

**EXECUTIVE INSTRUCTIONS  
FOR  
APPROVAL AND MONITORING  
OF ESTABLISHMENT PROCESSING  
RAPESEED MEAL  
FOR EXPORT**

**Export Inspection Council**



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<b>1.0</b>	<b>INTRODUCTION</b>
	<p>Export Inspection Council of India (EIC), the official certifying body of the Govt. of India for exports was set up under the Export (Quality Control and Inspection) Act, 1963 which was enacted to ensure the quality of export products through quality control and inspection In order to facilitate the smooth functioning of the export from India.</p> <p>The Protocol has been signed between the Export Inspection Council, Ministry of Commerce and Industry of the Republic of India and the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China for Health and Safety Regulations on Importing Indian Rapeseed Meal into P.R. China.</p> <p>For smooth implementation of the protocol EIC has prepared executive instruction for approval and monitoring of establishments by implementing the food safety management system.</p>
<b>2.0</b>	<b>CRITERIA FOR CONFORMITY/ BASIS OF CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Implementing GHP/GMP/HACCP.</li> <li>• Product conforming to importing country's requirement</li> <li>• Codex requirement/ buyer's requirement if not less than those of the importing country or relevant National standard (BIS/AGMARK/PFA), as applicable.</li> </ul>
<b>2.1</b>	<b>Scope of approval</b>
	Approval of processing units under Food Safety Management based Certification (FSMSC) System may be granted for rapeseed meal.
<b>2.2</b>	<b>Objectives of approval</b>
	<p>The aim of this document is to ensure safety of rapeseed meal to:</p> <ul style="list-style-type: none"> <li>• Comply the requirements as stated in the protocol.</li> <li>• Minimize the risk of adulterated rapeseed meal entering the feed chain;</li> <li>• Enable an operator to implement the feed hygiene and</li> <li>• Provide measures to ensure that other applicable regulatory feed safety requirements shall be met.</li> </ul>
<b>3.0</b>	<b>PROCEDURE FOR APPROVAL/ RENEWAL OF ESTABLISHMENT</b>
<b>3.1.1</b>	The processor seeking approval/ renewal shall submit an application in the format given at <b>Annex I</b> , in duplicate, along with necessary documents to the concerned EIA.
<b>3.1.2</b>	The prescribed fee of Rs. 5,000/- plus service tax as applicable for approval shall be paid by the applicant by way of Demand Draft drawn in favour of the concerned EIA.

<b>3.1.3</b>	<p>The application shall be accompanied by the following documents.</p> <ol style="list-style-type: none"> <li>Annex-IA</li> <li>Brief description of the product as well as detail of processing.</li> <li>Operation manual / HACCP manual, including Sanitary Standard Operating Procedures (GMP/GHP broadly as per Codex guidelines) and an organizational chart.</li> <li>Layout plan of the establishment .</li> <li>Process flow chart.</li> <li>List of machineries involved in manufacturing.</li> <li>Testing facilities in plant</li> <li>Certified copies of documents proving legal identity of the applicant's plant and scope of their operations or certified copy of lease agreement for the premises and building, where necessary.</li> </ol> <p><b>Note :</b> Documents submitted before, by the establishment may not be submitted again. However, if any changes has happened (change in company legal identify / addition / removal of the machinery) then it is mandatory to provide the above documents.</p>
<b>3.1.4</b>	<p><b>Processing the application for approval/ renewal:</b></p> <p>The application received from the applicant shall be scrutinized by the H.O./S.O. and the discrepancies /shortcomings observed shall be communicated to the applicant for rectification by H.O. / S.O., within 3 working days.</p> <p>S.O. in-turn shall forward the completed application to In-charge of the Agency</p>
<b>3.1.5</b>	<p>The application, complete in all respects, shall be forwarded to the Convener of the Assessment Panel (by In charge of the Agency) for arranging assessment of the unit.</p> <p>Convener AP shall be an officer of EIA, not below the rank of Deputy Director nominated by the In-charge of the Agency.</p>
<b>3.1.6</b>	<p><b>Note:</b> In unavoidable circumstances, the senior most Assistant Director (Technical) having enough experience and qualification may be nominated as the Convener of the panel by In-charge, EIA.</p>
<b>3.1.7</b>	<p>The Convener- Assessment Panel shall ensure that assessment of applicant's plant by Assessment Panel is carried out within 15 days of receipt of their application complete in all respect.</p>
<b>3.1.8</b>	<p>The Assessment Panel shall consist of at least two members (including the conveyor) from EIC, Central / State Government Department /IOPEPC or any suitable technical expert from those empaneled for the purpose having sound expertise on the product.</p> <p>The composition and size of the AP shall however depend on the size of the unit to be assessed. While constituting the AP, the EIAs shall keep in view that there is no conflict of interests with any member having direct or indirect</p>

	dealings with the applicant's unit.
<b>3.1.9</b>	<p>The Assessment Panel shall submit its report as per the format given at <b>Annex – II</b> to the In-charge of the Agency, within 3 days of completion of visit to the applicant's unit.</p> <p>The recommendations of the AP shall clearly state whether the plant is to be approved / renewed or not.</p>
<b>3.1.10</b>	In case the plant is recommended for approval / renewal by the Assessment Panel and its recommendation is accepted, the in-charge of the EIA, shall initiate the following actions:
<b>3.1.11</b>	<p>In case of fresh approval, EIAs shall allot an approval number to the establishment in the following manner</p> <ul style="list-style-type: none"> <li>•EIA-Mumbai – VCS-01-Establishment No. / Year of Approval</li> <li>•EIA-Kolkata – VCS-02-Establishment No. / Year of Approval</li> <li>•EIA-Kochi – VCS-03-Establishment No. / Year of Approval</li> <li>•EIA-Delhi – VCS-04-Establishment No. / Year of Approval</li> <li>•EIA-Chennai – VCS-05-Establishment No./ Year of Approval</li> </ul> <p>("Establishment No" shall be allotted in serial order i.e., 001, 002 etc.)</p> <p>For example: for the first approved establishment at EIA-Mumbai in the year 2015, the establishment shall be allotted approval No. "VCS-01-001/2015".</p>
<b>3.1.12</b>	<p>In case of fresh approval, open a file with 4 parts: Part A, Part B, Part C and Part D.</p> <p>=“Part A” shall bear the Approval Number followed by suffix “A” (e.g. “VCS-01-001/2015- A”). This file shall contain approval documents such as application for approval/renewal, IDP assessment reports, approval of additional facilities and other correspondence relating to the establishment.</p> <p>“Part B” file shall bear the approval number followed by suffix ‘B’. (e.g. “VCS-01-001/2015-B”) This file shall contain copies of monitoring reports, supervisory visit reports, NCR (Non-conformity Report), suggestions for improvements and laboratory test reports.</p> <p>“Part C” file shall bear approval number with suffix ‘C’ (e.g. “VCS-01-001/2015- C”) and shall have copies of Certificate for Export (CFE) issued by the establishment and Health Certificates issued by EIA.</p> <p>Part D” file shall bear approval number with suffix ‘D’(e.g. “VCS-01-001/2015- D”) and have details of foreign complaints including all relevant papers and details of action taken regarding “ON ALERT” etc.</p> <p>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.</p>

