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

4.1.7 In case the IDP/In-charge of the Food scheme/ EIA official recommends the additional facilities/activities for approval, the In-charge of EIA shall approve the additional facility/activity and inform the unit concerned within three working days of the receipt of the assessment report.

4.1.8 In case the IDP/In-charge of the Food Scheme/senior EIA official does not

recommend approval, the In-charge of the EIA concerned shall convey to the applicant, within seven working days of the receipt of the IDP report, the reasons for which the additional facilities/activities of the establishment have not been approved.

Note: In case, the processor wants to incorporate the additional process activities in the certificate of approval, the original certificate of approval issued earlier shall be submitted to EIA for incorporation of the new process activities.

## 5. PROCEDURE FOR RENEWAL OF APPROVAL OF ESTABLISHMENT

5.1 The approved establishment seeking renewal of approval shall submit application at least Sixty days in advance of the expiry of earlier approval to the controlling local office of the EIA in the form prescribed at **Annexure XII** along with relevant documents and application fee as prescribed in clause 17. EIA may remind the processor (As per **Annexure XIII**) Seventy five days before the expiry of the approval.

5.1.1 Application received shall be scrutinised and any discrepancies / shortcomings observed shall be immediately communicated to the applicants for rectification.

5.1.2 Application, complete in all respect shall be forwarded to the In-charge of the Agency for arranging assessment of the establishment.

The Convener-IDP shall ensure that assessment of applicant establishment is carried out at the earliest.

**Note:** It shall be ensured by the In-charge 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 establishment is in operation during the IDP visit.

In case the establishment 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 processor and the approval granted to the unit lapses, the establishment will need to apply for fresh approval.

The IDP shall use the prescribed Assessment Report format placed at **Annexure XIV**

5.2 In case the IDP finds any deficiency during assessment, these shall be listed in the NCR, **(Annexure IV)** a copy of which shall be given to the establishment for taking corrective action within an agreed time period. The IDP shall submit its report and recommendations to the In-charge of the EIA concerned within three working days of completion of its assessment of the applicant's establishment. The recommendations of the IDP shall clearly state whether the applicant establishment is recommended for

renewal of approval or not.

The assessment reports shall be examined by the EIA concerned.

5.2.1 If the IDP does not recommend for renewal of approval, the In-charge of the EIA concerned shall withdraw the approval granted to the establishment within three working days of the receipt of IDP report, with due intimation to EIC for informing the same to the EU.

5.2.2 In case the IDP recommends renewal of approval and the in-charge of Sub.Office submits the satisfactory performance report as per the **Annexure XV** the In-charge EIA shall grant the renewal of approval for a period of two years from the date of expiry of earlier approval and inform the establishment accordingly, with a copy marked to EIC.

5.2.3 Certificate of approval shall be issued by EIC as per the prescribed format placed at **Annexure IX** and sent to the processing unit through the EIA concerned. The certificate under normal circumstances shall be valid for a period of two years from date of expiry of earlier approval.

## 6.0 PERMISSION TO PROCESS AND PACK FRESH POULTRY MEAT AND POULTRY MEAT PRODUCTS FOR EXPORT BY MERCHANT EXPORTER

6.1 Approved establishments shall be permitted to process and pack fresh poultry meat and poultry meat products for export by one or more merchant exporter(s), depending upon their production capacity. However, only a maximum of three merchant exports are permitted at a given time.

6.2 Approved fresh poultry meat and poultry meat products establishments and the merchant exporter(s) shall also be permitted to export “on account” of Export Houses, Trading Houses, Star Trading Houses or Super Start Trading Houses only. However, it may be ensured while issuing Certificates for Export (CFE) for such “on account” export, the column no.1 of the certificate should contain the details of the exporter as well as the “ on account” exporter.

6.3 Establishments intending to process and pack fresh poultry meat and poultry meat products on behalf of merchant exporter(s) should submit their application to the EIA concerned as per the format given at **Annexure XVI**, along with a fee as prescribed in clause 17 and also the documents specified therein. Application complete in all respect shall be considered by EIA, based on the capacity fixed for daily production vis–a -vis the requirements of the merchant exporter(s)

6.4 Approval to process/handle fresh poultry meat and poultry meat products meant for export by the merchant exporter(s) is given by the EIA concerned as per the format given at **Annexure XVIIA**.

6.5 Certificate for Export (CFE) issued by the approved establishment meant for export for the merchant exporter/ Export House is to be got counter signed by the EIA concerned, for which a fee as prescribed in clause 17 has to be paid for each certificate by the processor to the EIA concerned. The EIA may collect the monitoring fee directly from the merchant exporter on request from the approved establishment.

6.6 When an approved processor requests EIA for cancellation of permission given to process and pack fresh poultry meat and poultry meat products for any merchant exporter, the permission shall be withdrawn using format given at **Annexure XVIIB**.

## 7.0 CHANGE IN THE NAME OF THE COMPANY

7.1 In case there is a change in the name of the company, the establishment shall furnish the following documents to the controlling local office of the EIA under whose jurisdiction the establishment is situated:

(i) Attested/Certified legal documents relating to the change

(ii) Any other relevant document (Ref: documents listed in clause 2.1.3 e, f, i, j and k)

7.2 In the case of request for transfer of approval under a Wet Lease Agreement (an agreement wherein the approved establishment is leased out to another party with all approved facilities including personnel without any change except that the party which has taken the approved establishment on wet lease will be the new processor), or in case of change in ownership without changing the approved facilities including personnel, the processing unit shall furnish the documents mentioned at 7.1 to the EIA.

In addition, the party taking the approved establishment 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 and guarantee required to be given by all approved processors, along with other legal documents relating to taking over the establishment on wet lease/sale deed.

On receipt of the above documents EIA In-charge shall examine the validity of such documents and on being satisfied shall approve the change of name/transfer of approval and inform the establishment with intimation to EIC. In case of EU approved establishment, EIC shall inform the change of name to the EU

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

(ii) As certain time may be required for informing the EU/ importing country, arrangements are to be made for exporting the consignments to the EU/ other country in the name of old company during the interim period

7.3 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.

## 8.0 RESPONSIBILITIES OF THE APPROVED ESTABLISHMENT

### 8.1 General

a. As the sole responsibility in maintaining the quality and safety of the products processed in the establishment lies with the approved establishment. It shall maintain GHP, GMP and HACCP based own check system. The establishment shall exercise proper controls at all stages of production starting from raw material procurement (including poultry production control) to the final despatch of the cargo and maintain records thereof. The establishment shall comply with all the regulatory requirements of the GOI Order and Notification S.O 1377(E) and S.O. 1378(E) both dated 30.12.2002, as well as those specified by the importing country and by EIC from time to time.

b. Establishments shall maintain all the approved infrastructure and equipment facilities of the unit in good repair. For major alterations/ changes in the infrastructure and equipment facilities, prior approval shall be taken from the Competent Authority.

c. All the controls and sampling procedures shall be in compliance with GHP, GMP and HACCP. Proper control of CCPs shall be ensured and any deviation in the process flow or, changes made in the HACCP Manual shall be brought to the notice of the EIA concerned immediately.

   Implementation of HACCP shall be monitored at all stages so as to ensure the quality and safety of the product. Time/ temperature controls shall be exercised at all stages of processing, storage and transportation of the material. There should be a proper documented recall procedures incorporated in the HACCP Manual of the establishment.

d. Traceability of poultry, permitted chemicals, etc. shall be maintained right from the source of production. The processor shall maintain test reports pertaining to the quality and safety of the raw material and the additives/ preservatives used.

e. Establishments shall validate the processing methods such as heat treatment, smoking, curing, marinating, etc. and calibrate all the recording devices at a laid down frequency appropriate to ensure proper control.
f. A cleaning and disinfections programme should be implemented to ensure that all parts of the establishment are appropriately cleaned, including tables, utensils, equipments etc. The programme should be continuously and effectively monitored for its suitability and effectiveness and whenever necessary, documented.
g. 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.
h. Proper control shall be exercised to avoid cross contamination of the product processed.
i. Suitable pest control measures shall be adopted to eradicate pests inside the factory premises.
j. Fresh poultry meat and poultry meat products of other establishments should not be permitted to be stored in the approved premises of the establishment without prior permission from the EIA concerned. Moreover, fresh poultry meat and poultry meat products processed in the approved establishment shall not be stored in other establishments without prior permission/approval from EIA
k. Approved establishments shall ensure that CFE blanks supplied to them are not misplaced or misused. They shall also ensure that the monitoring fees and other fees are paid to the EIA concerned and shall submit copies of CFEs used, on fortnightly basis.
l. Establishments shall test the raw material, additives, water, finished products, etc. as per the laid down norms
m. Establishments shall procure poultry only from the identified poultry farms, for which they shall have sufficient control over the farms to ensure the wholesomeness of the fresh poultry meat and poultry meat products.
n. Any change in the veterinarian shall be informed to the EIA concerned immediately.
o. The establishment shall have at least two EIA approved veterinarians for on-site inspection/checks like animal health, animal disease status, ante-mortem, post-mortem, etc.
p. Only healthy poultry, which are fit for human consumption, shall be slaughtered.
q. Poultry other than those of hens, turkeys or guinea fowl must be handled and processed separately. All equipments must be cleaned and disinfected before processing of hens, turkeys and guinea fowls is resumed.
r. The poultry, poultry meat and poultry meat products shall be handled, stored,

processed, etc. as per requirements specified in the **Annexure ID**

s. Proper waste disposal system shall be developed to avoid possible cross contamination.

t. The poultry meant for slaughter must be accompanied by a health attestation issued by the official veterinarian or approved veterinarian as per Annexure-IXF or the food chain information as specified at Clause C of Section-II of **Annexure ID**.

u. In case of procurement of fresh poultry meat products from other establishment, it must be from an EIA approved processing establishment and is accompanied by a health attestation issued by the official veterinarian or approved veterinarian as per **Annexure-XG**.

v. Training shall be imparted to the employees on a laid down frequency.

## 8.2 Quality Control

Proper quality control measures/sampling plan shall be established by the processor, documented and implemented to ensure the wholesomeness of the products processed

a) Primary Production:

The establishment shall exercise proper controls over the identified poultry farms from which poultry are being procured. The establishment shall conduct periodic farm audit for verification of requirements for GMP, GHP, food safety, animal health, animal welfare, water, feed and feed additives, etc. as specified at Annexure IC. The verification also includes testing of samples drawn from the farms, ante-mortem inspection, post-mortem inspections, etc. The approved veterinarian of the establishment shall conduct ante-mortem and post-mortem inspections of the poultry, and animal health, animal diseases, etc. regularly.

The approved veterinarian of the establishment shall carry out regular monitoring and control of zoonoses and zoonotic agents. Regular monitoring of diseases specified in list A or where appropriate in list B of the *Office International des Epizooties* (OIE) shall also be carried out by the approved veterinarian .

b) Residual parameters

Approved establishments shall ensure that the identified poultry farms from where the poultry are being procured, shall test the compounded feed, water, tissues, body fluid, excreta, etc. for prohibited pharmacological substances environmental contaminants, etc. given at Annexure IE at least once in a year.

The establishment shall have Self Residue Monitoring Plan in place and addressed in HACCP.

Moreover, the consignments meant for export may also be tested for residual parameters as per the requirements of the importing country, whenever required.

c) Food chain information and Ante-mortem and post-mortem inspections

The ante-mortem and post-mortem inspections shall be carried out by the approved veterinarian as specified in the Annexure IXD. Every lot of poultry shall be accepted for slaughtering only if accompanied by the food chain information or animal health attestation from the approved veterinarian.

d) Microbiological Checks

All batches of fresh poultry meat and poultry meat products must be tested for relevant microbiological parameters as specified in the Annexure IF and as per the laid down frequency.

e) Sanitation and hygiene control samples

Sanitation and hygiene control samples from food contact surfaces and workers hand shall be tested for TPC, Coliforms and Staph. aureus at least once in fifteen days to ascertain the effectiveness of cleaning and sanitisation.

f) Water and ice

Establishments shall exercise proper quality control on water and ice used in their factory. They shall check the microbiological parameters such as TPC and Coliform in their in-house lab at least once in a fortnight.

Moreover, EU approved establishment shall test water used in the factory for all parameters as per EC Directive No.98/83/EC at least once in two years or whenever the source of water is changed. Water shall also be tested for parameters [Table-A(1) of EC Directive No.98/83/EC] as mentioned in Annexure XVI once in a year.

However, establishments approved for export to countries other than EU shall test water used in the factory as per IS 4251 on yearly basis except for radiological parameters.

g) Additives

If additives are being used in the factory it shall be of food grade quality, as acceptable to the importing country.

h) Calcium content

The calcium content of Mechanically separated meat (MSM) shall not exceed 0.1% (or 1000ppm or 100mg/100g) of fresh meat as determined by a standard international method

8.3 **Records**

Proper records shall be maintained by the processor at all stages of production, storage and transportation of fresh poultry meat and poultry meat products including primary production of poultry and should be made available to the EIA/EIC officials for verification. The processor shall maintain the following basic records.

- Traceability records pertaining to the poultry, other food ingredients, additives, preservatives etc.
- Farm monitoring records
- Post-mortem and ante-mortem records
- Health attestation records
- List of approved veterinarian s/ veterinarians in the establishment. Food chain information records
- Raw material receiving and evaluation records.
- Temperature records of chill room (s)/ storage tanks (when in operation), heat treatment, etc. Quality control records.
- Consolidated daily production records Packing records
- Microbiological / chemical test reports pertaining to poultry, water, ice (if used), products, sanitary samples, other food ingredients, additives, etc.
- Packing/packaging material records
- CCP monitoring records
- Corrective action and verification records
- Cleaning and sanitation records
- Pest Control records
- Waste disposal record
- Calibration records
- Infrastructure and equipment maintenance records
- Training records

8.4 **Marking of approval number on export packages.**

Identification mark and details of the approved establishment shall be applied before the product leaves the establishment. However, a new mark need not be applied to a product unless its packing and /or wrapping is removed or it is further processed in another establishment in which case the new mark must indicate the approval number of the establishment where these operations takes place.The mark may be applied to the wrapping or the packaging, or printed on a label affixed to the package.

The approval number along with the specified 'Q" Mark as given below, shall be printed/labelled on all the export packages of fresh poultry meat and poultry meat

products. The marks shall be legible and indelible, and the characters easily decipherable and must be clearly displayed for the competent authorities.

The mark may be applied directly to the product, wrapping or the packages or be printed on a label affixed to the product, wrapping or packaging. When the mark is applied directly to the product, the colour used must be authorized by the competent authority.


Approval No._____

However, export of fresh poultry meat and poultry meat products without printing "Q" mark on the master cartons will be allowed in case where there is a specific request to that effect from the foreign buyer. In such cases, the exporter shall have to get prior permission from the EIA concerned after submitting relevant document(s). Even in such cases, the approval number of the processing establishment shall legibly printed/labelled on the cartons.

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

## 9.0 OFFICIAL CONTROL BY THE COMPETENT AUTHORITY

Strict confidentiality shall be maintained in all the official control visits and the establishments should not be given prior information about the visit. The visits shall be conducted unforeseen and unexpected. For proper official control, a three-tier surveillance system will be followed as per details given below:

### 9.1 Monitoring by EIA officials

9.1..1 EIA officials shall carry out periodic monitoring of the fresh poultry meat and poultry meat products processing establishments to ensure that

a) all the approved facilities are being maintained by the establishment as per requirements
b) all the regulatory requirements and those specified by the importing countries are being complied with and

the products processed in the establishment conform to specification.

9.1.2 An officer of the level of Assistant Director / Technical Officer, authorised by the controlling officer shall carry out monitoring.

9.1.3 The monitoring officials shall verify the own checks system adopted by the unit at all stages of production starting from raw material reception to final despatch of the consignment, for which it is essential that unit shall have production at the time of visits. If there is no production in the unit at the time of visit, the processing activity of the unit shall be assessed during subsequent visit.

9.1.4 Frequency of monitoring of fresh poultry meat and poultry meat products establishments:

On initial approval of units, monitoring visits shall be carried out once in three months. If the performance of the unit is satisfactory for a year and in the absence of any foreign rejection/complaint, the frequency of monitoring shall be reduced to once in six months.

When the units are not producing for export for at least Six months, the monitoring and supervisory visits by EIA shall be discontinued. The monitoring and supervisory may be resume once approved establishment start production for export.

In case, at any stage, non-satisfactory performance on account of any major deficiency is observed during monitoring, the monitoring frequency shall be increased to once in a month. However, frequency of monitoring shall not be increased in case of contamination of products with residual parameters such as antibiotics, heavy metals or pesticides detected during surveillance visits or at the importing country. In such cases, the frequency of monitoring of farms shall be increased as decided by the In-charge of the Agency concerned. The performance of the unit, whose monitoring frequency has been increased to once in a month on account of non-satisfactory performance, shall be reviewed after one year. If the performance of the unit during one year is found satisfactory and if there is no foreign rejection/complaint during the period, the frequency shall be done after a year as per the above procedure.

The responsibility for periodical review of performance of units and submission of recommendations to the in-charge of EIA shall be that of the controlling field office/ sub office of EIA. The proforma placed at **Annexure XV** shall be used for this purpose. The re-fixation of monitoring frequency shall be done by the in-charge of the Agency. Each EIA shall maintain office-wise records showing name, approval number and frequency of monitoring.

9.1.5 **Areas of monitoring**

The monitoring shall broadly focus on: -

*Facility checks:* to ensure that all the approved facilities are being maintained by the unit. This also includes verification of sanitary and hygienic conditions prevalent at all

sections of the unit.

*Verification of traceability:* This include the verification of records maintained by the unit to ensure that poultry are procured only from the identified farms, the region-wise list of which had already been submitted by the unit. The identified farms shall also be visited by the monitoring official to verify the hygienic conditions of the farm, health conditions of the birds, use of veterinary medicinal products in the farm, if any, good veterinary practices (GVP)/ good farming practices, controls exercised by the unit over the farm etc. At least three of the identified farms of the establishment shall be monitored every year region-wise on a rotational basis.

Verification of compliance to the GHP and HACCP to ensure that the unit has complied with the HACCP in toto as envisaged in their HACCP manual and also controls exercised by the unit are adequate and effective. This includes verification of CCP monitoring, GMP, GHP, SOP, SSOP, traceability, food chain information, good storage practices, raw material / process/ product controls, time/temperature controls, controls on additives/ preservatives, quality management of water, calibration and validation, etc.

*Verification of testing and laboratory practices:-* to ensure that the sampling procedures and test methods adopted by the establishment are adequate and reliable. This includes good laboratory practices followed in in-house laboratory of the unit, effectiveness of laboratory chemicals, reliability of testing etc.

*Verification of records:-* to ensure that the records maintained by the unit are in order and cover all the controls exercised by the unit.

*Fraud control:-* to ensure that the unit is not violating the laid down norms. This includes violations with respect to export of fresh poultry meat and poultry meat products processed in un-authorised places, storages of fresh poultry meat and poultry meat products from other establishments without prior permission, misuse of CFE, improper labelling, exceeding capacity limits etc.

*Drawal of official samples:-* to ensure the wholesomeness of the products and effectiveness of cleaning and sanitation. This includes drawal of sanitary samples, samples for testing microbial parameters, organoleptic checks etc. and residual parameters, whenever required.

**Note.** Detailed HACCP auditing may be done at least once in a year. However, all the other areas shall be covered during each monitoring visit, including verification of HACCP records and the own check systems adopted by the unit.

9.1.6 **Additional Checks**

The monitoring officials shall also verify the following:

- The levels of disinfectants in water used for disinfecting carcase during preparation, feet, hands, and washing utensils/ equipment, etc., wherever applicable. It should be thoroughly rinsed with potable plain water after disinfecting.
- Only acceptable disinfectant / sanitizer may be used for the purpose with prior approval of competent authority and should be addressed in the HACCP.
- Temperature of water in the tank(s) at the point of entry and exit of the carcase.
- Temperature of fresh poultry meat and poultry meat products after chilling, freezing, heat treatment, etc.
- Temperature of Chill store.
- Temperature of poultry meat products store.
- Time and temperature for heat treatment or freezing.

9.17 **Food chain information and Ante-mortem and post-mortem inspections**

Monitoring officials shall verify the food chain information/health attestations and inspections carried by the approved veterinarian for animal health and disease status and the ante-mortem and post-mortem inspections as specified in the **Annexure XXIID**.

9.1.8 **Laboratory testing**

The monitoring officials shall also draw samples for testing microbiological as per the details given below:

| Sl. No. | Parameters | Products/ Stage | Frequency |
|---|---|---|---|
| 1 | As per Annexure IF, as applicable | Finished fresh poultry meat and poultry meat products | Every monitoring visit |
| 2 | TPC, Coliforms | Water | Every monitoring visit |
| 3 | TPC, Coliforms | Swabs from food contact surfaces | Every monitoring visit |
| 4 | TPC, Coliforms, S.aureus, | Swabs from worker's hand | Every monitoring visit |

**Note:** In case of difficulties in testing samples at EIA laboratories due to storage/transportation of samples, the same may be tested at any EIC approved laboratories.

**9.1.9 Sampling scale and sampling procedures**

**(i) Microbiological analysis**

The sampling and testing of finished poultry meat products shall be carried out for the relevant microbial parameters as per Annexure IF having a sampling size of 50 g each.

**(ii) Sanitary samples**

Monitoring officials shall draw samples for checking the sanitary conditions and hygienic practices of the establishment as shown below:

| | | |
|---|---|---|
| (a) | Water used in the factory | 1 sample of 1 ltr. |
| (b) | Swabs | |
| | (1) Food contact surface | 1 sample |
| | (2) Workers hand | 1 sample |

The above swab samples shall be drawn either before start of the work or after normal cleaning if processing is in progress, adopting the following procedure:

Water

**Water** sample is collected from taps (Tap number to be mentioned in the sample covering notes) in sterile bottles /conical flasks of 1 litre capacity with ground flask stoppers having an overhanging rim. They are sterilised at 160 $^{0}$C for 1 hour after being covered by Kraft paper. The opening and closing of the sterile bottle must be done with meticulous care to avoid any contamination. When water sample is drawn from a tap, flame the tip of the tap using spirit and allow water to flow for 5 minutes before collection. In case the test is to be undertaken after 3 hours, the bottle must be kept in ice. If sample is to be taken from chlorinated water supply, it is important that any trace of chlorine should be neutralized immediately after collection. A crystal of sodium thiosuphate or 0.1 ml. of 2% solution of thiosuphate introduced into the sampling bottle prior to sterilisation serves neutralisation of chlorine. Immediately before testing, the water sample should be mixed by inverting the bottle several times. Thereafter some of the contents are poured off, the stopper is replaced and the bottle is shaken vigorously up and down.

**Swab from worker's hand and food contact surfaces Collection of Swabs:**

25.cm2. area is swabbed using a square template of 5 cm x 5 cm. The swab is moved through a distance 12.5 cm. during the swabbing operation .A steel template of correct size, which can be readily sterilized by alcohol flaming can be used to outline the area.

First wipe the swab slowly and firmly in an interior direction through a distance of 12.5 cm. Rotate the swab against the direction of the overall wiping movement. Then stroke the area in the same direction three times, turning the swab slightly between strokes. Finally roll the swab once over the wiped area, but in the opposite direction from that in which the original strokes were made. This will serve to pick up whatever may be adhering to the surface. Place the swab immediately into bottle containing 100ml. of the diluents, in a wide mouthed 4oz. sample bottle. Pull the stick free if the swab in the

medium is to be transported, hold it under the same condition as water samples are being transported i.e. hold it below 50C until analysed.

The sample colleted shall be transported to the laboratory in the usual manner under sealed condition and accompanied by covering note, containing details of tests to be carried out.

**Maximum Permissible limits**

| S.No. | Sample | TPC at 37 °C | Coliforms | S. aureus |
|---|---|---|---|---|
| 1 | Water | 20 per ml** | Absent in 100 ml (MPN) | - |
| 2 | Food contact surfaces | 100 per $cm^2$ | Absent / $cm^2$ | - |
| 3 | Worker's Hand | 100 per $cm^2$ | Absent / $cm^2$ | Absent/$cm^2$ |

**Note** ** For establishments approved only for non-EU, the limit of TPC in water is 50 per ml.

**(iii) Proficiency testing of the in-house laboratory of the processing establishments**

In order to ascertain the proficiency of the in-house lab of the establishment, the monitoring officials shall draw aseptically 2 sets of samples (one sample divided into 2 sets) from the selected production batch during the monitoring at least once in a year. One set of sample is sent to EIA Lab and the other set is sent to the in-house lab of the establishment for testing all microbiological parameters specified at Cl. 9.1.8 . No fee will be charged from the processor for this purpose.

The test results shall be compared by the EIA and if variation more than 10% is observed, same will be communicated to the unit for corrective action and subsequent verification and sampling by EIA.

**(iv) Residue analysis**

Samples for residue analysis shall be drawn as per Residue Monitoring Plan (RMP) of EIC, whenever applicable.

**(v) Sampling scale for finished products:**

The number of packages selected for preparing composite laboratory sample shall be $(\sqrt{n}+1)/2$; where n= total number of packages in a batch / lot / consignment.

Note: For every fractional number, the number shall be rounded off to the next number if it is 0.5 and above, and the fractional number is neglected, if it is less than 0.5.

### 9.1.10 Reporting system

After completing the monitoring, the report shall be prepared in the Monitoring Report Pro-forma **(Annexure XIX)**. The reports shall be submitted to the controlling office of EIA within three working days of the visit along with Non Conformity Report (NCR) as per **Annexure VIIA** and Suggestions for Improvement **(Annexure XIXB)**, if any.

Similarly, the report for farm monitoring shall be submitted in the Farm Monitoring Report Pro-forma **(Annexure XIXC**).

Sub Office shall send a copy of Monitoring Report, test report, NCR and Suggestion Report to HO on monthly basis for all the establishments. In case of failure of the samples, it shall be intimated to the processor. Test reports can also be given to the processor if specific requests have been made for the same.

Formats of Non Conformity Report (NCR) and Suggestion Report are placed at **Annexure XIXA** and **Annexure XIXB** respectively. This format shall be used during monitoring visits/supervisory visits as well as in other surveillance visits.

Non-conformities observed during the surveillance visits shall be recorded in the NCR and shall be provided to the establishment for taking corrective action/ rectification of deficiencies within an agreed time period, which is determined, based on gravity of the deficiencies. The monitoring official shall also mention in the NCR, the earlier deficiencies which are not rectified by the unit. The monitoring report along with the copy of NCR shall be submitted to the controlling officer of the sub-office or to the Deputy Director (In-charge) of Food Division/Scheme within three working days for scrutiny, acceptance and follow up action.

In case of sub-office, copy of the Monitoring Visit Reports along with relevant laboratory analysis reports shall be sent to EIA-HO for records.

## 9.2 Supervisory visit

Supervisory visit shall be carried out by an officer of the level of Deputy Director and above from the Agency concerned having adequate experience in operation of Food Scheme. The frequency of supervisory visits shall be once in six months.

The Supervisory visit shall be conducted for

a) checking the documentation and compliance of the requirements of the EC Directives in case of EU approved units and GOI Notifications,
b) performance of the monitoring visits carried out by the monitoring officers.
c) performance of the tasks carried out by the approved veterinarian (s)

Samples if any, drawn during such visits shall be sent to the laboratories of Agency

concerned. Test report shall be made available within one week. The report of supervisory visit shall be submitted within three working days to the In-charge of the Agency concerned.

In addition, the availability of water test reports from EIA laboratory or EIC approved laboratory for complete testing as applicable shall be checked

The pro-forma of Supervisory Visit Report is given at **Annexure XX.**

A copy of each Supervisory Visit Report shall be maintained in the files of Export Inspection Agency HO as well as controlling sub-office

### 9.3 Corporate Audit

Audit of each Agency will be carried out at the frequency of at least once in a year. The main objective of the corporate audit is to ensure uniform implementation of the rules and regulations issued by the Competent Authority and shall comprise:-

- Examination of records of processor maintained by the Agency like reports of visits, lab reports, approval/renewal of approval etc.

- Visit by the audit team to at least 10% of the approved establishments, subject to a minimum of one.

- The audit team shall comprise of at least two officers from the other Agency(ies) and/or EIC, of the level of Deputy Director & above having adequate experience in operation of Food Scheme or in unavoidable circumstances, senior Assistant Director having adequate experience in operation of specific Food Scheme, as nominated by Director (I&QC). If required, experts from outside can also be included in the corporate audit team. The report of audit shall be submitted to Director (I&QC) as per format specified at **Annexure XXI.**

## 10.0 GUIDELINES FOR DEALING WITH UNSATISFACTORY MONITORING OR OTHER VISIT REPORTS AND / OR TEST REPORTS AND VIOLATIONS

### 10.1 Deficiencies.

a) The deficiencies, which do not affect the wholesomeness (food safety) of the products shall be considered as minor deficiencies and those which affect the safety of the food product shall be considered as major deficiencies.
b) A number of minor deficiencies or repeated minor deficiencies indicating a system failure would also be treated as major deficiency.

| **Some of the other Major deficiencies are as follows:** |
|---|
| *Contamination with pathogens (Salmonella, Listeria monocytogenes, etc.) or |

with hazardous substances like heavy metals, antibiotics, pesticide residues etc. above permissible limits shall be considered as major deficiency.

*Failure of sanitary samples for TPC, Coliforms or S. aureus or finished product samples for process hygiene criteria in three consecutive instances may be considered as major deficiency

**10.2 Actions to be taken in case of deficiencies observed**

10.2.1 In case of minor deficiencies observed during the visit, the non-conformities shall be communicated to the processor through the NCR and EIA officer shall verify the corrective actions taken by the processor, during the subsequent visit. However, if the processor fails to rectify the defects within the agreed time period, then the action specified at 10.2.2 shall be followed.

10.2.2 In case of major deficiencies observed during the visits, the explanation of the processor may be called with time frame for rectification. Further, any one or more of the following actions may be taken depending on the nature of deficiencies, with approval of the Director, EIC.

(i) The processor may be placed under consignment-wise inspection until the rectification is carried out and verified to EIAs satisfaction by an on-site visit by Deputy Director level officer.

In case of failure due to contamination with residual parameters, the approved processor shall suspend procurement of poultry from the specific source immediately until the appropriate corrective action has been taken by the farm(s). Subsequently, the samples of poultry drawn from the specific source shall be tested for the specific contaminant(s), the cost of which shall be borne by the processor as per clause No. 17.

(ii) The processor may be advised to suspend production and export until rectification is carried out and verified by an on-site visit by Deputy Director level Officer. However, during the suspension period production may be permitted if requested by the processor, in un-avoidable circumstances with the approval of the Competent Authority under the supervision of an EIA Officer for which fee applicable for deputation of an officer has to be paid by the processor as per clause 17, to the EIA concerned.

- Revocation of suspension, if required as per (ii) above, shall be done with due approval of Director (I &QC).

**10.3 Action against violations**

In case of violations, such as (i) misuse of Certificates for Export (CFE) (ii) Storing of fresh poultry meat and poultry meat products at un-authorised premises (iii) Non-payment of monitoring fee (iv) processing of fresh poultry meat and poultry meat products in unauthorised establishments (v) major failure in meeting GMP/GHP/HACCP etc., have been detected, the following penalties shall be imposed on the defaulting unit by the Competent Authority with due approval of the Director (I&QC).

a) A show - cause notice shall be issued by the EIA to the unit, for which the unit has to submit a reply within one week along with a statement of stock declared as on date. Meanwhile, the Competent Authority would suspend the production of the fresh poultry meat and poultry meat products in the establishment from the date of the issuance of the letter. No production is allowed during that period. However, stock in hand may be allowed to be exported in special cases after due consideration with the written permission of the C.A.
b) If the same malpractice is observed for a second time in the same unit, the unit would be suspended from production and exports for a period of three months.
c) If the same malpractice is reported for a third time or more than two malpractices reported in a period of six months, Competent Authority may withdraw the approval granted to the unit.
d) When the show cause notice is issued by the EIA, processor may contact the competent authority, if he/she wishes so, to explain his/her side.

## 11 ACTION TO BE TAKEN IN CASE FAILURE OF SAMPLES DRAWN DURING RMP

When the samples drawn for Residue Monitoring Plan (RMP) fails to meet the requirements, EIA shall take appropriate action as specified in the RMP.

## 12 PROCEDURES TO BE FOLLOWED WHEN AN APPROVED PROCESSING ESTABLISHMENT TEMPORARILY SUSPENDS ITS PRODUCTION FOR EXPORT

When an approved establishment decides to suspend its processing activities temporarily for a period exceeding thirty days for reasons such as:

(i) General repairs/routine maintenance
(ii) Improving their hygienic and sanitary conditions
(iii) Identifying the cause of contamination and taking corrective action to prevent recurrence
(iv) Major alteration/construction work etc.
(v) Any other activities, which may result in change in production flow or give scope for contamination of fresh poultry meat and poultry meat products etc.

The processor shall intimate the local office of the EIA, the date from which it intends to suspend its operation, the purpose and the probable date by which it intends to resume its production activity.

Upon receipt of intimation, EIA may discontinue monitoring visit/Supervisory Visit to the establishment. The processor shall not commence production without prior permission from EIA.

When the establishment is ready to resume production, the processor shall request EIA concerned for permission to commence production. Before granting permission to start production, the EIA concerned shall take following actions:

For (i), (ii) and (iii) the establishment shall be assessed by the monitoring officer to ensure satisfactory conditions after carrying out the changes.

For (iv) and (v) the establishment shall be assessed by a team of EIA officers or by an IDP as decided by In-charge of the EIA to ensure satisfactory conditions.

**Note:** During monitoring visits if it is observed that the unit is not having production for the past six months, the unit shall be allowed to start production only after the satisfactory on-site assessment by the monitoring official(s) deputed by the In-charge of the Agency.

## 13 INFORMATION AND RECORD

Further, updated information shall be maintained by each Sub Office and HO of every EIA. The monthly statements of updated information shall be sent by each Sub Office to the Head Office of Agency concerned on every first working day of the following month, in the required formats, for compiling and updating information for the Agency, for further submission to EIC as and when required

## 14 REPORTING TO EIC

Each Sub Office shall send the monthly reports to the Head Office of Agency concerned by first working day of the following month and the Agency shall compile the following information in the required format for submission to EIC as per the time frame given at clause 15.

- Details of monitoring and supervisory visits planned and carried out as per **Annexure XXV**.
- Change in the list of approved fresh poultry meat and poultry meat products establishments as per **Annexure XXVI**
- Details of monitoring samples failed as per **Annexure XXVII**.
- Status of the establishment having foreign rejections as per **Annexure XXVIII.**

## 15 TIME FRAMES

Time frames prescribed for various activities shall be as under:

| | |
|---|---|
| * Submission of reports of monitoring and supervisory visits | Three working days |
| * Testing of monitoring samples in EIA Laboratories | 1 week |
| * Submission of monthly reports to EIC | by 7th of succeeding month |
| * Closure of complaints | Maximum of 3 months or time takento offer 10 consignments for inspection, whichever is earlier. |

## 16 EXPORT CERTIFICATION

### 16.1 Certificate for Export (CFE)

#### 16.1.1 Procedure

Since all the consignments of fresh poultry meat and poultry meat products meant for export should undergo quality control and inspection prior to shipment and should be accompanied by a Certificate for Export (CFE), the approved processing units shall issue a Certificate for Export (validity for which shall be fifteen days from the date of issue) for every export consignment.

Certificate blanks shall be obtained from the EIA concerned by payment of charges as per clause 17. Each set of certificate blank will consist of original (in white) intended for Indian Customs; duplicate (in pink) to be forwarded to the local office of EIA and the last two copies (in green and blue) for the use of the processing unit. EIAs shall maintain proper records of issuance of blank CFEs and their utilisation by the establishments.

The responsibility for the maintenance and proper utilisation of the CFEs issued to them lies with the approved establishment. They shall issue CFEs only for those fresh poultry meat and poultry meat products that are processed in their approved establishment and have undergone all the quality checks/ tests specified. The establishment is liable for penal action for the misuse of CFEs issued to them.

Only persons authorised by the establishment shall be allowed to sign the CFEs and the list of persons authorised to sign CFEs shall be made available to the EIA.

If the validity of CFE is expired, then the same can be revalidated upto another fiteen days and the monitoring fee will not be charged again, if there is no upward revision in FOB value. However no refund will be given in case of downward revision in FOB value.

In case of cancellation or damage of CFE, the establishment has to submit the original

of the cancelled CFE to EIA, with other three copies (full set) and original Health Certificate (HC) (if already issued) pertaining to the CFE.

### 16.1.2 Issuance of Certificate for Export

16.1.2.1 Books of CFE blanks shall be issued on request from the approved processing establishment only after the approval of DD In-charge of the scheme/ officer in-charge and after the previous CFEs issued have been accounted for and paid for. However exporters may have up to 5 sets remaining so as not to cause any operational problems.

16.1.2.2 Every approved processing unit must have a Pass Book account system operating with the controlling office of EIA. The processor shall ensure that adequate balance is always maintained in their deposit account with EIA for the payment of monitoring fee and other certification fee. No CFE blanks shall be issued unless there is adequate balance in their account.

16.1.2.3 In case of lost certificates, exporter shall submit an indemnity bond to that effect to the EIA concerned as per the format given at **Annexure-XXIV**. EIA, in turn, shall inform the Customs to check that those numbers have not been presented to them. Further, Customs shall be informed not to accept those specific certificates in future.

### 16.1.3 Statement of Certificates for Export issued

16.1.3.1 Every approved establishment shall submit periodic statement of Certificate for Export issued, enclosing the pink copy of CFE on **fortnightly basis** for the export of fresh poultry meat and poultry meat products in the pro-forma given at **Annexure XXIII**. Nil statement shall be submitted in case of no exports during the period. Based on the statement submitted by the approved establishments, local EIA office shall debit monitoring fee from the deposit account of the establishment as per clause 17.

16.1.3.2 The pink copy of every CFE issued along with the related production batch details, product/variety wise packing list and invoice copy shall be attached to the statement. In case, the pink copy of the CFE has already been submitted to EIA for obtaining Health Certificate or any other purpose, this may be indicated in the remarks column.

16.1.3.3 If the approved establishments are not submitting the statements even after fifteen days, no further CFE blanks shall be issued to them. Moreover, a show-cause notice may be issued to the establishment as to why the production and export may not be suspended by the Competent Authority.

## 16.2 Health Certificate Issuance

### 16.2.1 General

All consignment of Indian fresh poultry meat and poultry meat products exported to the EU are required to be accompanied by a numbered original health certificate, comprising a single sheet in accordance with the model **Annexure XXIIA** duly completed, signed and dated. The model health certificate meant for the Non-EU approved establishments is placed at **Annexure XXIIB**. The original of the health certificate is required for customs clearance at the destination and shall be made available to the customs authorities at the destination before the arrival of the consignment. The consignments cannot be cleared on the basis of a copy of the original or on the basis of a fax copy of the original. **Health Certificate should be issued before or on the day of shipment and cannot be issued retrospectively.**

Additional declration related to HACCP based food safety management system in health certificate shall be issued as annexure as per requirement of importing country. Further, additional declaration related to disease certification may be issued on the basis of declaration received from state animal husbandry or approved establishment veterinarian.

**Note:**

1. If Health Certificate is lost in transit or otherwise, the establishment may request for issuance of a duplicate health certificate by submitting an indemnity bond (**Annexure XXIV**) in a non judicial stamp paper stating clearly that if found later, the same will not be reused for any further export but shall be surrendered to EIA for further action. Under such circumstances a new health certificate may be issued in lieu of the lost health certificate and the establishment shall pay charges as per Clause No.17.
2. The EIA may issue corrigendum or addendum or clarification to the health certificate already issued after examination of the request from the approved establishment for the purpose of ascertaining its genuineness. In such cases, prescribed fee for issuance of corrigendum or addendum or clarification shall be charged as per clause 17.

### 16.2.2 Procedure :

(i) The Health Certificate shall be issued only for fresh poultry meat and poultry meat products processed in establishments, approved and monitored by the EIA.

The processor/exporter shall request for health certificate from the controlling office of

EIA with the following:

a. Application in the prescribed format as per Annexure **XXIIE** giving all necessary information A copy of this application along with required enclosures shall be submitted to the Director of Animal Husbandry & Veterinary Services (State Animal Husbandry Department) for obtaining Animal Attestation as per **Annexure XXIID**.

b. Authorisation to EIA to debit fee as per Clause No.17, as applicable, from the deposit account maintained at EIA

c. The pink copy of the Certificate for Export issued by the approved establishment.

d. Invoice copy

e. Declaration pertaining to the details to be mentioned in the health certificate including the product is produced as per the requirement, meets specifications of the importing country and is fit for human consumption.

f. Certificate of analysis.

g. Declaration as per **Annexure XXIIC** from the approved veterinarian of the establishment

h. Animal health attestation as per from the State Veterinary Department applicable for export of poultry meat products for EU. The same shall also be applicable in the case of export of poultry meat products for Non-EU countries, if the importing country requests. In such cases the issuing authority shall make the endorsement, as applicable, in the veterinary certificate meant for Non-EU countries.

(ii) In case certificate is required in foreign language other than English additional charges will be levied as per Clause No. 17.

(iii) The controlling local office of the EIA responsible for monitoring the units shall issue health certificate to the processor/exporter after satisfying itself that the fresh poultry meat and poultry meat products are processed in approved establishments having valid approval number and after satisfying the relevant requirements such as testing of every control unit (Production batch) by the unit for organoleptic, chemical and bacteriological factors and maintenance of test records. It shall be noted that the approved establishment shall test the poultry and finished fresh poultry meat and poultry meat products periodically residues as per requirements.

