



**EXECUTIVE INSTRUCTIONS  
FOR  
APPROVAL OF FEED MILL & HATCHERY  
AND LISTING OF AQUACULTURE FARMS,  
FISHING VESSLE, LANDING SITES  
RELATED TO EXPORT OF FISH & FISHERY  
PRODUCTS**

Export Inspection Council



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1.	<b>INTRODUCTION</b>
1.1	<p>The requirements for the approval of the <b>feed mills, hatcheries, aquaculture farms, fishing harbours, landing / auction centres and fishing vessels</b>, to undertake allied activities related to fish and fishery products <b>meant for export</b> have been published vide GOI Order S.O.729 (E) dated 21.8.1995, subsequently amended vide Orders S.O. 792 (E) dated 17.8.2001, S.O.722 (E) dated 10.7.2002, S.O. 464 (E) dated 24.4.2003, S.O. 1227 (E) dated 23.10.2003 and 1227 (E) dated 31st July 2006 and GOI Notification S.O. 730 (E) dated 21.8.1995, subsequently amended vide Notifications S.O 415 (E) dated 11.4.2002, S.O 1029 (E) dated 24.9.2002, S.O.1034 (E) dated 9.9.2003, and S.O.717 dated 25.2.2005, S.O. 612 dated 15.2.2007, S.O.1519 (E) dated 16.6.2008, S.O.2714 (E) dated 28.10,2009, S.O. 143 (E) dated 21.1.2011 and S.O. 497 (E) dated 10.3.2011 on the basis of which the above facilities related to fish and fishery products, are being listed by the Competent Authority.</p> <p>The Primary responsibility for meeting the food safety requirements of importing countries and also those specified in the GOI Notifications lies with the above facilities and the establishments intended to process and export the fish and fishery products, for which they are required to plan and implement detailed HACCP based process control (own check system), where needed, and to maintain minimum necessary records.</p> <p>The role of Export Inspection Council (EIC) and Export Inspection Agencies (EIAs) is to exercise Official Control by listing primary production facilities per annum per establishment and implementing an effective surveillance system to ensure compliance to the requirements as per Rule 3 read with Rule 13 of the Notification No. S.O. 730 (E) dated 21 August 1995.</p>
2.	<b>PROCEDURE FOR LISTING</b>
2.1	<p>Facilities part of the food chain in the entire process of production and the export of the fish and fishery products are to be listed by establishments and be verified by EIC / EIAs based on the documentations attached by the establishment as amended from time to time.</p> <p>Minimum requirements for listing the aforesaid facilities are given at <b>Appendix - A, B, C, D, &amp; E.</b></p>
2.2	<p>Facilities like feed mill and hatcheries shall submit an application for per <b>Annexure 1 &amp; 2.</b></p> <p>A facilities like aquaculture farms, fishing harbours, landing / auction centres, and fishing vessels, which is part of the food chain for processing and export of fish and fishery, products shall undertake the listing through e-certification.</p>
2.3	There shall be no fee for listing /auditing the primary facility.
2.4	<p>EU Establishment are advised to upload the details like registration number / farm / pond number / vessel name / name of the landing site on the e-certification link. The copy of the Pre Harvest Test Report (PHTR) / Catch Certificate shall also be uploaded on e-certification, by the establishment. In case of fresh water / wild caught material the catch area need to be listed.</p> <p>Once the online listing is completed by the establishment, then the concerned EIA / S.O. shall undertake the validation of each PHTR/ Catch certificate. While undertaking the validation EIA official shall ensure that the information stated in the PHTR / Catch Certificate matches with the on-line data filled by the</p>