<b>3.1.13</b>	<p>In charge of the Agency shall send the following documents to EIC</p> <ul style="list-style-type: none"> <li>a) Letter of recommendation of the in charge of the agency for approval / renewal as the case may be</li> <li>b) Copy of the assessment report</li> <li>c) Performance report for last two years ( no. of monitoring visits done / / no. of test reports {passed / failed}, number of complaints from the importing countries) in case of renewal of the approval</li> </ul> <p>Investigation report ( in case of complaint from the importing country)</p>
<b>3.1.14</b>	<p>EIC shall examine the documents and take the appropriate action for uploading the name of the establishment on importing country's website ( in case of fresh approval ) and update the e –certification link.</p> <p>The CoA shall also be issued as per <b>Annex-VII</b></p> <ul style="list-style-type: none"> <li>d) EIC shall also communicate the decision regarding the approval / renewal of the establishment to concerned EIA &amp; Computer section shall be requested to update their e certification link and EIC website details.</li> </ul>
<b>3.1.14</b>	<p>Upon receipt of the communication from EIC, EIA shall issue the letter of approval/ renewal to the unit as per format at <b>Annex- VI</b> with a copy to EIC.</p>
<b>3.1.15</b>	<p>In case, the Assessment Panel does not recommend for approval / renewal, EIA-Head, shall intimate the decision, including the reasons for which applicant plant was not considered fit for approval through a letter as per <b>Annex-VIII</b> to the applicant, within 7 days of the receipt of the Assessment Panel's report.</p> <p><b>Note:</b> The reasons of the rejection shall only be based on <b>feed safety</b>.</p>
<b>3.1.16</b>	<p>If the non-conformities observed by the panel can be rectified within maximum <b>one month</b>, time frame, the same shall be communicated to the processor.</p> <p>Upon rectification of NCs, by the establishment, the EIA officer(as decided by the In-charge of the Agency) may verify the same.</p> <p>If found satisfactory then further action for approval may be taken.</p> <p>If found unsatisfactory, then the application may be rejected and the communication to that effect may be sent to establishment.</p>
<b>4.0</b>	<p><b>Validity of approval/ renewal</b></p> <p>The validity of "Certificate of Approval" shall be for a period of <b>two years</b> from the date of approval by Director, EIC.</p>
<b>5.0.</b>	<p><b>Renewal of approval of approved plants</b></p>
<b>5.1</b>	<p>The approved plant seeking renewal of approval shall submit an application at least 60 days before expiry of the earlier approval to the concerned EIA in the format prescribed at <b>Annex-IX</b> along with the other concerned</p>

	documents and application fee of Rs. 5,000/- plus service tax as applicable by way of demand draft drawn in favour of the EIA concerned.
<b>5.2.</b>	The application received for renewal of the approval shall be processed as per the procedure given at <b>Clause 3.0.</b>
<b>6.0</b>	<b>PERMISSION TO EXPORT RAPESEED MEAL BY MERCHANT EXPORTER</b>
<b>6.1</b>	Approved establishments shall be permitted to export through the merchant exporters. The processor shall be responsible for quality of the products exported their establishment.
<b>6.2</b>	Approved rapeseed meal establishments and the merchant exporters shall also be permitted to export “on account” of Export Houses, Trading Houses, Star Trading Houses or Super Star 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.
<b>6.3</b>	Establishments intending to process and pack rapeseed meal on behalf of merchant exporter should submit their application to the EIA concerned as per the format given at <b>Annex III</b> along with a fee of Rs. 5,000/- plus service tax as applicable and also the documents specified therein.
<b>6.4</b>	If the submitted documents are in order then the, the permission to process/handle rapeseed meal meant for export by the merchant exporter is given by the EIA concerned as per the format given at <b>Annex-IV</b>
<b>6.5</b>	When an approved processor requests EIA for cancellation of permission given to process and pack rapeseed meal for any merchant exporter, the permission shall be withdrawn using format given at <b>Annex-V.</b>
<b>7.0</b>	<b>Monitoring and control</b>
<b>7.1</b>	<b>Monitoring by establishment/processor</b>
<b>7.1.1</b>	It is the primary responsibility of the processor to ensure compliance to the requirements and to ensure safety and wholesomeness of the product based on HACCP principles of Good Manufacturing Practices (GMP) & Good Hygienic Practices (GHP) as per standards given in <b>Appendix A.</b>
<b>7.1.2</b>	The processor shall exercise all controls required as per requirements and maintain consumer records thereof in respect of the following broad areas. <ul style="list-style-type: none"> <li>• Hygienic requirements relating to the premises</li> <li>• Structure and layout.</li> <li>• Pest control (Prevention, extermination, use of chemicals).</li> <li>• Maintenance</li> <li>• Cleaning and sanitation</li> <li>• Personnel hygienic</li> </ul>



	<ul style="list-style-type: none"> <li>• Rest rooms</li> <li>• Water management</li> <li>• Chemicals</li> <li>• Lighting and ventilation</li> <li>• Waste disposal including effluent treatment</li> <li>• Good Manufacturing Practices (GMP)</li> <li>• Packing</li> </ul>
<b>7.1.3</b>	The processor shall ensure compliance of the product as per the standards of the importing country or Codex standards or standards required by a buyer subject to these being not lower than those of the importing country. In case none of the standards exist, testing can be done as per the relevant National standards (BIS/AGMARK/PFA), as applicable.
<b>7.1.4</b>	Routine laboratory testing of process control samples/finished product samples shall be carried out in the laboratory of the processing plant or in any EIC approved laboratory.  <b>The salmonella and Enterobacteriaceae shall be tested as per clause 7.2.2</b>
<b>7.1.5</b>	The processor shall exercise suitable control on quality of the incoming raw material in their premises. In addition the processor shall take care of the quality of packing material used, equipment and general sanitary and hygienic conditions in the plant.
<b>7.1.6</b>	The processor shall ensure that rapeseed meal to be exported should comply with Safety and Health Standards on feed and should not contain any quarantine pests ( <b>Annex XIII</b> ), other live pests and plant seeds, animal manure or carcasses, poultry feathers, soil and GMO components that are not officially approved by importing country.
<b>7.1.7</b>	Rapeseed meal to be exported should be stored separately from raw material and other products. The warehouse meant for storage should address the issues like the effective measures to prevent the entry of rats, insects, and birds etc.
<b>7.1.8</b>	Bags used for packing the rapeseed meal meant for export should be clean and free from toxic and hazardous substances such as malachite green. Means of transport used to transport rapeseed meal should be cleaned thoroughly and be disinfected when necessary.
<b>7.1.9</b>	Each container or each cabin of the ship (such as bulk shipping) of each shipment of rapeseed meal should have at least the plant name, approval number and the declaration on the label stating "Indian rapeseed meal transporting to the country name (in English & local language of importing country).  E. g. Indian rapeseed meal exporting to China shall be written as Name of plant