(iv) Health certificate shall be prepared in duplicate, the original for the exporter for forwarding to the importer, other copy for record of local EIA. Statement of health certificates issued shall be sent to Head Office on monthly basis.

(v) The certificate shall consist of single page printed on both sides and where additional pages are attached; all the pages should form the part of certificate and cannot be separated.

(vi) Where additional pages are attached to the certificate, the signature and stamp of the certifying official shall appear on each page and each page shall be numbered ' x- (page number) of y (total number of pages)' on the bottom and shall bear the Certificate reference number of the certificate allotted by the Competent authority on the top.

(vii) Each health certificate shall bear the name, designation and signature of the representative of EIA and the official stamp of EIC in a colour different from that of other endorsements. While issuing health certificate, the issuing officer must ensure that the colour of the signature is different from the colour of the printing of certificate. Since the certificate is usually printed in black, the signature must not be in black colour. The signature shall be in blue or red colour on the original of the certificate. The copies of the certificate shall have the carbon impression of the signature. The colour of the stamp shall also be different from that of the printing.

(viii) Reference number of health certificate:

Since no two certificates issued from India should have the same number, the given below system shall be followed for giving the reference number:

Each Sub-office shall give serial number for each health certificate issued prefixed by Agency/Sub-Office codes.

For Example:

**Sub Office:**

| | |
|---|---|
| EIA-Chennai, SO:Coimbatore | PM/CH/CB |
| EIA-Kochi, SO:Thoppumpady | PM/CH/TY |

As an example, the certificate issued by Sub-office: Coimbatore will have a reference number: PM/CH/CB/1, PM/CH/CB/2, ……..

(ix) Annexes, if any, such as results of analysis shall have the same reference number as that of the health certificate.

(x) The health certificate shall be valid for 10 days from the date of issue, unless otherwise stated. However, the term of validity shall be extended by the time taken by the voyage for transport by ship, as declared by the processor/exporter.

## 17 FEE STRUCTURE

The prescribed fee shall be paid in the form of Demand draft / bankers cheque in favour of Export Inspection Agency concerned or through the deposit account held at the Export Inspection Agency concerned as applicable.

| Sl No. | Activity | Fee (in Rs.) |
|---|---|---|
| 1 | Application for approval / renewal of approval of establishment | Rs.5000/- plus service tax applicable |
| 2 | Application for approval of additional activity / facility | Rs.5000/- plus service tax applicable |
| 3 | Application for approval/renewal of approval of veterinarian | Rs. 2000/- plus service tax applicable |
| 4 | Application for grant of permission / renewal of grant of permission to process / pack for Merchant Exporter | Rs.5000/- plus service tax applicable |
| 5 | Monitoring fee | @ 0.2% of FOB value plus service tax applicable |
| 6 | Countersigning of Certificate for Export (CFE) for Merchant Exporter | Rs.100/- plus service tax applicable |
| 7 | Consignment-wise Inspection on account of official control (as per clause 10.2.2 (ii) and in other cases) | @ 0.3% of the FOB value of exports (including monitoring fee) + Testing charges |
| 8 | Issue of Health Certificate | Rs.500/- plus service tax applicable |
| 9 | Issuance of corrigendum or addendum or clarification to Health Certificate | Rs.500/- plus service tax applicable |
| 10 | Issuance of Health Certificate in Foreign Language other than English | Rs.500/- plus service tax applicable |
| 11 | Verification of corrective actions/measures taken by the establishment on account of complaints or major deficiencies | Rs.2000/- per man-day plus service tax applicable |
| 12 | Deputation of an officer to verify reprocessing /rectification of deficiencies on account of complaints or major deficiencies | Rs.2000/- per man-day plus service tax applicable |
| 13 | Visit for additional monitoring / drawing samples for testing on account of complaint for importing countries | Rs.2000/- per man-day + Testing charges plus service tax applicable |
| 14 | Drawing samples at the request of the processor | Rs.2000/- per man-day plus service tax applicable |
| 15 | Certificate for Export (CFE) blanks | Rs.100/- per set |

## 18 PROCEDURE TO BE FOLLOWED FOR COMPLAINTS RECEIVED FROM IMPORTING COUNTRIES

### 18.1 General

When a complaint is received from the importing country or a consignment of fresh poultry meat and poultry meat products is detained or specific control measures are imposed by the importing countries on food safety grounds such as product contamination with pathogenic micro organisms or with residues (antibiotic, pesticides, etc.) or any complaint due to failure in quality parameters, the following procedure shall be adopted in order to prevent recurrence and deal with the rejected

consignment.

**18.2** In case of receipt of information directly by the exporter regarding rejection of the cargo by overseas health authorities in any importing country, the exporter shall inform the EIA concerned immediately with a copy to Export Inspection Council of India (in case of Merchant exporter, a copy of the communication will also be sent to the manufacturer/ processor).

In case of receipt of complaint at EIC it shall immediately be referred to the EIA concerned. EIC may simultaneously seek complete details from the complainant.

**18.3** The processing unit shall immediately be placed 'on alert' by the EIA concerned, which will mean

- ❖ frequency of monitoring visit shall be increased to two visits/month.
- ❖ In case the situation is due to in-process contamination such as pathogens, permitted pharmacological substances, other permitted substances (such as Phosphates, antioxidants, etc.), etc. above the permissible level, or the situation is due to environmental contamination such as, PCB, dioxin, pesticides, etc. or use of prohibited pharmacological substances (Chloramphenicol, Nitrofurans, etc.), etc. ten consecutive consignments shall be subjected to consignment-wise testing for the specific contaminant. For this purpose, samples are drawn from all the batches of the consignment to make a composite sample. In case of rejection due to failure in quality parameters, next ten consignments are inspected for organoleptic factors, and microbiological factors. The inspected consignments shall be allowed for export to EU or Non-EU, only after satisfactory test results of the EIA-laboratory or EIC approved laboratory for the specific parameter(s). However, if the consignment fails for any of the parameters tested, the consignment may be re-tested batch wise on request from the exporter/ manufacturer and only those batches, conforming to the specification for specific parameter(s) shall be allowed for export.
- ❖ The increased monitoring frequency shall be discontinued at a stage where the four consecutive monitoring visit reports and test reports are satisfactory.

**Note :** Charges as per clause No. 17 shall be paid by the processor for the every additional visit for monitoring/sampling for re-testing, if any. Cost of testing and retesting, if any, of ten consecutive consignments, shall also be borne by the processor.

**18.4** EIA shall seek complete information in detail about the consignment in question from the processor as given below:

a) Full particulars of the consignment such as product name, quantity, batch no./grade list along with attested copies of related documents such as purchase order/ letter of credit, certificate for export, health certificate, bill of lading, test reports etc. and also source of raw materials used for processing and export details. (Details regarding prices need not be furnished by the exporter/processor).

b) Details of whereabouts of the consignment.

c) The particulars of fresh poultry meat and poultry meat products held in stock.

d) If the processor has got the consignment in question, analysed independently or surveyed by an independent surveyor, in the country where it was detained, the copies of such test/survey reports shall be made available to the competent authority for examination.

Corrective action(s) proposed/taken by the processor to prevent recurrence of the problem.

**18.5** EIA shall immediately arrange a visit by a panel of experts (within a week) to the processing unit for

- collection of information as required in 18.4 above, if the same has not been furnished in time.
- assessment of the processing establishment to determine the cause of specific contamination.

Assessment of the processing establishment shall be carried out by a team of two senior officers from EIA. During the assessment the following shall be checked:

a) The implementation of HACCP with respect to the specific contaminant/ contamination.

b) The Controls to prevent specific contamination in the product and appropriate laboratory analysis for the verification of the same.

c) The Corrective action(s) proposed/taken.

In addition, appropriate samples of swabs for sanitation and hygiene control; raw material, water, feed, tissue, body fluid, excreta, in-process product, finished product, etc., as applicable, for cause of contamination may be drawn and tested in EIA laboratory /EIC approved laboratory.

**Note:** During assessment, it may be necessary to assess GMP and personal hygiene with specific reference to the cause of rejection. It may not be necessary to have a fresh assessment related to infrastructure facilities and other aspects of HACCP. Sanitation and hygiene control samples, additives etc. need only to be

tested in relation to the specific cause of rejection.

**18.6** Based on the assessment, the team shall prepare a detailed report and submit to the Head Office of the EIA. This report shall contain the following information as appropriate and applicable to the specific contamination:

a) Details of checks/controls for the specific pathogen/contaminant on raw materials from different sources and subsequent follow-up action planned and carried out by the processor.

b) Disinfection methods, which are normally carried out in the unit to sanitise equipment/tools used in processing and in handling raw material following GMP.

c) Systems established in the unit to ensure hygienic conditions in various phases of processing fresh poultry meat and poultry meat products.

d) Periodic checks and other controls effected by the unit after the knowledge of product contamination with scope to guarantee the hygienic condition.

e) Adequacy or otherwise of the checks, laboratory testing and other controls on raw materials, in-process products and finished products. Whether disinfectant level of water for various activities are properly maintained, checked at regular intervals and records are maintained. Whether the unit has conducted testing of water at the laid down frequency and records are maintained.

f) Whether or not the processing establishment is capable of producing safe fresh poultry meat and poultry meat products.

g) Whether HACCP plan is adequate and HACCP-based procedures are in place as per plan

h) Findings on the possible reasons for complaint.

The Head office of EIA shall communicate the deficiencies, if any, observed during the assessment, to the processor in writing for remedial action.

**18.7 Dealing with returned consignments**

**18.7.1** If the consignment has been brought back to India, it shall be stored in an approved storage. The processor shall inform the details of the storage of the consignment to the EIA concerned, which in turn shall be informed to EIC.

**18.7.2** On receiving the above intimation the following actions shall be taken:

(a) The local office of EIA shall arrange to get the consignment inspected/tested for organoleptic factors, microbiological factors and chemical factors, as applicable. One composite sample each from every production batch shall be tested for the

specific contaminant at two different laboratories. For this purpose, testing shall be done at EIA Laboratory or EIC approved laboratory. However, each batch shall be subjected to the organoleptic analysis, in case of failure due to organoleptic parameters. The results shall be communicated to the Agency Head Office. The charges for visit and testing shall be payable by the processor as per clause 17.

(b) If all the samples tested from the brought back consignment show negative results for the specific contaminant(s), the In-charge of EIA concerned may take decision to release the consignment for export to the country other than the country/ union of countries where the consignment had been rejected.

**Note:** Export Inspection Council where considered necessary may inform results to MoCI as well as EC/importing country.

(c) If any of the samples tested from the consignment brought back on account of food safety complaint shows positive results, the processor shall dispose of (reprocess or destroy) the consignment in a manner acceptable to In-charge of EIA concerned.

(d) The schedule of reprocessing shall be furnished to the local Office of EIA by the processor for arranging supervision of reprocessing.

(e) The processor shall offer the reprocessed consignment for inspection by EIA.

(f) EIA shall inspect the reprocessed products batch-wise for all parameters as per the sampling plan as given at clause No. 9.1.9 (x).

(g) The fee for EIA supervision with regard to reprocessing shall be as per clause 17,in addition to the charges towards consignment-wise inspection Testing fee shall be borne by the processor.

**Note:** Reprocessing is not applicable in case of rejection due to residues of prohibited substances, environmental contamination, etc.

(h) If the reprocessed products are found export worthy on inspection, the lots/batches shall be allowed for export to countries other than the country or union of countries where it had been detained prior to its reprocessing.

**Note:** In the case of a sample from the returned consignment testing positive for residues, the batches testing positive will not be permitted for exports.

**18.8** If the following points are satisfactory:

a) The consignment if brought back, on account of the complaint and tested for the contaminant is found free of the contamination/ defects as evidenced by the test reports/ organoleptic reports.

b) The assessment report indicates that the processing establishment has been maintaining proper hygienic conditions and implementing HACCP.

c) The periodical monitoring conducted by EIA during the past three months indicates satisfactory hygienic conditions in the unit.

d) Samples drawn during the assessment visit conforms to the requirements.

EIA shall put up the case with relevant papers/reports to the Director (I&QC) with a recommendation for taking up the matter with the foreign health authority for revoking their specific control measures/rapid alert, as the case may be. EIC may make the necessary recommendation to the foreign health authority through half yearly dossiers.

The EIA concerned shall reduce the number of monitoring visits to once in a month, provided at least four fortnightly monitoring visits have been carried out since 'On alert' was imposed. It may be noted that the unit shall continue to be 'On alert' even if recommendation to foreign health authority as above is made, if any, and revocation of 'On alert' would be considered only after ten consecutive consignments have passed and monitoring/supervisory visits during the period are satisfactory. The 'On alert' imposed on the unit shall be revoked only after the approval of the Director (I&QC).

**18.9** However, if any of the above points are unsatisfactory,

i.e. (i) The consignment, if brought back, is on testing found to be contaminated /defective

(ii) The assessment report indicates unsatisfactory hygienic conditions in the unit;

(iii) Samples drawn during assessment visit fail;

(a) Production and export to all countries shall be stopped till causes of contamination are properly identified and appropriate corrective actions are taken to prevent recurrence.

(b) Processor to show cause within ten days why the approval granted to the establishment may not be withdrawn in the light of the complaint and the findings.

**18.9.1** Once the processor informs the EIA that corrective actions have been carried out, verification, of the corrective actions, shall be carried out by the EIA. The processor may be allowed to resume production for export only after satisfactory on-site verification of the rectifications of the deficiencies and approval of the Director (I&QC).

**18.9.2** If the Competent Authority is not satisfied with the reply of the processor as above, or

with the corrective action taken and verified as above, the approval granted to the establishment may be withdrawn.

**18.9.3** After resumption of production, an officer, not below the rank of Technical Officer shall be deputed to such units for a minimum period of ten days extendable up to thirty days for continuous monitoring of the enforcement of various standards relating to the quality control, food hygiene and food safety. The cost of such deputation of EIA officers shall be charged to the units as per clause No. 17 (if working is more than one shift, all shifts should be covered at random).

**Note:** *Superintendence as described above will be waived off in case of rejections due to residues, if the unit can prove that the rejection is not due to a cause identified in the processing unit.*

**18.9.4** After resumption of production, the next ten consecutive consignments shall be inspected by the EIA concerned. The consignment wise inspection shall be carried out till such time the ten consecutive consignments are cleared satisfactorily. The Cost of testing shall be borne by the processor. Based on the satisfactory test results, EIA shall allow the consignment produced by the establishment for export. The samples shall be drawn as per the sampling scale as per clause No. 9.1.9(x).

**18.9.5** The unit shall be taken off from the "ON ALERT" list only after monitoring as per 18.9.3 and testing of consignments are found satisfactory.

**Note:** In specific cases, if decided by the Competent Authority, there may be deviation in the above procedure.

## 19 Appeal

**19.1** Any person aggrieved by:

a) decision of the competent authority not to accord approval to the establishments as per sub-rule 15 of rule 4 of Notification No. S.O. 1378(E) dated 30.12.2002;

b) refusal of the competent authority to issue health/veterinary certificate as per Rule 5 of the said Notification; and

c) decision of the competent authority to withdraw approval as per Rule 7 of the said Notification may prefer an appeal within ten days of receipt of such communication to an Appellate authority appointed from time to time by the Central Government.

**19.2** The Appellate authority shall consist five members appointed for the purpose by the central government.

**19.3** At least two-thirds of the total membership of the Appellate Authority shall consist of non-officials.

**19.4** The quorum for any meeting of the Appellate Authority shall be three.

**19.5** The Appellate authority shall endeavour to dispose off the appeal within thirty days of its receipt.

## 20 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

(Fresh poultry meat and poultry meat products Processing Establishments)

From

To

Export Inspection Agency-_____

Sir,

Please carry out the assessment of our establishment as required under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 for approval to process fresh poultry meat and poultry meat products for export to all countries including European Union/Non-EU countries.

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

We undertake that our establishment meets the requirements stipulated in Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 and also the other requirements specified by EIC from time to time.

Please find enclosed herewith a Demand Draft bearing No…….dated…….for Rs……...drawn in favour of towards payable at the application fee.

| **Section-I : Information** | | |
|---|---|---|
| **A** | **General** | |
| 1 | Name and address of the establishment seeking approval (Give Contact Numbers and E-mail, if any) | |
| 2 | Name and Addressed of the Registered office of the establishment(Give Contact Numbers and E-mail, if any) | |
| 3 | Name of the Chief Executive (MD/Mg. Partner/Proprietor) (Give Contact Numbers and E-mail, if any) | |
| 4 | Is the processing plant owned or leased by the applicant | Owned/leased |
| 5 | If leased, name of the plant owner, plant name and address | |
| 6 | Month and Year of Construction | |
| 7 | Month and Year of last major alterations | |
| 8 | Month and Year of Commercial Production | |
| 9 | Approval requested for export to (Countries) | All countries including European Union / Countries other than EU. |
| 10 | Scope of approval. Give Name(s) of the product(s). | |
| 11 | Additional activities, if any, in the same premise and other than the products mentioned at 1.10 | |
| 12 | Annual production during the previous year<br>(a) Fresh poultry meat and poultry meat products (Within the scope of approval)<br>(b) Others (specify) | |

| | | | | |
|---|---|---|---|---|
| 13 | Total exports during the last one year<br>Financial Year<br>Destinations (Countries)<br>Quantity in Metric Tons<br>FOB Value in Rupees in Lakhs. | | | |
| 14 | Whether all year production or seasonal production | | | |
| 15 | Give number of working hours and shifts per day | | | |
| 16 | Give number of working days per week. Specify weekly holiday | | | |
| **B** | **Information on Structure of the Establishment** | | | |
| 17 | Give the number of slaughterhouses for poultry. | | | |
| 18 | Whether the slaughterhouses for poultry are integrated to the main establishment? | | | |
| 19 | Is there any separate slaughterhouse away from the unit? If yes, give location, address, distance from the establishment, capacity and storage facilities. | | | |
| 20 | If integrated, whether the slaughtering facilities, well separated from other sections? | | | |
| 21 | Does the establishment have separate room/section for removing and processing poultry waste and other wastes? | | | |
| 22 | Whether the unit has facilities for automatic cleaning of carcase immediately after slaughtering? | | | |
| 23 | Is there any chill room / chill storage for storage of fresh poultry meat and poultry meat products for intermediate storage? Give numbers and storage temperatures | | | |
| 24 | Whether the unit have freezing facility to reduce the temperature of the fresh poultry meat and poultry meat products below -18 ºC? If yes, specify method and capacity of freezing. | | | |
| 25 | Whether the unit have other facility to preserve poultry meat and poultry meat products by heat treatment, marinating, smoking, etc.? If yes, specify method and capacity. | | | |
| 26 | Whether there is packing room for every fresh poultry meat and poultry meat products separate from processing activities and storage? | | | |
| 27 | Is there adequate integrated storage facility for finished fresh poultry meat and poultry meat products? Give details like type of storage, purpose, number of storages and capacity of storage. | | | |
| 28 | Give details like Numbers, type, capacities and registration numbers of vehicles of the establishment of its own for transportation of raw material and finished products | Numbers | Capacity | Reg. No. |
| | (a) Refrigerated Vehicle | | | |
| | (b) Insulated Vehicles | | | |
| | (c) Non-insulated Vehicles | | | |
| 29 | Does the establishment hire outside vehicles? If yes, Give details as above. | | | |
| **C** | **Information about personnel** | | | |

| | | |
|---|---|---|
| 30 | Give the number of EIA approved veterinarian s and other veterinarians available in the establishment. Enclose the list of veterinarians along with designation, qualification, experience and responsibilities. | |
| 31 | Give name, designation, qualifications and experience of the personnel qualified and responsible for developing, implementing and maintaining HACCP-based procedures. | |
| 32 | Give name, designation, qualifications and experience of the veterinarian(s) and veterinarian(s) supervising the processing and other related operations | |
| 33 | Give name, designation, qualifications and experience of the qualified personnel, conducting microbiological and chemical analysis | |
| 34 | Give number of supervisors apart from the above, responsible for processing and handling of food products and maintenance of sanitation and hygiene in the establishment separately. | |
| 35 | Give number of male workers in the processing establishment in each shift and at slaughtering facilities, if separate. | |
| 36 | Give number of female workers in the processing establishment in each shift and at slaughtering facilities, if separate. | |
| **SECTION-II: PRIMARY PRODUCTION AND RAW MATERIAL** | | |
| **A** | **Hygiene Provisions and record keeping in Poultry Production and handling** | |
| 1 | Give region-wise details of the identified poultry farms like name, address, capacity, and distance from the processing establishment, etc. (separate list may be attached) along with location map showing route and distance from the processing establishment. | |
| 2 | Are these under supervision/controls of the unit to ensure the wholesomeness of the poultry procured? Specify. | |
| 3 | Are there controls to ensure good farming practices and good veterinary practices? | |
| 4 | Are there adequate measures to protect poultry production against any contamination? | |
| 5 | Are there adequate measures to control hazards and contamination arising from the air, soil, water, feed, fertilizers, veterinary medicinal products and biocides and the storage, handling and disposal of waste in poultry production and associated operations? | |
| 6 | Are there controls to prevent use of prohibited antibiotics/pharmacological substances and Chemicals? | |
| 7 | Are there adequate measures relating to animal health and welfare that have implications for human health, including programmes for the monitoring and control of zoonoses and zoonotic agents in poultry production and associated operations? | |
| 8 | Is there cleaning and where necessary, disinfecting of facilities used in connection with poultry production and associated operations, including facilities used to store and handle feed? | |
| 9 | Is there cleaning and where necessary, disinfecting of equipment, containers, crates, vehicles and vessels? | |
| 10 | Is the water used potable or clean, where necessary, to prevent | |

| | | |
|---|---|---|
| | contamination? | |
| 11 | Is cleanliness of the birds going to slaughterhouse ensured? | |
| 12 | Are the personnel trained on health risks and the personnel, handling foodstuff in good health? | |
| 13 | Is there prevention of animals and pests from causing contamination? | |
| 14 | Is the waste and hazardous material handled and stored properly to prevent contamination? | |
| 15 | Is there prevention of the introduction and spreading of contagious diseases transmissible to humans through food, including taking precautionary measures when introducing new birds and reporting suspected outbreaks of such diseases to the competent authority | |
| 16 | Are the samples (feed, water, tissue, etc.) drawn for relevant analyses that have importance to human health and records maintained? | |
| 17 | Are there appropriate actions on account of the results of any relevant analysis carried out on samples taken from the birds or other samples that have importance to human health | |
| 18 | Is there correct use of feed additives and veterinary medicinal products? | |
| 19 | Is there appropriate remedial action when informed of problems identified during official controls | |
| 20 | Specify the mode of transport of poultry from the farms | |
| 21 | Are there records relating to measures put in place to control hazards in an appropriate manner? | |
| 22 | Are there records of nature and origin of feed fed to the birds? | |
| 23 | Are there records of veterinary medicinal products or other treatments administered to the birds, dates of administration and withdrawal periods? | |
| 24 | Are there records of any analysis carried out on samples taken for diagnostic purpose, which may affect the safety of fresh poultry meat and poultry meat products for human consumption? | |
| 25 | Are there records of other relevant reports on checks carried out on the poultry? | |
| 26 | Are there records for the health attestations or food chain information? | |
| 27 | Are there records of the details of employees such as veterinarians and farm technicians, assisting in poultry production? | |
| **B** | **Other Food Ingredients/additives/preservatives** | |
| 28 | Specify the raw material controls exercised by the unit | |
| 29 | Specify the additives/ preservatives used by the unit (separate list to be enclosed) | |
| 30 | Whether the additives/preservatives are of food grade quality, acceptable to importing country? | |
| **SECTION-III: GENERAL HYGIENE REQUIREMENTS** | | |
| **A** | **General requirements for premises and infrastructure** | |

| | | |
|---|---|---|
| 1. | Premises | |
| (a) | Are the premises kept clean and maintained in good repair and condition? | |
| (b) | Does it have defined curtilage? | |
| (c) | Are all roads in the premises concreted / tarred or turfed to prevent wind blown dust? | |
| (d) | Is it free from swamps, stagnated water, dumps, rodent harbourage, other animals, etc. inside the premise? | |
| (e) | Is the surrounding free from objectionable odours, smokes, dust and other contaminants? | |
| 2 | Layout, design, construction, location and size of food premises: | |
| (a) | Does it permit adequate maintenance, cleaning and/or disinfecting, avoid or minimize air-borne contamination and provide adequate working space to allow for the hygienic performance of all operations? | |
| (b) | Does it protect against the accumulation of dirt, contact with toxic materials, the shedding of particles into food and the formation of condensation or undesirable mould on surfaces | |
| (c) | Does it permit good food hygiene practices, including protection against contamination and, in particular, pest control | |
| (d) | Where necessary, does it provide suitable temperature-controlled handling and storage conditions of sufficient capacity for maintaining food at appropriate temperatures and designed to allow those temperatures to be monitored and, where necessary, recorded. | |
| (e) | Are the chill rooms/storages of adequate size with mechanical refrigeration system to maintain temperature at the required level (0°c to 4°c)? | |
| (f) | Are the cold storages having suitable refrigeration system to maintain the product temperature below -18°C? | |
| (g) | Do the layout of different sections facilitate smooth and orderly flow of work and to prevent possible cross contamination and backtracking? | |
| (h) | Are there separate stores for wet and dry items and separate lockable store for the chemicals/ disinfectants? | |
| (i) | Are there packing material stores of adequate size with adequate facilities to prevent contamination? | |
| (j) | Does the building provide sufficient protection against the entry and harborage of rodent, insects, birds, other animals, etc.? | |
| (k) | Are the non–operative areas, if any, inside the establishment properly maintained to avoid possible cross- contamination | |
| (l) | Is it kept clean and maintained in good repair and condition? | |
| 3. | Lavatories | |
| | Are there an adequate number of flush lavatories available and connected to an effective drainage system? | |
| | Are the lavatories opened directly into rooms in which food is | |

| | | |
|---|---|---|
| | handled? | |
| 4 | Washing facilities: | |
| (a) | Are there an adequate number of washbasins available, suitably located and designated for cleaning hands at all entry points and in food handling areas? | |
| (b) | Are the washbasins for cleaning hands provided with hot and cold running water, materials for cleaning hands like detergent, disinfectant, etc. and for hygienic drying e.g. single use towels? | |
| (c) | Are the facilities for washing food separate from the hand-washing facility? | |
| (d) | Are there feet disinfection facilities like foot dip provide, wherever applicable? | |
| (e) | Are the washbasins provided with foot operable taps or non-hand operable taps? | |
| (f) | Are the materials like liquid soaps, disinfectants, nailbrushes, single use towels / hand dryers etc. provided in sufficient quantities at all hand washbasins? | |
| (g) | Are foot-operable waste bins provided for collecting used towels at all hand cleaning facilities? | |
| 5 | Ventilation: | |
| (a) | Is there suitable and sufficient means of natural or mechanical ventilation? | |
| (b) | Is the mechanical airflow from a clean area to a contaminated area? | |
| (c) | Are the ventilation systems constructed as to enable filters and other parts requiring cleaning or replacement, readily accessible? | |
| (d) | Are mechanical ventilation/ exhaust fans provided in areas were stagnation of air, condensation of fluid etc. are present? | |
| 6 | Do the sanitary conveniences have adequate natural or mechanical ventilation? | |
| 7 | Do the premises have adequate natural and/or artificial lighting? | |
| 8 | Drainage facilities | |
| (a) | Are they adequate for the purpose intended? | |
| (b) | Are they designed and constructed to avoid the risk of contamination. | |
| (c) | Where drainage channels are fully or partially open, are they designed as to ensure that waste does not flow from a contaminated area towards or into a clean area, in particular an area where foods likely to present a high risk to the final consumer are handled? | |
| (d) | Is the open end of the drainage protected against the entry of rodents? | |
| (e) | Are the drains of adequate size having sufficient slope for easy cleaning? | |
| 9. | Change room facilities | |
| (a) | Are adequate separate changing facilities (change room and | |

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| | facilities therein), where necessary, provided for personnel handling raw material, unprocessed products and processed products? | |
| (b) | Is there separate facility for male and female workers? | |
| (c) | Whether changing room facility is integrated into the plant layout properly? | |
| (d) | Does the changing room have self closing doors, smooth walls and floors and adequate hand washbasins with soaps, disposable towels, nail brushes and non-hand operable taps? | |
| (e) | Whether there is arrangement for | |
| (i) | Change of footwear | |
| (ii) | Keeping street clothes separately | |
| (iii) | Lockable cupboards | |
| (iv) | Collection of soiled working clothes | |
| (v) | Gumboots | |
| (vi) | Headgear and wherever necessary gloves/ mouth cover | |
| (f) | Is there suitable in-house arrangement to launder the working clothes of the workers? | |
| 10 | Are the cleaning agents and disinfectants stored away from the areas where food is handled? | |
| **B** | **Specific requirements in rooms where foodstuffs are prepared, treated or processed** | |
| 11 | Design and layout to permit good food hygiene practices, including protection against contamination between and during operations | |
| (a) | <u>Floor</u> | |
| (i) | Are the surfaces maintained in a sound condition and easy to clean and, where necessary, to disinfect? | |
| (ii) | Is it of impervious, non-absorbent, washable and non-toxic materials or appropriate to prevent contamination? | |
| (iii) | Do they allow adequate surface drainage? | |
| (b) | <u>Walls</u> | |
| (i) | Are the surfaces maintained in a sound condition and are easy to clean and, where necessary, to disinfect? | |
| (ii) | Is it of impervious, non-absorbent, washable and non-toxic materials or appropriate to prevent contamination and have a smooth surface up to a height appropriate for the operations? | |
| (iii) | Are the wall to floor and wall-to-wall junctions smooth and curved to facilitate easy cleaning | |
| (iv) | Are the walls smooth free from projections and the entire fitting on the wall made in such a way so as to clean and disinfect them easily? | |
| (v) | Are the electric switches or other fittings fixed in other areas where no handling of fresh poultry meat and poultry meat products is carried out? | |

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| (c) | Ceiling (or, where there are no ceilings, the interior surface of the roof) | |
| (i) | Are the ceilings and overhead fixtures constructed and finished so as to prevent the accumulation of dirt and to reduce condensation, the growth of undesirable mould and the shedding of particles? | |
| (ii) | If structural elements or fittings are suspended below the ceiling, is suitable protection given to prevent falling of debris, dust or droppings? | |
| (d) | Windows, ventilators and other openings | |
| (i) | Are they constructed to prevent the accumulation of dirt? | |
| (ii) | Are those, which can be opened to the outside environment, here necessary, fitted with insect-proof screens, which can be easily removed for cleaning? | |
| (iii) | Are, where open windows would result in contamination, kept closed and fixed during production? | |
| (iv) | Are windowsills, if any, have slope inwards?. | |
| (v) | Are the windows/ ventilators constructed at least one meter above the floor? | |
| (e) | Doors | |
| (i) | Are they easy to clean and, where necessary, to disinfect? | |
| (ii) | Are they have smooth and non-absorbent surfaces or surfaces appropriate to prevent contamination? | |
| (iii) | Are all the doors having tight fittings? | |
| (iv) | Are they of self-closing type? | |
| (f) | Surfaces (including surfaces of equipment) | |
| (i) | Are, in areas where food is handled and in particular those in contact with food maintained in a sound condition and are easy to clean and, where necessary, to disinfect? | |
| (ii) | Are these smooth, washable corrosion-resistant and non-toxic materials or appropriate to prevent contamination | |
| 12 | Equipment cleaning facilities | |
| (i) | Are adequate facilities provided, where necessary, for the leaning, disinfecting and storage of working utensils and equipment? | |
| (ii) | Are these facilities constructed of corrosion-resistant materials, easy to clean and do they have an adequate supply of hot potable water at 820c and cold potable water? | |
| 13 | Food washing facility | |
| (i) | Is adequate provision made, where necessary, for washing carcase and other poultry meat parts? | |
| (ii) | Do the every food washing facility provided have an adequate supply of chilled potable water and kept clean and, where necessary, disinfected? | |
| **C** | **Transport** | |
| 14 | Are the conveyances and/or containers used for transporting | |

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| | poultry/food kept clean and maintained in good repair and condition to protect food from contamination and are, where necessary, designed and constructed to permit adequate cleaning and/or disinfection? | |
| 15 | Are the receptacles in vehicles and/or containers used for transporting anything other than food where it may result in contamination? | |
| 16 | Are the conveyances and/or containers, where used for transporting anything in addition to food or for transporting different foodstuffs at the same time, has effective product separation? | |
| 17 | Are the foodstuffs transported in receptacles and/or containers reserved for the transport of foodstuffs? Are such containers marked in a clearly visible and indelible fashion, to show that they are used for the transport of foodstuffs, or marked 'for foodstuffs only'? | |
| 18 | Is there effective cleaning between loads to avoid the risk of contamination? | |
| 19 | Are foodstuffs in conveyances and/or containers, so placed and protected as to minimize the risk of contamination? | |
| 20 | Where necessary, conveyances and/or containers capable of maintaining foodstuffs at appropriate temperatures and allow those temperatures to be monitored? | |
| **D** | **Equipment requirements** | |
| 21 | Are all the articles, fittings and equipment with which food comes into contact | |
| (i) | Effectively cleaned and, where necessary, disinfected at a frequency sufficient to avoid any risk of contamination? | |
| (ii) | Constructed, of such materials and kept in such good order, repair and condition as to minimize any risk of contamination? | |
| (iii) | with the exception of non-returnable containers and packaging, constructed, of such materials and kept in such good order, repair and condition as to enable them to keep clean and, where necessary, disinfected? | |
| (iv) | so constructed of such materials and kept in such good order, repair and condition as to enable them to be kept clean and, where necessary, to be disinfected with the exception of non-returnable containers and packaging? | |
| (v) | installed in such a manner that does allow adequate cleaning of the equipment and the surrounding area? | |
| (vi) | made of non-corrodible material and be smooth without cracks and crevices and easy to clean and disinfect? | |
| (vii) | food contact surfaces have smooth surface made of non-corrodible material? | |
| 22 (i) | Is equipment, where necessary, fitted with an appropriate control device such as time, temperature, pressure, flow rate, etc. ? | |
| (ii) | Are the process control equipment and devices calibrated at regular intervals? | |

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| 23 | | Are the chemical additives, where have to be used to prevent corrosion of equipment and containers, used in accordance with good practice? | |
| 24 | | Is any equipment or facility made of wood used in the establishment, except inside the cold storage? | |
| **E** | | **Food waste** | |
| 25 | | Are the food waste, non-edible by-products and other refuse removed as quickly as possible from rooms where food is present so as to avoid their accumulation? | |
| 26 | | Are the food waste, non-edible by-products and other refuse deposited in closable containers or any other appropriate container, e.g. foot operable, to prevent contamination? | |
| 27 | | Are the containers of an appropriate construction, kept in sound condition, easy to clean and, where necessary, to disinfect? | |
| 28 | | Is there adequate provision made for the storage and disposal of food waste, non-edible by-products and other refuse? | |
| 29 | | Are the refuse stores are designed and managed in such a way as to enable them to keep clean and, where necessary, free of animals and pests? | |
| 30 | | Is all the waste eliminated in a hygienic and environmentally friendly way in accordance with state pollution control board's consent and does not constitute a direct or indirect source of contamination? | |
| **F** | | **Water supply and Ice** | |
| 31 | (i) | Is there an adequate supply of potable water, which is to be used whenever necessary to ensure that foodstuffs are not contaminated? | |
| | (ii) | Is the water tested as per 98/83/EC or IS:4251 for potability, as applicable? | |
| | (iii) | Is the water treated)? What is the method of treatment? | |
| 32 | (i) | Is the non-potable water circulated in a separate duly identified system, where it is used for fire control, steam production, refrigeration and other similar purposes? | |
| | (ii) | Is the non-potable water connects with, or allows reflux into, potable water systems? | |
| 33 | (i) | Is the recycled water used, if any, in processing or as an ingredient presents a risk of contamination? | |
| | (ii) | Is it of the same standard as potable water, acceptable to the competent authority and will not affect wholesomeness of the foodstuff in its finished form? | |
| 34 | (i) | Is ice which comes into contact with food or which may contaminate food made from potable water, if used? | |
| | (ii) | Is it made, handled and stored under conditions that protect it from contamination and verified same by laboratory tests? | |
| 35 | | Is the steam used directly in contact with food likely to contain substance that presents a hazard to health or likely to contaminate the food? | |

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| 36 | Where heat treatment is applied to foodstuffs in hermetically sealed containers, is it ensured that water used to cool the containers after heat treatment is not a source of contamination for the foodstuff? | |
| 37 | Is there documented water management system? Are the outlets identified and serially numbered in the plumbing layout diagram? | |
| 38 | Is water storage tank easily cleanable and protected from outside contamination? State frequency of cleaning water tanks. | |
| 39 | Is there appropriate measure to prevent contamination through back suction? | |
| **G** | **Personal hygiene** | |
| 40 | Is every person working in a food-handling area maintaining a high degree of personal cleanliness and wearing suitable, clean and, where necessary, protective clothing? | |
| 41 | Is person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhoea, permitted to handle food or enter any food-handling area in any capacity, if there is any likelihood of direct or indirect contamination? | |
| 42 | Does any person so affected and employed in the establishment and who is likely to come into contact with food report immediately the illness or symptoms, and if possible their causes, to the processing establishment? | |
| 43 | Are all employees in the establishment and poultry farms undergone medical examination periodically by an approved medical officer stating they are fit to handle food products? | |
| 44 | Are prophylactic injections administered to the employees and record maintained thereof? | |
| 45 | Are the employees medically examined after each absence due to illness and notification of communicable diseases in their homes? | |
| 46 | Are individual health cards maintained for all employees? | |
| **H** | **Provisions applicable to foodstuffs** | |
| 47 | Does the establishment accept raw materials or ingredients, other than food, or any other material used in processing products, even though they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the establishment applies normal hygienic sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption? | |
| 48 | Are the raw materials and all ingredients stored in the premises kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination? | |
| 49 | At all stages of production, processing and distribution, is the food protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state? | |
| 50 | Vermin control | |

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| (i) | Are adequate documented procedures in place to control pests? | |
| (ii) | Whether bait map showing serially numbered bait stations provided? | |
| (iii) | Are adequate procedures in place to prevent domestic animals from having access to places where food is prepared, handled or stored? | |
| 51 | Cold chain and temperature maintenance | |
| (i) | Are the raw materials, food ingredients, intermediate products and finished products likely to support the reproduction of pathogenic microorganisms or the formation of toxins, kept at temperatures thatmight result in a risk to health? | |
| (ii) | Is the cold chain maintained? | |
| 52 (i) | Does the establishment have suitable rooms for manufacturing, handling and wrapping processed foodstuffs, large enough for separate storage of raw materials from processed material and sufficient separate refrigerated storage? | |
| (ii) | The material shall be kept on cleanable pallets other than wood, properly covered away from the walls. There shall be enough space for a person to walk around | |
| (iii) | Pest and rodent control measures shall also extend to the storerooms | |
| 53 | Are the foodstuffs, where held or served at chilled temperatures, cooled as quickly as possible following the heat-processing stage or final preparation stage when no heat process is applied, to a temperature, which does not result in a risk to health? | |
| 54 | Thawing | |
| (i) | Is the thawing of foodstuffs undertaken in such a way as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins in the foods? | |
| (ii) | During thawing, are the foods subjected to temperatures that would result in a risk to health? | |
| (iii) | Is the run-off liquid from the thawing process, which may present a risk to health, drained adequately? | |
| (iv) | Following thawing, is the food handled in such a manner as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins? | |
| 55 | Are hazardous and/or inedible substances adequately labelled and stored in separate and secure containers? | |
| **J** | **Wrapping and packaging of foodstuffs** | |
| 56 | Is the material used for wrapping and packaging a source of contamination? | |
| 57 | Are the wrappings and packing materials stored in such a manner that they are exposed to a risk of contamination? | |
| 58 | Are wrapping and packaging operations carried out so as to avoid contamination of the products? (Where appropriate and in particular in the case of cans and glass jars, the integrity of the container's construction and its cleanliness must be assured.) | |

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| 59 | Is the wrapping and packaging material re-used for foodstuffs easy to clean and, where necessary, to disinfect? | |
| **K** | **Heat treatment** | |
| (i) | Does the heat treatment process used to process an unprocessed product or to process further a processed product: | |
| (ii) | raise every particle of the product treated to a given temperature for a given period of time? | |
| (iii) | prevent the product from becoming contaminated during the process? | |
| 61 (i) | Does the process employed achieve the desired objectives? | |
| (ii) | Are the main relevant parameters (particularly temperature, pressure, sealing and microbiology), checked regularly including by the use of automatic devices? | |
| 62 | Does the process used conform to an internationally recognized standard (for example, cooking, freezing, sterilization,, etc.)? | |
| **L** | **Maintenance** | |
| 63 | Is there appropriate maintenance schedule for maintaining infrastructure and equipment facilities and records thereof? | |
| 64 | Whether all equipment labelled and marked? | |
| **M** | **Training** | |
| 65 | Are the food handlers supervised and instructed and/or trained in food hygiene matters commensurate with their work activity? | |
| 66 | Have the persons those responsible for the development and maintenance of the procedure for the operation of relevant guides received adequate training in the application of the HACCP principles? | |
| 67 | Are the persons those responsible for compliance with the requirements of national law trained? | |
| **N** | **Testing facility** | |
| 68 | Is there in-house testing facility for analysis of raw materials, in-process samples, finished products, hygiene and sanitation control samples, etc.? | |
| 69 | Are the analysts qualified to carry out the relevant tests? | |
| **SECTION-IV: REQUIREMENTS CONCERNING POULTRY AND POULTRY MEAT PRODUCTS** | | |
| **A** | **Application of the Identification Mark** | |
| 1 | Is the Identification mark and details of the approved establishment applied before the product leaves the establishment? | |
| 2 | Is the mark indicate the traceability for procurement of poultry, address of the establishment and the consigner details? | |
| **B** | **Form of the Identification Mark** | |
| 3 | Are marks legible and indelible, and the characters easily decipherable? Is It clearly displayed for the competent authorities? | |
| 4 | Does the mark indicate the name of the country in which the establishment is located? | |