	<p>Harbour Authorities, National Fisheries Development Board (NFDB), Port Trust Authorities or Empanelled Experts. The representative for APE is invited based on the need for expertise to carry out the assessment objectively.</p> <p>The member from the Trade Associations and / or Approved Technologist of the concerned establishment may also be a part of APE, to undertake the on-site verification assessment of aquaculture farm / fishing vessel / landing sites. {Note : EIA official (DD/AD/TO) is must in the composition}</p>
2.7.4	The minimum quorum of APE shall be two.
2.7.5	The APE shall assess each type of the facility, selected randomly, through e-certification as stated above.
2.7.6	The APE convenor shall upload the summery of the assessment report on e-certification, within 3 working days, after completion of the visit to the applicant's primary production facility.
2.7.7	No renewal of the approval of the establishment shall be done without the listing procedure of the primary facilities is completed.
2.7.8	Approval to Feed Mill & Hatchery shall be granted for three years. Monitoring of these facilities shall be done annually.
3.0	<b>PROCEDURE FOR RENEWAL OF FEED MILL &amp; HATCHERY</b>
3.1	The procedure as above shall be adopted at the time of renewal of the establishment
4.0	<b>RESPONSIBILITIES OF THE PRIMARY FACILITIES ( AS APPLICABLE)</b>
4.1	<ul style="list-style-type: none"><li>a) The sole responsibility in maintaining the quality and safety of the products processed / handled in the units, lies with the facilities.</li><li>b) The facility shall exercise proper controls at all stages of production / handling till the despatching to the establishment.</li><li>c) Traceability of the raw material shall be maintained right from the source of production.</li><li>d) Proper control shall be exercised to avoid cross contamination of the product processed / handled.</li><li>e) Suitable pest control measures shall be adopted to eradicate pests inside the premises.</li></ul>
5.0	<b>RECORDS</b>
5.1	Proper records as per <b>Annexure 8</b> shall be maintained by the facility at all stages and should be made available to the EIA / EIC officials for verification.
6.0	<b>OFFICIAL CONTROL BY THE COMPETENT AUTHORITY</b>
6.1	Strict confidentiality shall be maintained in all the official control visits and the facilities should not be given prior information about the visit. The visits shall be conducted unforeseen and unexpected. If technologist is utilized as one of the APE members then the information related to visit shall be given to him on the spot.

**REQUIREMENTS FOR APPROVAL OF FEED MILLS**

<p>Feed mills are one of the important links in primary production chain where proper control systems shall be in place to establish the safety of aquaculture products produced. Therefore, feed mills shall implement HACCP based control systems, including Good Manufacturing Practices (GMP) and comply with the following basic requirements to produce safe and quality feeds consistently.</p>	
<b>1</b>	<b>Surroundings</b>
1.1	The premises shall be kept clean and shall have defined curtilage. All the roads in the premises shall be concreted / tarred or turfed to prevent wind-blown dust.
<b>2</b>	<b>Construction, layout and equipment.</b>
2.1	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.
2.2	There shall be adequate lighting and ventilation. Light fixtures shall be protected with proper covering.
2.3	The layout shall ensure sufficient space in different sections for machinery, equipment, personnel etc. without congestion.
2.4	The building shall provide sufficient protection against the entry and harbourage of rodent, insects, birds etc.
<b>3</b>	<b>Cleaning and sanitation</b>
3.1	A well-documented effective cleaning and sanitation programme wherever applicable shall be developed and implemented as per the laid down frequency.
<b>4</b>	<b>Waste management</b>
4.1	Waste shall be collected promptly and / or stored in dedicated waste containers away from incoming raw material and finished product storage areas and shall be disposed of legally.
<b>5</b>	<b>Pest control.</b>
5.1	Effective pest control system shall be adopted to avoid pests and documented.
<b>6</b>	<b>Personal Hygiene</b>
6.1	Employees shall adopt proper hygiene practices and wear clean protective clothes.
<b>7</b>	<b>Storage facilities</b>
7.1	Separate storage facilities shall be provided for storing incoming materials, finished products and also packing materials hygienically. Storage areas shall be hygienically maintained and shall be free from moisture, dust, vermin and birds.
7.2	Medicated feeding stuff, premix and additives shall be stored in suitable separate and secured rooms or hermetic containers with proper labelling and traceability records on a first in first out basis. Only authorised person shall have access to these stores.
7.3	Proper records of storage, with details of incoming and outgoing materials shall be maintained.
<b>8</b>	<b>Implementation of HACCP</b>
8.1	Feed mill shall implement HACCP and prerequisite programme including GMP, SSOP etc. Critical Control Points shall be identified and Critical Limits shall be monitored, if applicable.
<b>9</b>	<b>Technologists</b>
9.1	Technologists having required qualification and experience shall be appointed to carry out sampling, inspection, testing and also to supervise production and to carry out HACCP controls and other activities.
<b>10</b>	<b>Inspection &amp; Testing</b>
10.1	Incoming materials, process materials and finished products shall be tested for microbiological and chemical parameters as specified in the HACCP Manual in the in-house laboratory or EIC approved labs. Effective quality control of all ingredients and final products shall be established to ensure the wholesomeness and safety of feed produced. The final product shall be tested for prohibited antibiotics like