	Approval number Declaration as Indian rapeseed meal exporting to People's Republic of China" written in Chinese & English.
<b>7.2</b>	<b>Monitoring by EIAs</b>
<b>7.2.1</b>	EIAs shall carry out monitoring ( unforeseen & unexpected) by deputing an officer at a frequency of minimum <b>once in three months</b> depending upon the performance of the unit, for an inspection of the unit, which may include: <ul style="list-style-type: none"> <li>• Verification of records</li> <li>• Verification of process control, sanitation and hygienic practices</li> <li>• Verification, of parameters as specified by the Importing Country/Codex/National requirements or/and Buyer's specifications.</li> <li>• Drawl of samples from processing line / finished products for ensuring safety and wholesomeness of the product</li> <li>• Verification of the results of testing conducted in approved lab with that of the processing unit</li> </ul>
<b>7.2.2</b>	The product shall not contain any hazardous substances which pose a risk to public or animal health, and in compliance with the safety and hygiene standards of P. R. China.  EIA shall take the random samples during routine monitoring by EIA from processed batch to verify compliance with the following standards:  Salmonella: absence in 25 g: n=5, c=0, m=0, M= 0 Enterobacteriaceae: n=5, c=2, m=10, M=300 in one gram where: n = number of samples to be tested; m = threshold value for the number of bacteria; the result is considered satisfactory if the number of bacteria in all samples does not exceed m; M = maximum value for the number of bacteria; the result is considered unsatisfactory if the number of bacteria in one or more samples is M or more; and  c = number of samples the bacterial count of which may be between m and M, the sample still being considered acceptable if the bacterial count of the other samples is m or less.
<b>7.2.3</b>	The monitoring shall broadly cover all the points listed under the <b>Appendix A</b> and be reported in the monitoring visit report as given at <b>Annex-X</b> by the inspecting officer.
<b>8.0</b>	<b>Corrective Action Report</b>
	All deficiencies observed during the assessment / monitoring / other visit(s) shall be conveyed to the processor through the Discrepancy/Corrective Action Report (CAR) as per <b>Annex XI</b> .

	<p>In case of minor deficiencies the corrective action(s) taken shall be verified by the officer conducting the next visit and duly reflected in his next report.</p> <p>In case of any major deficiency, processor may be advised to suspend production and export until rectification is done and the same is verified by an officer.</p> <p>Both suspension and revocation of suspension shall be done with the approval of Director (I&amp;QC).</p>
<b>9.0</b>	<b>Procedure to be followed in case the approved processing plant that temporarily suspends its production</b>
<b>9.1</b>	<p>When an approved plant decides to suspend its processing activities temporarily for a period exceeding 30 days for reasons such as:</p> <ul style="list-style-type: none"> <li>(i) General repairs / routine maintenance</li> <li>(ii) Improving their hygiene and sanitary conditions</li> <li>(iii) Identifying the cause of contamination and taking corrective action to prevent recurrence</li> <li>(iv) Major alteration/ construction work etc.</li> <li>(v) Any other activities, which may result in change in production flow or scope for contamination of product/water etc.</li> </ul> <p>The processing plant shall intimate the date from which it intends to suspend its operation, the purpose and the probable date by which it intends to resume production.</p> <p>On receipt of the intimation, EIA may discontinue monitoring visits to the plant.</p> <p>The processor shall not commence production for export without having the written approval from EIAs.</p> <p>No export certification shall be done by EIAs for the batches/ lots produced during the date of intimation to EIA &amp; date of EIA approval to commence the production.</p>
<b>10.0</b>	<b>CERTIFICATES</b>
<b>10.1</b>	<b>Certificate for Export (CFE)</b>
	<p>All the consignments of rapeseed meal meant for export shall be accompanied by a Certificate for Export (CFE). The approved processing units shall issue a Certificate for Export (validity for which is <b>45 days</b> from the date of issue) for every export consignment.</p> <p>Blank CFE books to be issued, on request by the processing unit only after the approval of Deputy Director In-charge of the scheme/ officers 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</p>

	<p>Blank Certificate books shall be obtained from EIAs at a cost of Rs.100/- per certificate. Each certificate will consist of original (in white) intended for Indian Customs; duplicate (in pink) to be forwarded to the nearest office of EIA and the last two copies (in green and blue) for the use of the establishment. EIAs shall maintain proper records of issuance of blank CFEs and their utilization by the establishment.</p> <p>The responsibility for the maintenance and proper utilization of the CFEs issued to them lies with the approved establishment. They shall issue CFEs only for those consignment 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.</p> <p>Only persons authorized by the establishment shall be allowed to sign the CFEs and the list of persons authorized to sign CFEs shall be made available to the concerned EIA.</p> <p>If the CFE is expired then the same can be revalidated up to another 15 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. Further establishment has to submit the original of the cancelled CFE to EIA concerned along with other three copies (full set).</p> <p>Certificate for Export (CFE) issued by the approved establishment meant for export for the merchant exporter/ Export House has to be countersigned by the EIA concerned, for which a fee of Rs. 100/- as to be paid for each certificate by the processor to the EIA.</p> <p>The EIA may collect the monitoring fee directly from the merchant exporter OR from the approved establishment (if requested) on request from the approved establishment.</p>
10.2	<p><b>Every approved establishment shall submit a quarterly statement on Certificates for Export (CFE) issued by them</b> along with the pink copy of every CFE issued along with the related production code, product, packing type and invoice copy shall be attached to the monthly statement. In case any pink copy of the CFE has already been submitted to EIA for any other purpose, this may be indicated in the remarks column.</p> <p><b>Note-</b>If no CFE was issued during the preceding month, a “Nil” statement shall be sent to the concerned EIA office. If the approved establishment is not submitting the statements even after 30 days, further CFEs shall not be issued to them by the concerned EIA. Moreover, a show-cause notice may be issued to the concerned establishment as to why the production and export may not be suspended by the Competent Authority.</p>
10.3	<b>Health Certificate</b>