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| **C** | **Method of Marking** | |
| 5 | Is the mark applied directly to the product, the wrapping or the packaging, or printed on a label affixed to the product, the wrapping or the packaging depending on the presentation of different products of animal origin? | |
| 6 | Is the mark an irremovable tag of resistant material? | |
| **D** | **HACCP-based Procedures (Hazard analysis and critical control points)** | |
| 7 | Are the HACCP principles in place, implemented and maintained? | |
| 8 | The HACCP principles | |
| (i) | Are the hazards, if any, need to be prevented, eliminated or reduced to acceptable levels identified appropriately? | |
| (ii) | Are the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels identified appropriately? | |
| (iii) | Are the critical limits at critical control points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards established appropriately? | |
| (iv) | Are the monitoring procedures at critical control points established and implemented effectively? | |
| (v) | Are the corrective actions when monitoring indicates that a critical control point is not under control established? | |
| (vi) | Are the procedures, which need to be carried out regularly, to verify that the measures outlined in (a) to (e) above are working effectively, established? | |
| (vii) | Are the documents and records commensurate with the nature and size of the food business to demonstrate the effective application of the measures outlined in (a) to (f) above established? | |
| 9 | Are the procedure reviewed when any modification is made in the product, process, or any step to make the necessary changes to it? | |
| 10 | Is the evidence of compliance with HACCP principles furnished to the competent authority? | |
| 11 | Are the documents up-to-date at all times? | |
| 12 | Are the documents and records retained for an appropriate period? | |
| 13 | <u>Traceability of poultry procurement:</u><br>Do the procedures guarantee that each lot of poultry accepted onto premises: | |
| (a) | is properly identified? | |
| (b) | is accompanied by the relevant information from the holding of provenance controlled / supervised by the processing establishment? | |
| (c) | come from a holding or an area subject to a movement prohibition or other restriction for reasons of animal or public health, except when the competent authority so permits? | |

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| (d) | is clean? | |
| (e) | is fit for consumption, as far as the food business operator can judge? | |
| (f) | is in a satisfactory state? | |
| 14 | In the event of failure to comply with any of the requirements listed under point 13 (a to f) above, is it notified to the approved veterinarian and took appropriate measures? | |
| **S)** | **Food Chain Information/ Health attestation** | |
| 15 | Does the processing establishment accept poultry with health attestation from veterinarian? | |
| 16 | If not, does the processing establishment accept poultry with relevant food safety information, contained in the records kept at the holding of provenance, such as; | |
| (i) | the status of the holding of provenance or the regional animal health status? | |
| (ii) | the health status of poultry supplied to the establishment? | |
| (iii) | veterinary medicinal products or other treatments administered to the animals within a relevant period and with a withdrawal period greater than zero, together with their dates of administration and withdrawal periods? | |
| (iv) | the occurrence of diseases that may affect the safety of fresh poultry meat and poultry meat products? | |
| (v) | the results, if they are relevant to the protection of public health, of any analysis carried out on samples taken from the birds or other samples taken to diagnose diseases that may affect the safety of fresh poultry meat and poultry meat products, including samples taken in the framework of the monitoring and control of zoonoses and residues? | |
| (vi) | relevant reports about previous ante -and post-mortem inspections of birds from the same holding of provenance including, in particular, reports from the veterinarian? | |
| (vii) | production data, when this might indicate the presence of disease? | |
| (viii) | the name and address of the veterinarian attending the holding of provenance? | |
| 17 | If any lot of poultry arrives at the processing establishment without food chain information, is it notified to the approved veterinarian immediately? | |
| 18 | Are the poultry processed with the permission of the approved veterinarian? | |
| **SECTION-V: SPECIFIC REQUIREMENTS** | | |
| 1 | Are the poultry handled carefully without causing unnecessary distress, during collection and transport? | |
| 2 | Are the poultry showing symptoms of disease or originating in flocks known to be contaminated with agents of public health importance transported to the slaughterhouse? | |
| 3 | Are the crates for delivering poultry to the slaughterhouse and modules, where used, made of non-corrodible material? | |
| 4 | Are the crates or modules easy to clean and disinfect. | |

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| 5 | Are all the equipment used for collecting and delivering live poultry cleaned, washed and disinfected immediately after emptying and, if necessary, before re-use? | |
| **B-1. Requirements for slaughterhouses** | | |
| 6 | Does the unit have a room or covered space for the reception of the poultry and for their inspection before slaughter? | |
| 7 | Does the unit have a sufficient number of rooms, appropriate to the operations being carried out? | |
| 8 | Does the unit have a separate room for evisceration and further dressing, including the addition of seasonings to whole poultry carcases? | |
| 9 | Are there separate sections to carry out stunning and bleeding, plucking or skinning, and any scalding, dispatching meat, etc.? | |
| 10 | Do the unit installations that prevent contact between the meat and floors, walls or fixtures? | |
| 11 | Does the unit have more than one line? Are they adequately separated to prevent cross-contamination? | |
| 12 | Does the unit have lockable facilities for the refrigerated storage of detained meat and separate lockable facilities for the storage of meat declared unfit for human consumption? | |
| 13 | Does the unit have an adequately equipped lockable facility or, where needed, room for the exclusive use of the veterinary service? | |
| **B-2. Hygiene** | | |
| 14 | Whether only live birds are slaughtered? | |
| 15 | Whether any dead birds, delayed eviscerated poultry and poultry reared for the production of 'foie gras' brought to the slaughterhouse? | |
| 16 | Whether ante-mortem inspection is carried out under suitable conditions? | |
| 17 | Whether the poultry brought into the slaughter room slaughtered immediately? | |
| 18 | Is stunning, bleeding, skinning or plucking, evisceration and other dressing carried out immediately in such a way to avoid contamination of the meat? | |
| 19 | Whether post-mortem inspection is carried out under suitable conditions? | |
| 20 | Whether waste, in edible parts, viscera, etc. removed out immediately from the establishment? | |
| 21 | Are the slaughtered poultry cleaned and chilled to not more than $4^0$C, immediately after inspection and evisceration? | |
| 22 | Is appropriate quantity of chilled water by taking in to account carcase weight, volume and direction of water flow and chilling time,is used? | |
| 23 | Are the equipment entirely emptied, cleaned and disinfected, whenever necessary and at least once a day? | |
| **C-1 Requirements for cutting plant** | | |
| 24 | Is the meat mechanically separated? | |
| 25 | Is it well separated from the slaughtering facility and has adequate facilities to prevent cross contamination, storage of packaged and unpackaged foods, etc.? | |
| **C-2 Hygiene** | | |
| 26 | What is the temperature of the meat and room maintained during cutting, boning, trimming, slicing, dicing, wrapping and packaging? | |

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| 27 | What is the chilling temperature after cutting operation? | |
| **D- Analytical tests** | | |
| 28 | Are the poultry meat products tested for food safety criteria before despatch? | |
| 29 | Is the fresh poultry meat and poultry meat products conform to the microbiological, chemical, residues, animal diseases, etc. parameters? | |
| 30 | Is the calcium content of Mechanically separated meat (MSM) checked in fresh meat as determined by a standard international method? | |
| 31 | What is the calcium content in the fresh Mechanically separated meat (MSM)? | |

**Section-VI: Any other relevant information:**

Yours faithfully,

Signature
Name
Designation

Place :
Date :

Company Seal

*Checklist of enclosures:*

*(1) Prescribed fee in the form of Demand Draft/Cheque*
*(2) HACCP Manual (including Organisational Chart of the establishment, Sanitary Standard Operating Procedures, process flow chart (s) with product description, manufacturing details in each step, Self-Residue Monitoring Plan.)*
*(3) Self Attested copy of Potability certificate for water (Directive 98/83/EC or IS:4251, as applicable)*
*(4) Location and Layout plan of the establishment (site plan and building plan), showing all infrastructure and equipment facilities*
*(5) Layout showing the process/product flow, personnel flow, water flow (Indicating serially numbered water taps) and effluent flow, in evidence of meeting food safety requirements*
*(6) Bait map showing serially numbered bait stations*
*(7) Self certified Copy of the legal identify of establishment*
*(8) Self certified copy of Lease Deed, if applicable*
*(9) List of identified poultry farms(Region-wise) from which the establishment intend to procure poultry for processing along with details like address, and distance from the processing establishment*
*(10) Bio-data of veterinarian(s)*
*(11) Guarantee and undertaking*
*(12) Self attested copy of the consent letter issued by the State Pollution Control Board.*
*(13) Self attested copy of the order allotting Importer-Exporter Code (IEC) Number.*
*(14) List of additives/ preservatives used in the processing.*

*Note:*

*a) In case where a non-EU approved establishment submits application for the approval to process fresh poultry meat and poultry meat products for exports to the EU countries, the documents, which were submitted earlier, need not be submitted again, if there is no change.*

**Annexure IA**

**Undertaking**

(*To be submitted in duplicate on company's letterhead along with application for approval of processing establishment.)*

Ref. No. : Date:

To

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

Sub: Application for approval processing establishment.

Sir,

With reference to our application ref. No. --------- dated ----------, we hereby undertake the following in respect of the processing of fresh poultry meat and poultry meat products in our establishment.

We handle, process, store and transport fresh poultry meat and poultry meat products under proper hygienic conditions so as to meet the health requirements laid down by the Government of India/Importing Countries.

HACCP system has been established and implemented by us.

We use only approved disinfectants for water at acceptable level to wash, dip or spray the fresh poultry meat and poultry meat products and carry out checks on water in line with EC recommendations (98/83/EC) / or as per IS 4251 (in case of non EU)

Level of additives, where applicable, is monitored in accordance with the requirements of the importing country.

Yours faithfully,

Signature of Authorised Signatory
Name :
Designation:
Date :
Place:

*Strike whichever is not applicable.*

**Annexure IB**

**Guarantee**

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

Ref. No. : Date:

To

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

**Sub: Guarantee for approval of processing establishment by EIA**

Sir,

In case, grant of approval to our establishment, we hereby guarantee the following:

HACCP that has been established and implemented by us shall be monitored and maintained continuously through out the food chain.

We will not obtain Health Certificates for our export consignments from authorities other than the Export Inspection Agency- .

We will not use semi-processed or processed fresh poultry meat and poultry meat products coming from an unapproved establishment.

Level of additives, where applicable, is monitored in accordance with the requirements of the importing country.

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 pertaining to production/quality of products 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 scope of approval without prior approval by you.

We will not store the fresh poultry meat and poultry meat products of the other approved establishments in our premises without prior permission from the EIA concerned. We will not store any product of an unapproved establishment.

We will not misuse the CFEs issued to us and will maintain proper records of the same.

You may withdraw the approval granted to our establishment for processing of fresh poultry meat and poultry meat products in case of violation of any of the above guarantees by us.

Signature of the

Place :
Date :

Head of Production (Name and designation)

Place:
Date :

Counter signature of Chief Executive Officer of the approved establishment (Name and designation)

**Annexure IC**

## GENERAL HYGIENE PROVISIONS FOR PRIMARY PRODUCTION AND ASSOCIATED OPERATIONS

The following requirements apply to primary production and the associated operations like the transport, storage and handling of primary products at the place of production.

### I. Hygiene provisions

1. As far as possible, food business operators are to ensure that poultry are protected against contamination, having regard to any processing that poultry will subsequently undergo.
2. Notwithstanding the general duty laid down above, food business operators are to comply with appropriate importing countries and national legislative provisions relating to the control of hazards in primary production and associated operations, including:
    (a) measures to control contamination arising from the air, soil, water, feed, fertilizers, veterinary medicinal products, and biocides and the storage, handling and disposal of waste; and
    (b) measures relating to animal health and welfare that have implications for human health, including programmes for the monitoring and control of zoonoses and zoonotic agents.
3. Food business operators rearing poultry are to take adequate measures, as appropriate:
    (a) to keep any facilities used in connection with primary production and associated operations, including facilities used to store and handle feed, clean and, where necessary after cleaning, to disinfect them in an appropriate manner;
    (b) to keep clean and, where necessary after cleaning, to disinfect, in an appropriate manner, equipment, containers, crates, vehicles and vessels;
    (c) as far as possible to ensure the cleanliness of poultry going to the slaughterhouse;
    (d) to use potable water, or clean water, whenever necessary to prevent contamination;
    (e) to ensure that staff handling foodstuffs are in good health and undergo training on health risks;
    (f) as far as possible to prevent animals and pests from causing contamination;
    (g) to store and handle waste and hazardous substances so as to prevent contamination;
    (h) to prevent the introduction and spread of contagious diseases transmissible to humans through food, including by taking precautionary measures when introducing new animals and reporting suspected outbreaks of such diseases to the competent authority;
    (i) to take account of the results of any relevant analyses carried out on samples taken from animals or other samples that have importance to human health; and
    (j) to use feed additives and veterinary medicinal products correctly, as required
4. Food business operators are to take appropriate remedial action when informed of problems identified during official controls.

### II. Record-keeping

5. Food business operators are to keep and retain records relating to measures put in place to control hazards in an appropriate manner and for an appropriate period, commensurate with the nature and size of the food business. Food business operators are to make relevant information contained in these records available to the competent authority and food business operators on request.

6. Food business operators rearing poultry are, in particular, to keep records on:

(a) the nature and origin of feed fed to the animals;

(b) veterinary medicinal products or other treatments administered to the animals, dates of administration and withdrawal periods;

(c) the occurrence of diseases that may affect the safety of poultry products;

(d) the results of any analyses carried out on samples taken from poultry or other samples taken for diagnostic purposes, that have importance for human health; and

(e) any relevant reports on checks carried out on animals or poultry products

(f) the health attestations for every lot or food chain information

7. The food business operators may be assisted by other persons, such as veterinarians and farm technicians, for the keeping of records.

**III. Recommendations for guides to poultry farms for good hygiene practice**

8. The guides should contain guidance on good hygiene practice for the control of hazards in poultry production and associated operations.

9. Guides to good hygiene practice should include appropriate information on hazards that may arise in rearing of poultry and associated operations and actions to control hazards, including relevant measures set out in importing countries and national legislation. Examples of such hazards and measures may include:

(a) the control of contamination such as mycotoxins, heavy metals and radioactive material;

(b) the use of water, organic waste and fertilizers;

(c) the correct and appropriate use of plant protection products and biocides and their traceability;

(d) the correct and appropriate use of veterinary medicinal products and feed additives and their traceability;

(e) the preparation, storage, use and traceability of feed;

(f) the proper disposal of dead animals, waste and litter;

(g) protective measures to prevent the introduction of contagious diseases transmissible to humans through food, and any obligation to notify the competent authority;

(h) procedures, practices and methods to ensure that food is produced, handled, packed, stored and transported under appropriate hygienic conditions, including effective cleaning and pest-control;

(i) measures relating to the cleanliness of production animals;

(j) measures relating to record keeping.

**Annexure ID**

**REQUIRMENTS FOR APPROVAL OF ESTABLISHMENT FOR PROCESSING FRESH POULTRY MEAT AND POULTRY MEAT PRODUCTS FOR EXPORT**

**Section I**
**GENERAL HYGIENE REQUIREMENTS**

## A. General requirements for food premises

1. Premises

(a) The premises are to be kept clean and maintained in good repair and condition.

(b) It shall have defined curtilage.

(c) All the roads in the premises shall be concreted / tarred or turfed to prevent wind blown dust.

(d) There shall not be any swamps, stagnant water or signs of any rodent harbourage inside the premises.

(e) The surroundings shall be reasonably free from objectionable odours, smokes, dust and other contaminants.

2. The layout, design, construction, siting and size of food premises are to:

(a) permit adequate maintenance, cleaning and/or disinfection, avoid or minimize air-borne contamination, and provide adequate working space to allow for the hygienic performance of all operations;

(b) be such as to protect against the accumulation of dirt, contact with toxic materials, the shedding of particles into food and the formation of condensation or undesirable mould on surfaces;

(c) permit good food hygiene practices, including protection against contamination and, in particular, pest control; and

(d) where necessary, provide suitable temperature-controlled handling and storage conditions of sufficient capacity for maintaining foodstuffs at appropriate temperatures and designed to allow those temperatures to be monitored and, where necessary, recorded.

(e) Chill rooms/storage shall be of adequate size with mechanical refrigeration system to maintain temperature at the required level (0°c to 4°c)

(f) The cold storage shall have suitable refrigeration system to maintain the product temperature below -18°C.

(g) The layout of different sections shall be such as to facilitate smooth and orderly flow of work and to prevent possible cross contamination and backtracking.

(h) There shall be separate stores for wet and dry items and separate lockable store for the chemicals/ disinfectants.

(i) Packing material store shall be of adequate size with adequate facilities to prevent contamination.

(j) All the fresh poultry meat and poultry meat products handling areas shall be separate from areas used for residential purpose.

(k) The building shall provide sufficient protection against the entry and harbourage of rodent, insects, birds, other animals etc.

(l) Non–operative areas inside the establishment shall be properly cordoned off to avoid possible cross-contamination.

3. An adequate number of flush lavatories are to be available and connected to an effective drainage system. Lavatories are not to open directly into rooms in which food is handled.

4. Washing facilities

(a) An adequate number of washbasins are to be available, suitably located and designated for cleaning hands.

(b) Washbasins for cleaning hands are to be provided with hot and cold running water, materials for cleaning hands and for hygienic drying.

(c) Where necessary, the facilities for washing food are to be separate from the hand-washing facility.

(d) Suitable washing and sanitizing facilities for feet and hands shall be provided at the entry points.

(e) The washbasins shall be provided with foot operable taps or non-hand operable taps.

(f) Liquid soaps, disinfectants, nailbrushes, single use towels / hand dryers etc. shall be provided in sufficient quantities at all hand washbasins.

(g) Foot-operable waste bins shall be provided for collecting used towels.

5. Ventilation

(a) There is to be suitable and sufficient means of natural or mechanical ventilation.

(b) Mechanical airflow from a contaminated area to a clean area is to be avoided.

(c) Ventilation systems are to be so constructed as to enable filters and other parts requiring cleaning or replacement to be readily accessible.

(d) Mechanical ventilation/ exhaust fans shall be provided in areas were stagnation of air, condensation of fluid etc. are present

6. Sanitary conveniences are to have adequate natural or mechanical ventilation.

7. Food premises are to have adequate natural and/or artificial lighting.

8. Drainage facilities

(a) They are to be adequate for the purpose intended.

(b) They are to be designed and constructed to avoid the risk of contamination.

(c) Where drainage channels are fully or partially open, they are to be so designed as to ensure that waste does not flow from a contaminated area towards or into a clean area, in particular an area where foods likely to present a high risk to the final consumer are handled.

(d) The open end of the drainage shall be protected against the entry of rodents.

(e) The drains shall be of adequate size having sufficient slope for easy cleaning.

9. Changing facilities

(a) Where necessary, adequate changing facilities for personnel are to be provided.

(b) Adequate number of change rooms for workers shall be provided for high risk and law risk areas separately.

(c) The toilets shall have self-closing doors

(d) There should be adequate hand wash facility

(e) There shall be lockable cupboards and facility for keeping gumboots/footwear, collected soiled clothes, street clothes, etc.

(f) Suitable arrangements shall be made by the establishment to launder the working clothes of the workers.

(g) The changing room facility shall be integrated into the plant layout.

10. Cleaning agents and disinfectants are not to be stored in areas where food is handled.

**B. Specific requirements in rooms where foodstuffs are prepared, treated or processed**

1. In rooms where food is prepared, treated or processed the design and layout are to permit good food hygiene practices, including protection against contamination between and during operations.

(a) Floor

i) surfaces are to be maintained in a sound condition and be easy to clean and, where necessary, to disinfect.

ii) This shall be of impervious, non-absorbent, washable and non-toxic materials unless food business operators can satisfy the competent authority that other materials used are appropriate.

iii) Where appropriate, floors are to allow adequate surface drainage;

(b) Walls

i) surfaces are to be maintained in a sound condition and be easy to clean and, where necessary, to disinfect.

ii) This shall be of impervious, non-absorbent, washable and non-toxic materials and require a smooth surface up to a height appropriate for the operations unless food business operators can satisfy the competent authority that other materials used are appropriate;

iii) The wall to floor and wall-to-wall junctions shall be smooth and curved to facilitate easy cleaning.

iv) The walls should not have projections and the entire fitting on the wall shall be made in such a way so as to clean and disinfect them easily. If possible, the electric switches or other fittings shall be fixed in other areas where no handling of fresh poultry meat and poultry meat products is carried out.

(c) Ceilings (or, where there are no ceilings, the interior surface of the roof) and overhead fixtures

i) These are to be constructed and finished so as to prevent the accumulation of dirt and to reduce condensation, the growth of undesirable mould and the shedding of particles;

ii) If structural elements or fittings are suspended below the ceiling, suitable protection shall be given to prevent falling of debris, dust or droppings.

(d) Windows, ventilators and other openings

i) These are to be constructed to prevent the accumulation of dirt.

ii) Those, which can be opened to the outside environment, are, where necessary, to be fitted with insect-proof screens which can be easily removed for cleaning.

iii) Where open windows would result in contamination, windows are to remain closed and fixed during production;

iv) All windowsills, if any, shall have slope inwards.

v) The windows/ ventilators shall be constructed at least one meter above the floor.

(e) Doors

i) They are to be easy to clean and, where necessary, to disinfect.

ii) They shall be of smooth and nonabsorbent surfaces unless food business operators can satisfy the competent authority that other materials used are appropriate; and

iii) All the doors shall be tight fitting.

iv) The doors shall be of self-closing type

(f) Surfaces (including surfaces of equipment)

i) The surfaces in areas where foods are handled and in particular those in contact with food are to be maintained in a sound condition and be easy to clean and, where necessary, to disinfect.

ii) They shall be of smooth, washable corrosion-resistant and non-toxic materials, unless food business operators can satisfy the competent authority that other materials used are appropriate.

2. Equipment cleaning Facility

(a) Adequate facilities are to be provided, where necessary, for the cleaning, disinfecting and storage of working utensils and equipment.

(b) These facilities are to be constructed of corrosion-resistant materials, be easy to clean and have an adequate supply of hot potable at $82^0$C and cold water.

3. Food washing facility

(a) Adequate provision is to be made, where necessary, for washing food.

(b) Every such facility provided for the washing of food is to have an adequate supply of chilled potable water and be kept clean and, where necessary, disinfected.

**C. Transport**

1. Conveyances and/or containers used for transporting foodstuffs are to be kept clean and maintained in good repair and condition to protect foodstuffs from contamination and are, where necessary, to be designed and constructed to permit adequate cleaning and/or disinfection.

2. Receptacles in vehicles and/or containers are not to be used for transporting anything other than foodstuffs where this may result in contamination.

3. Where conveyances and/or containers are used for transporting anything in addition to foodstuffs or for transporting different foodstuffs at the same time, there is, where necessary, to be effective separation of products.

4. Bulk foodstuffs are to be transported in receptacles and/or containers reserved for the transport of foodstuffs. Such containers are to be marked in a clearly visible and indelible fashion, to show that they are used for the transport of foodstuffs, or are to be marked 'for foodstuffs only'.

5. Where conveyances and/or containers have been used for transporting anything other than foodstuffs or for transporting different foodstuffs, there is to be effective cleaning between loads to avoid the risk of contamination.

6. Foodstuffs in conveyances and/or containers are to be so placed and protected as to minimize the risk of contamination.

7. Where necessary, conveyances and/or containers used for transporting foodstuffs are to be capable of maintaining foodstuffs at appropriate temperatures and allow those temperatures to be monitored.

**D. Equipment requirements**

1. All articles, fittings and equipment with which food comes into contact are to:

   (a) be effectively cleaned and, where necessary, disinfected. Cleaning and disinfection are to take place at a frequency sufficient to avoid any risk of contamination;

   (b) be so constructed, be of such materials and be kept in such good order, repair and condition as to minimize any risk of contamination;

   (c) with the exception of non-returnable containers and packaging, be so constructed, be of such materials and be kept in such good order, repair and condition as to enable them to be kept clean and, where necessary, to be disinfected; and

   (d) be installed in such a manner as to allow adequate cleaning of the equipment and the surrounding area. The facility for cleaned water to flow directly into the drainage with out falling on the floor

   (e) The equipments shall be made of non-corrodible material and shall be smooth without cracks and crevices and easy to clean and disinfect.

   (f) All food contact surfaces shall have smooth surface made of non-corrodible material.

2. Where necessary, equipment is to be fitted with any appropriate control device to guarantee fulfillment of objectives. The measuring device shall be calibrated periodically.

3. Where chemical additives have to be used to prevent corrosion of equipment and containers, they are to be used in accordance with good practice.

4. Wood shall not be used in the factory, except inside the cold storage.

**E. Food waste**

1. Food waste, non-edible by-products and other refuse are to be removed from rooms where food is present as quickly as possible, so as to avoid their accumulation.

2. Food waste, non-edible by-products and other refuse are to be deposited in closable containers, unless food business operators can demonstrate to the competent authority that other types of containers or evacuation systems used are appropriate.

3. These containers are to be of an appropriate construction, kept in sound condition, be easy to clean and, where necessary, to disinfect.

4. Adequate provision is to be made for the storage and disposal of food waste, non-edible by-products and other refuse.

5. Refuse stores are to be designed and managed in such a way as to enable them to be kept clean and, where necessary, free of animals and pests.

6. All waste is to be eliminated in a hygienic and environmentally friendly way and is not to constitute a direct or indirect source of contamination.

**F. Water supply**

1.(a) There is to be an adequate supply of potable water, which is to be used whenever necessary to ensure that foodstuffs are not contaminated;

(b) Clean water may be used for external washing. When such water is used, adequate facilities are to be available for its supply.

2. Where non-potable water is used, for example for fire control, steam production, refrigeration and other similar purposes, it is to circulate in a separate duly identified system. Non-potable water is not to connect with, or allow reflux into, potable water systems.

3. Recycled water used in processing or as an ingredient is not to present a risk of contamination. It is to be of the same standard as potable water, unless the competent authority is satisfied that the quality of the water cannot affect the wholesomeness of the foodstuff in its finished form.

4. Ice which comes into contact with food or which may contaminate food is to be made from potable water. It is to be made, handled and stored under conditions that protect it from contamination.

5. Steam used directly in contact with food is not to contain any substance that presents a hazard to health or is likely to contaminate the food.

6. Where heat treatment is applied to foodstuffs in hermetically sealed containers it is to be ensured that water used to cool the containers after heat treatment is not a source of contamination for the foodstuff.

7. A suitable water management system shall be maintained including plumbing diagrams showing serially numbered water taps.

8. Water storages should be protected and cleaned regularly.

9. The taps having hose connections shall be fitted with non- return valves and have provision to keep it rolled on hooks above the ground surface

**G. Personal hygiene**

1. Every person working in a food-handling area is to maintain a high degree of personal cleanliness and is to wear suitable, clean and, where necessary, protective clothing.

2. No person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhea is to be permitted to handle food or enter any food-handling area in any capacity if there is any likelihood of direct or indirect contamination.

3. Any person so affected and employed in a food business and who is likely to come into contact with food is to report immediately the illness or symptoms, and if possible their causes, to the food business operator.

4. All employees in the establishment and poultry farms shall undergo medical examination periodically by an approved medical officer stating they are fit to handle food products.

5. Prophylactic injections shall be administered to the employees and record maintained thereof.

6. Communicable diseases in their homes to be notified and the employees shall be medically examined after each absence due to illness.

7. Individual health cards shall be maintained for all employees.

**H. Provisions applicable to foodstuffs**

1. A food business operator is not to accept raw materials or ingredients, other than live animals, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the food business operator had hygienically applied normal sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption.

2. Raw materials and all ingredients stored in a food business are to be kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination.

3. At all stages of production, processing and distribution, food is to be protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.

4. Vermin control

(b) Adequate procedures are to be in place to control pests.

(c) Adequate procedures are also to be in place to prevent domestic animals from having access to places where food is prepared, handled or stored (or, where the competent authority so permits in special cases, to prevent such access from resulting in contamination).

5. Cold chain and temperature maintenance

(a) Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are not to be kept at temperatures that might result in a risk to health.

(b) The cold chain is not to be interrupted.

(c) However, limited periods outside temperature control are permitted, to accommodate the practicalities of handling during preparation, transport, storage, display and service of food, provided that it does not result in a risk to health.

(d) Food businesses manufacturing, handling and wrapping processed foodstuffs are to have suitable rooms, large enough for the separate storage of raw materials from processed material and sufficient separate refrigerated storage.

6. Where foodstuffs are to be held or served at chilled temperatures they are to be cooled as quickly as possible following the heat-processing stage, or final preparation stage if no heat process is applied, to a temperature which does not result in a risk to health.

7. Thawing

(a) The thawing of foodstuffs is to be undertaken in such a way as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins in the foods.

(b) During thawing, foods are to be subjected to temperatures that would not result in a risk to health.

(c) Where run-off liquid from the thawing process may present a risk to health it is to be adequately drained.

(d) Following thawing, food is to be handled in such a manner as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins.

8. Hazardous and/or inedible substances, including animal feed, are to be adequately labeled and stored in separate and secure containers.

9. The material shall be kept on cleanable pallets other than wood, properly covered away from the walls. There shall be enough space for a person to walk around.

10. Pest and rodent control measures shall also extend to the storerooms.

**I. Provisions applicable to the wrapping and packaging of foodstuffs**

1. Material used for wrapping and packagings are not to be a source of contamination.

2. Wrapping materials are to be stored in such a manner that they are not exposed to a risk of contamination.

3. Wrapping and packaging operations are to be carried out so as to avoid contamination of the products.

4. Where appropriate and in particular in the case of cans and glass jars, the integrity of the container's construction and its cleanliness is to be assured.

5. Wrapping and packaging material re-used for foodstuffs is to be easy to clean and, where necessary, to disinfect.

**J. Heat treatment**

1. Any heat treatment process used to process an unprocessed product or to process further a processed product is:

   (a) to raise every part of the product treated to a given temperature for a given period of time; and

   (b) to prevent the product from becoming contaminated during the process;

2. Ensure that the process employed achieves the desired objectives, food business operators are to check regularly the main relevant parameters (particularly temperature, pressure, sealing and microbiology), including by the use of automatic devices;

3. The process used should conform to an internationally recognized standard (for example, cooking or sterilization).

**K. Training**

1. Ensure that food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity;

2. Ensure that those responsible for the development and maintenance of the procedure for the operation of relevant guides have received adequate training in the application of the HACCP principles; and

3. Ensure compliance with any requirements of national law concerning training programmes for persons working in certain food sectors.

**L. In-house laboratory**

2. The establishment shall have a well-equipped in house laboratory for analysis of raw material samples, in-process samples, finished products, hygiene and sanitation control samples, etc. for microbiological, chemical and other physico-chemical parameters.
3. The testing shall be carried out by qualified analysts.
4. The poultry meat and poultry meat products shall conform to the all food safety, process hygiene, chemical, residue, animal diseases, animal health criteria
5. The calcium content of Mechanically separated meat (MSM) shall not exceed 0.1% (or 1000ppm or 100mg/100g) of fresh meat as determined by a standard international method

**M. Maintenance.**

1. There shall be a documented procedure for maintenance of all sections, equipments, machineries etc.
2. The machineries/ equipments shall be marked with suitable identification numbers.

## SECTION II

### REQUIREMENTS CONCERNING POULTRY AND POULTRY MEAT PRODUCTS

**A. IDENTIFICATION MARKING**

The food business operators must ensure that the fresh poultry meat and poultry meat products have an identification mark applied in compliance with the following provisions. The establishment shall not process the products for export unless approved by EIA and have appropriate health mark applied on it as approved by EIA.

**I) Application of the identification mark**

1. The identification mark must be applied before the product leaves the establishment.
2. However, a new mark need not be applied to a product unless its packaging and/or wrapping is removed or it is further processed in another establishment, in which case the new mark must indicate the approval number of the establishment where these operations take place.
3. Food business operators must have in place systems and procedures to identify poultry farms from whom they

   have received poultry / poultry meat and to whom they have delivered the poultry meat products.

**II) Form of the identification mark**

4. The mark must be legible and indelible, and the characters easily decipherable. It must be clearly displayed for the competent authorities.
5. The mark must indicate the name of the country in which the establishment is located, which may be written out in full or shown as a two-letter code in accordance with the relevant ISO standard “IN”.
6. The mark must indicate the approval number of the establishment.
7. ‘Q’ mark must be applied as specified with name of country and approval number of the establishment

**III) Method of marking**

8. The mark may, depending on the presentation of poultry meat products, be applied directly to the product, the wrapping or the packaging, or be printed on a label affixed to the product, the wrapping or the packaging.
9. The mark may also be an irremovable tag made of a resistant material.
10. Parts of poultry meat

(a) In the case of packaging containing cut meat or offal, the mark must be applied to a label fixed to the packaging, or printed on the packaging, in such a way that it is destroyed when the packaging is opened.

(b) This is not necessary, however, if the process of opening destroys the packaging.

(c) When wrapping provides the same protection as packaging, the label may be affixed to the wrapping.

11. For poultry meat products that are placed in transport containers or large packages and are intended for further handling, processing, wrapping or packaging in another establishment, the mark may be applied to the external surface of the container or packaging.
12. When poultry meat products are placed in a package destined for direct supply to the final consumer, it is

    sufficient to apply the mark to the exterior of that package only

13. . When the mark is applied directly to products of animal origin, the colours used must be authorized for the use in foodstuffs

**B. HACCP-BASED PROCEDURES**

1. Food business operators operating slaughterhouses must ensure that the procedures that they have put in place in accordance with the requirements of HACCP
2. Hazard analysis and critical control points

i) Food business operators shall put in place, implement and maintain a permanent procedure or procedures based on the HACCP principles.

ii) The HACCP principles referred above consist of the following:

(a) identifying any hazards that must be prevented, eliminated or reduced to acceptable levels;

identifying the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels;

(b) establishing critical limits at critical control points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards;

(c) establishing and implementing effective monitoring procedures at critical control points;

(d) establishing corrective actions when monitoring indicates that a critical control point is not under control;

(e) establishing procedures, which shall be carried out regularly, to verify that the measures outlined in subparagraphs (a) to (e) are working effectively; and

(f) establishing documents and records commensurate with the nature and size of the food

business to demonstrate the effective application of the measures outlined in subparagraphs (a) to (f).

(g) When any modification is made in the product, process, or any step, food business operators shall review the procedure and make the necessary changes to it.

iii) The HACCP system shall be validated and verified and reviewed periodically.

iv) Food business operators shall:

(a) provide the competent authority with evidence of their compliance with paragraph 1 in the manner that the competent authority requires, taking account of the nature and size of the food business;

(b) ensure that any documents describing the procedures developed in accordance with this Article are up-to-date at all times;

(c) retain any other documents and records for an appropriate period.

3. The procedures must guarantee that each lot of poultry accepted onto the slaughterhouse premises:

(a) is properly identified;

(b) is accompanied by the relevant information from the holding of provenance referred to in Section III;

(c) does not come from a holding or an area subject to a movement prohibition or other restriction for reasons of animal or public health, except when the competent authority so permits;

(d) is clean;

(e) is healthy, as far as the food business operator can judge; and

(f) is in a satisfactory state as regards welfare on arrival at the slaughterhouse.

4. In the event of failure to comply with any of the requirements listed under point 2 above, the food business operator must notify the approved veterinarian and take appropriate measures.

**C. FOOD CHAIN INFORMATION / HEALTH ATTESTATION**

Food business operators operating slaughterhouses must, as appropriate, request, receive, check and act upon food chain information as set out below in respect of poultry sent or intended to be sent to the slaughterhouse.

1. Slaughterhouse operators must not accept poultry onto the slaughterhouse premises unless they have requested and been provided with relevant food safety information contained in the records kept at the holding of provenance or accompanied with health attestation.

2. Slaughterhouse operators must be provided with the information no less than 24 hours before the arrival of poultry at the slaughterhouse, except in the circumstances mentioned in point 7 below.

3. The relevant food safety information referred to in point 1 above is to cover, in particular:

(a) the status of the holding of provenance or the regional poultry health status;

(b) the animals' health status;

(c) veterinary medicinal products or other treatments administered to the animals within a relevant period and with a withdrawal period greater than zero, together with their dates of administration and withdrawal periods;

(d) the occurrence of diseases that may affect the safety of meat;

(e) the results, if they are relevant to the protection of public health, of any analysis carried out on samples taken from the animals or other samples taken to diagnose diseases that may affect the safety of meat, including samples taken in the framework of the monitoring and control of zoonoses and residues;

(f) relevant reports about previous ante- and post-mortem inspections of animals from the same holding of provenance including, in particular, reports from the approved veterinarian ;

(g) production data, when this might indicate the presence of disease; and

(h) the name and address of the veterinarian normally attending the holding of provenance.

4.(a) However, it is not necessary for the slaughterhouse operator to be provided with:

(i) the information referred to in point 3(a), (b), (f) and (h), if the operator is already aware of this information (for example, through a standing arrangement or a quality assurance scheme); or

(ii) the information referred to in point 3(a), (b), (f) and (g), if the producer declares that there is no relevant information to report.

(b) The information need not be provided as a verbatim extract from the records of the holding of provenance. It may be provided through electronic data exchange or in the form of a standardized declaration signed by the producer.

5. Food business operators deciding to accept poultry onto the slaughterhouse premises after evaluating the relevant food chain information must make it available to the approved veterinarian without delay and, except in the circumstances mentioned in point 7 below, no less than 24 hours before the arrival of the poultry lot. The food business operator must notify the approved veterinarian of any information that gives rise to health concerns before ante-mortem inspection of the poultry concerned.

6. If any animal arrives at the slaughterhouse without food chain information, the operator must immediately notify the approved veterinarian. Slaughter of the animal may not take place until the approved veterinarian so permits.

7. If the competent authority so permits, food chain information may accompany the poultry lot to which it relates to the slaughterhouse, rather than arriving at least 24 hours in advance, in the case of:

(a) poultry that have undergone ante-mortem inspection at the holding of provenance, if a certificate that the veterinarian has signed stating that he or she examined the poultry lot at the holding and found them to be healthy accompanies them;

(b) animals that have undergone emergency slaughter, if a declaration, that the veterinarian has signed recording the favourable outcome of the ante-mortem inspection accompanies them; and

(c) animals that are not delivered directly from the holding of provenance to the slaughterhouse.

Slaughterhouse operators must evaluate the relevant information. If they accept the poultry for slaughter, they must give the documents mentioned in subparagraphs (a) and (b) to the approved veterinarian. Slaughter or dressing of the animals may not take place until the approved veterinarian so permits.

8. The food chain information shall also specify the number of poultry for slaughter, day of arrival and expected date of slaughter.

# SECTION III

## SPECIFIC REQUIREMENTS FOR MEAT FROM POULTRY

### A. TRANSPORT OF LIVE ANIMALS TO THE SLAUGHTERHOUSE

Food business operators transporting live animals to slaughterhouses must ensure compliance with the following requirements.

1. During collection and transport, poultry must be handled carefully without causing unnecessary distress.
2. Poultry showing symptoms of disease or originating in flocks known to be contaminated with agents of public health importance may only be transported to the slaughterhouse when permitted by the competent authority.
3. Crates for delivering poultry to the slaughterhouse and modules, where used, must be made of non-corrodible material and be easy to clean and disinfect. Immediately after emptying and, if necessary, before re-use, all equipment used for collecting and delivering live poultry must be cleaned, washed and disinfected.

### B. REQUIREMENTS FOR SLAUGHTERHOUSES

Food business operators must ensure that the construction, layout and equipment of slaughterhouses in which

poultry or lagomorphs are slaughtered meet the following requirements.

1. They must have a room or covered space for the reception of the animals and for their inspection before slaughter.
2. To avoid contaminating meat, they must:
   (a) have a sufficient number of rooms, appropriate to the operations being carried out;
   (b) have a separate room for evisceration and further dressing, including the addition of seasonings to whole poultry carcases;
   (c) ensure separation in space or time of the following operations:
      (i) stunning and bleeding;
      (ii) plucking or skinning, and any scalding; and
      (iii) dispatching meat;
   (d) have installations that prevent contact between the meat and the floors, walls and fixtures; and
   (e) have slaughter lines (where operated) that are designed to allow a constant progress of the slaughter process and to avoid cross-contamination between the different parts of the slaughter line. Where more than one slaughter line is operated in the same premises, there must be adequate separation of the lines to prevent cross-contamination.
3. They must have facilities for disinfecting tools with hot water supplied at not less than 82 °C, or an alternative system having an equivalent effect.
4. The equipment for washing hands used by the staff engaged in handling exposed meat must have taps designed to prevent the spread of contamination.

5. There must be lockable facilities for the refrigerated storage of detained meat and separate lockable facilities for the storage of meat declared unfit for human consumption.

6. There must be a separate place with appropriate facilities for the cleaning, washing and disinfection of:

(a) transport equipment such as crates; and

(b) means of transport.

These places and facilities are not compulsory for (b) if officially authorized places and facilities exist nearby.

7. They must have an adequately equipped lockable facility or, where needed, room for the exclusive use of the veterinary service.

**C. REQUIREMENTS FOR CUTTING PLANTS**

1. Food business operators must ensure that cutting plants handling meat from poultry or lagomorphs:

(a) are constructed so as to avoid contamination of meat, in particular by:

(i) allowing constant progress of the operations; or

(ii) ensuring separation between the different production batches;

(b) have rooms for the separate storage of packaged and exposed meat, unless stored at different times or in such a way that the packaging material and the manner of storage cannot be a source of contamination for the meat;

(c) have cutting rooms equipped to ensure compliance with the requirements laid down in Chapter V;

(d) have equipment for washing hands used by staff handling exposed meat with taps designed to prevent the spread of contamination; and

(e) have facilities for disinfecting tools with hot water supplied at not less than 82 °C, or an alternative system having an equivalent effect.