	materials which will not cause harm or injury to the animal reared. Newly constructed tanks shall be used only after conditioning and disinfecting it with suitable methods depending upon the material of the tank so that pH of water in the tank is stabilized before stocking. The tanks which are in operation must be cleaned regularly with clean fresh water, dried in sun and disinfected, preferably with 12% sodium hypochlorite solution at 200 ppm level for 24 hrs.
2.3	Aeration shall be provided in the tanks in large volume at low pressure to maintain sufficient dissolved oxygen level in water, through suitable mechanism such as roots blower, rotary blower, air compressor etc. The pressure of aeration shall be adjusted depending upon the requirement. It shall be ensured that air from the blower is free from oil. Generator may be provided for alternate power supply to ensure continuous aeration, in case of power failure.
2.4	In case of hatchery for salt water animals, continuous supply of clear, good quality seawater shall be ensured in sufficient quantity, either pumping directly from the sea or from sump pit into the overhead filter tank. As far as possible, sea water shall be drawn directly from tube well. Water shall be filtered through suitable filter bed before use.
2.5	Sufficient quantity of freshwater shall also be available for salinity adjustment.
2.6	Quality of water shall be monitored for physico-chemical parameters such as salinity, pH, nitrogenous compound concentration, temperature, dissolved oxygen etc. at regular intervals. Seawater and freshwater shall be tested for microbial and chemical contaminants on a laid down frequency.
<b>3</b>	<b>Induced maturation and spawning</b>
3.1	Availability of sufficient quantity of healthy spawners or brood stock, caught during spawning season shall be ensured. In the case of shrimps, it is also to be ensured that only those brood stocks having complete appendages and attaining a size of at least 100 gm. shall be used for eyestalk ablation. For females, presence of spermatophore in the thelycum shall also be ensured.
3.2	If the healthy spawners with stage IV ovary are to be transported to the hatchery for spawning, it should be done hygienically in controlled conditions to avoid injury or stress to the spawner.
3.3	Sampling for checking gonadal development of ablated female shall be done at least 3-4 days after ablation, whereas gravid females shall be checked every alternate day.
3.4	After spawning, the eggs shall be cleaned and disinfected, if required. Eggs shall be hatched in controlled condition of temperature and salinity. Maximum care shall be taken to avoid contamination of hatched nauplii.
<b>4</b>	<b>Larval rearing</b>
4.1	Maximum care shall be taken while rearing the larvae at different stages of development. Optimum temperature, salinity, pH, dissolved oxygen etc. shall be maintained as per the requirement of species concerned and stage of development.
4.2	Density of stocking of larvae in each tank shall be pre-determined to avoid overcrowding.
4.3	Biological filter may be provided, wherever applicable.
4.4	Adequate quantity of good quality feed of the required type shall be given at the appropriate stage. Even though, feed is not required during Nauplii stage of shrimps, diatom shall be inoculated immediately after stocking the larvae to ensure availability of feed when nauplii molt into protozoa
<b>5</b>	<b>Larval feed</b>
5.1	Hatchery shall use required type of good quality feed as per the requirement of the species / stage concerned. The feed may be constituted of diatom, phytoplankton, zooplankton, polychaetes, chopped mussels, cockle meat, soybean curd, soybean cake, etc. depending upon the larval stage and targeted species. It shall be ensured that the quantity of feed given at each stage shall be optimum for that particular species. The feed shall not contaminate the media or the larvae. Banned chemicals shall not be used.
<b>6</b>	<b>Good Hatchery Management</b>