10.3.1	<p>All consignment of rapeseed meal exported from India are required to be accompanied by a numbered original health certificate duly completed, signed and dated(<b>Annex XIV</b>).</p> <p>Each shipment of rapeseed meal meant for export to China should also be accompanied with the official Phytosanitary certificate issued by Ministry of Agriculture and should meet the requirements of International Standards for Phytosanitary Measures No. 12. Phytosanitary certificate should additionally declare that "the shipment is free from quarantine pests of China's concern". It should also indicate the name and approval number of the plant as well as the container number or the vessel name (in case of bulk shipping). Shipments with treatment before or during transportation should be indicated along with the methods and targets of treatment. See <b>Annex XV</b> for the sample of phytosanitary certificate</p> <p>Note- 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 in a non-judicial stamp paper stating clearly that if found later, the same will not be re-used for any further export but shall be surrendered to EIA for further action.</p>
10.3.2	<p>The processor shall request the concerned EIA to provide the user name and password for applying the health certificate through e certification.</p>
10.3.3	<p>The processor (not exporter ) shall request for health certificate ( through e certification ) from the controlling office/sub-office of EIA in the prescribed format along with;</p> <ul style="list-style-type: none"> <li>- The pink copy of Certificate for Export (Validity for which <b>45 days</b> from date of issue) relating to consignment issued by the approved processor.</li> <li>- Fee Rs. 500/- plus service tax as applicable</li> <li>- Analysis report of the finished product (batch wise) for all parameters as per importing country requirement/national standard/ contractual specification/ buyers parameters from EIA laboratory or EIC approved laboratory.</li> <li>- Invoice and packing list</li> <li>- Phytosanitary certificate issued by Directorate of Plant Protection, Quarantine &amp; Storage</li> </ul> <p>Each health certificate shall bear the name, designation and signature of the authorized official person and official stamp of EIC in a colour different from that of endorsements. The colour of signature of officer issuing health certificate shall be different. The signature shall be in blue or red on the original certificate.</p>
11.0	<b>Fee structure</b>
	<p>The monitoring fee shall be Rs. 0.2% plus service tax, of the FOB value of the consignment subjected to minimum fees of Rs. 1000/- per consignment</p> <p>The amendment in the HC / duplicate HC, the fee shall be Rs. 100/- plus</p>

	<p>service tax as applicable.</p> <p>The drawl of sample if requested by the processor, shall be charged Rs. 2000/- plus service tax. The cost of the testing shall be borne by the processor.</p>
<b>12.0</b>	<p>Any applicant aggrieved by the decision of the Export Inspection Agency, may, within thirty (30) days of the receipt of the communication of such refusal prefer an appeal to the Director (I&amp;Q/C), EIC.</p> <p>The appeal will be disposed of within fifteen (15) days from its receipt. The decision of the Director (I&amp;Q/C) in such an appeal will be final.</p>
<b>13.0</b>	<b>Power to relax</b>
	<p>In case any situation arises, which is not covered by the existing executive instructions, the In-charge of EIA concerned may make a <b>suitable recommendation(s)</b> to EIC for decision by Director (I&amp;QC).</p>

## APPENDIX -- A

### **PRACTICES TO BE FOLLOWED BY “FSMSC” CERTIFIED EXPORT ESTABLISHMENTS**

**A.0** Exporter shall comply the requirements, listed below for his processing /manufacturing establishment, certified under food safety management system certification (FSMSC) system during processing and upto despatch of consignment.

**A.1 *GMP/GHP as IS 15000 or Codex standards:*** Manufacturing/processing establishment should apply the principles of Good Manufacturing Practices (GMP) and Good Hygienic Practices (GHP) as per Codex guidelines.

**A.2 *HACCP as per Codex (preferable):*** It is advisable for the processing establishments to align their processing system in accordance with HACCP Codex guidelines in order to ensure the safety and better acceptability of the product when it reaches to the customer. However, in case they are exporting to any specific country, they are free to align HACCP to requirements of that country.

**A.3 *Water testing:*** Every processing establishment should get tested the water used in processing, at least, once in a year as per **IS 4251: 1967** (*Quality Tolerance for Water for Processed Food Industry*) (*Reaffirmed 1992*) and maintain records for verification. In case of European Community (EC) water testing may need to be done as per Council Directive 98/83/EC, dated 3rd November 1998.

**A.4 *Documentation & record keeping:*** Appropriate records of processing, production and distribution should be maintained and retained for a period that exceeds the shelf-life of the product. List of some documents be maintained are given below.

- a) Laboratory Test Reports
- b) Processing / Production Record
- c) Worker Hygiene / Health Record
- d) Record w r t SOPs / SSOPs / CCPs / others

**A.5 *Copies of relevant standards:*** Processing establishment should keep copies of relevant standards as applicable to the product for their internal use to include the legislative requirements of their importing countries.

**A.6 *Internal audits:*** Processing unit should have the mechanism to carry out internal audits at a level decided by them but minimum once in six months. Activities conducted under this head should be properly documented for verification.

**A.7 *Laboratory facilities:*** The unit should have minimum test facilities of their own & for other parameters access to an approved laboratory. The amount and type of such minimum laboratory facilities will vary with the type of food products.

**A.8 *Record of technologists:*** Processing establishments should have sufficient number of technologist(s) handling the responsibilities at critical positions. List of

technologist(s) stating their name, qualification and job responsibilities should be submitted to Assessment Panel (AP) for spot verification during visit which will be subsequently verified in monitoring visits by EIA officials also.



**ANNEX -I****APPLICATION FOR APPROVAL**

From

.....  
 .....  
 .....

To

The Joint Director I/C),  
 EIA- Chennai/ Delhi/Kolkata/Kochi/Mumbai

Sir,

We are producers of ..... and intend to export the same to ..... which requires compliance to..... (if any). Accordingly, we wish to seek approval to enable us to export to .....