2. The operations of the evisceration of delayed eviscerated poultry or poultry reared for the production of 'foie gras' should not be undertaken in a cutting plant:

**D. SLAUGHTER HYGIENE**

Food business operators operating slaughterhouses in which poultry or lagomorphs are slaughtered must ensure compliance with the following requirements.

1.(a) Meat from poultry must not be used for human consumption if they die otherwise than by being slaughtered in the slaughterhouse.

(b) Only live animals intended for slaughter may be brought into the slaughter premises,

(c) delayed eviscerated poultry and poultry reared for the production of 'foie gras' should not be brought to the slaughter house

2. Slaughterhouse operators must follow the instructions of the competent authority to ensure that ante-mortem inspection is carried out under suitable conditions.

3. Where establishments are approved for the slaughter of different animal species or for the handling, precautions must be taken to prevent cross contamination by separation either in time or in space of the operations carried out on the different species. Separate facilities for the reception and storage of

carcases must be available.

4. Poultry brought into the slaughter room must be slaughtered without undue delay.

5. Stunning, bleeding, skinning or plucking, evisceration and other dressing must be carried out without undue delay in such a way that contamination of the meat is avoided. In particular, measures must be taken to prevent the spillage of digestive tract contents during evisceration.

6. Slaughterhouse operators must follow the instructions of the competent authority to ensure that the post-mortem inspection is carried out under suitable conditions, and in particular that slaughtered animals can be inspected properly.

7. After post-mortem inspection:

   (a) parts unfit for human consumption must be removed as soon as possible from the clean sector of the establishment;

   (b) meat detained or declared unfit for human consumption and inedible by-products must not come into contact with meat declared fit for human consumption; and

   (c) viscera or parts of viscera remaining in the carcase, except for the kidneys, must be removed entirely, if possible, and as soon as possible.

8. After inspection and evisceration, slaughtered animals must be cleaned and chilled to not more than $4^0$C as soon as possible, unless the meat is cut while warm.

9. When carcases are subjected to an immersion chilling process, account must be taken of the following.

   (a) Every precaution must be taken to avoid contamination of carcases, taking into account parameters such as carcase weight, water temperature, volume and direction of water flow and chilling time.

   (b) Equipment must be entirely emptied, cleaned and disinfected whenever this is necessary and at least once a day.

10. Sick or suspect poultry, and poultry slaughtered in application of disease eradication or control programmes, must not be slaughtered in the establishment. The premises must be cleaned and disinfected before being used.

## E. HYGIENE DURING AND AFTER CUTTING AND BONING

Food business operators must ensure that cutting and boning of meat of poultry takes place in accordance with the following requirements.

1. The work on meat must be organized in such a way as to prevent or minimize contamination. To this end, food business operators must ensure in particular that:

   (a) meat intended for cutting is brought into the workrooms progressively as needed;

   (b) during cutting, boning, trimming, slicing, dicing, wrapping and packaging, the temperature of the meat is maintained at not more than $4^0$C by means of an ambient temperature of $12^0$C or an alternative system having an equivalent effect; and

   (c) where the premises are approved for the cutting of meat of different animal species, precautions are taken to

avoid cross-contamination, where necessary by separation of the operations on the different species in either space or time.

2. However, meat may be boned and cut prior to reaching the temperature referred to in point 1(b) above, when the cutting room is on the same site as the slaughter premises, provided that it is transferred to the cutting room either:

   (a) directly from the slaughter premises; or

   (b) after a waiting period in a chilling or refrigerating room.

3. As soon as it is cut and, where appropriate, packaged, the meat must be chilled to the temperature referred to in point 1(b) above.

4. Exposed meat must be stored and transported separately from packaged meat, unless stored or transported at different times or in such a way that the packaging material and the manner of storage or transport cannot be a source of contamination for the meat.

## F. SLAUGHTER ON THE FARM

Food business operators may slaughter poultry on the farm only with the authorization of the competent authority and in compliance with the following requirements.

1. The farm must undergo regular veterinary inspection.

2. The food business operator must inform the competent authority in advance of the date and time of slaughter.

3. The holding must have facilities for concentrating the birds to allow an ante-mortem inspection of the group to be made.

4. The holding must have premises suitable for the hygienic slaughter and further handling of the birds.

5. Animal welfare requirements must be complied with.

6. The slaughtered birds must be accompanied to the slaughterhouse by a declaration by the approved veterinarian who has supervised the rearing of the poultry indicating any veterinary products or other treatments administered to the animal, dates of administration and withdrawal periods, and the date and time of slaughter.

7. The slaughtered poultry must be accompanied to the slaughterhouse by a certificate issued by the official veterinarian or approved veterinarian .

8. The poultry reared for the production of ‘foie gras’ and delayed eviscerated birds must not be brought to the slaughterhouse or cutting plant.

**Annexure IE**

## LIST OF PESTICIDES AND DRUGS FOR MONITORING RESIUES

| Ref. Group | | Residues/substance or group | Actual substance/ compound | Detection limit | MRL | Laboratory method |
|---|---|---|---|---|---|---|
| **A- Substances having anabolic effect and un-authorised substances** | | | | | | |
| A1 | Stilbenes, Stilbenes derivatives and their salts and esters | diethystilbestrol | 2 ppb DES | Prohibited substances | | GC-MS |
| | | Hexoestrol | 2 ppb | Prohibited substances | | GC-MS |
| | | Dienoestrol | 2 ppb | Prohibited substances | | GC-MS |
| A2 | Thyrostats | Methylthiouracil | 100 ppb | Prohibited substances | | HPLC |
| | | Propylthiouracil | 100 ppb | Prohibited substances | | HPLC |
| | | Thiamazol | 100 ppb | Prohibited substances | | HPLC |
| A3 | Steroid (with androgenic , estrogenic or progestagenic activity ) | Trenbolone | 1 ppb<br>2 Ppb | | | ELISA<br>GC-MS |
| | | 19-norttestosterone | 2 ppb | | | GC-MS |
| | | Testosterone | 40 ng/kg | | | DELFIA |
| | | Estradiol 17-ß | 3 ng/kg | Only for therapeutic purposes. See CouncilRegulations 2377/90. | | GC-MS |
| A4 | Resorcylic Acid lactones | Zeranol | 2 ppb | Prohibited substance | | GC-MS |
| A5 | Beta-agonists | Clenbuterol | 0.2 ppb | Only for therapeutic purpose. See Coucil Regulations 2377/90. | | ELISA |
| | | Salbutamol | 1 ppb | Only for therapeutic purpose. See Coucil Regulations 2377/90. | | GC-MS |
| | | Mabuterol | 1 ppb | Only for therapeutic purpose. See Coucil Regulations 2377/90. | | Biosensor |
| A6 | Compounds including in Regulation (EEC) NO [Pharmacologically active substance (s)] | Aristolochia spp. Andpreparations hereof | 1ppb | Prohibited substance | | |
| | | **Chloramphenicol** | 0.3 ppb | Prohibited substance | | ELISA GC-MS |
| | | Chloroform | 1ppb | Prohibited substance | | |
| | | Chlorpromazine | 1ppb | Prohibited substance | | |
| | | Colchicine | 1ppb | Prohibited substance | | |
| | | Dapsone | 1ppb | Prohibited substance | | |
| | | Dimetridazole | 1ppb | Prohibited substance | | LC-MS-MS |
| | | Metronidazole | 1ppb | Prohibited substance | | LC-MS-MS |
| | | Nitrofurans | 1ppb | Prohibited substance | | LC-MS-MS |
| | | Furazolidone [AOZ] | 1ppb | Prohibited substance | | LC-MS-MS |
| | | Furatadone AMO | 1ppb | Prohibited substance | | LC-MS-MS |
| | | Nitrofurantoin [AHZ] | 1ppb | Prohibited substance | | LC-MS-MS |
| | | Nitrofurazone SEM | 1ppb | Prohibited substance | | LC-MS-MS |
| | | Ronidazole | 1ppb | Prohibited substance | | |
| | | Nitroimidazoles | 1ppb | Prohibited substance | | |

| **GROUP-B Veterinary drugs (including and contaminants unlicensed substances which could be used for veterinary purposes)** | | | | | |
|---|---|---|---|---|---|
| B1 | Antibacterial substances, including beta – lactams,tetracyclines, sulphonamides, fluoroquinolones, aminoglycosides, macrolides etc. | Microbiological test for antibacterial substances in kidney | Inhibition zone > 2 mm | Different See Council Regulations 2377/90. | Bacillus subtilis test with trimetoprim added |
| | | Penicillin – G in kidney and muscle | 10 ppb | 50 ppb | HPLC |
| | | Antibacterial substances in Kidney and muscle | Different | Different See Council Regulations 2377/90 | Charm II Confirmed by HPLC (see HPLC method for each compound) |
| | | Sulfonamides | 50 Ppb<br>25 Ppb | 100 Ppb | TLC<br>HPLC |
| | | Oxolinic acid<br>Flumequin | 10 ppb<br>20 ppb | 150 ppb<br>Not established | HPLC |
| B2a | Anthelmintics | Ivermectin<br>Doramectin<br>Moxidectin | 4 ppb | Different See Council Regulations 2377/90. | |
| B2b | Anticoccidials | | | | LC-MS-MS |
| B2c | Carbamates and Pyrethroids | Karbaryl<br>Pyretin<br>Cyflutrin<br>Cypermetrim<br>Deltametrin<br>Esfenvalerat<br>Fenpropatrin<br>Tau- Fluvalinat<br>Cyhalotrin-lambda permetrin | 0.1 ppm<br>0.2 ppm<br>0.05 ppm<br>0.2 ppm<br>0.05 ppm<br>0.05 ppm<br>0.1 ppm<br>0.2 ppm<br>0.05 ppm<br>0.2 ppm | See Council Regulations 2377/90. | GC-FPD |
| B2e | Non-steroidal anti-inflammatory durgs ( NSAIDs) | Fenylbutazon phenylbutazone | 10 ppb serum | Not established | GC-MS |
| B3a | Oraganochlorine compounds including PcBs | HCB | 0.001 ppm | 0.2 Ppm fat | GC-ECD |
| | | HCH alfa | 0.001 ppm fat | 0.2 ppm fat | GC-ECD |
| | | Lindane | 0.001 ppm fat | 1.0 ppm fat<br>2.0 ppm fat (lambs) | GC-ECD |
| | | Dieldrin | 0.003 ppm fat | 0.2 ppm fat | GC-ECD |
| | | DDTs | 0.008 ppm fat | 1.0 ppm fat | GC-ECD |
| | | PCB congeners | 0.001 ppm fat | 0.1 ppm (PCB-153) | GC-ECD |
| B3c | Chemical elements | Pb | 0.01 ppm | 500 ppb Kidney | AAS |
| | | Cd | 0.01 ppm | Not established | AAS |
| | | Hg | | | |
| B3d | Mycotoxins | Aflatoxin | | | AOAC/ HPLC |

The calcium content of Mechanically separated meat (MSM) shall not exceed 0.1% (or 1000ppm or 100mg/100g) of fresh meat as determined by a standard international method

**Annexure IF**

## MICROBILOGICAL PARAMETERS FOR FRESH POULTRY MEAT AND POULTRY MEAT PRODUCTS

### I. Food safety criteria

| No. | Food category | Mocro-organisms | Sampling plan | | Limits | | Analytical reference method | Stage where the criterion applies |
|---|---|---|---|---|---|---|---|---|
| | | | n | c | m | M | | |
| 1. | Ready-to-eat foods intended for infants and ready-to-eat Foods for special medical purposes | Listeria monocytogenes | 10 | 0 | Absence in 25 g | | EN/ISO 11290-1 | Finished products |
| 2. | Ready-to-eat foods able to support the growth of L. monocytogenes, other than those intended for infants and for special medical purposes | Listeria monocytogenes | 5 | 0 | Absence in 25 g | | EN/ISO 11290-1 | Finished products |
| 3. | Ready-to-eat foods unable to support the growth of L. monocytogenes, other than those intended for infants and for special medical purposes | Listeria monocytogenes | 5 | 0 | 100 cfu/g. | | EN/ISO 11290-2 | Finished products |
| 4. | Minced meat and meat preparations intended to be eaten raw | Salmonella | 5 | 0 | Absence in 25 g | | EN/ISO 6579 | Finished products |
| 5. | Minced meat and meat preparations made from poultry meat intended to be eaten cooked | Salmonella | 5 | 0 | From 1.1.2006 Absent in 10 g From 1.1.2010 Absent in 25 g | | EN/ISO 6579 | Finished products |
| 6. | Mechanically separated meat (MSM) | Salmonella | 5 | 0 | Absent in 10 g | | EN/ISO 6579 | Finished products |
| 7. | Meat products intended to be eaten raw, excluding products where the manufacturing process or the composition of the product will eliminate the salmonella risk | Salmonella | 5 | 0 | Absent in 25 g | | EN/ISO 6579 | Finished products |
| 8. | Meat products made from poultry meat intended to be eaten cooked | Salmonella | 5 | 0 | From 1.1.2006 Absent in 10 g From 1.1.2010 Absent in 25 g | | EN/ISO 6579 | Finished products |

**Note:**

(1) n = number of units comprising the sample; c = number of sample units giving values between m and M.
(2) In all above cases m=M
(3) The most recent edition of the standard shall be used as analytical reference method.
(4) Regular testing for Listeria monocytogenes is not useful in normal circumstances if:

— the food has received heat treatment or other processing effective to eliminate L. monocytogenes, when recontamination is not possible after this treatment (e.g. products heat treated in their final package),
— fresh, uncut and unprocessed,

(5) As per EN/ISO 11290-2, 1 ml of inoculum is plated on a Petri dish of 140 mm diameter or on three Petri dishes of 90 mm diameter.

**II. Process Hygiene criteria**

| No. | Food category | Mocro-organisms | Sampling plan | | Limits | | Analytical reference method | Stage where the criterion applies | Action in case of unsatisfactory results |
|---|---|---|---|---|---|---|---|---|---|
| | | | n | c | m | M | | | |
| 1. | Poultry carcases of broilers and turkeys | Salmonella | 50 | 7 | Absence in 25 g of a pooled sample of neck skin | | EN/ISO 6579 | Carcases after chilling | Improvement in slaughter hygiene and review of process controls, origin of animals and bio-security measures in the farms of origin |
| 2. | Minced meat and Mechanically separated meat (MSM) | Aerobic colony count | 5 | 2 | $5x10^5$ cfu/g | $5x10^6$ cfu/g | ISO 4833 | End of the manufacturing process | Improvements in production hygiene and improvements in selection and/or origin of raw materials |
| | | E.coli | 5 | 2 | 50 cfu/g | 500 cfu/g | ISO 16649-1 or 2 | | |
| 3. | Meat preparations | E.coli | 5 | 2 | 500 cfu/g or cm2 | 5 000 cfu/ g or cm2 | ISO 16649-1 or 2 | | |

Note:

(1) n = number of units comprising the sample; c = number of sample units giving values between m and M.
(2) The most recent edition of the standard shall be used as analytical reference method.
(3) The 50 samples for salmonella testing are derived from 10 consecutive sampling sessions in accordance with the sampling rules and frequencies laid down.
(4) The number of samples where the presence of salmonella is detected. The c value is subject to review in order to take into account the progress made in reducing the salmonella prevalence. The establishments having low salmonella prevalence may use lower c values.
(5) E. coli is used here as an indicator of faecal contamination.

## RULES FOR SAMPLING AND PREPARATION OF TEST SAMPLES

### 1. General rules for sampling and preparation of test samples

In the absence of more specific rules on sampling and preparation of test samples, the relevant standards of the ISO (International Organisation for Standardisation) and the guidelines of the Codex Alimentarius shall be used as reference methods.

## 2. Bacteriological sampling in slaughterhouses and at premises producing minced meat and meat preparations

(a) Sampling rules for poultry carcases

For the Salmonella analyses, a minimum of 15 carcases shall be sampled at random during each sampling session and after chilling. A piece of approximately 10 g from neck skin shall be obtained from each carcase. On each occasion the neck skin samples from three carcases shall be pooled before examination in order to form 5 x 25 g final samples.

(b) Sampling frequencies for carcases, minced meat, meat preparations and mechanically separated meat

However, when justified on the basis of a risk analysis and consequently authorized by the competent authority, small slaughterhouses and establishments producing minced meat and meat preparations in small quantities may be exempted from these sampling frequencies.

In the case of sampling for Salmonella analyses of minced meat, meat preparations and carcases, the frequency can be reduced to fortnightly if satisfactory results have been obtained for 30 consecutive weeks. The salmonella sampling frequency may also be reduced if there is a national or regional salmonella control programme in place and if this programme includes testing that replaces the described sampling. The sampling frequency may be further reduced if the national or regional salmonella control programme demonstrates that the salmonella prevalence is low in animals purchased by the slaughterhouse. As regards the sampling of minced meat and meat preparations for E. coli and aerobic colony count analyses and the sampling of carcases for enterobacteriaceae and aerobic colony count analyses, the frequency may be reduced to fortnightly testing if satisfactory results are obtained for six consecutive weeks.

The food business operators of slaughterhouses or establishments producing minced meat, meat preparations or mechanically separated meat shall take samples for microbiological analysis at least once a week. The day of sampling shall be changed each week to ensure that each day of the week is covered.

**Annexure IIA**

**EXPORT INSPECTION AGENCY – KOCHI / MUMBAI / CHENNAI/KOLKATA**
**(MINISTRY OF COMMERCE & INDUSTRY)**
**GOVERNMENT OF INDIA**

**ADEQUACY AUDIT**
**for scrutiny of application and HACCP based food safety management system document**

| | |
|---|---|
| Name of the processing establishment | : M/s. |
| Address of the processing Establishment | :<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: |
| Address of the Regd. Office | :<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: |
| Scope of assessment | : Adequacy audit of document to adjudge suitability of the infrastructure and equipment facilities of the establishment for processing, handling and storage of fresh poultry meat and poultry meat products and HACCP based food safety management system. |

**Details of Adequacy audit (HACCP document must be audited by an official having adequate knowledge of HACCP)**

| Type of document for audit | Name and Designation of the Auditor | Authorised by | Date of audit | Remarks (satisfactory / unsatisfactory |
|---|---|---|---|---|
| Scrutiny of application | | | | |
| HACCP document | | | | |

Please find enclosed audit observations on desk audit of application and/or HACCP based fod safety management system, submitted for kind perusal and further necessary action.

Signature of Auditor

Name
Designation
Organization

Date

**Annexure IIB**

**EXPORT INSPECTION AGENCY – KOCHI / MUMBAI / CHENNAI/KOLKATA**
**(MINISTRY OF COMMERCE & INDUSTRY)**
**GOVERNMENT OF INDIA**

## AUDIT OBSERVATIONS SHEET

Scope:…… *( e.g. Adequacy audit, HACCP audit, Assessment, etc.)*

| S.No. | Reference | Observations | Remarks |
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**Recommendations of the auditor:**

Signature of Auditor
Name
Designation
Organization
Date

**Annexure IIIA**

**EXPORT INSPECTION AGENCY – KOCHI / MUMBAI / CHENNAI/KOLKATA**
**(MINISTRY OF COMMERCE & INDUSTRY)**
**GOVERNMENT OF INDIA**

**ASSESSMENT REPORT**
**FOR INFRASTRUCTURE AND EQUIPMENT FACILITIES**

| | | | | |
|---|---|---|---|---|
| Name of the processing establishment | : M/s. | | | |
| Address of the processing establishment | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Address of the Regd. Office | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Scope of assessment | : On-site verification to adjudge suitability of the infrastructure and equipment facilities of the establishment for processing, handling and storage of fresh poultry meat and poultry meat products | | | |
| Date(s) of assessment | | | | |
| Opening Meeting Location and date | | | | |
| Closing Meeting Location and date | | | | |
| Name & Qualification of IDP members | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |
| | | | | |
| Name of Representative (s) of the establishment | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |

| **Section-I: Information** | | |
|---|---|---|
| **A** | **General** | |
| 1 | Name of the Chief Executive (MD/Mg. Partner/ Proprietor) (Give Contact Numbers and E-mail, if any) | |
| 2 | Is the processing plant owned or leased by the applicant | Owned/leased |
| 3 | If leased, name of the plant owner, plant name and address. | |
| 4 | Month and Year of Construction | |
| 5 | Month and Year of last major alterations | |
| 6 | Month and Year of Commercial Production | |
| 7 | Approval requested for export to (Countries) | All countries including European Union / Countries other than EU. |
| 8 | Scope of approval. Name(s) of the product(s). | |
| 9 | Additional activities, if any, in the same premise and other than the products mentioned above. | |
| 10 | Annual production during the previous year<br>(a) Fresh poultry meat and poultry meat products (Within the scope of approval)<br>(b) Others (specify) | |
| 11 | Total exports during the last one year<br>Financial Year<br>Destinations (Countries)<br>Quantity in Metric Tons<br>FOB Value in Rupees in Lakhs. | |
| 12 | Whether all year production or seasonal production | |
| 13 | Number of working hours and shifts per day | |
| 14 | Number of working days per week. Specify weekly holiday | |
| **B** | **Information on Structure of the Establishment** | |
| 15 | Number of slaughterhouses for poultry | |
| 16 | Whether the slaughterhouses for poultry are integrated to the main establishment? | |
| 17 | Is there any separate slaughterhouse away from the unit? If yes, give location, address, distance from the establishment, capacity and storage facilities. | |
| 18 | If integrated, whether the slaughtering facilities, well separated from other sections? | |
| 19 | Does the establishment have separate room/section for removing and processing poultry waste and other wastes? | |
| 20 | Whether the unit has facilities for automatic cleaning of carcase immediately after slaughtering? | |
| 21 | Is there any chill room / chill storage for storage of fresh poultry meat and poultry meat products for intermediate storage? Give numbers and storage temperatures | |
| 22 | Whether the unit have freezing facility to reduce the temperature of the fresh poultry meat and poultry meat products below -18 ºC? If yes, specify method and capacity of freezing. | |
| 23 | Whether the unit have other facility to preserve poultry meat and poultry meat products by heat treatment, marinating, smoking, etc.? If yes, specify method and capacity. | |
| 24 | Whether there is packing room for every fresh poultry meat and poultry meat products separate from processing activities and storage? | |

| | | | | |
|---|---|---|---|---|
| 25 | Is there adequate integrated storage facility for finished fresh poultry meat and poultry meat products? Give details like type of storage, purpose, number of storages and capacity of storage. | | | |
| 26 | Give details like Numbers, type, capacities and registration numbers of vehicles of the establishment of its own for transportation of raw material and finished products | Numbers | Capacity | Regn. Nos. |
| | (a) Refrigerated Vehicle | | | |
| | (b) Insulated Vehicles | | | |
| | (c) Non-insulated Vehicles | | | |
| 27 | Does the establishment hire outside vehicles? If yes, Give details as above. | | | |
| C. | Information about personnel | | | |
| 28 | Number of EIA approved veterinarian s and other veterinarians available in the establishment. Is list furnished? | | | |
| (a) | Is name designation, qualifications and experience of the personnel qualified and responsible for developing, implementing and maintaining HACCP-based procedures furnished? Is it satisfactory? | | | |
| (b) | Is name, designation, qualifications and experience of the veterinarian(s) and veterinarian(s) supervising the processing and other related operations furnished? | | | |
| (c) | Is name, designation, qualifications and experience of the qualified personnel, conducting microbiological and chemical analysis furnished? | | | |
| (d) | Number of supervisors apart from the above, responsible for processing and handling of food products and maintenance of sanitation and hygiene in the establishment separately. | | | |
| (e) | Number of male workers in the processing establishment in each shift and at slaughtering facilities, if separate. | | | |
| (f) | Number of female workers in the processing establishment in each shift and at slaughtering facilities, if separate. | | | |
| **SECTION-II: PRIMARY PRODUCTION AND RAW MATERIAL** | | | | |
| **A** | Hygiene Provisions and record keeping in Poultry Production and handling | | | |
| 1 | Is region-wise details of the identified poultry farms furnished? | | | |
| 2 | Are these under supervision/controls of the unit? Specify. | | | |
| 3 | Are there controls to ensure good farming practices and good veterinary practices? | | | |
| 4 | Are there adequate measures to protect poultry production against any contamination? | | | |
| 5 | Are there adequate measures to control hazards and contamination arising from the air, soil, water, feed, fertilizers, veterinary medicinal products and biocides and the storage, handling and disposal of waste in poultry production and associated operations? | | | |
| 6 | Are there controls to prevent use of prohibited antibiotics/pharmacological substances and Chemicals? | | | |
| 7 | Are there adequate measures relating to animal health and welfare that have implications for human health, including programmes for the monitoring and control of zoonoses and zoonotic agents in poultry production and associated operations? | | | |
| 8 | Is there cleaning and where necessary, disinfecting of | | | |

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| | facilities used in connection with poultry production and associated operations, including facilities used to store and handle feed? | |
| 9 | Is there cleaning and where necessary, disinfecting of equipment, containers, crates, vehicles and vessels? | |
| 10 | Is the water used potable or clean, where necessary, to prevent contamination? | |
| 11 | Is cleanliness of the birds going to slaughterhouse ensured? | |
| 12 | Are the personnel trained on health risks and the personnel, handling foodstuff in good health? | |
| 13 | Is there prevention of animals and pests from causing contamination? | |
| 14 | Is the waste and hazardous material handled and stored properly to prevent contamination? | |
| 15 | Is there prevention of the introduction and spreading of contagious diseases transmissible to humans through food, including taking precautionary measures when introducing new birds and reporting suspected outbreaks of such diseases to the competent authority | |
| 16 | Are the samples (feed, water, tissue, etc.) drawn for relevant analyses that have importance to human health and records maintained? | |
| 17 | Are there appropriate actions on account of the results of any relevant analysis carried out on samples taken from the birds or other samples that have importance to human health | |
| 18 | Is there correct use of feed additives and veterinary medicinal products? | |
| 19 | Is there appropriate remedial action when informed of problems identified during official controls | |
| 20 | Specify the mode of transport of poultry from the farms | |
| 21 | Are there records relating to measures put in place to control hazards in an appropriate manner? | |
| 22 | Are there records of nature and origin of feed fed to the birds? | |
| 23 | Are there records of veterinary medicinal products or other treatments administered to the birds, dates of administration and withdrawal periods? | |
| 24 | Are there records of any analysis carried out on samples taken for diagnostic purpose, which may affect the safety of fresh poultry meat and poultry meat products for human consumption? | |
| 25 | Are there records of other relevant reports on checks carried out on the poultry? | |
| 26 | Are there records for the health attestations or food chain information? | |
| 27 | Are there records of the details of employees such as veterinarians and farm technicians, assisting in poultry production? | |
| **SECTION-III: GENERAL HYGIENE REQUIREMENTS** | | |
| **A** | **General requirements for premises and infrastructure** | |
| 1 | Premise | |
| (a) | Are the premises kept clean and maintained in good repair and condition? | |
| (b) | Does it have defined curtilage? | |
| (c) | Are all roads in the premises concreted / tarred or turfed to | |

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| | prevent wind blown dust? | |
| (d) | Is it free from swamps, stagnated water, dumps, rodent harbourage, other animals, etc. inside the premise? | |
| (e) | Is the surrounding free from objectionable odours, smokes, dust and other contaminants? | |
| 2 | Layout, design, construction, location and size of food premises: | |
| (a) | Does it permit adequate maintenance, cleaning and/or disinfecting,<br>avoid or minimize air-borne contamination and provide adequate working space to allow for the hygienic performance of all operations? | |
| (b) | Does it protect against the accumulation of dirt, contact with toxic materials, the shedding of particles into food and the formation of condensation or undesirable mould on surfaces | |
| (c) | Does it permit good food hygiene practices, including protection against contamination and, in particular, pest control | |
| (d) | Where necessary, does it provide suitable temperature-controlled handling and storage conditions of sufficient capacity for maintaining food at appropriate temperatures and designed to allow those temperatures to be monitored and, where necessary, recorded. | |
| (e) | Are the chill rooms/storages of adequate size with mechanical refrigeration system to maintain temperature at the required level (0°c to 4°c)? | |
| (f) | Are the cold storages having suitable refrigeration system to maintain the product temperature below -18°C? | |
| (g) | Do the layout of different sections facilitate smooth and orderly flow of work and to prevent possible cross contamination and backtracking? | |
| (h) | Are there separate stores for wet and dry items and separate lockable store for the chemicals/ disinfectants? | |
| (i) | Are there packing material stores of adequate size with adequate facilities to prevent contamination? | |
| (j) | Does the building provide sufficient protection against the entry and harborage of rodent, insects, birds, other animals, etc.? | |
| (k) | Are the non–operative areas, if any, inside the establishment properly maintained to avoid possible cross- contamination | |
| (l) | Is it kept clean and maintained in good repair and condition? | |
| 3 | Lavatories | |
| (a) | Are there an adequate number of flush lavatories available and connected to an effective drainage system? | |
| (b) | Are the lavatories opened directly into rooms in which food is handled? | |
| 4 | Washing facilities: | |
| (a) | Are there an adequate number of washbasins available, suitably located and designated for cleaning hands at all entry points and in food handling areas? | |
| (b) | Are the washbasins for cleaning hands provided with hot and cold running water, materials for cleaning hands like detergent, disinfectant, etc. and for hygienic drying e.g. single use towels? | |
| (c) | Are the facilities for washing food separate from the hand- | |

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| | washing facility? | |
| (d) | Are there feet disinfection facilities like foot dip provide, wherever applicable? | |
| (e) | Are the washbasins provided with foot operable taps or non-hand operable taps? | |
| (f) | Are the materials like liquid soaps, disinfectants, nailbrushes, single use towels / hand dryers etc. provided in sufficient quantities at all hand washbasins? | |
| (g) | Are foot-operable waste bins provided for collecting used towels at all hand-cleaning facilities? | |
| 5 | Ventilation: | |
| (a) | Is there suitable and sufficient means of natural or mechanical ventilation? | |
| (b) | Is the mechanical airflow from a clean area to a contaminated area? | |
| (c) | Are the ventilation systems constructed as to enable filters and other parts requiring cleaning or replacement, readily accessible? | |
| (d) | Are mechanical ventilation/ exhaust fans provided in areas were stagnation of air, condensation of fluid etc. are present? | |
| (e) | Do the sanitary conveniences have adequate natural or mechanical ventilation? | |
| (f) | Do the premises have adequate natural and/or artificial lighting? | |
| (g) | Drainage facilities | |
| (h) | Are they adequate for the purpose intended? | |
| (i) | Are they designed and constructed to avoid the risk of contamination. | |
| (j) | Where drainage channels are fully or partially open, are they designed as to ensure that waste does not flow from a contaminated area towards or into a clean area, in particular an area where foods likely to present a high risk to the final consumer are handled? | |
| (k) | Is the open end of the drainage protected against the entry of rodents? | |
| (l) | Are the drains of adequate size having sufficient slope for easy cleaning? | |
| 9 | Change room facilities | |
| (a) | Are adequate separate changing facilities (change room and facilities therein), where necessary, provided for personnel handling raw material, unprocessed products and processed products? | |
| (b) | Is there separate facility for male and female workers? | |
| (c) | Whether changing room facility is integrated into the plant layout properly? | |
| (d) | Does the changing room have self closing doors, smooth walls and floors and adequate hand washbasins with soaps, disposable towels, nail brushes and non-hand operable taps? | |
| (e) | Is there suitable in-house arrangement to launder the working clothes of the workers? | |
| (f) | Whether there is arrangement for | |
| | ▪ Change of footwear | |
| | ▪ Keeping street clothes separately | |
| | ▪ Lockable cupboards | |
| | ▪ Collection of soiled working clothes | |

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| | ▪ Gumboots | |
| | ▪ Headgear and wherever necessary gloves/ mouth cover | |
| 10 | Are the cleaning agents and disinfectants stored away from the areas where food is handled? | |
| **B** | **Specific requirements in rooms where foodstuffs are prepared, treated or processed** | |
| 11 | Design and layout to permit good food hygiene practices, including protection against contamination between and during operations | |
| **(a)** | **Floor** | |
| (i) | Are the surfaces maintained in a sound condition and easy to clean and, where necessary, to disinfect? | |
| (ii) | Is it of impervious, non-absorbent, washable and non-toxic materials or appropriate to prevent contamination? | |
| (iii) | Do they allow adequate surface drainage? | |
| **(b)** | **Walls** | |
| (i) | Are the surfaces maintained in a sound condition and are easy to clean and, where necessary, to disinfect? | |
| (ii) | Is it of impervious, non-absorbent, washable and non-toxic materials or appropriate to prevent contamination and have a smooth surface up to a height appropriate for the operations? | |
| (iii) | Are the wall to floor and wall-to-wall junctions smooth and curved to facilitate easy cleaning | |
| (iv) | Are the walls smooth free from projections and the entire fitting on the wall made in such a way so as to clean and disinfect them easily? | |
| (v) | Are the electric switches or other fittings fixed in other areas where no handling of fresh poultry meat and poultry meat products is carried out? | |
| **(c)** | **Ceiling** (or, where there are no ceilings, the interior surface of the roof) | |
| (i) | Are the ceilings and overhead fixtures constructed and finished so as to prevent the accumulation of dirt and to reduce condensation, the growth of undesirable mould and the shedding of particles? | |
| (ii) | If structural elements or fittings are suspended below the ceiling, is suitable protection given to prevent falling of debris, dust or droppings? | |
| **(d)** | **Windows, ventilators and other openings** | |
| (i) | Are they constructed to prevent the accumulation of dirt? | |
| (ii) | Are those, which can be opened to the outside environment, where necessary, fitted with insect-proof screens, which can be easily removed for cleaning? | |
| (iii) | Are, where open windows would result in contamination, kept closed and fixed during production? | |
| (iv) | Are windowsills, if any, have slope inwards? | |
| (v) | Are the windows/ ventilators constructed at least one meter above the floor? | |
| **(e)** | **Doors** | |
| (i) | Are they easy to clean and, where necessary, to disinfect? | |
| (ii) | Are they have smooth and non-absorbent surfaces or surfaces appropriate to prevent contamination? | |
| (iii) | Are all the doors having tight fittings? | |
| (iv) | Are they of self-closing type? | |
| **(f)** | **Surfaces (including surfaces of equipment)** | |
| (i) | Are, in areas where food is handled and in particular those in | |

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| | contact with food maintained in a sound condition and are easy to clean and, where necessary, to disinfect? | |
| (ii) | Are these smooth, washable corrosion-resistant and non-toxic materials or appropriate to prevent contamination | |
| **12** | **Equipment cleaning facilities** | |
| (a) | Are adequate facilities provided, where necessary, for the cleaning, disinfecting and storage of working utensils and equipment? | |
| (b) | Are these facilities constructed of corrosion-resistant materials, easy to clean and do they have an adequate supply of hot potable water at 820c and cold potable water? | |
| **13** | **Food washing facility** | |
| (a) | Is adequate provision made, where necessary, for washing carcase and other poultry meat parts? | |
| (b) | Do the every food washing facility provided have an adequate supply of chilled potable water and kept clean and, where necessary, disinfected? | |
| **C** | **Transport** | |
| 14 | Are the conveyances and/or containers used for transporting poultry/food kept clean and maintained in good repair and condition to protect food from contamination and are, where necessary, designed and constructed to permit adequate cleaning and/or disinfection? | |
| 15 | Are the receptacles in vehicles and/or containers used for transporting anything other than food where it may result in contamination? | |
| 16 | Are the conveyances and/or containers, where used for transporting anything in addition to food or for transporting different foodstuffs at the same time, has effective product separation? | |
| 17 | Are the foodstuffs transported in receptacles and/or containers reserved for the transport of foodstuffs? Are such containers marked in a clearly visible and indelible fashion, to show that they are used for the transport of foodstuffs, or marked 'for foodstuffs only'? | |
| 18 | Is there effective cleaning between loads to avoid the risk of contamination? | |
| 19 | Are foodstuffs in conveyances and/or containers, so placed and protected as to minimize the risk of contamination? | |
| 20 | Where necessary, conveyances and/or containers capable of maintaining foodstuffs at appropriate temperatures and allow those temperatures to be monitored? | |
| **D** | **Equipment requirements** | |
| 21 | Are all the articles, fittings and equipment with which food comes into contact | |
| (i) | effectively cleaned and, where necessary, disinfected at a frequency sufficient to avoid any risk of contamination? | |
| (ii) | constructed, of such materials and kept in such good order, repair and condition as to minimize any risk of contamination? | |
| (iii) | with the exception of non-returnable containers and packaging, constructed, of such materials and kept in such good order, repair and condition as to enable them to keep clean and, where necessary, disinfected? | |
| (iv) | so constructed of such materials and kept in such good order, | |

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| | repair and condition as to enable them to be kept clean and, where necessary, to be disinfected with the exception of non-returnable containers and packaging? | |
| (v) | installed in such a manner that does allow adequate cleaning of the equipment and the surrounding area? | |
| (vi) | made of non-corrodible material and be smooth without cracks and crevices and easy to clean and disinfect? | |
| (vii) | food contact surfaces have smooth surface made of non-corrodible material? | |
| (viii) | Is equipment, where necessary, fitted with an appropriate control device such as time, temperature, pressure, flow rate, etc. ? | |
| 22 | Are the process control equipment and devices calibrated at regular intervals? | |
| 23 | Are the chemical additives, where have to be used to prevent corrosion of equipment and containers, used in accordance with good practice? | |
| 24 | Is any equipment or facility made of wood used in the establishment, except inside the cold storage? | |
| **E** | **Food waste** | |
| 25 | Are the food waste, non-edible by-products and other refuse removed as quickly as possible from rooms where food is present so as to avoid their accumulation? | |
| (i) | Are the food waste, non-edible by-products and other refuse deposited in closable containers or any other appropriate container, e.g. foot operable, to prevent contamination? | |
| (ii) | Are the containers of an appropriate construction, kept in sound condition, easy to clean and, where necessary, to disinfect? | |
| (iii) | Is there adequate provision made for the storage and disposal of food waste, non-edible by-products and other refuse? | |
| (iv) | Are the refuse stores are designed and managed in such a way as to enable them to keep clean and, where necessary, free of animals and pests? | |
| (v) | Is all the waste eliminated in a hygienic and environmentally friendly way in accordance with state pollution control board's consent and does not constitute a direct or indirect source of contamination? | |
| **F** | **Water supply and Ice** | |
| 31 (i) | Is there an adequate supply of potable water, which is to be used whenever necessary to ensure that foodstuffs are not contaminated? | |
| (ii) | Is the water tested as per 98/83/EC or IS:4251 for potability, as applicable? | |
| (iii) | Is the water treated)? What is the method of treatment? | |
| 32 (i) | Is the non-potable water circulated in a separate duly identified system, where it is used for fire control, steam production, refrigeration and other similar purposes? | |
| (ii) | Is the non-potable water connects with, or allows reflux into, potable water systems? | |
| 33 (i) | Is the recycled water used, if any, in processing or as an ingredient presents a risk of contamination? | |
| (ii) | Is it of the same standard as potable water, acceptable to the competent authority and will not affect wholesomeness of the foodstuff in its finished form? | |

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| 34 (i) | Is ice which comes into contact with food or which may contaminate food made from potable water, if used? | |
| (ii) | Is it made, handled and stored under conditions that protect it from contamination and verified same by laboratory tests? | |
| 35 | Is the steam used directly in contact with food likely to contain substance that presents a hazard to health or likely to contaminate the food? | |
| 36 | Where heat treatment is applied to foodstuffs in hermetically sealed containers, is it ensured that water used to cool the containers after heat treatment is not a source of contamination for the foodstuff? | |
| 37 | Is there documented water management system? Are the outlets identified and serially numbered in the plumbing layout diagram? | |
| 38 | Is water storage tank easily cleanable and protected from outside contamination? State frequency of cleaning water tanks. | |
| 39 | Is there appropriate measure to prevent contamination through back suction? | |
| **G** | **Personal hygiene** | |
| 40 | Is every person working in a food-handling area maintaining a high degree of personal cleanliness and wearing suitable, clean and, where necessary, protective clothing? | |
| 41 | Is person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhoea, permitted to handle food or enter any food-handling area in any capacity, if there is any likelihood of direct or indirect contamination? | |
| 42 | Does any person so affected and employed in the establishment and who is likely to come into contact with food report immediately the illness or symptoms, and if possible their causes, to the processing establishment? | |
| 43 | Are all employees in the establishment and poultry farms undergone medical examination periodically by an approved medical officer stating they are fit to handle food products? | |
| 44 | Are prophylactic injections administered to the employees and record maintained thereof? | |
| 45 | Are the employees medically examined after each absence due to illness and notification of communicable diseases in their homes? | |
| 46 | Are individual health cards maintained for all employees? | |
| **H** | **Provisions applicable to foodstuffs** | |
| 47 | Does the establishment accept raw materials or ingredients, other than food, or any other material used in processing products, even though they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the establishment applies normal hygienic sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption? | |
| 48 | Are the raw materials and all ingredients stored in the premises kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination? | |

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| 49 | At all stages of production, processing and distribution, is the food protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state? | |
| 50 | Vermin control | |
| (i) | Are adequate documented procedures in place to control pests? | |
| (ii) | Whether bait map showing serially numbered bait stations provided? | |
| (iii) | Are adequate procedures in place to prevent domestic animals from having access to places where food is prepared, handled or stored? | |
| 51 | Cold chain and temperature maintenance | |
| | Are the raw materials, food ingredients, intermediate products and finished products likely to support the reproduction of pathogenic microorganisms or the formation of toxins, kept at temperatures that might result in a risk to health? | |
| | Is the cold chain maintained? | |
| 52 (i) | Does the establishment have suitable rooms for manufacturing, handling and wrapping processed foodstuffs, large enough for separate storage of raw materials from processed material and sufficient separate refrigerated storage? | |
| (ii) | The material shall be kept on cleanable pallets other than wood, properly covered away from the walls. There shall be enough space for a person to walk around | |
| (iii) | Pest and rodent control measures shall also extend to the storerooms | |
| (iv) | Are the foodstuffs, where held or served at chilled temperatures, cooled as quickly as possible following the heat-processing stage or final preparation stage when no heat process is applied, to a temperature, which does not result in a risk to health? | |
| 53 | Thawing | |
| (i) | Is the thawing of foodstuffs undertaken in such a way as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins in the foods? | |
| (ii) | During thawing, are the foods subjected to temperatures that would result in a risk to health? | |
| (iii) | Is the run-off liquid from the thawing process, which may present a risk to health, drained adequately? | |
| (iv) | Following thawing, is the food handled in such a manner as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins? | |
| 55 | Are hazardous and/or inedible substances adequately labelled and stored in separate and secure containers? | |
| **J** | **Wrapping and packaging of foodstuffs** | |
| (i) | Is the material used for wrapping and packaging a source of contamination? | |
| (ii) | Are the wrappings and packing materials stored in such a manner that they are exposed to a risk of contamination? | |
| (iii) | Are wrapping and packaging operations carried out so as to avoid contamination of the products? (Where appropriate | |

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| | and in particular in the case of cans and glass jars, the integrity of the container's construction and its cleanliness must be assured.) | |
| 59 | Is the wrapping and packaging material re-used for foodstuffs easy to clean and, where necessary, to disinfect? | |
| **K** | **Heat treatment** | |
| 60 (i) | Does the heat treatment process used to process an unprocessed product or to process further a processed product: | |
| (ii) | raise every particle of the product treated to a given temperature for a given period of time? | |
| (iii) | prevent the product from becoming contaminated during the process? | |
| 61 (i) | Does the process employed achieve the desired objectives? | |
| (ii) | Are the main relevant parameters (particularly temperature, pressure, sealing and microbiology), checked regularly including by the use of automatic devices? | |
| 62 | Does the process used conform to an internationally recognized standard (for example, cooking, freezing, sterilization,, etc.)? | |
| **L** | **Maintenance** | |
| 63 | Is there appropriate maintenance schedule for maintaining infrastructure and equipment facilities and records thereof? | |
| 64 | Whether all equipment labelled and marked? | |
| **M** | **Training** | |
| 65 | Are the food handlers supervised and instructed and/or trained in food hygiene matters commensurate with their work activity? | |
| 66 | Have the persons those responsible for the development and maintenance of the procedure for the operation of relevant guides received adequate training in the application of the HACCP principles? | |
| 67 | Are the persons those responsible for compliance with the requirements of national law trained? | |
| **N** | **Testing facility** | |
| 68 | Is there in-house testing facility for analysis of raw materials, in- process samples, finished products, hygiene and sanitation control samples, etc.? | |
| 69 | Are the analysts qualified to carry out the relevant tests? | |

**Section-IV: Any other relevant information:**

**Section-V: Recommendations of the Inter Departmental Panel (IDP)**

The processing establishment may be granted full/conditional approval to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002;

a) for all countries including the European Union (EU) / Countries other than EU
b) for processing (Scope of Approval -Fresh poultry meat and poultry meat products which may be allowed to be processed in the establishment)

and

c) with annual installed production capacity of_____MT

**Or**

The processing establishment may be granted full/conditional approval to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002, subject to rectification of the minor deficiencies given in the enclosed observation sheet within one/ two/ three months from the date of this assessment and subsequent an on-site verification of the rectifications, by IDP-Convener/ IDP.