**REQUIREMENTS FOR APPROVAL OF AQUACULTURE FARM**

<b>1</b>	<b>Site selection</b>
1.1	Aquaculture farms shall be located in an area having good climatic condition and availability of uninterrupted power supply and supply of clear, <b>quality</b> sea/ fresh water throughout the year. While selecting site for aqua farming it shall be ensured that the construction of the farm shall not disturb the ecosystem and natural habitats of that locality and undesirable pollutants / chemicals from nearby areas do not contaminate the farm. The percolation rate / porosity of soil of the pond shall be low enough to hold the pond water satisfactorily. The ponds should be free from harmful chemical and natural pollutants.(e.g. :- pyrite)
<b>2</b>	<b>Farm Input management</b>
2.1	The farm shall receive inputs based on the legal requirements and maintain proper stock / utilization register of all inputs received. The quality of inputs must be known.
2.2	The responsibility of receiving, storing and utilizing the inputs shall be entrusted to a suitable experienced person. The quality of inputs shall be checked while receiving.
2.3	Banned chemicals / pharmacologically active substances shall not be received or stored or used.
2.4	Only products approved for use by the farm shall be stored and used. The chemicals shall always be stored and used according to the instructions given in the label.  The storage area shall be clean and neat and maintained properly, with proper separation, to avoid contamination.
2.5	Only post larvae / fingerlings supplied by EIA approved hatcheries accompanied by <b>shall</b> be accepted.
<b>3</b>	<b>Water management</b>
3.1	Continuous supply of good quality water in sufficient quantity shall be available.
3.2	Suitable filtration of water shall be done to avoid organic impurities.
3.3	Water shall be tested for microbiological and chemical contaminants as and when required.
3.4	Aeration shall be provided in the ponds in large volume at low pressure to maintain sufficient dissolved oxygen level in water, through suitable mechanism. The pressure of aeration shall be adjusted depending upon the requirement. It shall be ensured that air from the blower is free from oil.
3.5	Generators shall be provided based on the need.
<b>4</b>	<b>Feed Management</b>
4.1	Feed shall be obtained only from EIA approved Feed Mills, which shall be stored in well ventilated, in dry store.
4.2	It shall be ensured that banned chemicals / pharmacologically active substance are not used in the feed.
4.3	It shall be ensured that pellet feed has minimum amount of "fines" or feed dust.
4.4	Feeding of appropriate quantity of right type of feed shall be done at appropriate time. Smaller pellets shall be fed to fry/juvenile. Where feasible, floating or extruded feed pellets may be used. Feed shall be spread as evenly as possible throughout the pond for better accessibility. Feeding may be done several times a day, especially for juveniles to avoid wastage. Feeding shall be stopped before harvest. Feeding shall always be done according to the feeding plan and monitored for excess feed. The feeding plan shall be revised, where necessary, based on monitoring observations.
<b>5</b>	<b>Usage of fertilizers or other chemicals</b>
5.1	The rate and mode of application of fertilizers shall be planned to maximize utilization and prevent over application. The efficiency of application and dispersion shall be increased through dilution of liquid fertilizers, placement of powdered fertilizer bags in shallow water etc.



	ideal for the purpose and shall be free from undesirable smoke, dust, other pollutants and stagnant water. The premises shall be kept clean.
1.2	The layout and design of landing site / fishing harbour shall be such as to preclude contamination. Adequate working space shall be provided for hygienic handling of fishery products.
1.3	Suitable covering shall be given at the landing site / fishing harbour to protect fishery products from environmental hazards such as sun light, rain, wind blown dust etc.
1.4	Floor and walls shall be smooth and easy to clean and disinfect. The floor shall have sufficient slope for proper drainage and to avoid stagnation of water.
1.5	Drainage lines of adequate size and slope shall be provided to remove waste water, the outlet of which shall not open to the sea near the landing berth.
1.6	Provision of adequate quantity of potable water or clean sea water shall be available in the landing sites for cleaning and sanitation.
1.7	There shall be provision for hygienic handling and storing of sufficient quantity of good quality ice.
1.8	Provision for crushing the ice hygienically shall be provided, as applicable.
1.9	Sufficient artificial lighting shall be provided and the lights shall be protected with suitable covering.
1.10	There shall be sanitary facilities at appropriate places.
1.11	Appropriate number of flush lavatories shall also be provided outside the landing sites / auction centres.
1.12	The utensils and equipment used to handle fish and fishery products shall be smooth and made of corrosion free material, which is easy to clean and disinfect and kept in a good state of repair and cleanliness.
1.13	Landing site shall be constructed in such a way to avoid entry of exhaust fumes from vehicles.
1.14	Suitable mechanism shall be adopted to prevent entry of birds / other pests inside the landing platform, auction areas and other storage areas.
<b>2.</b>	<b>Auction hall</b>
2.1	Preferably, separate auction hall(s) may be provided, which is well protected from the entry of pests/insects, for display and sale of fishery products.
2.2	Since, fishery products shall not be kept directly on floor, as far as possible, provision may be given for raised platforms for display of fishery products, which are smooth, easy to clean and disinfect. However, instead of raised platforms, any other suitable provision can be made so as to ensure that fishery products will not come in contact with the floor directly.
<b>3</b>	<b>Good Hygiene Practices</b>
3.1	Landing sites / fishing harbours shall be maintained hygienically. Cleaning and sanitation shall be implemented at all areas of the landing site on a laid down frequency to avoid cross contamination.
3.2	Landing site / fishing harbour / auction centre shall depute a responsible, experienced person, as hygiene inspector, to ensure the implementation of cleaning and sanitation effectively and good hygienic practices. Hygiene inspector shall ensure the quality of fishery products meant for export and also adequate icing of fishery products.
3.3	Floors, walls, partitions, ceilings, utensils, instruments and other food contact surfaces shall be kept in a satisfactory state of cleanliness and repair.
3.4	The premises and all the surfaces that come in contact with fishery products shall be cleaned before and after each sale. The crates / utensils shall also be cleaned and rinsed inside and outside with potable water or clean sea water and disinfected before use.
3.5	Fishery products shall be properly iced using good quality ice made up of potable water so as to maintain the core temperature of fishery products below 4°C. Refrigerated room of adequate size for storing fishery products may be provided, if required.
3.6	Fishery products, ice, utensils etc. shall not be kept on the floor directly.
3.7	Proper waste management shall be adopted to remove solid and liquid wastes