<b>1.</b>	<b>General Information</b>	
1.1	Name and address ( including pin code number) of the plant seeking approval with Fax no. and E-mail address	
1.2	Name of the Chief Executive(MD/Mg. Partner/Proprietor)	
1.3	Is the processing plant owned or leased by the Applicant	Owned/leased
1.4	If leased, name of the plant owner, plant name and address	
1.5	Year of Construction	
1.6	Year of last major alteration	
1.7	Approval requested for export/ processing of product(s).	
1.8	Approval requested for country(s).	PRC
1.9	Annual production during the previous year Others related items (Specify)	
1.10	Total export in the previous year (a) Name (s) of countries to which export made	
1.11	Whether all year production or seasonal production	
1.12	Details of licenses/certificate issued by any competent authority.	
<b>2.</b>	<b>WATER</b>	
2.1	Whether it is safe for processing? Test report No & date	
<b>3.</b>	<b>Information about personnel</b>	
3.1	No. of trained / technical person available in the Establishment	
3.2	Name and qualification of the trained / technical supervising the processing and related operations (Attach separate as Annex)	

3.3	Total work strength	
<b>4.</b>	<b>Raw Material</b>	
4.1	Source of Raw Material	
4.2	Are there any arrangements for traceability of the raw material, if so, details of the same?	
4.3	Are the records for the above maintained properly?	
<b>5</b>	<b>Surroundings</b>	
5.1	Are the surrounding neat & clean and safe for processing?	
5.2	Surroundings are free from any contamination	
<b>6.</b>	<b>Construction and Layout</b>	
6.1	Is the building construction of permanent nature?	
6.2	Is the design and layout as per scientific norms?	
<b>7.</b>	<b>Plant Facilities</b>	
7.1	Is there following facilities are available: <ul style="list-style-type: none"> <li>• Water treatment plant?</li> <li>• Transportation</li> <li>• • Toilets</li> <li>• Space to collect waste</li> </ul>	
<b>8.</b>	<b>Raw Material Receiving Section</b>	
8.1	Are there adequate facilities available in raw material receiving section?	
<b>9.</b>	<b>Washing, cleaning and Sanitizing facility</b>	
9.1	Whether washing, cleaning and facilities are adequate to support safe processing?	
<b>10.</b>	<b>Lights and ventilation</b>	
10.1	Are these adequate and as per the requirements of standards.	
<b>11.</b>	<b>Utensils and Equipment</b>	
11.1	Are all receptacles, trays, tanks, cutting equipment and utensils used made of no corrodible material, other than wood?	
<b>12</b>	<b>Packaging</b>	
12.1	Are the packing facilities adequate?	
12.2	Are the provisions made to keep away the contamination from malachite green?	
12.3	Are the labels are as per standard?	
<b>13</b>	<b>Storage</b>	
13.1	Are the storage condition safe and designed scientifically, considering food safety norms?	
13.2	Are the gunny bags with ink (source of malachite green) being used?	
<b>14</b>	<b>Personal Hygiene</b>	
14.1	Whether staff has been given enough training in this regard?	
14.2	Is personal hygiene is being maintained?	
<b>15.</b>	<b>Maintenance Schedule</b>	
15.1	Is there a documented maintenance procedure for	

	different sections / equipment / machinery, laboratory items etc. Give documents no.	
15.2	Whether maintenance records are kept?	
<b>16.</b>	<b>HACCP</b>	
16.1	Whether unit is HACCP certified, if yes by whom?	
<b>17</b>	<b>Rodent / Vermin Control</b>	
17.1	Whether adequate rodent and pest control facilities are maintained?	
<b>18</b>	<b>Inspection and testing</b>	
18.1	Is the unit having in-house facilities for inspection and testing?	
18.2	Whether test of finished products are done as per standard?	

Kindly carry out an assessment of our plant. we enclosed herewith a demand draft No. .... dated ..... for Rs. 5000/-

Yours faithfully,

Place:

Signature

Date:

Name

Check list of enclosures.

Designation

Company Seal

**ANNEX-IA**

**Undertaking**

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

Date:

To  
Export Inspection Agency-  
.....  
.....  
.....

**Sub: Application for approval**

Sir,

With reference to our application ref. No. -----dated -----, we hereby undertake the following in respect of the processing of rapeseed meal in our establishment.

We handle, process, store and transport rapeseed meal 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.

Yours faithfully,

Signature of Authorised Signatory

Name:

Designation:

Date:

**ANNEX-II****ASSESSMENT REPORT BY ASSESSMENT PANEL (A P) FOR  
APPROVAL & RENEWAL**

<b>1.</b>	<b>General Information</b>	
1.1	Name and address ( including pin code number) of the plant seeking approval with Fax no. and E-mail address	
1.2	Name of the Chief Executive (MD/Mg. Partner/Proprietor)	
1.3	Is the processing plant owned or leased by the Applicant	Owned/leased
1.4	If leased, name of the plant owner, plant name and address	
1.5	Year of Construction	
1.6	Year of last major alteration	
1.7	Approval requested for export/ processing of product(s).	
1.8	Approval requested for country(s).	
1.9	Annual production during the previous year Others related items (Specify)	
1.10	Total export in the previous year (a) Name (s) of countries to which export made	
1.11	Whether all year production or seasonal production	
1.12	Details of licenses/certificate issued by any competent authority.	
<b>2.</b>	<b>WATER</b>	
2.1	Whether it is safe for processing?	
<b>3.</b>	<b>Information about personnel</b>	
3.1	No. of trained / technical person available in the Establishment	
3.2	Name and qualification of the trained / technical supervising the processing and related operations (Attach separate as Annex)	
3.3	Total work strength	
<b>4.</b>	<b>Raw Material</b>	
4.1	Source of Raw Material	
4.2	Are there any arrangements for traceability of the raw material, if so, details of the same?	
4.3	Are the records for the above maintained properly?	
<b>5</b>	<b>Surroundings</b>	
5.1	Are the surrounding neat & clean and safe for processing?	
5.2	Surroundings are free from any contamination	

<b>6.</b>	<b>Construction and Layout</b>	
6.1	Is the building construction of permanent nature?	
6.2	Is the design and layout as per scientific norms?	
<b>7.</b>	<b>Plant Facilities</b>	
7.1	Is there following facilities are available: <ul style="list-style-type: none"> <li>• Water treatment plant?</li> <li>• Transportation</li> <li>• Toilets</li> <li>• Space to collect waste</li> </ul>	
<b>8.</b>	<b>Raw Material Receiving Section</b>	
8.1	Are there adequate facilities available in raw material receiving section?	
<b>9.</b>	<b>Washing, cleaning and Sanitizing facility</b>	
9.1	Whether washing, cleaning facilities are adequate to support safe processing?	
<b>10.</b>	<b>Doors/Window/Floor/Ceiling/Walls</b>	
10.1	Are they clean and sufficiently wide, made of durable material which is safe for processing plant facilities?	
<b>11.</b>	Are the drains of adequate size having sufficient slope and easily clearable and sufficient enough as per hygienic conditions?	
<b>12.</b>	<b>Lights and ventilation</b>	
12.1	Are these adequate and as per the requirements of standards.	
<b>13.</b>	<b>Utensils and Equipment</b>	
13.1	Are the utensils made of food grade material?	
<b>14</b>	<b>Packaging</b>	
14.1	Are the packing facilities adequate?	
14.2	Are the provisions made to keep away the contamination from malachite green?	
14.3	Are the labels are as per standard?	
<b>15</b>	<b>Storage</b>	
15.1	Are the storage condition safe and designed scientifically, considering food safety norms?	
15.2	Are the gunny bags with ink (source of malachite green) being used?	
<b>16</b>	<b>Personal Hygiene</b>	
16.1	Whether staff has been given enough training in this regard?	
16.2	Is personal hygiene is being maintained?	
<b>17.</b>	<b>Maintenance Schedule</b>	
17.1	Is there a documented maintenance procedure for different sections / equipment / machinery, laboratory items etc. Give documents no.	
17.2	Whether maintenance records are kept?	
<b>18.</b>	<b>HACCP</b>	
18.1	Whether unit is HACCP certified, if yes by whom?	