**Or**

The processing establishment may not be approved to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002. The deficiencies observed are given in the enclosed observations sheet. The establishment may apply a fresh after rectification of the deficiencies.

**Section VI: Suggestions for improvement, if any:**

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| Signature | | | |
| Name & Qualification | | | |
| Designation | | | |
| Department | | | |
| Place | | | |
| Date | | | |

**Annexure IIIB**

**EXPORT INSPECTION AGENCY – KOCHI / MUMBAI / CHENNAI/KOLKATA**
**(MINISTRY OF COMMERCE & INDUSTRY)**
**GOVERNMENT OF INDIA**
**ASSESSMENT REPORT FOR GMP, GHP, GVP, HACCP, etc.**

| | | | | |
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| Name of the processing establishment | : M/s. | | | |
| Address of the Regd Office | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Address of the processing establishment | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail | | | |
| Scope of assessment | : On-site verification to assess implementation of HACCP based food safety management system for processing, handling and storage of fresh poultry meat and poultry meat products | | | |
| Date(s) of assessment | | | | |
| Opening Meeting Location and date | | | | |
| Closing Meeting Location and date | | | | |
| Name of IDP members | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |
| | | | | |
| Name of Representative(s) of establishment | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |
| | | | | |

| **Section-I: Information about personnel** | | |
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| 1 | Is number of approved veterinarians and veterinarians available in the establishment adequate? | |
| 2 | Is the qualifications and experience of the veterinarians and processing technologists appropriate? | |
| 3 | Is the qualifications and experience of the persons appropriate to maintain HACCP-based food safety management? | |
| 4 | Is the qualifications and experience of the personnel, | |

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| | conducting microbiological and chemical analysis appropriate? | |
| **SECTION-II: PRIMARY PRODUCTION AND RAW MATERIAL** | | |
| **A** | **Hygiene Provisions and record keeping in Poultry Production and handling** | |
| 1 | Are the samples (feed, water, tissue, poultry, etc.) drawn for relevant analyses that have importance to human health and records maintained? | |
| 2 | Are there appropriate actions on account of the results of any relevant analysis carried out on samples taken from the birds or other samples that have importance to human health? | |
| 3 | Is there appropriate remedial action when informed of problems identified during official controls? | |
| 4 | Are there records of other relevant reports on checks carried out on birds or poultry? | |
| **B** | **Other Food Ingredients/additives/preservatives** | |
| 5 | Are there controls on procurement of other Food Ingredients, additives, preservatives, etc.? | |
| 6 | Is list of the additives/ preservatives furnished? | |
| 7 | Whether the additives/preservatives are of food grade quality, acceptable to importing country? | |
| **SECTION-III: GENERAL HYGIENE REQUIREMENTS** | | |
| **A** | **Transport** | |
| 1 | Are the conveyances and/or containers used for transporting poultry and poultry meat products maintained clean and repair condition? | |
| **B** | **Personal hygiene** | |
| 2 | Is every person working in a food-handling area maintaining a high degree of personal cleanliness and wearing suitable, clean and, where necessary, protective clothing? | |
| 3 | Is person suffering from, or being a carrier of a disease likely to be 2 transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhoea, permitted to handle food or enter any food-handling area in any capacity, if there is any likelihood of direct or indirect contamination? Are the health cards maintained for all employees? | |
| 4 | Does any person so affected and employed in the establishment and who is likely to come into contact with food report immediately the illness or symptoms, and if possible their causes, to the processing establishment? | |
| **C** | **Provisions applicable to foodstuffs** | |
| 5 | Does the establishment accept raw materials or ingredients, other than food, or any other material used in processing products, even though they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic micro-organisms or toxic, decomposed or foreign substances to such an extent that, even after the establishment applies normal hygienic sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption? | |
| 6 | Are the raw materials and all ingredients stored in the premises kept in appropriate conditions designed to prevent harmful deterioration and protect them from | |

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| | contamination? | |
| 7 | At all stages of production, processing and distribution, is the food protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state? | |
| 8 | Are the raw materials, food ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins, kept at temperatures that might result in a risk to health? | |
| 9 | Does the poultry meat and poultry meat products storages maintained at required temperatures? | |
| 10 | Are the slaughtered poultry, and poultry meat products where held at chilled temperatures, cooled as quickly as possible following the treatment or final preparation stage, to a temperature, which does not result in a risk to health? | |
| 11 | Thawing | |
| (i) | Is the thawing of foodstuffs undertaken in such a way as to minimize the risk of growth of pathogenic micro-organisms or the formation of toxins in the foods? | |
| (ii) | During thawing, are the foods subjected to temperatures that would result in a risk to health? | |
| (iii) | Is the run-off liquid from the thawing process, which may present a risk to health, drained adequately? | |
| (iv) | Following thawing, is the food handled in such a manner as to minimize the risk of growth of pathogenic micro-organisms or the formation of toxins? | |
| 12 | Are hazardous and/or inedible substances adequately labelled and stored in separate and secure containers? | |
| **D** | **Wrapping and packaging of foodstuffs** | |
| 13 | Is the material used for wrapping and packaging a source of contamination? | |
| 14 | Are the wrappings and packing materials stored in such a manner that they are exposed to a risk of contamination? | |
| 15 | Are wrapping and packaging operations carried out so as to avoid contamination of the products? (Where appropriate and in particular in the case of cans and glass jars, the integrity of the container's construction and its cleanliness must be assured.) | |
| 16 | Is the wrapping and packaging material re-used for foodstuffs easy to clean and, where necessary, to disinfect? | |
| **E** | Heat treatment | |
| 17 | Does the heat treatment process used to process an unprocessed product or to process further a processed product: | |
| (i) | raise every particle of the product treated to a given temperature for a given period of time? | |
| (ii) | prevent the product from becoming contaminated during the process? | |
| 18 (i) | Does the process employed achieve the desired objectives? | |
| (ii) | Are the main relevant parameters (particularly | |

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| | temperature, pressure, sealing and microbiology), checked regularly including by the use of automatic devices? | |
| 19 | Does the process used conform to an internationally recognized standard (for example, pasteurization, heat treatment, etc.)? | |
| **SECTION-IV: REQUIREMENTS CONCERNING POULTRY AND POULTRY MEAT PRODUCTS** | | |
| **A** | **Application of the Identification Mark** | |
| 1 | Is the Identification mark and details of the approved establishment applied before the product leaves the establishment? | |
| 2 | Is the mark indicate the traceability for procurement of poultry, address of the establishment and the consigner details? | |
| **B** | **Form of the Identification Mark** | |
| 3 | Are marks legible and indelible, and the characters easily decipherable? Is It clearly displayed for the competent authorities? | |
| 4 | Does the mark indicate the name of the country in which the establishment is located? | |
| **C** | **Method of Marking** | |
| 5 | Is the mark applied directly to the product, the wrapping or the packaging, or printed on a label affixed to the product, the wrapping or the packaging depending on the presentation of differentproducts of animal origin? | |
| 6 | Is the mark an irremovable tag of resistant material? | |
| **D** | **HACCP-based Procedures** (Hazard analysis and critical control points) | |
| **7** | Are the HACCP principles in place, implemented and maintained? | |
| 8 | The HACCP principles | |
| a) | Are the hazards, if any, need to be prevented, eliminated or reduced to acceptable levels identified appropriately? | |
| b) | Are the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels identified appropriately? | |
| c) | Are the critical limits at critical control points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards established appropriately? | |
| d) | Are the monitoring procedures at critical control points established and implemented effectively? | |
| e) | Are the corrective actions when monitoring indicates that a critical control point is not under control established? | |
| f) | Are the procedures, which need to be carried out regularly, to verify that the measures outlined in (a) to (e) above are working effectively, established? | |
| g) | Are the documents and records commensurate with the nature and size of the food business to demonstrate the effective application of the measures outlined in (a) to (f) above established? | |
| 9 | Are the procedure reviewed when any modification is made in the product, process, or any step to make the necessary changes to it? | |
| 10 | Is the evidence of compliance with HACCP principles | |

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| | furnished to the competent authority? | |
| 11 | Are the documents up-to-date at all times? | |
| 12 | Are the documents and records retained for an appropriate period? | |
| 13 | Traceability of poultry procurement:<br>Do the procedures guarantee that each lot of poultry accepted onto premises: | |
| a) | is properly identified? | |
| b) | is accompanied by the relevant information from the holding of provenance controlled / supervised by the processing establishment? | |
| c) | come from a holding or an area subject to a movement prohibition or other restriction for reasons of animal or public health, except when the competent authority so permits? | |
| d) | is clean? | |
| e) | is fit for consumption, as far as the food business operator can judge? | |
| | is in a satisfactory state? | |
| 14 | In the event of failure to comply with any of the requirements listed under point 13 (a to f) above, is it notified to the approved veterinarian and took appropriate measures? | |
| **S** | **Food Chain Information/ Health attestation** | |
| 15 | Does the processing establishment accept poultry with health attestation from veterinarian? | |
| 16 | If not, does the processing establishment accept poultry with relevant food safety information, contained in the records kept at the holding of provenance, such as; | |
| (i) | the status of the holding of provenance or the regional animal health status? | |
| (ii) | the health status of poultry supplied to the establishment? | |
| (iii) | veterinary medicinal products or other treatments administered to the animals within a relevant period and with a withdrawal period greater than zero, together with their dates of administration and withdrawal periods? | |
| (iv) | the occurrence of diseases that may affect the safety of fresh poultry meat and poultry meat products? | |
| (v) | the results, if they are relevant to the protection of public health, of any analysis carried out on samples taken from the birds or other samples taken to diagnose diseases that may affect the safety of fresh poultry meat and poultry meat products, including samples taken in the framework of the monitoring and control of zoonoses and residues? | |
| (vi) | relevant reports about previous ante -and post-mortem inspections of birds from the same holding of provenance including, in particular, reports from the veterinarian? | |
| (vii) | production data, when this might indicate the presence of disease? | |
| (viii) | the name and address of the veterinarian attending the holding of provenance? | |
| 17 | If any lot of poultry arrives at the processing establishment without food chain information, is it notified to the approved veterinarian immediately? | |
| 18 | Are the poultry processed with the permission of the | |

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| | approved veterinarian? | |
| **SECTION-V: SPECIFIC REQUIREMENTS** | | |
| **A** | **Transport of live animals to the slaughterhouse** | |
| 1 | Are the poultry handled carefully without causing unnecessary distress, during collection and transport? | |
| 2 | Are the poultry showing symptoms of disease or originating in flocks known to be contaminated with agents of public health importance transported to the slaughterhouse? | |
| 3 | Are the crates for delivering poultry to the slaughterhouse and modules, where used, made of non-corrodible material? | |
| 4 | Are the crates or modules easy to clean and disinfect. | |
| 5 | Are all the equipment used for collecting and delivering live poultry cleaned, washed and disinfected immediately after emptying and, if necessary, before re-use? | |
| **B1** | **Requirements for slaughterhouses** | |
| 6 | Does the unit have a room or covered space for the reception of the poultry and for their inspection before slaughter? | |
| 7 | Does the unit have a sufficient number of rooms, appropriate to the operations being carried out? | |
| 8 | Does the unit have a separate room for evisceration and further dressing, including the addition of seasonings to whole poultry carcases? | |
| 9 | Are there separate sections to carry out stunning and bleeding, plucking or skinning, and any scalding, dispatching meat, etc.? | |
| 10 | Do the unit installations that prevent contact between the meat and floors, walls or fixtures? | |
| 11 | Does the unit have more than one line? Are they adequately separated to prevent cross-contamination? | |
| 12 | Does the unit have lockable facilities for the refrigerated storage of detained meat and separate lockable facilities for the storage of meat declared unfit for human consumption? | |
| 13 | Does the unit have an adequately equipped lockable facility or, where needed, room for the exclusive use of the veterinary service? | |
| **B2** | **Hygiene** | |
| 14 | Whether only live birds are slaughtered? | |
| 15 | Whether any dead birds, delayed eviscerated poultry and poultry reared for the production of ‘foie gras’ brought to the slaughterhouse? | |
| 16 | Whether ante-mortem inspection is carried out under suitable conditions? | |
| 17 | Whether the poultry brought into the slaughter room slaughtered immediately? | |
| 18 | Is stunning, bleeding, skinning or plucking, evisceration and other dressing carried out immediately in such a way to avoid contamination of the meat? | |
| 19 | Whether post-mortem inspection is carried out under suitable conditions? | |
| 20 | Whether waste, in edible parts, viscera, etc. removed out immediately from the establishment? | |

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| 21 | Are the slaughtered poultry cleaned and chilled to not more than 40C, immediately after inspection and evisceration? | |
| 22 | Is appropriate quantity of chilled water by taking in to account carcase weight, volume and direction of water flow and chilling time, is used? | |
| 23 | Are the equipment entirely emptied, cleaned and disinfected, whenever necessary and at least once a day? | |
| **C1** | **Requirements for cutting plants** | |
| 24 | Is the meat mechanically separated? | |
| 25 | Is it well separated from the slaughtering facility and has adequate facilities to prevent cross contamination, storage of packaged and unpackaged foods, etc.? | |
| **C2** | **Hygiene** | |
| 26 | What is the temperature of the meat and room maintained during cutting, boning, trimming, slicing, dicing, wrapping and packaging? | |
| 27 | What is the chilling temperature after cutting operation? | |
| **D** | **Analytical tests** | |
| 28 | Are the poultry meat products tested for food safety criteria before despatch? | |
| 29 | Is the fresh poultry meat and poultry meat products conform to the microbiological, chemical, residues, animal diseases, etc. parameters? | |
| 30 | Is the calcium content of Mechanically separated meat (MSM) checked in fresh meat as determined by a standard international method? | |
| 31 | What is the calcium content in the fresh Mechanically separated meat (MSM)? | |

**Section-V: Any other relevant information:**

**Section-VI: Recommendations of the Inter Departmental Panel (IDP)**

The processing establishment may be granted full approval to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002, in continuation to the conditional approval granted earlier.

**Or**

The processing establishment may be granted full approval to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002, subject to rectification of the minor deficiencies given in the enclosed observation sheet within a maximum period of one month from the date of this assessment and subsequent an on-site verification of the rectifications, by IDP-Convener/ IDP. The conditional approval may be further extended, if required.

**Or**

The processing establishment may not be approved to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002. The conditional approval granted to the establishment may be withdrawn. The deficiencies observed are given in the enclosed observations sheet. The establishment may apply a fresh after rectification of the deficiencies.

**Section VIII: Suggestions for improvement, if any:**

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| Signature | | | |
| Name & qualification | | | |
| Designation | | | |
| Department | | | |
| Place | | | |
| Date | | | |

**Annexure IIIC**

**EXPORT INSPECTION AGENCY – KOCHI / MUMBAI / CHENNAI/KOLKATA**
**(MINISTRY OF COMMERCE & INDUSTRY)**
**GOVERNMENT OF INDIA**

**ASSESSMENT REPORT**
**FOR INFRASTRUCTURE, EQUIPMENT FACILITIES, IMPLEMENTATION OF HACCP BASED GMP, GHP AND GVP**

| | | | | |
|---|---|---|---|---|
| Name of the processing establishment | : M/s. | | | |
| Address of the processing establishment | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Address of the Regd. Office | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Scope of assessment | On-site verification to adjudge suitability of the infrastructure facilities, equipment facilities and to assess implementation of HACCP based food safety management system for processing, handling and storage of fresh poultry meat and poultry meat products | | | |
| Date(s) of assessment | | | | |
| Opening Meeting Location and date | | | | |
| Closing Meeting Location and date | | | | |
| Name & Qualification of IDP members | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |
| | | | | |
| Name of Representative (s) of the establishment | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |

| **Section-I: Information** | | |
|---|---|---|
| **A** | **General** | |
| 1 | Name of the Chief Executive (MD/Mg. Partner/ Proprietor) (Give Contact Numbers and E-mail, if any) | |
| 2 | Is the processing plant owned or leased by the applicant | Owned/leased |
| 3 | If leased, name of the plant owner, plant name and address. | |
| 4 | Month and Year of Construction | |
| 5 | Month and Year of last major alterations | |
| 6 | Month and Year of Commercial Production | |
| 7 | Approval requested for export to (Countries) | All countries including European Union / Countries other than EU. |
| 8 | Scope of approval. Name(s) of the product(s). | |
| 9 | Additional activities, if any, in the same premise and other than the products mentioned above. | |
| 10 | Annual production during the previous year<br>(a) Fresh poultry meat and poultry meat products (Within the scope of approval)<br>(b) Others (specify) | |
| 11 | Total exports during the last one year<br>Financial Year<br>Destinations (Countries)<br>Quantity in Metric Tons<br>FOB Value in Rupees in Lakhs. | |
| 12 | Whether all year production or seasonal production | |
| 13 | Number of working hours and shifts per day | |
| 14 | Number of working days per week. Specify weekly holiday | |
| **B** | **Information on Structure of the Establishment** | |
| 15 | Number of slaughterhouses for poultry | |
| 16 | Whether the slaughterhouses for poultry are integrated to the main establishment? | |
| 17 | Is there any separate slaughterhouse away from the unit? If yes, give location, address, distance from the establishment, capacity and storage facilities. | |
| 18 | If integrated, whether the slaughtering facilities, well separated from other sections? | |
| 19 | Does the establishment have separate room/section for removing and processing poultry waste and other wastes? | |
| 20 | Whether the unit has facilities for automatic cleaning of carcase immediately after slaughtering? | |
| 21 | Is there any chill room / chill storage for storage of fresh poultry meat and poultry meat products for intermediate storage? Give numbers and storage temperatures | |
| 22 | Whether the unit have freezing facility to reduce the temperature of the fresh poultry meat and poultry meat products below -18 ºC? If yes, specify method and capacity of freezing. | |
| 23 | Whether the unit have other facility to preserve poultry meat and poultry meat products by heat treatment, marinating, smoking, etc.? If yes, specify method and capacity. | |
| 24 | Whether there is packing room for every fresh poultry meat and poultry meat products separate from processing activities and storage? | |
| 25 | Is there adequate integrated storage facility for finished fresh poultry meat and poultry meat products? Give details like type of storage, purpose, number of storages and capacity of | |

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| | storage. | | | |
| 26 | Give details like Numbers, type, capacities and registration numbers of vehicles of the establishment of its own for transportation of raw material and finished products | Numbers | Capacity | Regn. Nos. |
| | (a) Refrigerated Vehicle | | | |
| | (b) Insulated Vehicles | | | |
| | (c) Non-insulated Vehicles | | | |
| 27 | Does the establishment hire outside vehicles? If yes, Give details as above. | | | |
| C. | Information about personnel | | | |
| 28 | Number of EIA approved veterinarian s and other veterinarians available in the establishment. Is list furnished? | | | |
| (g) | Is name designation, qualifications and experience of the personnel qualified and responsible for developing, implementing and maintaining HACCP-based procedures furnished? Is it satisfactory? | | | |
| (h) | Is name, designation, qualifications and experience of the veterinarian(s) and veterinarian(s) supervising the processing and other related operations furnished? | | | |
| (i) | Is name, designation, qualifications and experience of the qualified personnel, conducting microbiological and chemical analysis furnished? | | | |
| (j) | Number of supervisors apart from the above, responsible for processing and handling of food products and maintenance of sanitation and hygiene in the establishment separately. | | | |
| (k) | Number of male workers in the processing establishment in each shift and at slaughtering facilities, if separate. | | | |
| (l) | Number of female workers in the processing establishment in each shift and at slaughtering facilities, if separate. | | | |
| (m) | Is number of approved veterinarians and veterinarians available in the establishment adequate? | | | |
| (n) | Is the qualifications and experience of the veterinarians and processing technologists appropriate? | | | |
| (o) | Is the qualifications and experience of the persons appropriate to maintain HACCP-based food safety management? | | | |
| **SECTION-II: PRIMARY PRODUCTION AND RAW MATERIAL** | | | | |
| **A** | Hygiene Provisions and record keeping in Poultry Production and handling | | | |
| 1 | Are region-wise details of the identified poultry farms furnished? | | | |
| 2 | Are these under supervision/controls of the unit? Specify. | | | |
| 3 | Are there controls to ensure good farming practices and good veterinary practices? | | | |
| 4 | Are there adequate measures to protect poultry production against any contamination? | | | |
| 5 | Are there adequate measures to control hazards and contamination arising from the air, soil, water, feed, fertilizers, veterinary medicinal products and biocides and the storage, handling and disposal of waste in poultry production and associated operations? | | | |
| 6 | Are there controls to prevent use of prohibited antibiotics/pharmacological substances and Chemicals? | | | |
| 7 | Are there adequate measures relating to animal health and welfare that have implications for human health, including programmes for the monitoring and control of zoonoses and | | | |

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| | zoonotic agents in poultry production and associated operations? | |
| 8 | Is there cleaning and where necessary, disinfecting of facilities used in connection with poultry production and associated operations, including facilities used to store and handle feed? | |
| 9 | Is there cleaning and where necessary, disinfecting of equipment, containers, crates, vehicles and vessels? | |
| 10 | Is the water used potable or clean, where necessary, to prevent contamination? | |
| 11 | Is cleanliness of the birds going to slaughterhouse ensured? | |
| 12 | Are the personnel trained on health risks and the personnel, handling foodstuff in good health? | |
| 13 | Is there prevention of animals and pests from causing contamination? | |
| 14 | Is the waste and hazardous material handled and stored properly to prevent contamination? | |
| 15 | Is there prevention of the introduction and spreading of contagious diseases transmissible to humans through food, including taking precautionary measures when introducing new birds and reporting suspected outbreaks of such diseases to the competent authority | |
| 16 | Are the samples (feed, water, tissue, etc.) drawn for relevant analyses that have importance to human health and records maintained? | |
| 17 | Are there appropriate actions on account of the results of any relevant analysis carried out on samples taken from the birds or other samples that have importance to human health | |
| 18 | Is there correct use of feed additives and veterinary medicinal products? | |
| 19 | Is there appropriate remedial action when informed of problems identified during official controls | |
| 20 | Specify the mode of transport of poultry from the farms | |
| 21 | Are there records relating to measures put in place to control hazards in an appropriate manner? | |
| 22 | Are there records of nature and origin of feed fed to the birds? | |
| 23 | Are there records of veterinary medicinal products or other treatments administered to the birds, dates of administration and withdrawal periods? | |
| 24 | Are there records of any analysis carried out on samples taken for diagnostic purpose, which may affect the safety of fresh poultry meat and poultry meat products for human consumption? | |
| 25 | Are there records of other relevant reports on checks carried out on the poultry? | |
| 26 | Are there records for the health attestations or food chain information? | |
| 27 | Are there records of the details of employees such as veterinarians and farm technicians, assisting in poultry production? | |
| **SECTION-III: GENERAL HYGIENE REQUIREMENTS** | | |
| **A** | **General requirements for premises and infrastructure** | |
| 1 | Premise | |
| (f) | Are the premises kept clean and maintained in good repair | |

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| | and condition? | |
| (g) | Does it have defined curtilage? | |
| (h) | Are all roads in the premises concreted / tarred or turfed to prevent wind-blown dust? | |
| (i) | Is it free from swamps, stagnated water, dumps, rodent harbourage, other animals, etc. inside the premise? | |
| (j) | Is the surrounding free from objectionable odours, smokes, dust and other contaminants? | |
| 2 | Layout, design, construction, location and size of food premises: | |
| (m) | Does it permit adequate maintenance, cleaning and/or disinfecting, avoid or minimize air-borne contamination and provide adequate working space to allow for the hygienic performance of all operations? | |
| (n) | Does it protect against the accumulation of dirt, contact with toxic materials, the shedding of particles into food and the formation of condensation or undesirable mould on surfaces | |
| (o) | Does it permit good food hygiene practices, including protection against contamination and, in particular, pest control | |
| (p) | Where necessary, does it provide suitable temperature-controlled handling and storage conditions of sufficient capacity for maintaining food at appropriate temperatures and designed to allow those temperatures to be monitored and, where necessary, recorded. | |
| (q) | Are the chill rooms/storages of adequate size with mechanical refrigeration system to maintain temperature at the required level (0°c to 4°c)? | |
| (r) | Are the cold storages having suitable refrigeration system to maintain the product temperature below -18°C? | |
| (s) | Do the layout of different sections facilitate smooth and orderly flow of work and to prevent possible cross contamination and backtracking? | |
| (t) | Are there separate stores for wet and dry items and separate lockable store for the chemicals/ disinfectants? | |
| (u) | Are there packing material stores of adequate size with adequate facilities to prevent contamination? | |
| (v) | Does the building provide sufficient protection against the entry and harborage of rodent, insects, birds, other animals, etc.? | |
| (w) | Are the non–operative areas, if any, inside the establishment properly maintained to avoid possible cross- contamination | |
| (x) | Is it kept clean and maintained in good repair and condition? | |
| 3 | Lavatories | |
| (c) | Are there an adequate number of flush lavatories available and connected to an effective drainage system? | |
| (d) | Are the lavatories opened directly into rooms in which food is handled? | |
| 4 | Washing facilities: | |
| (h) | Are there an adequate number of washbasins available, suitably located and designated for cleaning hands at all entry points and in food handling areas? | |
| (i) | Are the washbasins for cleaning hands provided with hot and cold running water, materials for cleaning hands like detergent, disinfectant, etc. and for hygienic drying e.g. | |

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| | single use towels? | |
| (j) | Are the facilities for washing food separate from the hand-washing facility? | |
| (k) | Are there feet disinfection facilities like foot dip provide, wherever applicable? | |
| (l) | Are the washbasins provided with foot operable taps or non-hand operable taps? | |
| (m) | Are the materials like liquid soaps, disinfectants, nailbrushes, single use towels / hand dryers etc. provided in sufficient quantities at all hand washbasins? | |
| (n) | Are foot-operable waste bins provided for collecting used towels at all hand-cleaning facilities? | |
| 5 | Ventilation: | |
| (m) | Is there suitable and sufficient means of natural or mechanical ventilation? | |
| (n) | Is the mechanical airflow from a clean area to a contaminated area? | |
| (o) | Are the ventilation systems constructed as to enable filters and other parts requiring cleaning or replacement, readily accessible? | |
| (p) | Are mechanical ventilation/ exhaust fans provided in areas were stagnation of air, condensation of fluid etc. are present? | |
| (q) | Do the sanitary conveniences have adequate natural or mechanical ventilation? | |
| (r) | Do the premises have adequate natural and/or artificial lighting? | |
| (s) | Drainage facilities | |
| (t) | Are they adequate for the purpose intended? | |
| (u) | Are they designed and constructed to avoid the risk of contamination. | |
| (v) | Where drainage channels are fully or partially open, are they designed as to ensure that waste does not flow from a contaminated area towards or into a clean area, in particular an area where foods likely to present a high risk to the final consumer are handled? | |
| (w) | Is the open end of the drainage protected against the entry of rodents? | |
| (x) | Are the drains of adequate size having sufficient slope for easy cleaning? | |
| 9 | Change room facilities | |
| (g) | Are adequate separate changing facilities (change room and facilities therein), where necessary, provided for personnel handling raw material, unprocessed products and processed products? | |
| (h) | Is there separate facility for male and female workers? | |
| (i) | Whether changing room facility is integrated into the plant layout properly? | |
| (j) | Does the changing room have self closing doors, smooth walls and floors and adequate hand washbasins with soaps, disposable towels, nail brushes and non-hand operable taps? | |
| (k) | Is there suitable in-house arrangement to launder the working clothes of the workers? | |
| (l) | Whether there is arrangement for | |
| | ▪ Change of footwear | |
| | ▪ Keeping street clothes separately | |

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| | ▪ Lockable cupboards | |
| | ▪ Collection of soiled working clothes | |
| | ▪ Gumboots | |
| | ▪ Headgear and wherever necessary gloves/ mouth cover | |
| 10 | Are the cleaning agents and disinfectants stored away from the areas where food is handled? | |
| **B** | **Specific requirements in rooms where foodstuffs are prepared, treated or processed** | |
| 11 | Design and layout to permit good food hygiene practices, including protection against contamination between and during operations | |
| **(a)** | **Floor** | |
| (iv) | Are the surfaces maintained in a sound condition and easy to clean and, where necessary, to disinfect? | |
| (v) | Is it of impervious, non-absorbent, washable and non-toxic materials or appropriate to prevent contamination? | |
| (vi) | Do they allow adequate surface drainage? | |
| **(b)** | **Walls** | |
| (vi) | Are the surfaces maintained in a sound condition and are easy to clean and, where necessary, to disinfect? | |
| (vii) | Is it of impervious, non-absorbent, washable and non-toxic materials or appropriate to prevent contamination and have a smooth surface up to a height appropriate for the operations? | |
| (viii) | Are the wall to floor and wall-to-wall junctions smooth and curved to facilitate easy cleaning | |
| (ix) | Are the walls smooth free from projections and the entire fitting on the wall made in such a way so as to clean and disinfect them easily? | |
| (x) | Are the electric switches or other fittings fixed in other areas where no handling of fresh poultry meat and poultry meat products is carried out? | |
| **(c)** | **Ceiling** (or, where there are no ceilings, the interior surface of the roof) | |
| (iii) | Are the ceilings and overhead fixtures constructed and finished so as to prevent the accumulation of dirt and to reduce condensation, the growth of undesirable mould and the shedding of particles? | |
| (iv) | If structural elements or fittings are suspended below the ceiling, is suitable protection given to prevent falling of debris, dust or droppings? | |
| **(d)** | **Windows, ventilators and other openings** | |
| (vi) | Are they constructed to prevent the accumulation of dirt? | |
| (vii) | Are those, which can be opened to the outside environment, where necessary, fitted with insect-proof screens, which can be easily removed for cleaning? | |
| (viii) | Are, where open windows would result in contamination, kept closed and fixed during production? | |
| (ix) | Are windowsills, if any, have slope inwards? | |
| (x) | Are the windows/ ventilators constructed at least one meter above the floor? | |
| **(e)** | **Doors** | |
| (v) | Are they easy to clean and, where necessary, to disinfect? | |
| (vi) | Are they have smooth and non-absorbent surfaces or surfaces appropriate to prevent contamination? | |
| (vii) | Are all the doors having tight fittings? | |
| (viii) | Are they of self-closing type? | |

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| **(f)** | **Surfaces (including surfaces of equipment)** | |
| (iii) | Are, in areas where food is handled and in particular those in contact with food maintained in a sound condition and are easy to clean and, where necessary, to disinfect? | |
| (iv) | Are these smooth, washable corrosion-resistant and non-toxic materials or appropriate to prevent contamination | |
| **12** | **Equipment cleaning facilities** | |
| (c) | Are adequate facilities provided, where necessary, for the cleaning, disinfecting and storage of working utensils and equipment? | |
| (d) | Are these facilities constructed of corrosion-resistant materials, easy to clean and do they have an adequate supply of hot potable water at 820c and cold potable water? | |
| **13** | **Food washing facility** | |
| (c) | Is adequate provision made, where necessary, for washing carcase and other poultry meat parts? | |
| (d) | Do the every food washing facility provided have an adequate supply of chilled potable water and kept clean and, where necessary, disinfected? | |
| **C** | **Transport** | |
| 14 | Are the conveyances and/or containers used for transporting poultry/food kept clean and maintained in good repair and condition to protect food from contamination and are, where necessary, designed and constructed to permit adequate cleaning and/or disinfection? | |
| 15 | Are the receptacles in vehicles and/or containers used for transporting anything other than food where it may result in contamination? | |
| 16 | Are the conveyances and/or containers, where used for transporting anything in addition to food or for transporting different foodstuffs at the same time, has effective product separation? | |
| 17 | Are the foodstuffs transported in receptacles and/or containers reserved for the transport of foodstuffs? Are such containers marked in a clearly visible and indelible fashion, to show that they are used for the transport of foodstuffs, or marked 'for foodstuffs only'? | |
| 18 | Is there effective cleaning between loads to avoid the risk of contamination? | |
| 19 | Are foodstuffs in conveyances and/or containers, so placed and protected as to minimize the risk of contamination? | |
| 20 | Where necessary, conveyances and/or containers capable of maintaining foodstuffs at appropriate temperatures and allow those temperatures to be monitored? | |
| **D** | **Equipment requirements** | |
| 21 | Are all the articles, fittings and equipment with which food comes into contact | |
| (ix) | Effectively cleaned and, where necessary, disinfected at a frequency sufficient to avoid any risk of contamination? | |
| (x) | Constructed, of such materials and kept in such good order, repair and condition as to minimize any risk of contamination? | |
| (xi) | with the exception of non-returnable containers and packaging, constructed, of such materials and kept in such good order, repair and condition as to enable them to keep | |

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| | clean and, where necessary, disinfected? | |
| (xii) | so constructed of such materials and kept in such good order, repair and condition as to enable them to be kept clean and, where necessary, to be disinfected with the exception of non-returnable containers and packaging? | |
| (xiii) | Installed in such a manner that does allow adequate cleaning of the equipment and the surrounding area? | |
| (xiv) | Made of non-corrodible material and be smooth without cracks and crevices and easy to clean and disinfect? | |
| (xv) | food contact surfaces have smooth surface made of non-corrodible material? | |
| (xvi) | Is equipment, where necessary, fitted with an appropriate control device such as time, temperature, pressure, flow rate, etc. ? | |
| 22 | Are the process control equipment and devices calibrated at regular intervals? | |
| 23 | Are the chemical additives, where have to be used to prevent corrosion of equipment and containers, used in accordance with good practice? | |
| 24 | Is any equipment or facility made of wood used in the establishment, except inside the cold storage? | |
| **E** | **Food waste** | |
| 25 | Are the food waste, non-edible by-products and other refuse removed as quickly as possible from rooms where food is present so as to avoid their accumulation? | |
| (vi) | Are the food waste, non-edible by-products and other refuse deposited in closable containers or any other appropriate container, e.g. foot operable, to prevent contamination? | |
| (vii) | Are the containers of an appropriate construction, kept in sound condition, easy to clean and, where necessary, to disinfect? | |
| (viii) | Is there adequate provision made for the storage and disposal of food waste, non-edible by-products and other refuse? | |
| (ix) | Are the refuse stores are designed and managed in such a way as to enable them to keep clean and, where necessary, free of animals and pests? | |
| (x) | Is all the waste eliminated in a hygienic and environmentally friendly way in accordance with state pollution control board's consent and does not constitute a direct or indirect source of contamination? | |
| **F** | **Water supply and Ice** | |
| 31 (i) | Is there an adequate supply of potable water, which is to be used whenever necessary to ensure that foodstuffs are not contaminated? | |
| (ii) | Is the water tested as per 98/83/EC or IS:4251 for potability, as applicable? | |
| (iii) | Is the water treated)? What is the method of treatment? | |
| 32 (i) | Is the non-potable water circulated in a separate duly identified system, where it is used for fire control, steam production, refrigeration and other similar purposes? | |
| (ii) | Is the non-potable water connects with, or allows reflux into, potable water systems? | |
| 33 (i) | Is the recycled water used, if any, in processing or as an ingredient presents a risk of contamination? | |
| (ii) | Is it of the same standard as potable water, acceptable to the | |

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| | competent authority and will not affect wholesomeness of the foodstuff in its finished form? | |
| 34 (i) | Is ice which comes into contact with food or which may contaminate food made from potable water, if used? | |
| (ii) | Is it made, handled and stored under conditions that protect it from contamination and verified same by laboratory tests? | |
| 35 | Is the steam used directly in contact with food likely to contain substance that presents a hazard to health or likely to contaminate the food? | |
| 36 | Where heat treatment is applied to foodstuffs in hermetically sealed containers, is it ensured that water used to cool the containers after heat treatment is not a source of contamination for the foodstuff? | |
| 37 | Is there documented water management system? Are the outlets identified and serially numbered in the plumbing layout diagram? | |
| 38 | Is water storage tank easily cleanable and protected from outside contamination? State frequency of cleaning water tanks. | |
| 39 | Is there appropriate measure to prevent contamination through back suction? | |
| **G** | **Personal hygiene** | |
| 40 | Is every person working in a food-handling area maintaining a high degree of personal cleanliness and wearing suitable, clean and, where necessary, protective clothing? | |
| 41 | Is person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhoea, permitted to handle food or enter any food-handling area in any capacity, if there is any likelihood of direct or indirect contamination? | |
| 42 | Does any person so affected and employed in the establishment and who is likely to come into contact with food report immediately the illness or symptoms, and if possible their causes, to the processing establishment? | |
| 43 | Are all employees in the establishment and poultry farms undergone medical examination periodically by an approved medical officer stating they are fit to handle food products? | |
| 44 | Are prophylactic injections administered to the employees and record maintained thereof? | |
| 45 | Are the employees medically examined after each absence due to illness and notification of communicable diseases in their homes? | |
| 46 | Are individual health cards maintained for all employees? | |
| **H** | **Provisions applicable to foodstuffs** | |
| 47 | Does the establishment accept raw materials or ingredients, other than food, or any other material used in processing products, even though they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the establishment applies normal hygienic sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption? | |
| 48 | Are the raw materials and all ingredients stored in the | |