	possible after procurement, especially in case where the fishery products are to be stored for more than 8 hours on board.
2.7	Ice used for chilling of products must be procured from EIA approved ice plants / establishments and shall be handled / stored hygienically to avoid contamination.
2.8	Staff assigned for handling of fishery products shall be required to maintain a high standard of cleanliness for themselves and their clothes. Persons liable to contaminate fishery products shall not be permitted to handle the products.
2.9	Fishery products shall be handled / stored in hygienic manner to avoid contamination.
2.10	Cleaning products, toxic substances shall be stored in locked premises or cupboards.
2.11	Details of fishery products caught by the vessel and supplied to approved establishment(s) shall be given to hygiene inspector of landing site.

**Annexure 1**

**APPLICATION FOR APPROVAL / RENEWAL OF APPROVAL OF THE FEED MEAL**

From

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To,  
 Officer In-charge  
 Export Inspection Agency-.....

Sir,

Please carry out the assessment of our Feed Mill as required under the Export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995 for approval / renewal of approval of feed meal to process feed / feeding stuff for feeding aquaculture animals meant for export.

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

We undertake that our facility meets all the requirements stipulated in Export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995 and also the other requirements specified by EIC from time to time.

1.	General Information	
1.1.	Name and address of the aqua feed mill seeking approval with phone number, fax no & e-mail address:	
1.2.	Name and address of the registered office with phone number, fax no & e-mail address :	
1.3.	Name of the Chief Executive (MD / Mg. Partner / Proprietor) with phone no., fax no. & e-mail address	
1.4.	Is the facility owned or leased by the applicant?	Owned / leased
1.5.	If leased, name of the plant owner, plant name and address. (attach the attested copy of agreement) :	
1.6.	Year of Construction:	
1.7.	Year of last major alteration:	
1.8.	Scope of approval applied for ( give details of products processed):	To produce compound