<b>19</b>	<b>Rodent / Vermin Control</b>	
19.1	Whether adequate rodent and pest control facilities are maintained?	
<b>20</b>	<b>Inspection and testing</b>	
20.1	Is the unit having in-house facilities for inspection and testing?	
20.2	Whether test of finished products are done as per standard?	

**Recommendations of the Assessment Panel (AP) members:**

Approval may be / may not be granted to above establishment under the EIC’s Voluntary certification Scheme to process .....for export to .....(Country Name).

**or**

The approval granted to the above establishment under the EIC’s Voluntary Certification Scheme to process .....for export to ..... (Country Name) may / may not be renewed for a further period of two year from the date of expiry of the last approval.

**Reasons (in case of non-approval/renewal):**

**Suggestions for improvement, if any:**

<b>Signatures of Assessment Panel (AP) members</b>			
<b>Name with Designation</b>			
<b>Organization</b>			
<b>Date:</b>			

**List of enclosures**

**Reasons (in case of non-approval/renewal):**

**ANNEX -III**

**APPLICATION TO PROCESS RAPESEED MEAL FOR EXPORT BY MERCHANT EXPORTER**

**(To be typed on company letterhead of processor)**

To  
The Joint Director-  
Export Inspection Agency- \_\_\_\_\_

**Sub: Request for permission to process rapeseed meal for export by merchant exporter.**

Ref.: Approval Number of the establishment \_\_\_\_\_

Sir,

We request that permission may kindly be granted to us to process rapeseed meal in the name of

1) Name and Address of  
the merchant exporter(s)

2) Countries to which exports:  
Are proposed to be made

We hereby state that we, as approved processor, shall be responsible for the quality and safety of the rapeseed meal 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.

We also assure you that rapeseed meal 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.

Yours faithfully,

Signature:

Name:

Designation:

Company Seal:

Place:

Date:

Encl:

1. Demand Draft of Rs. 5,000/- plus service tax.
2. Certified true copy of the agreement entered into between the processor and the merchant exporter(s)
3. Declaration from merchant exporter(s) stating that he will abide by the rules and regulations laid down by EIC/EIA.



**ANNEX -IV**

**LETTER OF PERMISSION TO PROCESS RAPESEED MEAL FOR MERCHANT EXPORTER**  
EXPORT INSPECTION AGENCY  
(MINISTRY OF COMMERCE AND INDUSTRY)  
GOVERNMENT OF INDIA

No. EIA/

Date:

--

Dear Sir,

**Sub: Permission to process and pack rapeseed meal 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 rapeseed meal for export by merchant exporter: M/s. (Name and address of merchant exporter), to any country including EU/Non EU countries ( pl. mention the name of the country), 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 rapeseed meal processed by it for export by the merchant exporter;
3. The approved processor shall ensure that the consignments of rapeseed meal 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 rapeseed meal processed by it for the merchant exporter and such records shall be made available to the monitoring officials of the EIC/EIA for verification.

The validity of the permission granted by EIA for processing and packing rapeseed meal 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) Director, EIC, New Delhi-110001.

(2) The Officer In-charge, EIA-\_\_\_\_\_, SO: \_\_\_\_\_.

**ANNEX -V**

**LETTER OF WITHDRAWAL OF PERMISSION TO PROCESS AND PACK RAPESEED  
MEAL FOR EXPORT BY MERCHANT EXPORTER  
EXPORT INSPECTION AGENCY – \_\_\_\_\_  
(MINISTRY OF COMMERCE AND INDUSTRY)  
GOVERNMENT OF INDIA**

No. EIA/

Date:

To,

Sub: Withdrawal of permission to process and pack rapeseed meal for export by merchant exporter.

Ref: (1) Your letter No. dated:  
(2) Our letter No. EIA/ dated:

Dear Sir,

In pursuance of your request cited above, the permission given to you to process and pack rapeseed meal for the following merchant exporter(s) is hereby **withdrawn**

Name and Address of Merchant Exporter

}  
}

Yours faithfully,

Agency In-Charge

Copy to

(1) The Director, EIC, New Delhi-110001.

(2) The Officer In-charge, EIA-\_\_\_\_\_, SO: \_\_\_\_\_.

**ANNEX-VI**

**FORMAT OF LETTER OF APPROVAL/RENEWAL OF APPROVAL TO THE UNIT**

Letter No.

Dated

To  
M/s

**Sub: Approval/renewal of approval to process rapeseed meal for export to ( name of the country)**

Ref.: Your application dated.....

Sir,

With reference to your application No..... dated..... for approval/renewal of approval of your establishment for processing and packing of ..... for exports to .....(country name) under EIC's Certification Scheme, based on an Assessment of your establishment by Assessment Panel (AP) on.....(Date), it has been decided to grant approval / renewal of approval to your establishment for a period of two year up to and including..... as per the following details:

1. Name & Address of the establishment:

- a) Address of the establishment
- b) Address of the Regd. Office

2. Approval No.

3. Scope of approval (Items covered including country)

The approval number allotted to your establishments is VCS -..... - .....-- .....The establishment shall, henceforth, come under the purview of monitoring by EIA, as per the EIC's Rapeseed Meal Certification Scheme. You shall not obtain the health certificate from any other organisation other than EIAs.

You should ensure that adequate balance is always maintained in your deposit account for payment of monitoring fee and the copies of the "CFE" are submitted to this office within fifteen days on a regular basis for debiting of the required monitoring fee.

You should apply for renewal of approval at least 60 days in advance from the date of expiry.  
Please acknowledge receipt.

Yours faithfully,

Joint Director (I/C  
EIA-

CC:

- 1) Director (Insp. & Q/C), EIC
- 2) Computer section, EIC – with a request to update the e-certification and EIC website.