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| | premises kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination? | |
| 49 | At all stages of production, processing and distribution, is the food protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state? | |
| 50 | Vermin control | |
| (iv) | Are adequate documented procedures in place to control pests? | |
| (v) | Whether bait map showing serially numbered bait stations provided? | |
| (vi) | Are adequate procedures in place to prevent domestic animals from having access to places where food is prepared, handled or stored? | |
| 51 | Cold chain and temperature maintenance | |
| (i) | Are the raw materials, food ingredients, intermediate products and finished products likely to support the reproduction of pathogenic microorganisms or the formation of toxins, kept at temperatures that might result in a risk to health? | |
| (ii) | Is the cold chain maintained? | |
| 52 (i) | Does the establishment have suitable rooms for manufacturing, handling and wrapping processed foodstuffs, large enough for separate storage of raw materials from processed material and sufficient separate refrigerated storage? | |
| (v) | The material shall be kept on cleanable pallets other than wood, properly covered away from the walls. There shall be enough space for a person to walk around | |
| (vi) | Pest and rodent control measures shall also extend to the storerooms | |
| (vii) | Are the foodstuffs, where held or served at chilled temperatures, cooled as quickly as possible following the heat-processing stage or final preparation stage when no heat process is applied, to a temperature, which does not result in a risk to health? | |
| 53 | Thawing | |
| (v) | Is the thawing of foodstuffs undertaken in such a way as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins in the foods? | |
| (vi) | During thawing, are the foods subjected to temperatures that would result in a risk to health? | |
| (vii) | Is the run-off liquid from the thawing process, which may present a risk to health, drained adequately? | |
| (viii) | Following thawing, is the food handled in such a manner as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins? | |
| 55 | Are hazardous and/or inedible substances adequately labelled and stored in separate and secure containers? | |
| **I** | **Wrapping and packaging of foodstuffs** | |
| (iv) | Is the material used for wrapping and packaging a source ofcontamination? | |
| (v) | Are the wrappings and packing materials stored in such a manner that they are exposed to a risk of contamination? | |

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| (vi) | Are wrapping and packaging operations carried out so as to avoid contamination of the products? (Where appropriate and in particular in the case of cans and glass jars, the integrity of the container's construction and its cleanliness must be assured.) | |
| (vii) | Is the wrapping and packaging material re-used for foodstuffs easy to clean and, where necessary, to disinfect? | |
| 59 | Is the wrapping and packaging material re-used for foodstuffs easy to clean and, where necessary, to disinfect? | |
| **J** | **Heat treatment** | |
| 60 (i) | Does the heat treatment process used to process an unprocessed product or to process further a processed product: | |
| (ii) | Raise every particle of the product treated to a given temperature for a given period of time? | |
| (iii) | Prevent the product from becoming contaminated during the process? | |
| 61 (i) | Does the process employed achieve the desired objectives? | |
| (ii) | Are the main relevant parameters (particularly temperature, pressure, sealing and microbiology), checked regularly including by the use of automatic devices? | |
| 62 | Does the process used conform to an internationally recognized standard (for example, cooking, freezing, sterilization,, etc.)? | |
| **K** | **Maintenance** | |
| 63 | Is there appropriate maintenance schedule for maintaining infrastructure and equipment facilities and records thereof? | |
| 64 | Whether all equipment labelled and marked? | |
| **L** | **Training** | |
| 65 | Are the food handlers supervised and instructed and/or trained in food hygiene matters commensurate with their work activity? | |
| 66 | Have the persons those responsible for the development and maintenance of the procedure for the operation of relevant guides received adequate training in the application of the HACCP principles? | |
| 67 | Are the persons those responsible for compliance with the requirements of national law trained? | |
| **SECTION-IV: REQUIREMENTS CONCERNING POULTRY AND POULTRY MEAT PRODUCTS** | | |
| **A** | **HACCP-based Procedures** (Hazard analysis and critical control points) | |
| 1 | Are the HACCP principles in place, implemented and maintained? | |
| 2 | The HACCP principles | |
| a) | Are the hazards, if any, need to be prevented, eliminated or reduced to acceptable levels identified appropriately? | |
| b) | Are the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels identified appropriately? | |
| c) | Are the critical limits at critical control points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards established appropriately? | |
| d) | Are the monitoring procedures at critical control points established and implemented effectively? | |

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| e) | Are the corrective actions when monitoring indicates that a critical control point is not under control established? | |
| f) | Are the procedures, which need to be carried out regularly, to verify that the measures outlined in (a) to (e) above are working effectively, established? | |
| g) | Are the documents and records commensurate with the nature and size of the food business to demonstrate the effective application of the measures outlined in (a) to (f) above established? | |
| 3 | Are the procedure reviewed when any modification is made in the product, process, or any step to make the necessary changes to it? | |
| 4 | Is the evidence of compliance with HACCP principles furnished to the competent authority? | |
| 5 | Are the documents up-to-date at all times? | |
| 6 | Are the documents and records retained for an appropriate period? | |
| 7 | Traceability of poultry procurement:<br>Do the procedures guarantee that each lot of poultry accepted onto premises: | |
| a) | Is properly identified? | |
| b) | Is accompanied by the relevant information from the holding of provenance controlled / supervised by the processing establishment? | |
| c) | Come from a holding or an area subject to a movement prohibition or other restriction for reasons of animal or public health, except when the competent authority so permits? | |
| d) | Is clean? | |
| e) | Is fit for consumption, as far as the food business operator can judge? | |
| | Is in a satisfactory state? | |
| 8 | In the event of failure to comply with any of the requirements listed under point 13 (a to f) above, is it notified to the approved veterinarian and took appropriate measures? | |
| **B** | **Food Chain Information/ Health attestation** | |
| 9 | Does the processing establishment accept poultry with health attestation from veterinarian? | |
| 10 | If not, does the processing establishment accept poultry with relevant food safety information, contained in the records kept at the holding of provenance, such as; | |
| (i) | The status of the holding of provenance or the regional animal health status? | |
| (ii) | The health status of poultry supplied to the establishment? | |
| (iii) | Veterinary medicinal products or other treatments administered to the animals within a relevant period and with a withdrawal period greater than zero, together with their dates of administration and withdrawal periods? | |
| (iv) | The occurrence of diseases that may affect the safety of fresh poultry meat and poultry meat products? | |
| (v) | the results, if they are relevant to the protection of public health, of any analysis carried out on samples taken from the birds or other samples taken to diagnose diseases that may affect the safety of fresh poultry meat and poultry meat | |

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| | products, including samples taken in the framework of the monitoring and control of zoonoses and residues? | |
| (vi) | Relevant reports about previous ante -and post-mortem inspections of birds from the same holding of provenance including, in particular, reports from the veterinarian? | |
| (vii) | Production data, when this might indicate the presence of disease? | |
| (viii) | The name and address of the veterinarian attending the holding of provenance? | |
| 11 | If any lot of poultry arrives at the processing establishment without food chain information, is it notified to the approved veterinarian immediately? | |
| 12 | Are the poultry processed with the permission of the approved veterinarian? | |
| **SECTION-V: SPECIFIC REQUIREMENTS** | | |
| **A** | **Transport of live animals to the slaughterhouse** | |
| 1 | Are the poultry handled carefully without causing unnecessary distress, during collection and transport? | |
| 2 | Are the poultry showing symptoms of disease or originating in flocks known to be contaminated with agents of public health importance transported to the slaughterhouse? | |
| 3 | Are the crates for delivering poultry to the slaughterhouse and modules, where used, made of non-corrodible material? | |
| 4 | Are the crates or modules easy to clean and disinfect. | |
| 5 | Are all the equipment used for collecting and delivering live poultry cleaned, washed and disinfected immediately after emptying and, if necessary, before re-use? | |
| **B1** | **Requirements for slaughterhouses** | |
| 6 | Does the unit have a room or covered space for the reception of the poultry and for their inspection before slaughter? | |
| 7 | Does the unit have a sufficient number of rooms, appropriate to the operations being carried out? | |
| 8 | Does the unit have a separate room for evisceration and further dressing, including the addition of seasonings to whole poultry carcases? | |
| 9 | Are there separate sections to carry out stunning and bleeding, plucking or skinning, and any scalding, dispatching meat, etc.? | |
| 10 | Do the unit installations that prevent contact between the meat and floors, walls or fixtures? | |
| 11 | Does the unit have more than one line? Are they adequately separated to prevent cross-contamination? | |
| 12 | Does the unit have lockable facilities for the refrigerated storage of detained meat and separate lockable facilities for the storage of meat declared unfit for human consumption? | |
| 13 | Does the unit have an adequately equipped lockable facility or, where needed, room for the exclusive use of the veterinary service? | |
| **B2** | **Hygiene** | |
| 14 | Whether only live birds are slaughtered? | |
| 15 | Whether any dead birds, delayed eviscerated poultry and poultry reared for the production of ‘foie gras’ brought to the slaughterhouse? | |
| 16 | Whether ante-mortem inspection is carried out under suitable conditions? | |

| | | |
|---|---|---|
| 17 | Whether the poultry brought into the slaughter room slaughtered immediately? | |
| 18 | Is stunning, bleeding, skinning or plucking, evisceration and other dressing carried out immediately in such a way to avoid contamination of the meat? | |
| 19 | Whether post-mortem inspection is carried out under suitable conditions? | |
| 20 | Whether waste, in edible parts, viscera, etc. removed out immediately from the establishment? | |
| 21 | Are the slaughtered poultry cleaned and chilled to not more than 4 $^0$C, immediately after inspection and evisceration? | |
| 22 | Is appropriate quantity of chilled water by taking in to account carcase weight, volume and direction of water flow and chilling time, is used? | |
| 23 | Are the equipment entirely emptied, cleaned and disinfected, whenever necessary and at least once a day? | |
| **C1** | **Requirements for cutting plants** | |
| 24 | Is the meat mechanically separated? | |
| 25 | Is it well separated from the slaughtering facility and has adequate facilities to prevent cross contamination, storage of packaged and unpackaged foods, etc.? | |
| **C2** | **Hygiene** | |
| 26 | What is the temperature of the meat and room maintained during cutting, boning, trimming, slicing, dicing, wrapping and packaging? | |
| 27 | What is the chilling temperature after cutting operation? | |
| **D** | **Analytical tests** | |
| 28 | Is the establishment has adequate facility for testing of products processing in premises? | |
| 29 | Is the establishment has written procedure for sampling and testing? | |
| 30 | Is the establishment identified critical limited for any physical, chemical and microbiological as applicable? | |
| 31 | Are the poultry meat products tested for food safety criteria before despatch? | |
| 32 | Is the fresh poultry meat and poultry meat products conform to the microbiological, chemical, residues, animal diseases, etc. parameters? | |
| 33 | Is the calcium content of Mechanically separated meat (MSM) checked in fresh meat as determined by a standard international method? | |
| 34 | What is the calcium content in the fresh Mechanically separated meat (MSM)? | |

**Section-VI: Any other relevant information:**

**Section-VII: Recommendations of the Inter Departmental Panel (IDP)**

The processing establishment may be granted approval to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002;

a) for all countries including the European Union (EU) / Countries other than EU
b) for processing (Scope of Approval -Fresh poultry meat and poultry meat products which may be allowed to be processed in the establishment)

and

c) with annual installed production capacity of_____MT

**Or**

The processing establishment may be granted approval to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002, subject to rectification of the minor deficiencies given in the enclosed observation sheet within one/ two/ three months from the date of this assessment and subsequent an on-site verification of the rectifications, by IDP-Convener/ IDP.

**Or**

The processing establishment may not be approved to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002. The deficiencies observed are given in the enclosed observations sheet. The establishment may apply a fresh after rectification of the deficiencies.

**Section VI: Suggestions for improvement, if any:**

| | | | |
|---|---|---|---|
| Signature | | | |
| Name & Qualification | | | |
| Designation | | | |
| Department | | | |
| Place | | | |
| Date | | | |

**Annexure IV**

**EXPORT INSPECTION AGENCY – KOCHI / MUMBAI / CHENNAI/KOLKATA**
**(MINISTRY OF COMMERCE & INDUSTRY)**
**GOVERNMENT OF INDIA**

**NON -CONFORMITY REPORT**

Name of the Unit :
Scope of visit:

**DEFICIENCIES**

| | | | |
|---|---|---|---|
| Signature | ..... | ..... | ..... |
| Name | ..... | ..... | ..... |
| Designation | ..... | ..... | ..... |
| Organization | ..... | ..... | ..... |
| Date | ..... | ..... | ..... |

Fully agree with the observations /recommendations

Signature (representative of the unit) Name

Designation

Date

Seal of the firm

**Annexure V**

*(Letter of Non approval to process fresh poultry meat and poultry meat products for export to EU/Non-EU ) (format of non-approval letter* **)**

**EXPORT INSPECTION AGENCY – _____**

No. EIA/ Date : _____

To

Dear Sirs,

Sub: Non approval to process fresh poultry meat and poultry meat products for export to EU/Non-EU.

Ref: Your application dated _____.

The Inter Departmental Panel (IDP) of experts visited your processing establishment, particulars of which are given below, for adjudging its suitability for approval under the Export of Fresh poultry meat and poultry meat products (QC, I & M) Rules, 2002 for processing of fresh poultry meat and poultry meat products for export to all countries including European Union/Non-EU countries:

| Name Location of the Establishment | Date of IDP Visit |
|---|---|
| | |

The IDP has observed certain defects/deficiencies in your processing establishment, which are given in the annexure. In view of the nature of defects/deficiencies, it is regretted that your processing establishment cannot be now approved to process fresh poultry meat and poultry meat products for export to all countries including EU/ Non-EU countries.

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

Please acknowledge receipt.

Yours faithfully,

Joint Director/Deputy Director I/C

Encl: Annexure

Copy to:

(1) The Officer In-charge
EIA-_____, Sub Office: _____

(2) The Director (I&QC), EIC, New Delhi –110 001

**Annexure VI**

*(Letter of Conditional approval to process fresh poultry meat and poultry meat products for export to EU/Non-EU*

**EXPORT INSPECTION AGENCY – _____**
**(MINISTRY OF COMMERCE AND INDUSTRY)**
GOVERNMENT OF INDIA

No. EIA/ Date:

To

M/S. …….
……..
……

Sub: **Conditional Approval of Fresh poultry meat and poultry meat Processing establishment under the Export of Fresh Poultry Meat and Poultry Meat Products (Quality Control, Inspection and Monitoring) Rules, 2002**

Ref: Your application No. dated

Dear Sir

Please refer to your application cited above for approval of your establishment, for processing and packing of fresh poultry meat and poultry meat products for export as required under the Export of Fresh poultry meat and poultry meat products (Quality Control and Inspection) Rule, 2002.

In exercise of the powers conferred by Sub-rule 15 of rule 4 the Panel of Experts visited your establishment on dated_____ to assess the suitability of the infrastructure and equipment facilities for processing Fresh poultry meat and poultry meat products for export

After due consideration of the report of the Panel of Experts, your processing establishment has been granted conditional approval under Sub-rule 15 of rule 4 of the Export of Fresh poultry meat and poultry meat products (QC, I & M) Rules, 2002 to process fresh poultry meat and poultry meat products for export. The conditional approval granted to your establishment is valid for a period of three months from up to and including as per following details: ,.

| | | |
|---|---|---|
| 1. | Name of the establishment | |
| a) | Address of the establishment | |
| b) | Address of the Regd. Office | |
| 2. | Approval No. | |
| 3. | Scope of approval (Items covered) | |
| 4. | Approval granted to export | All countries including EU<br>Non-EU countries only |

During the conditional approval you are permitted to process fresh poultry meat and poultry meat products meant for export in your approved establishment. However, the export of fresh poultry meat and poultry meat products to the EU will be permitted only after full approval by EIC. You are requested to apply for full approval as soon as your establishment comply with HACCP based food safety requirements and all the activities are operational, so as to arrange a second IDP visit to assess the processing activities and HACCP implementation of your establishment. It shall be ensured that your establishment have production of fresh poultry meat and poultry meat products at the time of the IDP visit.

The approval number allotted to your establishment shall be legibly marked on all export packages of fresh poultry meat and poultry meat products. The details of identification mark shall comply with the requirements given in the executive instructions. "**Q**" Mark along with approval number shall be legibly printed / labelled on all export packages (master cartons) of fresh poultry meat and poultry meat products as required by the Executive Instructions.

Your establishment shall henceforth come under the purview of monitoring by Export Inspection Agency-_____, as under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 It shall issue "Certificate for Export" for every consignment of fresh poultry meat and poultry meat products meant for Non-EU countries. The validity of the "Certificate for Export" issued by the establishment shall be **thirty days** from the date of issuance. A fee @ 0.2% of FOB value shall be paid to EIA for every consignment of fresh poultry meat and poultry meat products exported by the unit or through its merchant exporter(s), if any. Certificate for Export meant for **Merchant exporter**, should be got countersigned by the Export Inspection Agency-_____, on payment of fee @ 0.2% of FOB value and service charges of Rs.100/- for each certificate. Certificate blanks are to be obtained from the controlling EIA office at a cost of Rs.20/- per set.

You should open a deposit account and ensure that adequate balance is always maintained in your deposit account with Export Inspection Agency-_____ for payment of monitoring fee and other applicable fee/charges. You should submit the two copies of the "Certificate for Export" to Export Inspection Agency-_____ along with fortnightly statement on the consignments exported and certificates issued, on a regular basis for debiting of the required monitoring fee. The statement should reach EIA office on or before 20th and 5$^{th}$ of every month.

You are also advised to develop and implement **HACCP based** "**Own Checks**" system and ensure proper maintenance of records. Should you need any health certificate, you should request this office with complete details along with the pink copy of the "Certificate for Export" and all relevant analytical test reports for the consignment.

Please acknowledge receipt.

Yours faithfully,

Agency In-Charge

**Copy to :**

1. The Director (I & QC) EIC, New Delhi – 110 001.
2. The Commissioner of Customs
3. The Officer In-charge, (Sub office concerned)
4. The Computer Centre, EIC, New Delhi for website updating
5. Party File ( )

**Annexure VII**

*(Letter of Full approval to process fresh poultry meat and poultry meat products for export to EU/Non-EU*

**EXPORT INSPECTION AGENCY – _____**
**(MINISTRY OF COMMERCE AND INDUSTRY)**
GOVERNMENT OF INDIA

No. EIA/ Date:

To

M/S. ……..
……..
……

**Sub: Full Approval of Fresh poultry meat and poultry meat Processing establishment under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002**

Dear Sir

Please refer to your application for approval of your establishment dated _____, for processing and packing of fresh poultry meat and poultry meat products for export as required under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002.

In exercise of the powers conferred by Sub-rule 15 of rule 4 of the said Rules, the Panel of Experts visited your establishment on to assess the infrastructure, equipments and implementation of HACCP based food safety management system for processing fresh poultry meat and poultry meat products for export.

After due consideration of the report of the Panel of Experts, your processing establishment has been granted full approval under Sub-rule 15 of rule 4 of the Export of Fresh poultry meat and poultry meat products (QC, I & M) Rules, 2002 to process fresh poultry meat and poultry meat products for export. The full approval granted to your establishment is valid for a period of two years from up to and including as per following details:

| | | |
|---|---|---|
| 1. | Name of the establishment | |
| a) | Address of the establishment | |
| b) | Address of the Regd. Office | |
| 2. | Approval No. | |
| 3. | Scope of approval (Items covered) | |
| 4. | Approval granted to export | All countries including EU<br>Non-EU countries only |

You may export fresh poultry meat and poultry meat products to countries other than EU. However, the export of fresh poultry meat and poultry meat products to the EU will be permitted only after permission of EIC in this regard.

The approval number allotted to your establishment shall be legibly marked on all export packages of fresh poultry meat and poultry meat products. The details of identification mark shall comply with the requirements given in the executive instructions. "**Q**" Mark along with approval number shall be legibly printed / labelled on all export packages (master cartons) of fresh poultry meat and poultry meat products as required by the Executive Instructions.

Your establishment continue to be under the purview of monitoring by Export Inspection Agency-_____, as under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 It shall issue "Certificate for Export" for every consignment of fresh poultry meat and poultry meat products. The validity of the "Certificate for Export" issued by the establishment shall be **thirty days** from the date of issuance. A fee @ 0.2% of FOB value shall be paid to EIA for every consignment of fresh poultry meat and poultry meat products exported by the unit or through its merchant exporter(s), if any. Certificate for Export meant for **Merchant exporter**, should be got countersigned by the Export Inspection Agency-_____, on payment of fee @ 0.2% of FOB value and service charges of Rs.100/- for each certificate. Certificate blanks are to be obtained from the controlling EIA office at a cost of Rs.20/- per set.

You should ensure that adequate balance is always maintained in your deposit account with Export Inspection Agency-_____ for payment of monitoring fee and other applicable fee/charges. You should submit the two copies of the "Certificate for Export" to Export Inspection Agency-_____ along with fortnightly statement on the consignments exported and certificates issued, on a regular basis for debiting of the required monitoring fee. The statement should reach EIA office on or before 20th and 5$^{th}$ of every month.

You are also advised to maintain and review regularly the HACCP based "Own Checks" system and ensure maintenance proper records. Should you need any health certificate, you should request this office with complete details along with the pink copy of the "Certificate for Export" and all relevant analytical test reports for the consignment.

You should apply to EIA concerned within 60 days from the date of expiry of approval.

Please acknowledge receipt.

Yours faithfully,

Agency In- Charge

**Copy to :**

1. The Director (I& QC) EIC, New Delhi – 110 001.
2. The Commissioner of Customs
3. The Officer In-charge, (Sub office concerned)
4. The Computer Centre, EIC, New Delhi for website updating
5. Party File ( )

**Annexure VIII**

*(Letter of approval to process fresh poultry meat and poultry meat products for export to EU/Non-EU*

**EXPORT INSPECTION AGENCY – _____**
**(MINISTRY OF COMMERCE AND INDUSTRY)**
GOVERNMENT OF INDIA

No. EIA/ Date:

To

M/S. ……..
……..
……

**Sub: Approval of Fresh poultry meat and poultry meat Processing establishment under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002**

Dear Sir

Please refer to your application for approval of your establishment dated _____, for processing and packing of fresh poultry meat and poultry meat products for export as required under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002.

In exercise of the powers conferred by Sub-rule 15 of rule 4 of the said Rules, the Panel of Experts visited your establishment on to assess the adequacy of the implementation of HACCP based food safety management system for processing fresh poultry meat and poultry meat products for export.

After due consideration of the report of the Panel of Experts, your processing establishment has been granted full approval under Sub-rule 15 of rule 4 of the Export of Fresh poultry meat and poultry meat products (QC, I & M) Rules, 2002 to process fresh poultry meat and poultry meat products for export. The approval granted to your establishment is valid for a period of two years from up to and including as per following details:

| | | |
|---|---|---|
| 1. | Name of the establishment | |
| a) | Address of the establishment | |
| b) | Address of the Regd. Office | |
| 2. | Approval No. | |
| 3. | Scope of approval (Items covered) | |
| 4. | Approval granted to export | All countries including EU<br>Non-EU countries only |

You may export fresh poultry meat and poultry meat products to countries other than EU. However, the export of fresh poultry meat and poultry meat products to the EU will be permitted only after permission of EIC in this regard.

The approval number allotted to your establishment shall be legibly marked on all export packages of fresh poultry meat and poultry meat products. The details of identification mark shall comply with the requirements given in the executive instructions. "**Q**" Mark along with approval number shall be legibly printed / labelled on all export packages (master cartons) of fresh poultry meat and poultry meat products as required by the Executive Instructions.

Your establishment continue to be under the purview of monitoring by Export Inspection Agency-_____, as under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 It shall issue "Certificate for Export" for every consignment of fresh poultry meat and poultry meat products. The validity of the "Certificate for Export" issued by the establishment shall be **thirty days** from the date of issuance. A fee @ 0.2% of FOB value shall be paid to EIA for every consignment of fresh poultry meat and poultry meat products exported by the unit or through its merchant exporter(s), if any. Certificate for Export meant for **Merchant exporter**, should be got countersigned by the Export Inspection Agency-_____, on payment of fee @ 0.2% of FOB value and service charges of Rs.100/- for each certificate. Certificate blanks are to be obtained from the controlling EIA office at a cost of Rs.20/- per set.

You should ensure that adequate balance is always maintained in your deposit account with Export Inspection Agency-_____ for payment of monitoring fee and other applicable fee/charges. You should submit the two copies of the "Certificate for Export" to Export Inspection Agency-_____ along with fortnightly statement on the consignments exported and certificates issued, on a regular basis for debiting of the required monitoring fee. The statement should reach EIA office on or before 20th and 5$^{th}$ of every month.

You are also advised to maintain and review regularly the HACCP based "Own Checks" system and ensure maintenance proper records. Should you need any health certificate, you should request this office with complete details along with the pink copy of the "Certificate for Export" and all relevant analytical test reports for the consignment.

You should apply to EIA concerned within 60 days from the date of expiry of approval.

Please acknowledge receipt.

Yours faithfully,

Agency In- Charge

**Copy to :**

1. The Director (I& QC) EIC, New Delhi – 110 001.
2. The Commissioner of Customs
3. The Officer In-charge, (Sub office concerned)
4. The Computer Centre, EIC, New Delhi for website updating
5. Party File ( )

**Annexure IX**

# 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 poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 vide Notification No.S.O.1378(E) dated 30th December 2002, published in the Gazette of India, Part II, Section 3, Sub Section (ii), dated 30.12.2002.

**……**
(Name of the establishment)

having their registered office at **……,**
(Address of the registered office)
is hereby granted renewal of approval for a period of ***two years***

valid up to and including **…….** under Approval No **…….**

for **……**
(Scope of approval)
in its establishment situated at **……**
(Location of the plant)
for exports to ***All Countries*** other than ***European Union*** subject to the conditions that the establishment should continue to meet the requirements of GOI Notification No. S.O.:1378 (E) dated 30th December, 2002 effective from 30th December, 2002.

Place: New Delhi

Date: ……..

Signature

Name : Dr. S.K.Saxena
Designation : Director(I&Q/C)

III Floor, NDYMCA Cultural Center Building,
1 Jai Singh Road, New Delhi-110001
Tel: 0091-11-23365540, 23748189, Fax: 0091-11-23748024
E-mail: eic@eicindia.gov.in Web: www.eicindia.gov.in

**Annexure X**

To
The Joint Director/Deputy Director In-charge
Export Inspection Agency -

Sub: **Application for approval of veterinarian.**

Sir,

I am a qualified veterinarian seeking approval of EIA as an approved veterinarian for inspection/testing, handling, processing, storage and transportation of fresh poultry meat and poultry meat products meant for export. Kindly, find the following details for your perusal. Please also find enclosed copies of qualification certificate, experience certificates, _____ .

| | | | |
|---|---|---|---|
| 1. | Name and Address with contact number | | Mr./Ms. |
| 2. | Educational / Professional qualifications indicating main subject of study (Only degree level and postgraduate qualifications need be shown.)<br>(Attach attested copies of the certificates) | | |
| 3. | Date of Birth | | |
| 4. | Present place of posting with approval No. of the processing establishment where presently posted and designation. | | |
| 5. | Particulars of training undergone in the field of poultry and/or quality control. | | |
| 6 | Experience (in number of years) in the field of poultry/ quality control<br>(attach experience certificate) | | |
| 7. | (a) | Whether previously approved by EIA | Yes / No |
| | (b) | If yes, reference number and date of approval letter<br>(Attach a copy of approval letter) | |

Herewith, I declare that the above information is true and correct to the best of my knowledge.

In case, I am approved by EIA, I shall abide to the rules, regulations and executive instructions issued by EIC/EIA and shall carry out all the tasks of the approved veterinarian specified, in order to ensure the quality and safety of the fresh poultry meat and poultry meat products, meant for export.

I am enclosing a Demand Draft/Cheque No……. Dated…….. for Rs……drawn on Bank in favour of Export Inspection Agency- towardsassessment fee for approval of the veterinarian.

Signature
Name
Designation
Place
Date

**Annexure XA**

**EXPORT INSPECTION AGENCY – _____**
**REPORT OF ASSESSMENT OF VETERINARIAN**

| Sl. No. | Particulars | Observations/ Remarks |
|---|---|---|
| I | Personal Information | |
| 1 | Date of Assessment | |
| 2 | Name of the applicant | Mr./Ms./Dr. |
| 3 | Address and contact details of the applicant | |
| 4 | Is this the first approval or renewal of the approval of veterinarian? | First approval/ Renewal of the approval |
| 5 | Educational/professional qualifications and month-year of passing | |
| 6 | Total Experience in the field of poultry farming, ant- and post- mortem inspection, animal health animal welfare, animal disease control, etc. | |
| 7 | Name, Address and Approval No. of the establishment in which the applicant employed at present. | |
| **II** | **THEORITICAL AND PRACTICAL KNOWLEDGE** | |
| A) | In relation to holdings/ Poultry farms | |
| 1 | Familiarity with the farming industry organization, production methods, international trade, etc. | |
| 2 | Good livestock husbandry practices | |
| 3 | Basic knowledge of diseases, in particular zoonoses — viruses, bacteria, parasites etc | |
| 4 | Monitoring for disease, use of medicines and vaccines, residue testing | |
| 5 | Hygiene and health inspection | |
| 6 | Animal welfare on the farm and during transport | |
| 7 | Environmental requirements - in buildings, on farms and in general | |
| 8 | Relevant laws, regulations and administrative provisions | |
| 9 | Consumer concerns and quality control | |
| 10 | Visits to holdings of different types and using different rearing methods | |
| 11 | Veterinary checks and documentation | |
| **B)** | **In relation to slaughterhouses and cutting plants** | |
| 12 | Familiarity with the meat industry organization, production methods, international trade and slaughter and cutting technology | |
| 13 | Basic knowledge of hygiene and good hygienic practices, and in particular industrial hygiene, slaughter, cutting and storage hygiene, hygiene of work | |
| 14 | HACCP and the audit of HACCP-based procedures | |
| 15 | Animal welfare on unloading after transport and at the slaughterhouse | |
| 16 | Basic knowledge of the anatomy, physiology and pathology of slaughtered animals | |

| | | |
|---|---|---|
| | Basic knowledge of the pathological anatomy of slaughtered animals | |
| | Relevant knowledge concerning TSEs and other important zoonoses and zoonotic agents | |
| | Knowledge of methods and procedures for the slaughter, inspection, preparation, wrapping, packaging and transport of fresh meat | |
| | Basic knowledge of microbiology | |
| | Ante-mortem inspection, post-mortem inspection and examination for trichinosis and recording thereof | |
| | Administrative tasks and fraud aspects | |
| | Knowledge of the relevant laws, regulations and administrative provisions | |
| | Sampling procedure | |
| | Hygiene control, including the audit of the good hygiene practices and the HACCP-based procedures, | |
| | Traceability of meat | |
| | Documentation | |
| | Knowledge of regulatory requirements of importing countries | |
| | Any other in formations | |
| | REMARKS/ RECOMMENDATIONS OF THE PANEL OF EXPERTS | |

| | | | |
|---|---|---|---|
| Signature | | | |
| Name & Qualification | | | |
| Designation | | | |
| Department | | | |
| Place | | | |
| Date | | | |

**Annexure XB**

# EXPORT INSPECTION AGENCY

**Ministry of Commerce & Industry**
**Govt. of India**

## *Certificate of Approval*

In exercise of the powers conferred by the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 vide Notification No.S.O.1378(E) dated 30th December 2002, published in the Gazette of India, Part II, Section 3, Sub Section (ii), dated 30.12.2002.

Sh./Smt/Dr. .....

(Name of the Veterinarian)

holding.....

(Qualification)

and residing at .....

(Residential address)

is hereby approved as a veterinarian to handle Fresh poultry meat and poultry meat products meant for export for a period of two years

valid up to and including .....

subject to the conditions that the performance of the veterinarian if found not satisfactory, the Export Inspection Agency-..... reserves the right to withdraw the approval granted to him/her to function as the approved veterinarian. Moreover, after the expiry of the validity of the approval, the veterinarian shall be reassessed by the IDP for granting fresh approval

Place: New Delhi

Date: .....

Signature

Name :

Designation :

III Floor, NDYMCA Cultural Center Building,
1 Jai Singh Road, New Delhi-110001
Tel: 0091-11-23365540, 23748189, Fax: 0091-11-23748024
E-mail: eic@eicindia.gov.in Web: www.eicindia.gov.in

**Annexure XC**

# REQUIREMENTS FOR THE APPROVAL OF VETERINARIAN (S)

## I) PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

Veterinarian(s) seeking approval for working in the fresh poultry meat and poultry meat products processing establishment shall have the minimum qualification of Bachelor's degree in Veterinary Science (BVSc.& AH) and shall have at least one year practical experience in carrying out ante- and post- mortem inspections, control of animal health and diseases and ensuring animal welfare and HACCP implementation in poultry.

## II) THEORITICAL AND PRACTICAL KNOWLEDGE

The veterinarian(s) shall have the basic knowledge in the following areas:

### A) In relation to holdings/ Poultry farms:

### (i) Theoretical part:

- familiarity with the farming industry organization, production methods, international trade etc.,
- good livestock husbandry practices,
- basic knowledge of diseases, in particular zoonoses — viruses, bacteria, parasites etc.,
- monitoring for disease, use of medicines and vaccines, residue testing,
- hygiene and health inspection,
- animal welfare on the farm and during transport,
- environmental requirements - in buildings, on farms and in general,
- relevant laws, regulations and administrative provisions,
- consumer concerns and quality control;

### (ii) Practical part:

- visits to holdings of different types and using different rearing methods,
- visits to production establishments,
- observation of the loading and unloading of animals,
- laboratory demonstrations,
- veterinary checks,
- documentation;

### B) In relation to slaughterhouses and cutting plants:

### (i) Theoretical part:

- familiarity with the meat industry organisation, production methods, international trade and slaughter and cutting technology,
- basic knowledge of hygiene and good hygienic practices, and in particular industrial hygiene, slaughter, cutting and storage hygiene, hygiene of work,
- HACCP and the audit of HACCP-based procedures,
- animal welfare on unloading after transport and at the slaughterhouse,
- basic knowledge of the anatomy and physiology of slaughtered animals,
- basic knowledge of the pathology of slaughtered animals,
- basic knowledge of the pathological anatomy of slaughtered animals,
- relevant knowledge concerning TSEs and other important zoonoses and zoonotic agents,
- knowledge of methods and procedures for the slaughter, inspection, preparation, wrapping, packaging and transport of fresh meat,

- basic knowledge of microbiology,
- ante-mortem inspection,
- examination for trichinosis,
- post-mortem inspection,
- administrative tasks,
- knowledge of the relevant laws, regulations and administrative provisions,
- sampling procedure,
- fraud aspects;

**(ii) practical part:**

- animal identification,
- age checks,
- inspection and assessment of slaughtered animals,
- post-mortem inspection in a slaughterhouse,
- examination for trichinosis,
- identification of animal species by examination of typical parts of the animal,
- identifying and commenting on parts of slaughtered animals in which changes have occurred,
- hygiene control, including the audit of the good hygiene practices and the HACCP-based procedures,
- recording the results of ante-mortem inspection,
- sampling,
- traceability of meat,
- documentation.

*Note: The IDP shall assess the knowledge of veterinarian(s) in the above areas for approval.*

**Annexure XD**

## RESPONSIBILITIES OF THE APPROVED VETERINARIAN (S)

### I. INSPECTION TASKS

### A. Animal welfare

The official veterinarian is to verify compliance with relevant national rules and importing countries requirements on animal welfare, such as rules concerning the protection of animals at the time of slaughter and during transport.

### B. Food chain information

1. The approved veterinarian shall check and analyse relevant information from the records of the holding of provenance of poultry intended for slaughter and to take account of the documented results of this check and analysis when carrying out ante- and post-mortem inspection.
2. When carrying out inspection tasks shall take account of health attestations accompanying the poultry and any declarations made by veterinarians carrying out controls at the level of primary production
3. When food business operators in the food chain take additional measures to guarantee food safety by implementing integrated systems, private control systems, independent third party certification or by other means, and when these measures are documented and animals covered by these schemes clearly identifiable, the approved veterinarian may take this into account when carrying out inspection tasks and reviewing the HACCP-based procedures.

### C. Ante-mortem inspection

1. The poultry intended for slaughter are to be submitted to ante-mortem inspection at the holding of provenance. In that case, slaughter of a flock of birds from a holding may be authorized only if:

   (a) the health certificate accompanies them; and

   (b) the requirements of paragraphs 2 to 5 below, are complied with.

2. Ante-mortem inspection on the holding of provenance is to comprise:

   (a) checks on records or documentation at the holding, including food chain information;

   (b) a flock inspection, to determine whether the birds:

   (i) have a disease or condition which may be transmitted to animals or humans through handling or eating the meat, or are behaving in a manner indicating that such a disease may occur,

   (ii) show disturbance of general behaviour or signs of disease which may make the meat unfit for human consumption, or

   (iii) show evidence that they may contain chemical residues in excess of the levels laid down or residues of forbidden substances.

3. An approved veterinarian shall to carry out ante-mortem inspection at the holding.
4. Ante-mortem inspection at the slaughterhouse need only cover:

   (a) a control of the animals' identification; and

   (b) a screening to ascertain whether animal welfare rules have been complied with and whether signs of any condition which might adversely affect human or animal health are present. An approved

veterinarian may carry out this screening.

5. When birds are not slaughtered within three days of the issue of the health certificate referred to in paragraph 1(a):

   (a) if the flock has not left the holding of provenance for the slaughterhouse, it is to be re-examined and a new health certificate issued;

   (b) if the flock is already en route for or at the slaughterhouse, slaughter may be authorized once the reason for the delay has been assessed, provided that the flock is re-examined.

6. When ante-mortem inspection is not carried out at the holding, the approved veterinarian shall carry out a flock inspection at the slaughterhouse.

7. If the birds show clinical symptoms of a disease, they should not be slaughtered for human consumption.

8. In the case of poultry reared for the production of 'foie gras' and delayed eviscerated poultry, it should not be slaughtered at the holding of provenance or should not be brought to the slaughterhouse or cutting plant of the establishment.

**Post-mortem inspection**

All birds are to undergo post-mortem inspection.

1. Carcases and accompanying offal are to be subjected without delay after slaughter to post-mortem inspection. All external surfaces are to be viewed. Minimal handling of the carcase and offal or special technical facilities may be required for that purpose. Particular attention is to be paid to the detection of zoonotic diseases and diseases on OIE List A and, where appropriate, OIE List B. The speed of the slaughter line and the number of inspection staff present are to be such as to allow for proper inspection.
2. Additional examinations are to take place, such as palpation and incision of parts of the carcase and offal and laboratory tests, whenever considered necessary:

   (a) to reach a definitive diagnosis; or

   (b) to detect the presence of:

      (i) an animal disease,

      (ii) residues or contaminants in excess of the levels laid down,

      (iii) non-compliance with microbiological criteria, or

      (iv) other factors that might require the meat to be declared unfit for human consumption or restrictions to be placed on its use, particularly in the case of animals having undergone emergency slaughter.

3. During the inspection, precautions must be taken to ensure that contamination of the meat by actions such as palpation, cutting or incision is kept to a minimum.

4. In addition to the above, the approved veterinarian shall personally carry out the following checks:

   (a) daily inspection of the viscera and body cavities of a representative sample of birds;

   (b) a detailed inspection of a random sample, from each batch of birds having the same origin, of parts of birds or entire birds declared unfit for human consumption following post-mortem inspection; and

(c) any further investigations necessary when there is reason to suspect that the meat from the birds concerned could be unfit for human consumption.

## II) AUDITING TASKS

Approved veterinarian shall assist the competent authority to carry out the assessment of good hygienic practices, HACCP-based procedures, ante-mortem inspection and checks concerning the welfare of animals, an initial check of animals, post-mortem inspection

Audit of HACCP based principles to check that the procedures guarantee, to the extent possible, that the meat:

(a) does not contain patho-physiological abnormalities or changes;

(b) does not bear faecal or other contamination; and

(c) does not contain specified risk material

### A. Frequency of controls

1. The approved veterinarian should be present in slaughterhouses, throughout both ante-mortem and post-mortem inspection; The approved veterinarian shall discard meat with abnormalities.

2. In cutting plants, the approved veterinarian shall present when the meat is being worked on

### B. Specified risk material and other animal by-products

In accordance with the requirements of specified risk material and other animal by-products, the approved veterinarian shall check the removal, separation and, where appropriate, marking of such products. The approved veterinarian shall ensure that the food business operator takes all necessary measures to avoid contaminating meat with specified risk material during slaughter (including stunning) and removal of specified risk material.

### C. Laboratory testing

1. The approved veterinarian shall ensure that sampling takes place and that samples are appropriately identified and handled and sent to the appropriate laboratory within the framework of:

(a) the monitoring and control of zoonoses and zoonotic agents;

(b) the detection of unauthorized substances or products and the control of regulated substances; and

(c) the detection of OIE List A and, where appropriate, OIE List B diseases.

2. The official veterinarian shall also ensure that any other necessary laboratory testing takes place.

### D. Health / identification marking

The approved veterinarian shall ensure health marking and the marks used as per requirements.

## III) ACTION FOLLOWING CONTROLS

### A. Communication of inspection results

1. The approval veterinarian shall record and to evaluate the results of inspection activities.

2.(a) If inspections reveal the presence of any disease or condition that might affect public or animal health, or compromise animal welfare, the approval veterinarian shall inform the food business operator and competent authority.

(b) When the problem identified arose during primary production, the approved veterinarian shall inform the veterinarian attending the holding of provenance, the food business operator responsible for the holding of provenance (provided that such information would not prejudice subsequent legal proceedings) and, where appropriate, the competent authority responsible for supervising the holding of provenance.

3. The results of inspections and tests are to be included in relevant databases.

4. When the approved veterinarian, while carrying out ante-mortem or post-mortem inspection or any other inspection activity, suspects the presence of an infectious agent mentioned on OIE List A or, where appropriate, OIE List B, the approved veterinarian must immediately notify the competent authority and both must take all necessary measures and precautions to prevent the possible spread of the infectious agent.

5. The approved veterinarian may use the model document given at **Annexure IXE** for communication of the relevant inspection results to the holdings.

**B. Decisions concerning food chain information**

1. The approved veterinarian shall verify that animals are not slaughtered unless the slaughterhouse operator has been provided with and checked relevant food chain information.

2. When the accompanying records, documentation or other information shows that:

(a) poultry come from a holding or an area subject to a movement prohibition or other restriction for reasons of animal or public health;

(b) rules on the use of veterinary medicinal products have not been complied with; or

(c) any other condition which might adversely affect human or animal health is present, animals may not be accepted for slaughter to eliminate human or animal health risks.