2.13	Whether the metal detectors and / or magnets are installed in processing line at suitable locations and regularly checked for their effective operations and records maintained?	
2.14.	Give details of machineries installed including year of manufacture, capacity etc. :	
2.15.	Specify the instruments / equipment used for inspection, measuring, testing etc.	
	Are they calibrated?	
	If so, give details	
2.16	Whether the feed mill has an in-house lab?	
	If so, specify the parameters tested and instruments / equipment used.	
	Is the in-house lab accredited?	
2.17	If the feed mill do not have an in-house lab, give details of lab where own check samples are tested	
<b>3.</b>	<b>Information about personnel</b>	
3.1.	No. of technologists / competent personal available in the feed mill	
3.2.	Name and qualification of the technologist(s) / competent personal supervising own check system	
3.3.	Name and qualification of the technologist(s) / competent personal conducting inspection & testing:	
3.4	Are the technologist(s) approved by EIA?	
3.5	Name and designation of person(s) responsible for production	
3.6	Name and designation of person(s) responsible for storage and handling of additives, pre-mixtures, medicated feeding stuff etc.:	
3.6	No. of male workers:	
3.7.	No. of female workers:	
3.8.	No. of shifts per day:	
<b>4.</b>	<b>Raw ingredients</b>	
4.1	Give details of all raw ingredients used for processing:	
4.3	Specify the source of each ingredient used	
4.4.	Whether specifications have been laid down for each incoming ingredient including physical and analytical factors and whether the same is strictly complied with?	
	If deviation is allowed, specify up to what extent:	
4.5	Whether all incoming ingredients are inspected for physical and organoleptic factors such as colour, odour, foreign matter, insect infestation, mould, granulation, density, moisture, weight, temperature, tags / labels etc. as applicable?	
4.6.	Whether all incoming ingredients are inspected for labelling, purchasing specification, lot number / date, regulatory compliance (especially for medicated feeds) etc. as applicable?	
4.7.	Whether incoming ingredients are inspected source-wise for chemical and microbiological factors on a laid down frequency as applicable?	
4.8	Whether each batch of accepted incoming ingredient is traceable and stored in a dry & hygienic condition?	



	appropriate mixing of feeding stuff / feed additives?	
7.10.	Whether the accuracy and efficiency of mixing process are checked at least once in six months to ensure that feed additives are evenly dispersed throughout the mix?	
7.11	Whether proper monitoring of time-temperature control is established to ensure product safety and legality?	
7.12	Whether air used for conveying or cooling is checked for microbial contamination on a laid down frequency?	
7.13	Whether the condition for pelleting / extrusion is assessed properly to ensure stability of the incorporated feed additives?	
7.14	Are metal detectors / magnets provided in the processing line wherever necessary?	
7.15	Whether metal detectors / magnets are checked for their effective operation on a laid down frequency?	
7.16	Whether suitable method of measurement of carry-over is established and implemented at least once in a year?	
<b>8.</b>	<b>Cleaning</b>	
8.1.	Whether cleaning is done at all section as per written schedule in an appropriate manner?	
8.2.	Whether effectiveness of cleaning is checked at regular intervals?	
8.3	Whether equipment / machineries are cleaned so as to avoid contamination between batches?	
<b>9.</b>	<b>Personal Hygiene</b>	
9.1.	Are the employees adhering to good hygienic practices and wear clean working dress?	
<b>10.</b>	<b>Waste management</b>	
10.1.	Whether waste is collected promptly and / or stored in dedicated waste containers away from incoming raw material and finished product storage areas and whether the same is disposed of legally?	
10.2.	Whether control of carry-over is implemented effectively to reduce its level in the factory?	
10.3	Whether flushing is collected in marked containers and dealt in accordance with written procedure?	
<b>11.</b>	<b>Pest and dust control.</b>	
11.1.	Is the pest management system adequate to control pests / insects / rodents at all sections of the factory?	
11.2.	Whether proper control system implemented to avoid accumulation of dust at all sections?	
<b>12.</b>	<b>Maintenance</b>	
12.1	Whether proper maintenance is done to all equipment, machineries, building etc. on a laid down frequency to ensure its effective working?	
<b>13.</b>	<b>Specification</b>	
13.1	Whether specifications of incoming materials, feed additives, pre-mixtures, finished products etc. are developed and strictly implemented?	
13.2	Whether the final product is tested for chloramphenicol and metabolites of Nitrofurantoin and the results are made available to the approved farms / hatchery?	
<b>14.</b>	<b>Water</b>	
14.1.	Whether water used as ingredient and / or for washing feed / ingredient contact surfaces is of potable quality?	

**APPLICATION FOR APPROVAL / RENEWAL OF APPROVAL OF THE HATCHERY**

From

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To,  
 Officer In-charge  
 Export Inspection Agency-.....

Sir,

Please carry out the assessment of our Hatchery as required under the Export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995 for approval / renewal of approval of the hatchery operation for supply of larvae / fry / fingerlings to the approved aquaculture farms. We furnish below the information regarding the facilities existing in our unit.

We undertake that our facility meets all the requirements stipulated in Export of Fresh, Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995 and also the other requirements specified by EIC from time to time.