**ANNEX – VII**

**EXPORT INSPECTION COUNCIL OF INDIA**

**Ministry of Commerce & Industry  
Govt. of India**

*Certificate of Approval*

.....  
(Name of the Plant)

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

is hereby granted approval / renewal of approval for a period of **Two years**

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

for **processing of**.....**to**.....  
(Scope of approval) (Country(s))

in its establishment situated at .....  
(Location of the plant)  
For exports

subject to the conditions that the processing plant shall continue to meet the requirements of EIC's Rapeseed Meal Certification Scheme

Place: New Delhi

Date:



Signature

Name : Dr. S.K. Saxena

Designation : Director(Insp.& Q/C)

IIIrd Floor, NDYMCA Cultural Center Building,  
1, Jai Singh Road, New Delhi-110001  
Tel: 00 91-11-23365540, 23748189, Fax: 00 91-11-23748024  
E-mail: [eic@eicindia.gov.in](mailto:eic@eicindia.gov.in) Web: [www.eicindia.gov.in](http://www.eicindia.gov.in)

**ANNEX - VIII**

**FORMAT OF NON-APPROVAL/RENEWAL OF APPROVAL LETTER  
TO THE UNIT**

**Export Inspection Agency- Chennai/ Delhi/Kolkata/Kochi/Mumbai**

No. : EIA/

Date :

To

M/s

Dear Sir,

**Sub:** Non approval/renewal to process ..... for export.  
**Ref.:** Your application dated.....

The Assessment Panel (AP) of experts visited your processing establishments, particularly of which are given below, for adjudging its suitability for approval under EIC's Rapeseed Meal Certification Scheme on ..... for export to .....(country name)

Name & Location of the Establishment	Approval no. (if any ) Allotted by EIA

The Assessment Panel (AP) has observed certain defects/deficiencies which are directly affecting the **food safety**, in your processing establishments, which are given in the Annex. In view of the nature of defects/deficiencies, it is informed that your processing establishment cannot be now approved to process ..... for export to..... (Country name).

**However, once all the defects/deficiencies have been rectified, you may apply afresh for approval of your establishment.**

Please acknowledge receipt.

Yours faithfully,

Joint Director (I/C)  
EIA

Encl: As stated.

Copy to:

1. Director (Insp. & Q/C), EIC
2. Computer section, EIC – with a request to update the e certification and EIC website.

**ANNEX –IX**

**FORMAT FOR APPLICATION FOR RENEWAL OF APPROVAL OF PLANT**

To

The Joint Director,  
EIA- Chennai/ Delhi/Kolkata/Kochi/Mumbai

Sir,

It is to inform you that our establishment is approved under EIC's Voluntary Certification Scheme for....., export to .....(country name), vide your letter no. .... dated..... The approval is expiring on.....

We furnish the following details for renewal of the approval along with application fee through demand draft number dated for Rs. 5,000/- plus service tax and request you to do the needful at the earliest for renewal of approval.

1. Approval no
2. Volume of Export to China during the last one year
3. Fee paid to EIA during the last one year
4. No. of complaints from importing country during last two years
  - a. If yes, attach details.
5. Details of change in management, if any
6. Name of Head of the Organization
7. Copy of HACCP manual if available and revised
8. No. of Technologists/Chemists/ trained technical personnel
9. Layout changes in past one year
10. Any other relevant information

It is hereby certified that the aforesaid information is true to the best of my knowledge.

Thanking you

Yours faithfully,

Signature of the Head of the Processing Unit  
Along with seal of the Company

Place:

Date:

**ANNEX -X****MONITORING VISIT REPORT PROFORMA****Export Inspection Agency- Chennai/ Delhi/Kolkata/Kochi/Mumbai**

1. Date of the Monitoring Visit
2. Name of the Processing Plant
3. Approval Number
4. Scope of the approval (Products Name)
5. Product being processed at the time of Visit
6. Name and Designation of the monitoring Officer(s) last visited

<b>S. No.</b>	<b>Details to be verified</b>	<b>Conforming / not conforming</b>	<b>Remarks</b>
<b>I</b>	<b>FACILITY SANITATION</b>		
<b>1.</b>	<b>Pest control</b>		
1.1	Whether area is free from harbourage and pest		
1.2	Whether pest control measures are effective in Unit		
1.3	Whether area within the processing plant is safe for processing.		
1.4			
<b>2.</b>	<b>Structure and Lay Out</b>		
2.1	Whether facility is properly designed and maintained		
2.2	Design, lay out or material used cannot be readily cleaned or sanitized; does not preclude contamination.		
2.3	Insufficient space which may cause adulterated or contaminated.		

2.4	Equipment and utensils design, construction, location or materials can be readily cleaned; does not preclude product contamination.		
2.5			
<b>3</b>	<b>Maintenance</b>		
3.1	Condition of roof, ceilings, walls, floors or lighting, maintained; lights are protected.  Lighting is sufficient  Equipment and utensils not maintained in proper repair or removed when necessary.  Product contact surfaces are safe for food handling.		
3.2			
3.3			
3.4			
<b>4.</b>	<b>Cleaning and Sanitizing</b>		
4.1	Non-product contact surfaces cleaned before use.  Housekeeping is adequate.		
4.2			
<b>5.</b>	<b>Personnel</b>		
5.1	Processing or food handling personnel maintain a high degree of personal cleanliness.  Processing or food handling personnel take necessary precautions to prevent contamination of food.  <b>Controls</b>  Facility management have effective measures to restrict people with known disease from contaminating the product.  Hand washing and hand sanitizing stations are present or conveniently		
5.2			
5.3			



	located.		
	<b>Restrooms</b>		
5.4	Number of functional toilets are sufficient.		
5.5	Adequate supplies of water soap etc.		
<b>6.</b>	<b>Water supply</b>		
6.1	Safe water supply for processing.		
6.2	Protection against backflow, back-siphon age, or other sources of contamination.		
6.3	Whether supply of water is adequate		
<b>7.</b>	<b>Processing</b>		
7.1	Product is manufactured as per National/Buyer/Codex.		
<b>8.0</b>	<b>Ventilation</b>		
8.1	Processing area is properly ventilated		
8.2	Areas directly affecting product or packaging material are properly ventilated		
8.3	Other.		
8.4	Adequate air exchanger exists.		
<b>9</b>	<b>Waste Disposal</b>		
9.1	Adequate arrangements are made for disposal of waste water		
9.2	Sewage		
9.3	Processing Waste.		
<b>II</b>	<b>COMPLIANCE TO GMP / GHP / HACCP PLAN</b>		
<b>10.0</b>	<b>Records</b>		
10.1	Records are up to date		