If the animals are already present at the slaughterhouse, they must be killed separately and declared unfit for human consumption, taking precautions to safeguard animal and public health where appropriate. Whenever the approved veterinarian considers it necessary, controls are to be carried out on the holding of provenance.

**C. Decisions concerning live animals**

1. The approved veterinarian shall ensure that animals accepted for slaughter for human consumption are properly identified.

2. poultry with a disease or condition that may be transmitted to animals or humans through handling or eating meat and, in general, animals showing clinical signs of systemic disease or emaciation, are not to be slaughtered for human consumption. Such animals must be killed separately, under conditions such that other animals or carcases can not be contaminated, and declared unfit for human consumption.

3. The slaughter of animals suspected of having a disease or condition that may adversely affect human or animal health shall be deferred. Such animals are to undergo detailed ante-mortem examination in order to make a diagnosis. In addition, the approved veterinarian may decide that sampling and laboratory examinations are to take place to supplement post-mortem inspection. If necessary, the animals are to be slaughtered separately or at the end of normal slaughtering, taking all necessary precautions to avoid contamination of other meat.

4. Poultry that might contain residues of veterinary medicinal products in excess of the levels laid down or residues of forbidden substances, are to be dealt with in accordance with laid down procedures

5. The approved veterinarian shall impose the conditions under which animals are to be dealt with under a specific scheme for the eradication or control of a specific disease, such as zoonotic agents such as salmonella, under his/her direct supervision after approval of competent authority.

6. Poultry that are presented to a slaughterhouse for slaughter must as a general rule be slaughtered there. However, in exceptional circumstances, such as a serious breakdown of the slaughter facilities, the establishment may seek permission from the competent authority for direct movements to another slaughterhouse.

**D. Decisions concerning animal welfare**

1. When the rules concerning the protection of animals at the time of slaughter or killing are not respected, the approved veterinarian shall immediately take necessary corrective measures and prevent recurrence.

2. The approved veterinarian shall take a proportionate and progressive approach to slowing down and stopping production, depending on the nature and gravity of the problem.

3. Where appropriate, the approved veterinarian shall inform other competent authorities of welfare problems.

4. When the approved veterinarian discovers that rules concerning the protection of animals during transport are not being respected, he or she shall take necessary measures.

**E. Decisions concerning meat**

1. Meat shall be declared unfit for human consumption if it:

(a) derives from poultry that have not undergone ante-mortem inspection;

(b) derives from animals the offal of which has not undergone post-mortem inspection;

(c) derives from animals which are dead before slaughter;

(d) results from the trimming of sticking points;

(e) derives from animals affected by an OIE List A or, where appropriate, OIE List B disease

(f) derives from animals affected by a generalized disease;

(g) is not in conformity with microbiological criteria laid down to determine whether food may be placed on the market;

(h) exhibits parasitic infestation;

(i) contains residues or contaminants in excess of the levels laid down. Any overshooting of the relevant level should lead to additional analyses whenever appropriate;

(j) without prejudice to more specific importing countries, derives from animals or carcases containing residues of forbidden substances or from animals that have been treated with forbidden substances;

(k) has been treated illegally with decontaminating substances;

(l) has been treated illegally with ionizing or UV-rays;

(m) contains foreign bodies;

(n) exceeds the maximum permitted radioactivity levels specified by the importing country;

(o) contains specified risk material;

(p) shows soiling, faecal or other contamination;

(q) consists of blood that may constitute a risk to public or animal health owing to the health status of any animal from which it derives or contamination arising during the slaughter process;

**Annexure XE**

# MODEL DOCUMENT FOR FEED BACK TO HOLDINGS

| 1 | | Identification | Remark |
|---|---|---|---|
| | 1.1 | Holding of provenance (e.g. owner or manager ) | |
| | | Name /number | |
| | | Full address | |
| | | Telephone no. | |
| | 1.2 | Identification numbers (attach separate list) | |
| | | Total numbers of animals (by species) | |
| | | Identification of problem (if any) | |
| | 1.3 | Herd/flock/cage identification (if applicable) | |
| | 1.4 | Animal species | |
| | 1.5 | Reference no. of health certificate | |
| **2** | | **Ante-mortem findings** | |
| | 2.1 | Welfare | |
| | | Numbers of animal affected | |
| | | Type/class/age | |
| | | Observation (tail biting) | |
| | 2.2 | Animals were delivered dirty | |
| | 2.3 | Clinincal finding (disease) | |
| | | Number of animals affected | |
| | | Type/class/age | |
| | | Observation | |
| | | Date of inspection | |
| | 2.4 | Laboratory results([1]) | |
| 3 | | Post-mortem findings | |
| | 3.1 | Microscopic findings | |
| | | Number of animals affected | |
| | | Type/class/age | |
| | | Organ or site of animal(s) affected partially of totally condemmed carcase (give region) | |
| | 3.2 | Disease (codes can be used([2]) | |
| | | Number of animals affected | |
| | | Type/class/age | |
| | | Organ or site of the animals(s) affected partially or totally condemmed carcase (give reason) | |
| | 3.3 | Laboratory results ([3]) | |
| | 3.4 | Other results (e.g. parasite, foreign objects etc.) | |
| | 3.5 | Welfare findings (e.g. broken leg) | |

4 Additional information

5 Contact details

5.1 Slaughter house (approval no.)
Name
Full address with telephone no.

5.2 Electronic address, if available

6 Official veterinarian (print name)

Signature & stamp
Date

No. of page attached with this form

([1]) Microbiological, chemical, serological etc.include result as attached

([2]) The competent authorities may introduce the following codes: Code A for OIE-listed diseases; codes B100 and B200 for welfare issues and C100 to C290 for decisions concerning meat. The coding system can, if necessary, include further subdivisions (e.g. C141 for a mild generalized disease, C142 for a more severedisease, etc.). If codes are used, they should be readily available to the food business operator with a suitable explanation of their meaning.

([3]) Microbiological, chemical, serological, etc. (include results as attached).

**Annexure XF**

# SPECIMEN HEALTH CERTIFICATE FOR LIVE ANIMALS

## HEALTH CERTIFICATE

**For live animals transported from the holding to the slaughterhouse**

Competent service: ……

No. : ……

1. Identification of the animals: ……

   Species: ……

   Numbers of animals: ……

   Identification marking: ……

2. Provenance of the animals: ……..

   Address of holding of provenance: ……

   Identification of house(*): ……

3. Destination of the animals

   The animals will be transported to the following slaughter house ……..

   By the following means of transport ……

4. Other relevant information ……

5. Declaration

   I, the undersigned, declare that:

   —The animals described above were examined before slaughter at the above mentioned holding at …….(time) on ……(Date) and were found to be healthy.

   —The records and documentation concerning these animals satisfied the legal requirements and do not prohibit slaughter of the animals.

   Done at ……(Place) on……..(Date)

   Stamp ……..

   (Signature of official or approved veterinarian)

_____

(*) Optional

**Annexure XG**

## SPECIMEN HEALTH CERTIFICATE FOR FRESH POULTRY MEAT

### HEALTH CERTIFICATE

Competent service: ……

No. : ……

1. Identification of the animals: ……

   Species: ……

   Numbers of animals: ……

   Identification marking: ……

2. Provenance of the animals: ……..

   Address of holding of provenance: ……

   Identification of house(*): ……

3. Destination of the animals

   The animals will be transported to the following slaughter house ……..

   By the following means of transport ……

4. Other relevant information ……

5. Declaration

   I, the undersigned, declare that:

   —The animals described above were examined before slaughter at the above mentioned holding at …….(time) on ……(Date) and were found to be healthy.

— The were slaughtered at the holding at …….(Time) on …… (Date) and slaughter and bleeding were carried out correctly.

   —The records and documentation concerning these animals satisfied the legal requirements and do not prohibit slaughter of the animals.

   Done at ……(Place) on……..(Date)

   Stamp ……..

   (Signature of official or approved veterinarian)

_____

(*) Optional

**Annexure XI**

*(APPLICATION FOR APPROVAL OF ADDITIONAL FACILITIES/PROCESSING ACTIVITIES)*

From

To

Sir,

Please carry out the assessment of our establishment for additional facilities/ activities as required under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 and also the requirements communicated by EIC from time to time for processing fresh poultry meat and poultry meat products for export.

We furnish below the information regarding the additional facilities/processing activities added in our establishment.

We undertake that our establishment meets the requirements stipulated in Export of Fresh poultry meat and poultry meat products (quality Control Inspection and Monitoring) Rules, 2002 and also the other requirements specified by the importing countries.

You may please charge fee applicable from our deposit account maintained at EIA.

| | | |
|---|---|---|
| **1** | **General Information** | |
| 1.1 | Name and address of establishment seeking approval for additional facilities/activities. | |
| 1.2 | Processor Code number, allotted by EIA | |
| 1.3 | Name of the Chief Executive (MD/MG. Partner/Proprietor) with telephone, fax, E-mail address, if changed. | |
| 1.4 | Details of additional facility/activity requested for approval | |
| **2** | **Construction and layout** | |
| 2.1 | Whether any alteration made in the building and layout? (give details) | |
| 2.2 | If so, whether it satisfies the requirements of GoI notification and EU/importing country regulations? | |
| 2.3 | Whether walls, floor and roof are smooth and easily cleanable | |
| 2.4 | Whether windows, ventilators and doors are made as per norms ? | |
| 2.5 | Are the lighting and ventilation adequate? | |
| 2.6 | Whether adequate washing and sanitizing facilities provided? | |
| 2.7 | Is pest control adequate? | |
| **3.** | **Raw material** | |
| 3.1 | Is there any change in the source of raw material procurement?(give detail) | |
| 3.2 | If so, whether proper traceability has been established and documented? | |
| 3.3 | Whether the quality and safety of the raw material ensured? | |
| **4.** | **Additional facilities** | |
| 4.1 | Specify the additional facilities created with details | |
| 4.2 | Whether the additional facilities created are in line with the requirements of GOI notification and EC/importing country regulations? | |
| 4.3 | Whether the sanitary and hygienic conditions of the facilities are satisfactory? | |

| | | |
|---|---|---|
| 4.4 | Is the location of the additional facility suitable for smooth flow of work? | |
| 4.5 | Whether adequate precautions have been taken to avoid cross contamination? | |
| 4.6 | Whether provisions have been made for cleaning and sanitation ? | |
| 4.7 | Calibrated temperature recording devices installed where applicable | |
| 4.8 | Whether the installation of the new facility increases the production capacity of the unit | |
| 4.9 | If so what is the expected new production capacity? | |
| 4.10 | Whether the new facility has been incorporated in the HACCP manual suitably. | |
| **5.** | **Additional activities** | |
| 5.1 | Specify the additional activities requested for approval with details | |
| 5.2 | Whether the additional activities have been properly addressed in the HACCP manual and submitted to the EIA for verification? | |
| 5.3 | Whether HACCP is in place? | |
| 5.4 | Whether CCPs have been identified and monitored properly? | |
| 5.5 | Whether proper raw material, process and product controls are laid down to ensure the safety and quality of the product? | |
| 5.6 | Are the employees maintaining good hygienic practices? | |
| 5.7 | Whether Freezing, Marinating, Cooking, etc. activities involved for the new facility? | |
| 5.8 | If so, are the time/temperature controls properly validated by an approved agency? | |
| 5.9 | Whether additional manpower is required for the new process activity? | |
| 5.10 | If so, give details of number of employees / supervisors/ veterinarian recruited | |
| 5.11 | Whether additional equipments, machineries required for the new process activity? | |
| 5.12 | If so, give details of equipments, machineries erected/ acquired | |
| 5.13 | Are the new process control devices (gauges and thermometers, etc.) calibrated? | |
| 5.14 | Whether calibrated automatic temperature recording devices have been installed where applicable? | |
| 5.15 | If additional water are required for processing new product, whether the same are tested as per 98/83/EC/IS:4251? | |
| **6.0** | **Any other information** | |
| | | |

**Yours faithfully,**

**Signature :**
**Name :**
**Designation :**
**Company seal:**

Place:
Dates

*Check List of enclosures*

1. Authorisation to charge fee applicable from our deposit account maintained at EIA.

2.Up-to-date layout plan of establishment showing alterations made if any.
3. Flow chart of processing operation where applicable.
4. Plumbing diagram (where applicable)
5. Attested copy of potability certificate of water
   (as per the Directive 98/83/EC or, IS 4251) where applicable
6. HACCP manual, where applicable

**Annexure XIA**

**EXPORT INSPECTION AGENCY-……**
**MINISTRY OF COMMERCE, GOVERNMENT OF INDIA**

**ASSESSMENT REPORT FOR ADDITIONAL FACILITIES/ PROCESSING ACTIVITIES OF THE ESTABLISHMENT**

| | | | | |
|---|---|---|---|---|
| Name of the processing establishment | : M/s. | | | |
| Approval number of the establishment | | | | |
| Current scope of approval (Name of the products and countries for export) | | | | |
| Additional scope of approval requested for | | | | |
| Address of the processing establishment | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Address of the Regd. Office | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Scope of assessment | : Verification to adjudge suitability of the infrastructure and equipment facilities of the establishment and implementation of HACCP based food safety management system for processing, handling and storage of fresh poultry meat and poultry meat products pertaining to additional facilities/ activities. | | | |
| Date(s) of assessment | | | | |
| Opening Meeting Location and date | | | | |
| Closing Meeting Location and date | | | | |
| Name & qualification of IDP members | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |
| | | | | |
| Name of Representative(s) of the establishment | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |

| **1.General Information** | | |
|---|---|---|
| 1.1 | Name and address of establishment seeking approval for additional facilities/activities. | |
| 1.2 | Processor Code number, allotted by EIA | |
| 1.3 | Name of the Chief Executive (MD/MG. Partner/Proprietor) with telephone, fax, E-mail address, if changed. | |
| 1.4 | Details of additional facility/activity requested for approval | |

| | | |
|---|---|---|
| **2. Construction and layout** | | |
| 2.1 | Whether any alteration made in the building and layout? (give details) | |
| 2.2 | If so, whether it satisfies the requirements of GoI notification and EU/importing country regulations? | |
| 2.3 | Whether walls, floor and roof are smooth and easily cleanable | |
| 2.4 | Whether windows, ventilators and doors are made as per norms ? | |
| 2.5 | Are the lighting and ventilation adequate? | |
| 2.6 | Whether adequate washing and sanitizing facilities provided? | |
| 2.7 | Is pest control adequate? | |
| **3.** | **Raw material** | |
| 3.1 | Is there any change in the source of raw material procurement?(give detail) | |
| 3.2 | If so, whether proper traceability has been established and documented? | |
| 3.3 | Whether the quality and safety of the raw material ensured? | |
| **4.** | **Additional facilities** | |
| 4.1 | Specify the additional facilities created with details | |
| 4.2 | Whether the additional facilities created are in line with the requirements of GOI notification and EC/importing country regulations? | |
| 4.3 | Whether the sanitary and hygienic conditions of the facilities are satisfactory? | |
| 4.4 | Is the location of the additional facility suitable for smooth flow of work? | |
| 4.5 | Whether adequate precautions have been taken to avoid cross contamination? | |
| 4.6 | Whether provisions have been made for cleaning and sanitation ? | |
| 4.7 | Calibrated temperature recording devices installed where applicable? | |
| 4.8 | Whether the installation of the new facility increases the production capacity of the unit | |
| 4.9 | If so what is the expected new production capacity ? | |
| 4.10 | Whether the new facility has been incorporated in the HACCP manual suitably. | |
| **5.** | **Additional activities** | |
| 5.1 | Specify the additional activities requested for approvalwith details | |
| 5.2 | Whether the additional activities have been properly addressed in the HACCP manual and submitted to the EIA for verification? | |
| 5.3 | Whether HACCP is in place? | |
| 5.4 | Whether CCPs have been identified and monitored properly? | |
| 5.5 | Whether proper raw material, process and product controls are laid down to ensure the safety and quality of the product? | |
| 5.6 | Are the employees maintaining good hygienic practices? | |
| 5.7 | Whether Freezing, marinating, cooking, etc. activities involved for the new facility? | |
| 5.8 | If so, are the time/temperature controls properly validated by an approved agency? | |
| 5.9 | Whether additional manpower is required for the new process activity? | |
| 5.10 | If so, give details of number of employees / supervisors/ veterinarian recruited | |
| 5.11 | Whether additional equipments, machineries required for the new process activity? | |

| | | |
|---|---|---|
| 5.12 | If so, give details of equipments, machineries erected/ acquired | |
| 5.13 | Are the new process control devices (gauges, thermometers, etc.) calibrated? | |
| 5.14 | Whether calibrated automatic temperature recording devices have been installed where applicable? | |
| 5.15 | If additional water are required for processing new product, whether the same are tested as per 98/83/EC/IS:4251? | |
| **6.** | **Any other information.** | |

**Recommendations of the Inter-Departmental Panel (IDP)**

| | |
|---|---|
| Name of establishment and Address | |
| Approval Number allotted by EIA | |
| Nature of activities already approved | |
| Countries to which the above unit is eligible to process | All countries including the European Union (EU)<br>Countries other than EU |
| Fresh poultry meat and poultry meat products, which may be allowed to be processed in the above unit.<br>Additional facilities/ activities requested for approval | |

The above additional facilities/processing activities of the establishment may not be approved under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002. The deficiencies observed are given in the attached sheet.

**Or**

The above additional facilities/processing activities of the establishment may be approved under the Export of Fresh poultry meat and poultry meat products (Quality control, Inspection and Monitoring) Rules, 2002.

**Reasons:**

*Suggestions for improvement, if any:*

Signature :

Name :
Designation :
Organisation :
Date :

**Annexure XII**

**APPLICATION FOR RENEWAL OF APPROVAL OF ESTABLISHMENT**

( *To be submitted in duplicate two months before the expiry of current approval* )

From

……
……
……

To

The Joint Director
Export Inspection Agency – _____

Sir,

The approval granted to our establishment, particulars of which are given below, to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002 may kindly be renewed from the date of expiry of the earlier approval.

You may please charge fee applicable from our deposit account maintained at EIA.

| | | |
|---|---|---|
| 1. | Name and address of the establishment | |
| 2. | Approval Number allotted by EIA | |
| 3. | Date of expiry of current approval | |
| 4. | Address of the registered office of the establishment (If different from the one at Sl. No.1 above) | |
| 5. | Nature of activities for which the establishment is approved and renewal sought | |
| 6. | Approval sought to process fresh poultry meat and poultry meat products for export to: | All countries including EU/non-EU countries only |
| 7. | Export during last one year (with details of volume, value, destination etc.) | |
| 8. | Annual Production during the last one year | |
| 9. | No. of complaints received from foreign buyers/importing countries during the last one year (give year wise details) | |
| 10 | Nature of complaints and action taken with details | |
| 11 | Details of changes in the name and in management, of the company if any | |
| 12 | Name of the Chief Executive Officer (CEO)(with Telephone no., Fax, etc.) | |
| 13 | Pollution Control Board consent letter Number and its validity. | |
| 14 | Test Report Number, date and name of approved laboratory in respect of water used in the factory. | |
| 15 | Date of review/revision of HACCP manual | |
| 16 | No. of veterinarians (approved and non approved) | |
| 17 | Layout changes, if any, during the last one year | |
| 18 | Additional facilities/equipment provided, if any, during the last one year | |
| 19 | Source of raw material used.(Attach the list of identified farms) | |
| 20 | Name and Address of the merchant exporter(s) presently catering to | |
| 21 | Name and Address of merchant exporter(s) catered for last one year | |
| 22 | List of EIA approved veterinarians in the establishment | |
| 23 | Any other relevant information | |

It is hereby testified that the above information is true to the best of my knowledge.

| | |
|---|---|
| | Signature : |
| | N a m e : |
| Place: | Designation : |
| Date: | Company Seal : |

**Annexure XIII**

*(Reminder letter to units for renewal of approval)*

**EXPORT INSPECTION AGENCY –**

No. EIA/ Date:

To

(Name and Address of establishment)

Dear Sirs,

Sub: Renewal of Approval of establishment to process fresh poultry meat and poultry meat products for export to EU/non-EU countries

Ref: Approval No. _____; Validity of current approval: Up to _____

The approval accorded to your establishment to process fresh poultry meat and poultry meat products for export to EU/non-EU countries will be expiring on the date shown above. If you wish to continue export of fresh poultry meat and poultry meat products beyond the date of expiry of the current approval, you will have to seek renewal of approval **at least 60 days before the date of expiry** of current approval. A format of the application for renewal of approval is enclosed for your convenience.

Your application along with relevant documents along with the prescribed fee may please be sent to this office in duplicate **at least 60 days before the date of expiry of the current approval.**

On receipt of your application, arrangements will be made to get your establishment assessed by the Inter Departmental Panel of experts for considering renewal of approval.

Yours faithfully,

Joint/Deputy Director In-charge

Encl: Format of application for renewal of approval

**Annexure XIV**

**EXPORT INSPECTION AGENCY - _____**
**(Ministry of Commerce, Govt. of India)**

**ASSESSMENT REPORT FOR RENEWAL OF APPROVAL OF ESTABLISHMENT**

(For Infrastructure and Equipment Facilities and HACCP based Food Management System)

| | | | | |
|---|---|---|---|---|
| Name of the processing establishment | : M/s. | | | |
| Approval number of the establishment | | | | |
| Scope of approval (Name of the products and countries for export) | | | | |
| Address of the processing establishment | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Address of the Regd. Office | Address:<br>District:<br>State:<br>Country: India.<br>Ph.<br>Fax:<br>E.mail: | | | |
| Scope of assessment | : On-site verification to adjudge suitability of the infrastructure and equipment facilities of the establishment and implementation of HACCP based food safety management system for processing, handling and storage of fresh poultry meat and poultry meat products for renewal of approval of the establishment. | | | |
| Date(s) of assessment | | | | |
| Opening Meeting Location and date | | | | |
| Closing Meeting Location and date | | | | |
| Name & qualification of IDP members | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |
| | | | | |
| Name of Representative(s) of the establishment | Designation | Organization | Opening Meeting (Sign) | Closing Meeting (Sign) |
| | | | | |

| **Section-I: Information** | | |
|---|---|---|
| A | General | |
| 1 | Name of the Chief Executive (MD/Mg. Partner/Proprietor) (Give Contact Numbers and E-mail, if any) | |
| 2 | Are there any major alterations in last two years? If yes, give details. | |
| 3 | Is there any additional activities permitted in the same premise other than the products approved for processing? If yes, give details. | |
| 4 | Annual production during the previous year<br>(a) Fresh poultry meat and poultry meat products (Within the scope of approval)<br>(b) Others (specify) | |

| | | |
|---|---|---|
| 5 | Total exports during the last one year<br>Financial Year<br>Destinations (Countries)<br>Quantity in Metric Tons<br>FOB Value in Rupees in Lakhs. | |
| 6 | Whether working hours and shifts per day changed? | |
| 7 | Whether working days per week and weekly holiday changed? | |
| 8 | Whether the establishment has informed EIA for any change stated above? | |
| B | **Information on Structure of the Establishment** | |
| 9 | Is there any change in structure of the establishment? If so give details. Whether the establishment has informed EIA for any change? | |
| **C.** | **Information about personnel** | |
| 10 | Is there any change in number of EIA approved veterinarians and other veterinarians? If so give details. | |
| 11 | Is there any change in number of qualified personnel responsible for quality control? If so give details. | |
| 12 | Is there any change in number of qualified personnel responsible for production and processing? If so give details. | |
| 13 | Is there any change in qualified personnel responsible for developing, implementing and maintaining HACCP-based procedures? If so give details. | |
| 14 | Is there any change in qualified personnel responsible for handling of food products and maintenance of sanitation and hygiene? If so give details. | |
| 15 | Is there any change in number of male workers? If so give details. | |
| 16 | Is there any change in number of female workers? If so give details. | |
| 17 | Whether the establishment has informed EIA for any change stated above? | |
| **Section-II: PRIMARY PRODUCTION AND RAW MATERIAL** | | |
| **A** | **Hygiene Provisions and record keeping in Poultry Production and handling** | |
| 1 | Is there any change in the list of identified poultry farms? If so, Give details. | |
| 2 | Are all farms appropriately supervised /controlled by the unit to ensure the wholesomeness of the poultry procured? | |
| 3 | Are the measures to protect poultry production against any contamination maintained? | |
| 4 | Are the measures to control hazards and contamination arising from the air, soil, water, feed, fertilizers, veterinary medicinal products and biocides and the storage, handling and disposal of waste in poultry production and associated operations maintained? | |
| 5 | Are the controls to prevent use of prohibited antibiotics/ pharmacological substances and Chemicals maintained adequately? | |
| 6 | Are the measures relating to animal health and welfare that have implications for human health, including programmes for the monitoring and control of zoonoses and zoonotic agents in poultry production and associated operations maintained adequately? | |
| 7. | Is the cleaning and where necessary, disinfecting of facilities used in connection with poultry production and associated | |

| | | |
|---|---|---|
| | operations, including facilities used to store and handle feed maintained adequately? | |
| 8 | Are the equipment, containers, crates, vehicles and vessels maintained clean, disinfected, where necessary and under repair? | |
| 9 | Is the water used potable or clean, where necessary, to prevent contamination? | |
| 10 | Is cleanliness of the birds going to slaughterhouse ensured? | |
| 11 | Are the personnel trained on health risks and the personnel, handling foodstuff in good health? | |
| 12 | Is there prevention of animals and pests from causing contamination? | |
| 13 | Is the waste and hazardous material handled and stored properly to prevent contamination? | |
| 14 | Is there prevention of the introduction and spreading of contagious diseases transmissible to humans through food, including taking precautionary measures when introducing new birds and reporting suspected outbreaks of such diseases to the competent authority | |
| 15 | Are the samples (feed, water, tissue, etc.) drawn for relevant analyses that have importance to human health and records maintained? | |
| 17 | Are appropriate actions taken on account of the results of any relevant analysis carried out on samples taken from the birds or other samples, ante- and post-mortem inspections, animal health checks, animal disease status checks, animal welfare checks, etc. that have importance to human health? | |
| 18 | Is there correct use of feed additives and veterinary medicinal products? | |
| 19 | Is there appropriate remedial action when informed of problems identified during official controls | |
| 20 | Is the transport of poultry satisfactory? | |
| 21 | Are the records relating to measures put in place to control hazards in an appropriate manner maintained? | |
| 22 | Are the records of nature and origin of feed fed to the birds maintained? | |
| 23 | Are the records of veterinary medicinal products administered to the birds or other treatments, dates of administration and withdrawal periods maintained? | |
| 24 | Are the records of any analysis carried out on samples taken for diagnostic purpose, which may affect the safety of fresh poultry meat and poultry meat products for human consumption maintained? | |
| 25 | Are the records of other relevant reports on ante- and post-mortem inspections, animal health checks, animal disease status checks, animal welfare checks, etc. carried out on the poultry maintained? | |
| 26 | Are the records for the health attestations or food chain information and feed back from establishment maintained? | |
| 27 | Are the records of the details of employees such as veterinarian(s) responsible and farm technicians, assisting in poultry production maintained? | |

| | | |
|---|---|---|
| 28 | Whether the establishment has informed EIA for any change in infrastructure and equipment facilities and procedures as stated above? | |
| **B** | **Other Food Ingredients/additives/preservatives** | |
| 29 | Are the raw material controls in place to prevent contamination | |
| 30 | Is there any change in use of the additives/ preservatives? If yes, give details. Whether the establishment has informed EIA? | |
| **Section-III: GENERAL HYGIENE REQUIREMENTS** | | |
| **A** | **General requirements for premises and infrastructure** | |
| 1 | Are the premises kept clean and maintained in good repair and condition free from possible contaminations? | |
| 2 | Is there any change in layout, design, construction, location and size of food premises? If yes, give details. | |
| 3 | Are the layout, design, construction, location and size of food premises, storage conditions, etc. kept clean and maintained in good repair and condition free from possible contaminations? | |
| 4 | Are the lavatories kept clean and maintained in good repair and condition? | |
| 5 | Are the washing facilities for food, personal hygiene and equipment cleaning kept clean and maintained in good repair and condition? | |
| 6 | Is the Ventilation facility in the food handling area, living area and sanitary conveniences kept clean and maintained in good repair and condition? | |
| 7 | Is the lighting facility kept clean and maintained in good repair and condition? | |
| 8 | Are the Drainage facilities kept clean and maintained in good repair and condition? | |
| 9 | Are the Change room facilities kept clean and maintained in good repair and condition? | |
| 10 | Whether the establishment has informed EIA for any change in premises and infrastructure facilities of the establishment stated above? | |
| **B** | **Specific requirements in rooms where foodstuffs are prepared, treated or processed** | |
| 11 | Is the design, layout and surfaces of structures such as floor, walls, doors, ceilings, ventilators, windows, openings, etc. kept clean and maintained in good repair and condition to prevent possible contamination? | |
| 12 | Is the design and layout of surfaces (including surfaces of equipment) kept clean and maintained in good repair and condition to prevent possible contamination? | |
| 13 | Is the equipment cleaning facilities kept clean and maintained in good repair and condition to prevent possible contamination with adequate supply of hot potable water at 820c and cold potable water? | |
| 14 | Is the Food washing facilities kept clean and maintained in good repair and condition to prevent possible contamination with adequate supply of potable water at required temperature? | |
| **C** | **Transport** | |
| 15 | Are the conveyances and/or containers used for transporting poultry/food kept clean and maintained in good repair and condition to protect food from contamination? | |
| **D** | **Equipment requirements** | |

| | | |
|---|---|---|
| 16 | Are the food contact surfaces kept clean, disinfected, whenever necessary and maintained in good repair and condition | |
| 17 | Is equipment, where necessary, fitted with an appropriate control device such as time, temperature, pressure, flow rate, etc. calibrated regularly, kept clean and maintained in good repair and condition? | |
| **E** | **Food waste** | |
| 18 | Are the food waste, non-edible by-products and other refuse removed as quickly as possible from rooms where food is present so as to avoid their accumulation and the waste handling equipment/containers kept clean and maintained in good repair and condition? | |
| **F** | **Water supply and Ice** | |
| 18 | Is the water tested as per 98/83/EC or IS:4251 for potability, as applicable? | |
| 19 | Is the water potable and adequate for cleaning of equipment, washing food, maintaining personal hygiene, maintaining infrastructure and facility clean, etc.? | |
| 20 | Is the water management maintained to prevent any contamination? | |
| 21 | Is the ice, used any, prepared from potable water and handled hygienically? | |
| 22 | Is the steam used directly in contact with food likely to contain substance that presents a hazard to health or likely to contaminate the food? | |
| **G** | **Personal hygiene** | |
| 23 | Are individual health cards maintained for all employees? | |
| 24 | Is every person working in a food-handling area maintaining a high degree of personal cleanliness and wearing suitable, clean and, where necessary, protective clothing? | |
| 25 | Is all person aware of personal hygiene and take adequate measure to prevent transfer of communicable diseases? | |
| 26 | Are all employees in the establishment and poultry farms undergone medical examination periodically and in absence of from duty due to illness and administered with prophylactic injections? | |
| **H** | **Provisions applicable to foodstuffs** | |
| 27 | Are all materials food or non-food received and handled appropriately to prevent contamination? | |
| 28 | Is vermin control effective and records maintained adequate documented procedures in place to control pests? | |
| 29 | Is condition, of food ingredient and poultry meat products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins, kept at temperatures that might result in a risk to health, maintained through out the cold chain as applicable? | |
| 30 | Are the storage conditions maintained as applicable to prevent reproduction of pathogenic micro-organisms or the formation of toxins, etc. that might result in a risk to health? | |
| 31 | Are the foodstuffs, where held at chilled temperatures, cooled as quickly as possible following the heat-processing stage or final preparation stage? | |
| 32 | Is the thawing of foodstuffs undertaken in such a way as to minimize the risk of growth of pathogenic micro-organisms or | |

| | | |
|---|---|---|
| | the formation of toxins in the foods? | |
| 33 | Are hazardous and/or inedible substances adequately labelled and stored in separate and secure containers? | |
| **J** | **Wrapping and packaging of foodstuffs** | |
| 34 | Is the material used for wrapping and packaging stored and handled in such a manner that they are not a source of contamination? | |
| **K** | **Heat treatment** | |
| 35 | Does the heat treatment process raise every particle of the product treated to a given temperature for a given period of time and prevent the product from becoming contaminated during the process? | |
| | Does the process employed achieve the desired objectives? | |
| | Are the main relevant parameters (particularly temperature, pressure, sealing and microbiology), checked regularly including by the use of automatic devices? | |
| | Does the process used conform to an internationally recognized standard (for example, cooking, freezing, sterilization,, etc.)? | |
| **L** | **Maintenance** | |
| 39 | Is there appropriate maintenance schedule for maintaining infrastructure and equipment facilities and records thereof? | |
| **M** | **Training** | |
| 40 | Are the food handlers supervised and instructed and/or trained in food hygiene matters commensurate with their work activity regularly? | |
| 41 | Are all persons responsible for maintaining food safety system, hygiene and sanitation are trained and up-dated with requirements regularly? | |
| 42 | Are all persons responsible for compliance with the requirements of national law trained are trained and up-dated with requirements regularly? | |
| **N** | **Testing facility** | |
| 43 | Is the in-house testing facility for analysis of raw materials, in-process samples, finished products, hygiene and sanitation control samples, etc. maintained and effective? | |
| 44 | Are all laboratory equipment and instrument calibrated periodically? | |
| **SECTION-IV: REQUIREMENTS CONCERNING POULTRY AND POULTRY MEAT PRODUCTS** | | |
| **A** | **Application of the Identification Mark** | |
| 1 | Is the appropriate identification mark and details of the approved establishment applied before the product leaves the establishment? | |
| 2 | Is 'Q' mark is applied to all packages? | |
| **B** | **Form of the Identification Mark** | |
| 3 | Are marks legible and indelible, and the characters easily decipherable? Is It clearly displayed for the competent authorities? | |
| 4 | Does the mark indicate the name of the country in which the establishment is located? | |
| **C** | **Method of Marking** | |
| 5 | Is the mark applied directly to the product, the wrapping or the packaging, or printed on a label affixed to the product, the wrapping or the packaging depending on the presentation of | |

| | | |
|---|---|---|
| | different products of animal origin? | |
| 6 | Is the mark an irremovable tag of resistant material? | |
| **D** | **HACCP-based Procedures (Hazard analysis and critical control points)** | |
| 7 | Are the HACCP principles in place, implemented and maintained? | |
| 8 | The HACCP principles | |
| a) | Are the hazards, if any, need to be prevented, eliminated or reduced to acceptable levels identified appropriately? | |
| b) | Are the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels identified appropriately? | |
| c) | Are the critical limits at critical control points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards established appropriately? | |
| d) | Are the monitoring procedures at critical control points established and implemented effectively? | |
| e) | Are the corrective actions when monitoring indicates that a critical control point is not under control established? | |
| f) | Are the procedures, which need to be carried out regularly, to verify that the measures outlined in (a) to (e) above are working effectively, established? | |
| g) | Are the documents and records commensurate with the nature and size of the food business to demonstrate the effective application of the measures outlined in (a) to (f) above established? | |
| 9 | Are the procedure reviewed when any modification is made in the product, process, or any step to make the necessary changes to it? | |
| 10 | Is the evidence of compliance with HACCP principles furnished to the competent authority? | |
| 11 | Are the documents up-to-date at all times? | |
| 12 | Are the documents and records retained for an appropriate period? | |
| 13 | Is the traceability of poultry procurement maintained? | |
| 14 | Whether verification of effective working of HACCP system conducted as per the laid down frequency? How may internal audits conducted in last one year? | |
| **E** | **Food Chain Information/ Health attestation** | |
| 15 | Does the processing establishment accept poultry with health attestation from veterinarian? | |
| 16 | If not, does the processing establishment accept poultry with relevant food safety information, contained in the records kept at the holding of provenance, such as; | |
| (i) | the status of the holding of provenance or the regional animal health status? | |
| (ii) | the health status of poultry supplied to the establishment? | |
| (iii) | veterinary medicinal products or other treatments administered to the animals within a relevant period and with a withdrawal period greater than zero, together with their dates of administration and withdrawal periods? | |
| (iv) | the occurrence of diseases that may affect the safety of fresh poultry meat and poultry meat products? | |

| | | |
|---|---|---|
| (v) | the results, if they are relevant to the protection of public health, of any analysis carried out on samples taken from the birds or other samples taken to diagnose diseases that may affect the safety of fresh poultry meat and poultry meat products, including samples taken in the framework of the monitoring and control of zoonoses and residues? | |
| (vi) | relevant reports about previous ante -and post-mortem inspections of birds from the same holding of provenance including, in particular, reports from the veterinarian? | |
| (vii) | production data, when this might indicate the presence of disease? | |
| (viii) | the name and address of the veterinarian attending the holding of provenance? | |
| 17 | If any lot of poultry arrives at the processing establishment without food chain information, is it notified to the approved veterinarian immediately? | |
| 18 | Are the poultry processed with the permission of the approved veterinarian? | |
| **Section-V: SPECIFIC REQUIREMENTS** | | |
| **A** | **Transport of live animals to the slaughterhouse** | |
| 1. | Are the poultry handled carefully without causing unnecessary distress, during collection and transport? | |
| 2. | Are the poultry showing symptoms of disease or originating in flocks known to be contaminated with agents of public health importance transported to the slaughterhouse? | |
| 3. | Are the crates for delivering poultry to the slaughterhouse and modules, where used, made of non-corrodible material? | |
| 4. | Are the crates or modules easy to clean and disinfect. | |
| 5. | Are all the equipment used for collecting and delivering live poultry cleaned, washed and disinfected immediately after emptying and, if necessary, before re-use? | |
| **B-1** | **Requirements for slaughterhouses** | |
| 6 | Does the unit have a room or covered space for the reception of the poultry and for their inspection before slaughter? | |
| 7 | Does the unit have a sufficient number of rooms, appropriate to the operations being carried out? | |
| 8 | Does the unit have a separate room for evisceration and further dressing, including the addition of seasonings to whole poultry carcases? | |
| 9 | Are there separate sections to carry out stunning and bleeding, plucking or skinning, and any scalding, dispatching meat, etc.? | |
| 10 | Do the unit installations that prevent contact between the meat and floors, walls or fixtures? | |
| 11 | Does the unit have more than one line? Are they adequately separated to prevent cross-contamination? | |
| 12 | Does the unit have lockable facilities for the refrigerated storage of detained meat and separate lockable facilities for the storage of meat declared unfit for human consumption? | |
| 13 | Does the unit have an adequately equipped lockable facility or, where needed, room for the exclusive use of the veterinary service? | |
| **B-2** | **Hygiene** | |
| 14 | Whether only live birds are slaughtered? | |
| 15 | Whether any dead birds, delayed eviscerated poultry and | |

| | | |
|---|---|---|
| | poultry reared for the production of 'foie gras' brought to the slaughterhouse? | |
| 16 | Whether ante-mortem inspection is carried out under suitable conditions? | |
| 17 | Whether the poultry brought into the slaughter room slaughtered immediately? | |
| 18 | Is stunning, bleeding, skinning or plucking, evisceration and other dressing carried out immediately in such a way to avoid contamination of the meat? | |
| 19 | Whether post-mortem inspection is carried out under suitable conditions? | |
| 20 | Whether waste, in edible parts, viscera, etc. removed out immediately from the establishment? | |
| 21 | Are the slaughtered poultry cleaned and chilled to not more than 4 °C, immediately after inspection and evisceration? | |
| 22 | Is appropriate quantity of chilled water by taking in to account carcase weight, volume and direction of water flow and chilling time, is used? | |
| 23 | Are the equipment entirely emptied, cleaned and disinfected, whenever necessary and at least once a day? | |
| **C-1** | **Requirements for cutting plants** | |
| 24 | Is the meat mechanically separated? | |
| 25 | Is it well separated from the slaughtering facility and has adequate facilities to prevent cross contamination, storage of packaged and unpackaged foods, etc.? | |
| **C-2** | **Hygiene** | |
| 26 | What is the temperature of the meat and room maintained during cutting, boning, trimming, slicing, dicing, wrapping and packaging? | |
| 27 | What is the chilling temperature after cutting operation? | |
| **D** | **Analytical tests** | |
| 28 | Are the poultry meat products tested for food safety criteria before despatch? | |
| 29 | Is the fresh poultry meat and poultry meat products conform to the microbiological, chemical, residues, animal diseases, etc. parameters? | |
| 30 | Is the calcium content of Mechanically separated meat (MSM) checked in fresh meat as determined by a standard international method | |
| 31 | What is the calcium content in the fresh Mechanically separated meat (MSM)? | |

**Recommendations of the IDP**

The processing establishment may be granted renewal of approval to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002, for further period of one year from the date of expiry of earlier approval

a) for all countries including the European Union (EU) / Countries other than EU
b) for processing (Scope of Approval -Fresh poultry meat and poultry meat products which may be allowed to be processed in the establishment)

and

c) with annual installed production capacity of…… MT

**Or**

The processing establishment may not be granted renewal of approval to process fresh poultry meat and poultry meat products for export under the Export of Fresh poultry meat and poultry meat products (Quality Control, Inspection and Monitoring) Rules, 2002. The deficiencies observed are given in the enclosed observations sheet. The establishment may apply a fresh after rectification of the deficiencies.