<b>1.</b>	<b>General Information</b>	
1.1	Name and address of the hatchery seeking approval with phone number, fax no & e-mail address	
1.2	Name and address of the registered office with phone number, fax no & e-mail address	
1.3	Name of the Chief Executive, with telephone, fax & e-mail (MD/Mg. Partner / Proprietor)	
1.4	Is the hatchery owned or leased by the applicant?	Owned / leased
1.5	If leased, name of the hatchery owner, with name of the organization and address. (attach the attested copy of agreement)	
1.6	Year of Construction	
1.7	Year of last major alteration	
1.8	Scope of approval applied for	For breeding / hatching / rearing of finfish / shellfish for supply to the approved aquaculture farms.
1.9	Type of hatchery depending upon the size:	Small / medium / large scale
1.10	Give details of targeted species:	
1.11	Additional activities, if any:	
1.12	Whether all year / seasonal production?	
1.13	If seasonal, specify the periods of operation of hatchery:	
1.14	Production capacity of the hatchery/year	
1.15	Area / extent of hatchery:	
1.16	Details of tanks and total tank capacity:	
1.17	Does the hatchery have vehicles for transportation of post larvae / fingerlings? If so, give details	
<b>2.</b>	<b>Information on locality</b>	



	submitted to EIA?	
5.4	Name and designation of other person(s) responsible for hatchery operation?	
5.5	No. of male workers	
5.6	No. of female workers	
<b>6</b>	<b>Hatchery operation</b>	
6.1	Are the spawners available in sufficient quantity?	
6.2	Are they caught from wild during spawning seasons?	
6.3	Specify the source of spawners and mode of procurement & transportation	
6.4	Whether brood stock is collected from wild or from hatchery pond?	
6.5	Whether care is being taken to ensure that spawners / brood stock selected for spawning / induced breeding are healthy, matured and do not show any sign of distress or disease?	
6.6	Whether care is taken while collection of spawners / brood stock and also during conditioning and storage to avoid injury or stress to the animal?	
6.7	After spawning, are the eggs made to hatch in controlled condition of temperature and salinity and whether care is taken to avoid contamination of hatched nauplii.?	
6.8	Whether care is taken, while rearing the larvae at different stages of development, to maintain optimum temperature, salinity, pH, dissolved oxygen etc. as per the requirement of concerned species and stage of development?	
6.9	Whether adequate quantity of good quality feed of the required type is given at the appropriate stage of development of the larvae?	
6.10	Is the density of stocking of larvae in each tank pre-determined to avoid overcrowding?	
<b>7</b>	<b>Feed Management</b>	
7.1	Specify the type of feed used at each stage of hatchery operation and specify the source of feed / ingredients	
7.2	Are the ingredients / chemicals used for preparation of culture media or other purpose tested for purity to ensure that no banned chemicals are used in the feed?	
7.3	Whether adequate quantities of good quality feed are given at each stage?	
7.4	Whether feed is checked for its quality and for contaminants at regular intervals?	
7.5	Whether withdrawal period for the authorised VMPs used in the facility is followed?	
<b>8</b>	<b>Good hatchery practices</b>	
8.1	Whether continuous monitoring of physico-chemical parameters such as salinity, pH, nitrogenous compound concentration, temperature, dissolved oxygen level etc. is conducted at regular intervals?	
8.2	Specify the monitoring procedure and frequency of monitoring of each parameter.	
8.3	Whether maximum care is taken to avoid microbial and chemical contamination of the animal at each stage?	
8.4	Whether health aspects of the aquatic animals at each	



Inspection Agency (EIA) and guarantee that once listed by EIA, our hatchery will strictly comply with all instructions issued by EIC / EIA in this regard.

We will provide to the Competent Authority and its representatives free access, at all times, to all parts of the hatchery and to its records / sampling / inspection.

Yours faithfully,

Signature :

Name :

Designation :

Company Seal :

Place :

Date :