10.2	Records are accurate		
10.3	Records are available during monitoring		
10.4	Any documents or records not conforming to requirements		
<b>11.0</b>	<b>Procedure</b>		
11.1	Preventive measures are followed		
11.2	Monitoring procedures are followed		
11.3	Corrective action taken against to fault.		
<b>12.0</b>	<b>Other</b>		
12.1	Any modification made in GMP/GHP/HACCP Plan		
12.2	Procedure is maintained by trained personnel		
12.3	Any other modification		
12.4	Whether the issue of malachite green is addressed properly?		
<b>III</b>	<b>TESTING STATUS</b>		
<b>13.0</b>	<b>Raw Material Testing</b>		
13.1	Raw Material Control is Proper (traceability issued is addressed)		
13.2	Parameters tested as per standards		
<b>14.0</b>	<b>Finished Product testing.</b>		
14.1	Whether finished product is tested for parameters defined as per standards ( as per HC requirement)		
<b>15.0</b>	<b>In-house Lab</b>		
15.1	Whether in house testing facility is available in the plant.		
15.2	Whether testing is according to		

	standards.		
15.3	Testing of sample during visit, if facilities available.		
15.4	Details of samples drawn during testing and labs to which sent		

The deficiencies observed by the monitoring officers during the monitoring visit shall be communicated to the processing establishment in writing for rectification with stipulated time period(15/30/45 Days).

Any other relevant information

**Recommendations**

- Overall Rating – Satisfactory/unsatisfactory

- Deficiency reported to the establishment  
(Please enclose (duplicate countersigned))

Date

Place

Signature: \_\_\_\_\_  
Name \_\_\_\_\_  
Designation: \_\_\_\_\_

Remarks of EIA :

Signature:

Name :

Designation :

Date :

Place :

**ANNEX-XI**

**CORRECTIVE ACTION REPORT (CAR)  
Export Inspection Agency- Chennai/ Delhi/Kolkata/Kochi/Mumbai**

Name of the processing establishment

Products handled:

Approval No

Nature of Inspection  
Routine monitoring/  
Any other:

Date of Visit:.....

Name and Designation of the  
Officer (AP/EIAs)

Name of the Representative of the  
establishment with designation

Department

.....  
i. Details of discrepancy / variation observed

.....  
ii. Comments / Agreed action

- .....
- 1. Acknowledgement of report copy.
- 2. Discrepancies have been fully explained and understood by the processing establishment.
- 3. Confirmation of agreed or proposed corrective actions to be made to EIA within 15/30/45 days.

Signature .....

Signature .....

Name .....

Name .....


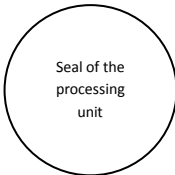
Designation .....

Designation .....

(EIA Representative)

(Senior most Representative of the establishment)

**ANNEX – XII****CERTIFICATE FOR EXPORT**

1. Name and address of the exporter		4. Buyer's order no. & date		5. Valid for Custom	
2. Name and address of the approved processing unit		6. Invoice no. & date		7. Country of destination	
3. Details of stamp on export packages:  Approval no.....		8. Certificate no.: <b>RM 01 00000</b> Valid upto and including .....			
9. Specification reference					
10. Shipping marks	11. No. and Kind of Pkgs	12. Description of goods	13. Quantity (MT)	14. FOB value (Rs.)	
15. DECLARATION The undersigned hereby declares: (i) That the above consignment has been processed in our establishment which has valid approval and is under continuous monitoring by Export Inspection Agency – <b>Mumbai</b> as per the EIC's Rapeseed Meal Export Certification Scheme; (i) That the consignment is exportworthy.  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Seal of the processing unit</p> </div> <div style="text-align: center;"> <p>..... (Signature)</p> <p>..... (Name)</p> <p>..... (Designation)</p> </div> </div> Place..... Date.....					

*Description should include grade, size and brand, if any.*

**ANNEX – XIII****Quarantine Pests Concerns**

<b>Latin name</b>	<b>Chinese Name</b>
<i>Trogodermagranarium</i>	<i>Khapra beetle</i>
<i>Leptosphaeriamaculans</i>	<i>Stem canker</i>
<i>Avenabarbata</i>	<i>Slender oat</i>
<i>Avenaludoviciana</i>	<i>Winter wild-oat</i>
<i>Avenasterilis</i>	<i>Animated oat</i>
<i>Cenchrus spp. (non-Chinese species)</i>	<i>Cenchrus (non-Chinese species)</i>
<i>Centaurea repens</i>	<i>Cornflower Blue</i>
<i>Eupatorium adenophorum</i>	<i>Crofton Weed</i>
<i>Lolium temulentum</i>	<i>Bearded darnel</i>
<i>Mikaniamicrantha</i>	<i>Mile-a-minute Weed</i>
<i>Solanum elaeagnifolium</i>	<i>Solanum elaeagnifolium</i>
<i>Sorghum halepense</i>	<i>Johnson grass</i>

**ANNEX – XIV**

Sample of Safety and Hygiene Statement

Safety and Hygiene Statement of rapeseed meal  
Exported from Republic of India to the People's Republic of China

1.Name and address of the exporter	2.Name and address of the consignee
3.Name & address of the Competent Authority of the exporting country	
4.Name, approval number, and address of the processor	
5.Port and country of dispatch	6.Port and country of arrival
7.Description of goods  Net weight :  Gross weight :	8.Description of packages  Number of packages
9.Means of conveyance	10.Container Numbers (if applicable)

11. Additional declaration

I, the undersigned,

- a) Realized the safety and hygiene requirements of plant-based processed protein stipulated by AQSIQ. The product does not contain any hazardous substances which pose a risk to public or animal health, and in compliance with the safety and hygiene standards of P. R. China.
- b) have taken random samples during routine surveillance by EIA from processed batch to verify compliance with the following standards:  
Salmonella: absence in 25 g: n=5, c=0, m=0, M= 0  
Enterobacteriaceae: n=5, c=2, m=10, M=300 in one gram  
where:  
n = number of samples to be tested;  
m = threshold value for the number of bacteria; the result is considered satisfactory if the number of bacteria in all samples does not exceed m;  
M = maximum value for the number of bacteria; the result is considered unsatisfactory if the number of bacteria in one or more samples is M or more; and  
c = number of samples the bacterial count of which may be between m and M, the sample still being considered acceptable if the bacterial count of the other samples is m or less.
- c) certify that the product does not contain any non-approved GMO component by P. R. China.
- d) declare that the product is complying with the requirements of Protocol of Health and Safety Regulations on importing Indian Rapeseed Meal to P. R. China.

12. Name of authorized officer:

Signature:

Date and place of issue:

Official Stamp