**28 Suggestions for improvement, if any:**

| | | | |
|---|---|---|---|
| Signature | | | |
| Name & qualification | | | |
| Designation | | | |
| Deparment | | | |
| Date | | | |
| Place | | | |

**Annexure - XV**

**EXPORT INSPECTION AGENCY - _____**

**Statement of Performance of Unit**

(for the past one year)

| | | | | |
|---|---|---|---|---|
| Name and address of the establishment | | : | | |
| Approval No. | | : | | |
| Period of report | | : From . . . . . till date. | | |
| | | | | |
| **Sl No.** | **Particulars** | **Monitoring Visits(MV)** | **Supervisory Visits (SV)** | **Lab. Test Reports (LR)** |
| | | | | |

(a) Numbers

(b) Overall Performance of the Unit

(c) If performance is unsatisfactory, main reasons for it

*Details of complaints from importing country or importer*

| **Number of complaints** | **Nature of complaints** | **Countries from where complaints received** | **On Alert status** |
|---|---|---|---|
| | | | |

Date :

Place :

Signature of Officer Incharge:

N a m e

Designation

**Annexure – XVI**

(To be typed on company letterhead)

To

The Joint Director-
Export Inspection Agency- _____

Sir,

Sub : **Request for permission to process and pack fresh poultry meat and poultry meat products for export by merchant exporter.**

Ref. : Approval Number of the establishment _____

We request that permission may kindly be granted to us to process and pack fresh poultry meat and poultry meat products in our approved processing establishment for export by the following merchant exporter(s).

1) Name and Address of the merchant exporter(s)
2) Countries to which exports are proposed to be made
3) Production capacity of the unit as fixed by EIC/EIA

We hereby state that we, as approved processor, shall be responsible for the quality and safety of the fresh poultry meat and poultry meat products processed and packed by us for export by the merchant exporter(s). We also undertake to comply with the directions that may be given in this regard by EIC/EIA and assure that the production capacity fixed by EIA for our establishment will not be exceeded at any time.

We also assure you that fresh poultry meat and poultry meat products meant for export by the merchant exporter(s), for which Certificate for Exports are to be issued by us, will only be processed in our approved unit under our control and the products will not be taken out of our control or stored in unauthorised/un-approved places by the merchant exporter(s).

We also undertake that we shall be responsible and liable for any act of omission or commission by the merchant exporter(s) in respect of any quality issue or in respect of any trade related issues including cheating.

Yours faithfully,

Signature
Name
Designation
Company Seal

Place :
Date :

Encls.

1. Certified true copy of the agreement entered into between the processor and the merchant exporter(s)
2. Declaration from merchant exporter(s) stating that he will abide by the rules and regulations laid down by EIC/EIA.

**Annexure XVIIA**

*(Letter of permission to process and pack Fresh poultry meat and poultry meat products for merchant exporter)*

EXPORT INSPECTION AGENCY- _____
( MINISTRY OF COMMERCE AND INDUSTRY )
GOVERNMENT OF INDIA

No. EIA/ Date :

Dear Sirs,

Sub: Permission to process and pack Fresh poultry meat and poultry meat products for merchant exporter: M/s. (*Name and address of merchant exporter*)

Ref: Your letter dated _____

With reference to your letter cited above, you are informed that you are permitted to process and pack Fresh poultry meat and poultry meat products for export by merchant exporter: M/s. (*Name and address of merchant exporter*), ____ to any country including EU/Non EU countries, subject to the following conditions:

1. The export packages must bear the name, address and approval number of the approved processing establishment and also the name and address of the merchant exporter;
2. The approved processor (M/s. _(*Name and address of approved processor*), with processor Code No. ) shall be responsible for the quality and safety of the fresh poultry meat and poultry meat products processed by it for export by the merchant exporter;
3. The approved processor shall ensure that the consignments of fresh poultry meat and poultry meat products processed by it for export by the merchant exporter are not taken out of its control or stored in unauthorised/unapproved premises by the merchant exporter before the actual shipment for export; and
4. The approved processor shall maintain proper records showing the details of fresh poultry meat and poultry meat products processed by it for the merchant exporter and such records shall be made available to the monitoring officials of the EIC/EIA for verification.
5. The validity of the permission granted by EIA for processing and packing fresh poultry meat and poultry meat products in favour of merchant exporter shall be co-terminus with the validity of the approval of the establishment / validity of the agreement entered between the processor and the merchant exporter, whichever is earlier.

Please acknowledge receipt.

Yours faithfully,

[ ] Agency In-Charge

Copy to

(1) The Joint Director, EIC, New Delhi-110001.
(2) The Officer In-charge, EIA-_____, SO: _____.

**Annexure XVIIB**

*(Letter of Withdrawal of permission to process and pack Fresh poultry meat and poultry meat products for export by merchant exporter)*

**EXPORT INSPECTION AGENCY – _____**
**( MINISTRY OF COMMERCE AND INDUSTRY )**
GOVERNMENT OF INDIA

No. EIA/ Date:

To,

Dear Sirs,

Sub: Withdrawal of permission to process and pack Fresh poultry meat and poultry meat products for export by merchant exporter.
Ref: (1) Your letter No. dated .
(2) Our letter No. EIA/ dated: .

In pursuance of your request cited above, the permission given to you to process and pack fresh poultry meat and poultry meat products for the following merchant exporter(s) is hereby withdrawn:

Name and Address of Merchant Exporter

Yours faithfully,

Agency In-Charge

Copy to
(3) The Joint Director, EIC, New Delhi-110001.
(4) The Officer In-charge, EIA-_____, SO: _____.

**Annexure XVIII**

## MONITORING PARAMETERS FOR WATER (98/83/EC)

| S.No | Parameters | |
|---|---|---|
| 1 | Aluminium (Note No.1) | |
| 2 | Ammonium | |
| 3 | Colour | |
| 4 | Conductivity | |
| 5 | Clostridium perfringens (including supores) (Note-2) | |
| 6 | Escherichia, Coli (E.Coli) | |
| 7 | Hydrogen Ion concentration | |
| 8 | Iron (Note-1) | |
| 9 | Nitrite(Note-3) | |
| 10 | Odour | |
| 11 | Pseudomonas aeruginosa (Note-4) | |
| 12 | Taste | |
| 13 | Colony count 22°C and 37°C (Note-4) | |
| 14 | Coliform bacteria | |
| 15 | Turbidity | |
| Note No.1 | Necessary only when used as flocculent | |
| Note No.2 | Necessary only if the water originate from or is influenced by surface water | |
| Note No.3 | Necessary only when chloramination is used as a disinfectant | |
| Note No.4 | Necessary only in the case of water offered for sale in bottles or containers | |

**Annexure XIX**

**EXPORT INSPECTION AGENCY –**

**MONITORING REPORT**

Date of Visit
Name of the Processing Establishment
Approval No.
Product being processed at the time of visit

| **Sl. No. (1)** | **(2)** | **Observations/suggestions (3)** |
|---|---|---|
| **General** | | |
| 1 | Name and Designation of Monitoring officer(s) last visited | |
| 2 | Whether defects pointed out earlier have been rectified by the unit | |
| 3 | Mention deficiencies that are not rectified | |
| 4 | Whether any time frame given for rectification | |
| 5 | Results of samples tested in the previous visit | |
| 6 | Action taken in case of failure of test results | |
| **Facility Checks** *(Record observations on the maintenance of infrastructure facilities and sanitary / hygienic conditions at each section mentioned below)* | | |
| 7 | Premises | |
| 8 | Poultry receiving and inspection area. | |
| 9 | Workers entry points | |
| 10 | Change rooms and toilets | |
| 11 | Poultry meat storage room(s)/ Chill rooms/storage | |
| 12 | Slaughtering and cleaning area | |
| 13 | Cutting rooms | |
| 14 | Other relevant processing areas | |
| 15 | Packing section | |
| 16 | Cold storages, other stores | |
| 17 | Machineries/equipments | |
| 18 | Tables and utensils | |
| 19 | Lights and ventilations /AC | |
| 20 | Floor, walls and roof | |
| 21 | Drainage | |
| 22 | Packing material store | |
| 23 | Chemical store | |
| 24 | Water purification system | |
| 25 | Ice manufacturing and handling | |
| 26 | Effluent treatment plant | |
| **HACCP Implementation of the Unit** | | |
| 27 | Whether the identified CCPs monitored properly and recorded? | |
| 28 | Whether all control measures are in place? | |
| 29 | Whether appropriate corrective actions as stipulated in the HACCP plan taken in case of deviation from Critical limits? | |
| 30 | Whether the monitoring and corrective actions, if any, recorded and verified at laid down frequency by the responsible person(s)? | |
| 31 | Whether validation is being done regularly? | |
| 32 | Whether the instruments used for measurement are calibration periodically? | |

| | | |
|---|---|---|
| 33 | Whether the HACCP reviewed and amended suitably, if required? | |
| **Own Check system (give details on the following controls exercised by unit)** | | |
| 34 | Food chain information/ health attestations and veterinary checks at the establishment | |
| 35 | Slaughtering, cleaning and post-mortem inspection Product controls | |
| 36 | Process controls and Time/Temp control | |
| 37 | Control on additives / preservatives | |
| 38 | Quality management of water | |
| 39 | Calibrations | |
| 40 | Pest control | |
| 41 | Personal hygiene | |
| 42 | Maintenance | |
| **Testing and lab practices in the in house laboratory** | | |
| 43 | Good laboratory practices | |
| 44 | Good laboratory practices | |
| 45 | Laboratory chemicals | |
| 46 | Equipments and utensils of laboratory | |
| 47 | Calibrations of laboratory equipments | |
| 48 | Proficiency testing | |
| **Verification of records** | | |
| 49 | Traceability records | |
| 50 | Food chain information/ health attestations, ante- and post-mortem inspection, animal health and welfare declarations, etc. | |
| 51 | Production records | |
| 52 | Process control records like freezing, cooking, sterilization, etc. | |
| 53 | Packing records | |
| 54 | Storage and transportation records | |
| 55 | Quality control and Inspection records | |
| 56 | Laboratory test reports | |
| 57 | Calibrations records | |
| 58 | Sanitary and hygiene records | |
| 59 | Personal hygiene records | |
| 60 | Time/temperature records | |
| 61 | Water test reports | |
| 62 | Disinfections and sanitation records | |
| **Additional Checks (Verify and record the observations)** | | |
| 63 | **Time/Temperature of the Products** | **Product Teme** |
| a) | Temperature of water in the tank(s) at the point of entry and exit of the carcases. | |
| b) | Processed product, after processing or treatment like freezing, cooking, sterilization, etc. | |
| c) | Frozen product during storage | |
| d) | Others | |
| 64 | **Temperature of the facilities** | |
| a) | Poultry meat store or Chill rooms/ Storage | |
| b) | Cold storages | |
| c) | Other poultry meat products store as applicable | |
| d) | Others | |
| **65** | **Water Consumption** | |
| a) | Proportion of water used during spray washing before immersion of carcasses with the weight of the carcase. | |
| b) | Flow of water through out the immersion/chilling of carcase | |

| | | |
|---|---|---|
| **66** | **Veterinary inspections** | |
| a) | Animal health and disease status checks | |
| b) | Ante-mortem and post mortem inspections | |
| **67** | **Fraud control (Specify if violations are noticed in the following area)** | |
| a) | Misuse of CFEs | |
| b) | Exceeding capacity limits | |
| c) | Improper labelling | |
| d) | Manipulation of records | |
| e) | Storing of cargo of other establishments without permission | |
| f) | Processing in unauthorised places | |
| **68** | **Details of samples drawn during monitoring** | |
| a) | Finished product for microbiology analysis | |
| b) | Sanitation and hygiene control samples including water samples | |
| c) | MSM fresh meat for calcium content | |
| d) | Proficiency testing of in-house laboratory | |
| e) | Any other relevant information | |
| 69 | **Recommendations** | |

- Overall Rating – Satisfactory/unsatisfactory

- Deficiency reported to the establishment
  (As per Non Conformity report)

Signature

Name
Designation
Date
Place

Remarks of the Controlling Officer

Signature

Name
Designation
Date
Place

**Annexure XIXA**

**EXPORT INSPECTION AGENCY – _____**

***NON-CONFORMITY REPORT (NCR)***
***For monitoring/surveillance visits***

Name of the establishment :
Approval No:
Nature of inspection :
Date of Visit :
Name and Designation of EIA officer(s)
Name and Designation of the representative of the establishment

1. Earlier ***NCR*** pending for 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.*

**Annexure XIXB**

**EXPORT INSPECTION AGENCY – _____**

SUGGESTIONS FOR IMPROVEMENT

Name of the establishment :
Address :
Approval No. :
Nature of inspection :
Date of Visit :
Name and Designation of EIA officer(s)
Name and Designation of the representative of the establishment

1.
2.
3.
4.
5.

Agreed action by the processor :

Signature : ……..

Name : ……

Designation : ……

(EIC / EIA officer)

Signature :

Name :

Designation :

Representative of the establishment

**Annexure XIXC**

**EXPORT INSPECTION AGENCY –.**

**FARM VISIT REPORT**

Date of Visit
Name of the Farm and location
Name and Approval No. of the establishment to which poultry supplied:

| Sl. No. | Requirements | Observations/suggestions |
|---|---|---|
| (1) | (2) | (3) |
| **General** | | |
| 1. | Name and Designation of Monitoring officer(s) last visited | |
| 2. | Whether defects pointed out earlier have been rectified by the unit | |
| 3. | Mention deficiencies that are not rectified | |
| 4. | Whether any time frame given for rectification | |
| 5. | Action taken in case of failure of test results | |
| **Hygiene** | **Provisions and record keeping in Poultry Production and handling** | |
| 1 | Is the layer farm owned or contracted by the establishment? | |
| 2 | Is the poultry farm under supervision/controls of the unit to ensure the wholesomeness of the poultry procured? | |
| 3 | Are there controls to ensure good farming practices and good veterinary practices? | |
| 4 | Are there adequate measures to protect poultry production against any contamination? | |
| 5 | Are there adequate measures to control contamination arising from the air, soil, water, feed, fertilizers, veterinary medicinal products and biocides and the storage, handling and disposal of waste in poultry production and associated operations? | |
| 6 | Are there controls to prevent use of prohibited antibiotics/ pharmacological substances and Chemicals? | |
| 7 | Are there adequate measures relating to animal health and welfare that have implications for human health, including programmes for the monitoring and control of zoonoses and zoonotic agents in poultry production and associated operations? | |
| 8 | Is there cleaning and where necessary, disinfecting of facilities used in connection with poultry production and associated operations, including facilities used to store and handle feed? | |
| 9 | Is there cleaning and where necessary, disinfecting of equipment, containers, crates, vehicles and vessels? | |
| 10 | Is the water used potable or clean, where necessary, to prevent contamination? | |
| 11<br>12 | Are the personnel trained on health risks and the personnel, handling foodstuff in good health?<br>Is there prevention of animals and pests from causing contamination? | |
| 13 | Is the waste and hazardous material handled and stored properly to prevent contamination? | |
| 14 | Is there prevention of the introduction and spreading of contagious diseases transmissible to humans through food, including taking precautionary measures when introducing new birds and reporting suspected outbreaks of such diseases to the competent authority | |
| 15 | Are the samples (feed, water, tissue, poultry, etc.) drawn for relevant analyses that have importance to human health and records maintained? | |

| | | |
|---|---|---|
| 16 | Are there appropriate actions on account of the results of any relevant analysis carried out on samples taken from the birds or other samples that have importance to human health? | |
| 17 | Is there correct use of feed additives and veterinary medicinal products? | |
| 18 | Is there appropriate remedial action when informed of problems identified during official controls? | |
| 19 | Specify the mode of transport of poultry from the farms. | |
| 20 | Are there records relating to measures put in place to control hazards in an appropriate manner? | |
| | Are there records of nature and origin of feed fed to the birds? | |
| | Are there records of veterinary medicinal products or other treatments administered to the birds, dates of administration and withdrawal periods? | |
| | Are there records of the occurrence of diseases that may affect the safety of fresh poultry meat and poultry meat products? | |
| | Are there records of other relevant reports on checks like ant-mortem carried out on poultry? | |
| | Are there records of the details of employees such as veterinarians and farm technicians, assisting in poultry production? | |

**Any other relevant information**

**Recommendations**

- Overall Rating – Satisfactory/unsatisfactory
- Deficiency reported to the establishment
  (As per Non Conformity report)

Signature

Name
Designation
Date
Place

Remarks of the Controlling Officer
Signature
Name
Designation
Date
Place

**Annexure –XIXD**

**EXPORT INSPECTION AGENCY – .....**
**SUB OFFICE: .....**
**FREQUENCY OF MONITORING OF FRESH POULTRY MEAT AND POULTRY MEAT PRODUCTS ESTABLISHMENTS**

**REVIEW NO.**

| | | |
|---|---|---|
| 1 | Name of the Establishment | |
| 2 | Address of the Establishment | |
| 3 | Approval Number | |
| 4 | Date of Approval | |
| 5 | Current frequency of monitoring and Date of fixation | |
| 6 | Period under report | From To |
| 7 | Performance of the unit during the period under report based on Monitoring Reports and Lab Test Reports | Satisfactory / Non satisfactory |
| 8 | Details of complaints/rejections, if any, during the period under report from EU/other importing countries | |
| 9 | Frequency of monitoring proposed for the unit | |
| 10 | Date Signature of the Officer –In charge<br>Name of OIC:<br>Designation:<br>Date: | |
| 11 | For use of Head Office<br>Review and approval of frequency of monitoring by In-charge of EIA at Head Office<br>Signature of EIA In- charge<br>Name:<br>Designation:<br>Date: | |

**Copy to:**
1. The Director (I&QC)EIC, New Delhi

**Annexure – XX**

**EXPORT INSPECTION AGENCY……. _____**
**SUPERVISORY VISIT REPORT**

1. Date of visit:
2. Approval No. :
3. Name of the Processing Establishment:
4. Product being processed at the time of visit:

5. Assessment of Unit

| Sl. No. | Area | Satisfactory | Details of deficiencies, if any/Remarks |
|---|---|---|---|
| 1 | Surroundings | | |
| 2 | Poultry Unloading/Receiving area | | |
| 3 | Inspection, slaughtering and carcase cleaning area | | |
| 4 | Processing Sections like cutting, freezing, cooking, etc. | | |
| 5 | Personal Hygiene | | |
| 6 | Change Room and facilities | | |
| 7 | Ice preparation and handling, if applicable | | |
| 8 | Chill Room/storage | | |
| 9 | Processing like marinating, freezing, cooking, etc. and controls | | |
| 11 | Water/Chemical/Additives | | |
| 12 | Cold Storage/ other storages | | |
| 13 | Rodent/Vermin Control | | |
| 14 | Effluent Treatment | | |
| 15 | Own Checks/HACCP system | | |
| 16 | Maintenance of records | | |
| 17 | Packaging/Storage/Transportation | | |
| 18 | Inspection and Testing | | |
| 19 | Veterinary checks like animal health, animal disease, ante- and post-mortem inspections, etc. and for residues and other contaminants | | |
| 20 | Any other relevant information<br>i) Quality of the monitoring<br>ii)Area of focus in which detailed assessment was done | | |

6. MVs since last SV

| Sl. No. | Date | MvO | Satisfactory / Unsatisfactory | Lab. Results | Deficiencies observed | Action by Processor |
|---|---|---|---|---|---|---|
| | | | | | | |

7. Results of Water :
8. Recommendations

⇒ Overall Rating – Satisfactory / Unsatisfactory

⇒ ***NCR***

Signature
Name
Designation
Place:
Date

**Remarks of the Agency In-charge**
Signature:
Name and Designation:
Date and Place:

Note: MV= Monitoring Visit, SV=– supervisory Visit, MvO= Monitoring Officer, NCR= Non-Conformance Report

**Annexure XXI**

**EXPORT INSPECTION COUNCIL**
**(MINISTRY OF COMMERCE)**
**GOVERNMENT OF INDIA**
**CORPORATE AUDIT REPORT**

| | | |
|---|---|---|
| | Auditee | |
| 1. | Dates of Audit | |
| 2. | Activity under Audit | |
| 3. | Scope of Audit | |
| 4. | Audit Team | |
| 5. | Audit Schedule | |
| (i) | Opening Meeting | |
| (ii) | Closing Meeting | |
| 6 | Observations | |
| 7 | Non Conformities | |
| 8 | Any other Remarks | |

**7. OBSERVATION FORM**

| S.No. | Element | Observation | Reference |
|---|---|---|---|
| | | | |
| 1 | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

**8. NON-CONFORMITY REPORT (NCR)**

| S.No. | Non-Conformity observed | Doc.Ref | Type of NC Major/Minor | |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| **9. General Observations** | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

Team Leader Auditor

Proposed Corrective actions

Probable Date of Completion

Auditee

NC cleared/down graded/statuesque

Auditor

Date

Team Leader

**Annexure XXIIA**

Model Veterinary Certificate for Fresh poultry meat and poultry meat products (PM)

Model veterinary certificate for meat of poultry (POU)

**COUNTRY** **Veterinary certificate to EU**

**Part I: Details of dispatched consignment**

I.1. Consignor
Name
Address
Tel.N°

I.2. Certificate reference number | I.2.a

I.3. Central Competent Authority

I.4. Local Competent Authority

I.5. Consignee
Name
Address
Postal code
Tel.N°

I.6.

I.7. Country of origin | ISO Code | I.8. Region of origin | Code

I.9. Country of destination | ISO Code | I.10.

I.11. Place of origin
Name | Approval number
Address

I.12.

I.13. Place of loading

I.14. Date of departure

I.15. Means of transport
Aeroplane ☐ Ship ☐ Railway wagon ☐
Road vehicle ☐ Other ☐
Identification:
Documentary references:

I.16. Entry BIP in EU

I.17.

I.18. Description of commodity

I.19. Commodity code (HS code)

I.20. Quantity

I.21. Temperature of product
Ambient ☐ Chilled ☐ Frozen ☐

I.22. Number of packages

I.23. Identification of container/seal number

I.24. Type of packaging

I.25. Commodities certified for:
Human consumption ☐

I.26.

I.27. For import or admission into EU ☐

I.28. Identification of the commodities

| Species (Scientific name) | Nature of commodity | Approval number of establishments: Abattoir | Manufacturing plant | Cold store | Number of packages | Net weight |
|---|---|---|---|---|---|---|

**POU (meat of poultry)**

**Part II: Certification**

| II. | Health information | II.a. Certificate reference number | II.b. |
|---|---|---|---|

II.1. **Public health attestation**

I, the undersigned official veterinarian, declare that I am aware of the relevant provisions of Regulations (EC) No 178/2002, (EC) No 852/2004, (EC) No 853/2004 and (EC) No 854/2004 and hereby certify that the meat of poultry ([1]) described in this certificate has been obtained in accordance with those requirements, and in particular that:

(a) it comes from (an) establishments(s) implementing a programme based on the HACCP principles in accordance with Regulation (EC) No 852/2004;

(b) it has been produced in compliance with the conditions set out in Sections II and V of Annex III to Regulation (EC) No 853/2004;

(c) it has been found fit for human consumption following ante and post-mortem inspections carried out in accordance with Section IV, Chapter V of Annex I to Regulation (EC) No 854/2004;

(d) it has been marked with an identification mark in accordance with Section I of Annex II to Regulation (EC) No 853/2004;

(e) it satisfies the relevant criteria set out in Regulation (EC) No 2073/2005 on microbiological criteria for foodstuffs;

([2]) (f) it fulfils the requirements of Commission Regulation (EC) No 1688/2005 implementing Regulation (EC) No 853/2004 as regards special guarantees concerning salmonella for consignments to Finland and Sweden of certain meat and eggs;

(g) the guarantees covering live animals and products thereof provided by the residue plans submitted in accordance with Directive 96/23/EC, and in particular Article 29 thereof, are fulfilled.

II.2. **Animal health attestation**

I, the undersigned official veterinarian, hereby certify that the meat of poultry described in this certificate:

II.2.1. (a) comes from the territory of code ..... ([3]), which at the date of issue of the certificate was free from Avian influenza as defined in the International Animal Health Code of the OIE;

([4]) (b) comes from the territory of code ..... ([3]), which at the date of issue of the certificate was free from Newcastle disease as defined in the International Animal Health Code of the OIE;

II.2.2. has been obtained from poultry which has been kept in the territory of code ..... ([3]) since hatching or has been imported as day-old chicks;

II.2.3. has been obtained from poultry coming from holdings:

(a) which have not been placed under animal-health restrictions in connection with any disease to which poultry is susceptible,

(b) within a 10 km radius of which, including, where appropriate, the territory of a neighbouring country, there has been no outbreak of avian influenza or Newcastle disease for at least 30 days:

II.2.4. has been obtained from poultry that:

(a) has not been slaughtered under any animal-health scheme for the control or eradication of poultry diseases;

(b) during transport to the slaughterhouse, did not come into contact with poultry infected with avian influenza or Newcastle disease;

II.2.5. (a) comes from approved slaughterhouses which, at the time of slaughter, were not under restrictions owing to a suspected or confirmed outbreak of avian influenza or Newcastle disease and within a 10 km radius of which there has been no outbreak of avian influenza or Newcastle disease for at least 30 days;

(b) has not been in contact at any time during slaughter, cutting, storage or transport with poultry or meat of lower health status;

([5]) (II.2.6. comes from a commercial slaughter poultry flock that:

(a) has not been vaccinated with vaccines prepared from a Newcastle disease virus master seed showing a higher pathogenicity than lentogenic strains of the virus;

(b) underwent a virus isolation test for Newcastle disease, carried out in an official laboratory at the time of slaughter on a random sample of cloacal swabs from at least 60 birds in each flock concerned and in which no avian paramyxoviruses with an Intracerebral Pathogenicity Index (ICPI) of more than 0.4 were found;

(c) has not been in contact in 30 days preceding slaughter with poultry that does not fulfil the conditions in (a) and (b).)

II.3. **Animal welfare attestation**

I, the undersigned official veterinarian, hereby certify that I have read and understood Council Directive 93/119/EC and that the meat described in this certificate comes from poultry that has been treated in accordance with the relevant provisions of Directive 93/119/EC in the slaughterhouse before and at the time of slaughter or killing.

*Notes*

**Part I:**

— Box I.8: provide the code for the region of origin, if necessary, as defined under code of territory in column 2, Part 1 of Annex II of Decision 2006/696/EC (as last amended).

— Box I.11: Name, address and approval number of the establishment of dispatch.

— Box I.15: Indicate the registration number(s) of railway wagons and lorries, the names of ships and, if known, the flight numbers of aircraft. In the case of transport in containers or boxes, the total number of these and their registration and seal numbers, where applicable, should be indicated in box I.23.

— Box I.19: use the appropriate HS code: 02.07 or 02.08.90.defined in Decision 2006/696/EC (as last amended).

**Part II:**

(1) 'Fresh poultry meat' means the edible parts of farmed birds, including birds that are not considered as domestic but which are farmed as domestic animals, with the exception of ratites, which have not undergone any treatment other than cold treatment to ensure preservation; vacuum-wrapped meat or meat wrapped in a controlled atmosphere must also be accompanied by a certificate in accordance with this model.It includes farmed wild game-bird meat as defined in Decision 2006/696/EC (as last amended).

(2) Delete if the consignment is not intended for export to Sweden or Finland.

(3) Code of the territory as it appears in column 2, Part 1 of Annex II of Decision 2006/696/EC (as last amended).

(4) Not applicable to Brazil, Israel and Switzerland.

(5) Applicable only to the countries with the entry 'I' in column 5 ('AG') of Part 1 of Annex II of Decision 2006/696/EC (as last amended).

Official veterinarian

Name (in capitals): Qualification and title:

Local Competent Authority:

Date: Signature:

Stamp:

**Annexure XXIIB**

# Model Veterinary Certificate for Fresh poultry meat and poultry meat products (PM)

COUNTRY **Veterinary Certificate to Non-EU**

**Part I: Details of dispatched consignment**

| | | | | | |
|---|---|---|---|---|---|
| I.1.Consignor<br>Name<br>Address<br>Tel.No. | | | I.2. Certificate reference number | I.2.a. | |
| | | | I.3. Central Competent Authority | | |
| | | | I.4. Local Competent Authority | | |
| I.5. Consignee<br>Name<br>Address<br>Postal Code<br>Tel. No. | | | I.6. | | |
| I.7. Country of Origin | ISO Code | I.8. Region of Origin | Code | I.9. Country of destination | ISO Code | I.10. |
| **INDIA** | **IN** | **INDIA** | **IN-0** | | | |
| I.11.Place of Origin<br>Name Approval number<br>Address | | | I.12. | | | |
| I.13.Place of loading | | | I.14. Date of departure | | | |
| I.15 Means of transport<br>Aeroplane □ Ship □ Railway wagon □<br>Road vehicle □ Other □<br>Identification:<br>Documentary references: | | | I.16.<br>I.17. | | | |

| | |
|---|---|
| I.18. Description of commodity | I.19. Commodity code (HS code) |
| | 1.20.Quantity |
| I.21.Temperature of product<br>Ambient □ Chilled □ Frozen □ | I.22.Number of packages |
| I.23. Identification of container/seal number | I.24.Type of packaging |
| 1.25. Commodities certified for :<br>Human consumption □ | |
| I.26. | I.27.For import or admission into _____ (*Country*) |

I.28. Identification of the commodities

| Species (Scientific name) | Nature of commodity | Approval Number of establishments: Abattoir | Manufacturing plant | Cold store | Number of packages | Net weight |
|---|---|---|---|---|---|---|
| | | | | | | |

<table>
<tr><td rowspan="2">Part II: Certification</td><td>II. Health Information</td><td>II.a. Certificate reference number</td><td>II.b.</td></tr>
<tr><td colspan="3">The official inspector hereby certifies that the fresh poultry meat and poultry meat products specified above:<br>II.1.1. Were treated and prepared in an establishment approved and monitored by the Competent Authority and meeting the requirements specified in the Govt of India Order and Notification No. S.O 1377(E) and S.O 1378(E).<br>II.1.2. Were prepared in observance of the hygienic requirements laid down in the Govt of India Order and Notification No. S.O 1377(E) and S.O 1378(E).<br>II.1.3. Have undergone health controls in accordance with Govt of India Order and Notification No. S.O 1377(E) and S.O 1378(E) and satisfactorily tested for microbiological and other chemical parameters as specified in the Govt of India Order and Notification No. S.O 1377(E) and S.O 1378(E)<br>II.1.4. Were packaged, marked, stored and transported in accordance with Govt of India Order and Notification No. S.O 1377(E) and S.O 1378(E).<br>II.1.5. Meets the National standards on residual parameters and harmful chemicals which is constantly being monitored by the Competent Authority under the Residue Monitoring Plan (RMP)</td></tr>
<tr><td></td><td colspan="3">Notes<br>Part-I<br>- Box 1.8 : provide the code for the region of origin, if necessary,<br>- Box I.11: name, address and approval number of establishment of dispatch.<br>- Box I.15: indicate the registration number(s) of railway wagons and lorries, the names of ships and, if known, the flight numbers of aircraft. In the case of transport in containers or boxes, the total number of those and their registration and seal numbers, where applicable should be indicated in Box I.23<br>- Box I.19: use the appropriate HS code 02:07: or 02.08.90.<br><br>Official veterinarian<br>Signature :<br><br>Name (in capitals):<br>Qualification and title :<br>Local competent authority:<br><br>Date :<br>Stamp:</td></tr>
</table>

**Note:** The additional declaration may be given as annexure as per the requirement of importing Country with the prior approval from Competent Authority.

**Annexure XXIIC**

*(Animal Health & Welfare attestation to be submitted by the establishment)*

(To be typed on the letterhead of the approved establishment)

## DECLARATION

I, the official veterinarian of M/s _____ (name of the approved establishment), in respect of the consignment of the poultry meat products detailed in the Certificate for Export no._____ dated _____, hereby certify that

**Animal Health attestation:**

1. The poultry meat has been found fit for human consumption following ante and post mortem inspections carried out in accordance with section IV, Chapter V of Annex –I to the regulation (EC) No. 854/2004
2. Poultry meat has been obtained from poultry coming from holdings, which have not been placed under animal health restrictions in connection with any disease to which poultry is susceptible.
3. Poultry meat has been obtained from poultry that has not been slaughtered under any animal health scheme for the control or eradication of poultry disease.
4. Poultry meat has been obtained from poultry that has not been in contact at any time during slaughter, cutting, storage or transport with poultry or meat of lower health status.
5. Poultry meat comes from a slaughter poultry flock that has not been vaccinated with vaccines prepared from a Newcastle disease virus master seed showing a higher pathogenicity than lentogenic strains of the virus.
6. Poultry meat comes from a slaughter poultry flock that underwent a virus isolation test for Newcastle disease, carried out in processor's laboratory (recognized by EIC) at the time of slaughter on a random sample of cloacal swabs from at least 60 birds in each flock concerned and in which no avian paramyxoviruses with an Intracerebral Pathogenicity Index (ICP) of more than 0.4 were found.
7. Poultry meat comes from a slaughter poultry flock that has not been in contact in 30 days preceding slaughter with poultry that does not fulfill the conditions in point at Sl. no. 6 and 7.
8. Poultry meat has been obtained from poultry that during transport to the slaughterhouse did not come into contact with poultry infected with avian influenza or Newcastle disease.
9. Poultry meat has been obtained from the poultry, which has been kept India since hatching or has been imported as a day old chicks.

**Animal Welfare attestation**

It is certified that I have read and understood Council Directive 93/119/EC and that the meat described in the Certificate for Export under reference comes from poultry that has been treated in accordance with the relevant provisions of Directive 93/119/EC in the slaughter house before and at the time of slaughter or killing.

(Signature)
(Name and designation Seal)

Place:
Date:

**Annexure XXIID**

*(Animal Health attestation to be issued by controlling veterinary authority)*

(To be typed on the letterhead of the State Animal Husbandry Department)

Reference no: Date:

To,
The Joint Director
Export Inspection Agency_____

**Subject: Animal Health attestation**

Sir,

The undersigned, in respect of the consignment of poultry meat products described in the Certificate for Export No. _____ dated _____, issued by M/s _____ _____ _____ _____ (Name and the address of the unit) hereby certifies that:

1. India is free from Avian Influenza (as defined in the International Animal Health Code of the OIE) as on date and for the last 30 days.

2. The poultry came from a farm, which on the date of issue of this certificate was free from New Castle disease within 10 km. radius and for the last 30 days as defined in the International Animal Health Code of the OIE.

3. The meat has been obtained from poultry coming from holdings within a 10 Km radius of which, (including, where appropriate, the territory of the neighboring country) (strike out if not applicable) there has been no outbreak of avian influenza or New Castle disease for at least 30 days.

(Signature)
Designation

(Seal)

Place:
Date:

**Annexure XXIIE**

***(Request letter from the establishment for health certificate)***

(To be typed on the letterhead of the approved establishment/processor)

Ref: Date:

To,

The Joint Director
Export Inspection Agency_____

Sir,

Sub: Export of Poultry Meat Products - Request for issue of Veterinary Health Certificate as per the requirement of the importing country.

Ref: 1) Our approval number_____
2) Certificate for Export No._____ dated _____ for Export to_____ (Country)

In connection with the above subject, we hereby submit details of the information required by the importing country for the purpose of Veterinary Health Certificate for Export of Poultry Meat & its Product (s)

Further, we request you to issue the veterinary / animal health attestation required by the importing country for the consignment under reference, for which the relevant declaration / health attestation dated _____ from our establishment is also enclosed.

Through an endorsement of this application, the State Animal Husbandry Department is being requested to issue the Animal Health Attestation in respect of the above Certificate of Export to you.

It is hereby certified that the information furnished is true and correct to the best of my knowledge & belief and the poultry meat & its products meant for export, as detailed in the Certificate for Export cited under reference, are free from any hazardous substances and fit for human consumption.

Please debit the prescribed fee from our deposit account maintained at EIA and issue the Veterinary Health Certificate for the consignment.

Yours faithfully,

(Authorized signatory)

Encl:
1. The Veterinary health certificate prescribed by the importing country, duly filled.
2. Certificate for export (pink copy) No ……dated……
3. Copy of Invoice, No:
4. Certificate of analysis No_____dated_____

Copy to_____(State Animal Husbandry Department) with the request to issue the Animal Health Attestation in respect of the above referred Certificate of Export and to forward the same to the Joint Director, Export Inspection Agency_____.
(Please enclose copies of documents at serial 2 to 4 above)

**Annexure XXIII**

**FORTNIGHTLY STATEMENT ON CERTIFICATES ISSUED FOR EXPORT OF FRESH POULTRY MEAT AND POULTRY MEAT PRODUCTS**

**FOR THE PERIOD FROM _____ to _____**

Name of the processor :

Approval Number :

**A. Details of certificates issued for direct exports and on account exports**

| Certificate for Export No. | Date of issue | Commodity | F.O.B. Value (Rs.) | Invoice No. and Date (Enclose copy) | If on account Exports, the name and Address of the export house | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |

**B. Details of certificates issued for exports through Merchant Exporters**

| Certificate for Export No. | Date of issue | Commodity | F.O.B. Value (Rs.) | Invoice No. and Date (Enclose copy) | Name and Address of Merchant Exporter | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |

**C. Details of certificates cancelled, if any**

| Certificate for Export No. | Reasons for Cancellation | Remarks |
|---|---|---|
| | | Full set of cancelled certificates enclosed |

N.B. Pink copy of the certificates numbering _____ is enclosed.

Signature :
Place : Name :
Date : Designation :
(Company seal) :

To

The Officer in-charge
Export Inspection Agency - _____
Sub Office; _____

**Annexure XXIV**

(On the letter head)

**INDEMNITY BOND**

We solemnly declare that the Certificate for Export (blank) with Serial No: ..... Book No : .....issued to us by Export Inspection Agency ..... has been lost/ misplaced without having been utilised for export of goods and the said certificate ,if traced latter, will not be utilised for export of any consignment, but will be surrendered to the Export Inspection Agency..... for cancellation.

We further declare that we are fully liable for any action in the event of the misuse of such certificate either by us or on account of us and we agree to keep the Export Inspection Agency indemnified in case of misuse or illegal use of such certificate

Witnesse

1.

2.

Signature:

Place: Name and Designation

Date: Seal of the Company:

**Annexure XXV**

**EXPORT INSPECTION AGENCY – .....**

**Monthly report of supervisory / monitoring visits to the EU/ Non EU approved Fresh poultry meat and poultry meat products establishments for the month of.....**

| Sl.no | Action taken | EU | | Non- EU | |
|---|---|---|---|---|---|
| | | Supervisory | Monitoring | Supervisory | Monitoring |
| 1 | Number of visits planned | | | | |
| 2 | Number of visits actually conducted | | | | |
| 3 | Number of units which are satisfactory based on the visits | | | | |
| `4 | Number of units which are unsatisfactory based on the visits | | | | |
| 5 | Reasons for short fall, if any in supervisory /monitoring visits | | | | |
| 6 | Action taken in case of each unsatisfactory unit | | | | |
| 7 | Details of verification of corrective action taken by the processing units reported unsatisfactory in the earlier statements. | | | | |
| 8 | Any other information | | | | |

Place :

Date :

Signature :

Name :

Designation:

**Annexure XXVI**

**EXPORT INSPECTION AGENCY – .....**
**(CHANGES IN THE LIST OF APPROVED UNITS (EU AND NON-EU) AS ON.....)**

| SL.NO | AP.NO | NAME AND ADDRESS OF ESTABLISHMNET | ADDRESS OF REGISTERED OFFICE | EU OR NON -EU | DATE OF INTIAL APPROVAL | VALID.OF APPROL.UP TO AND INCLUDING |
|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Annexure XXVII**

Export Inspection Agency-------

**Details of samples failed during monitoring of EU approved poultry units for the month-------**

| S.NO. | Name of the unit with Ap.no. | Products from which samples drawn | Date of sampling | Name of the lab | Parameters failed | test results | Test methods /detection level | Specified levels | Actions taken |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

**Annexure XXVIII**

**EXPORT INSPECTION AGENCY----------**

**Status Report on Fresh poultry meat and poultry meat products establishment, which had complaint from importing country.**

As on _____(Date)

| | | |
|---|---|---|
| **1.** | **Name and Address of the Fresh poultry meat and poultry meat products establishment** | |
| **2.** | **Approval No.** | |
| **3.** | **Details of Complaints:**<br>(a) Nature of complaint<br>(b) RASFF Notification<br>(c) Product<br>(d) Health Certificate No.<br>(e) Complaint Country | |
| 4 | Date of placing the unit' On Alert' | |
| 5 | Current Status and Location of the consignment in question<br>a) Whether the consignment has been brought back to India<br>b) If brought back, details of tests<br>(i) Test results by EIA<br>(ii) Test results by other lab<br>(iii)Action taken, if any<br>c) If not brought back, status of the consignment | |
| **6** | **Assessment of the establishment**<br>a) Date of assessment<br>b) Composition of assessment team<br>c) Outcome of the Assessment<br>Whether the unit meets the condition specified in GOI Notification/other requirements<br>• Implementation of HACCP<br>• Routine testing by the unit<br>• Traceability and the source of raw material used for the consignment in question.<br>• Corrective action suggested/implemented, if any.<br>• Whether the consignment has been tested prior to shipment for thecontaminant(s)_ in question (if so, give details)<br>• Test results of samples drawn during assessment (with details like number of samples, test methods, name of the Lab etc. | |
| **8** | **Current status of Sanitation/Hygiene of the unit(after placing the unit ' on alert')**<br>• No. of Monitoring Visits (MV) conducted<br>• No. of Satisfactory MVRs including Lab reports<br>• No. of unsatisfactory reports with details of non-compliance | |

| | | |
|---|---|---|
| **9** | **Details of consignment inspection tested (with details of testing method, Lab etc.)**<br>No. of consignments tested<br>No. of consignments passed<br>No. of consignments failed<br>Reason for failure/other remarks | |
| **10** | **Present status:**<br>Date of recommendations to EIC to send recommendation to the foreign health authority<br>Change in Frequency of Monitoring (F.M.), if any<br>Date of recommendation to EIC to lift 'on alert'<br>Date of Revocation of 'on alert' and EIC reference | |
| **11** | **Action pending** | |

**Signature**

**(Name and designation)**