Check list of enclosures

- (1) Up-to-date site plan and layout plan of hatchery (preferably in A-4 size)
- (2) Certified copy of the registration certificate of hatchery
- (3) Bio-data of technologist(s) / competent personal with attested copies of degree & experience certificate and appointment letter.
- (4) Attested / Certified copy of Lease Deed / legal identity if applicable
- (5) List of feed, feed additives and any other chemicals used in hatchery with test report(s) as applicable
- (6) Manual pertaining to good hatchery practices adopted by Hatchery



	protection from the environment and has sufficient size for the work to be carried out under hygienic conditions?	
2.3	Whether the layout is designed to preclude contamination?	
2.4	Are different sections designed to facilitate smooth and orderly flow of work and to prevent possible cross contamination and backtracking?	
2.5	Whether washing facilities provided for workers at entry points?	
2.6	Whether change room(s) of adequate size provided for workers?	
2.7	Whether the floor, walls and roof at all sections are light coloured, smooth and easily cleanable?	
2.8	Are the utensils, machineries, conveyors and other feed contact surfaces smooth, clean and maintained in good hygienic condition to avoid contamination of products?	
2.9	Are the sieves, screens, filters, separators and mixers regularly checked for damages, cleanliness and their effective operation?	
2.10	Whether the metal detectors and / or magnets are installed in processing line at suitable locations and regularly checked for their effective operations and records maintained?	
2.11	Give details of machineries installed including year of manufacture, capacity etc. :	
2.12	Specify the instruments / equipment used for inspection, measuring, testing etc.	
2.13	Are they calibrated?	
2.14	If so, give details	
2.15	Whether the feed mill has an in-house lab?	
2.16	If so, specify the parameters tested and instruments / equipment used.	
2.17	Is the in-house lab accredited?	
2.18	If the feed mill do not have an in-house lab, give details of lab where own check samples are tested	
<b>3.</b>	<b>Information about personnel</b>	
3.1	No. of technologists / competent personal available in the feed mill	
3.2	Name and qualification of the technologist / competent personal (s) supervising own check system	
3.3	Name and qualification of the technologist(s) / competent personal conducting inspection & testing:	
3.4	Are the technologist(s) approved by EIA?	
3.5	If not, whether application for approval of technologist is submitted to EIA?	
3.6	Name and designation of person(s) responsible for production :	
3.6	Name and designation of person(s) responsible for storage and handling of additives, pre-mixtures, medicated feeding stuff etc.:	
<b>4.</b>	<b>Raw ingredients</b>	
4.1	Give details of all raw ingredients used for processing:	
4.2	Specify the source of each ingredient used	
4.3	Whether specifications have been laid down for each incoming ingredient including physical and analytical factors and whether the same is strictly complied with?	
4.4	If deviation is allowed, specify up to what extent:	
4.5	Whether all incoming ingredients are inspected for physical and organoleptic factors such as colour, odour, foreign matter, insect	



	incorporating feed additives into pre-mixtures to ensure that targeted feed additives are included into the targeted pre-mixture at the suitable dose?	
7.8	Is the weighing procedure accurate to ensure that the right products are weighed within predefined tolerance?	
7.9	Are the mixers operating for a pre-set time, to ensure appropriate mixing of feeding stuff / feed additives?	
7.10	Whether the accuracy and efficiency of mixing process are checked at least once in six months to ensure that feed additives are evenly dispersed throughout the mix?	
7.11	Whether proper monitoring of time-temperature control is established to ensure product safety and legality?	
7.12	Whether air used for conveying or cooling is checked for microbial contamination on a laid down frequency?	
7.13	Whether the condition for pelleting / extrusion is assessed properly to ensure stability of the incorporated feed additives?	
7.14	Are metal detectors / magnets provided in the processing line wherever necessary?	
7.15	Whether metal detectors / magnets are checked for their effective operation on a laid down frequency?	
7.16	Whether suitable method of measurement of carry-over is established and implemented at least once in a year?	
<b>8.</b>	<b>Cleaning</b>	
8.1.	Whether cleaning is done at all section as per written schedule in an appropriate manner to avoid cross contamination?	
8.2.	Whether effectiveness of cleaning is checked at regular intervals?	
8.3	Whether equipment / machineries are cleaned so as to avoid contamination between batches?	
<b>9.</b>	<b>Personal Hygiene</b>	
9.1	Are the employees adhering to good hygienic practices and wear clean working dress?	
<b>10.</b>	<b>Waste management</b>	
10.1	Whether waste is collected promptly and / or stored in dedicated waste containers away from incoming raw material and finished product storage areas and whether the same is disposed of legally?	
10.2	Whether control of carry-over is implemented effectively to reduce its level in the factory?	
<b>11.</b>	<b>Pest and dust control.</b>	
11.1	Is the pest management system adequate to control pests / insects / rodents at all sections of the factory?	
11.2	Whether proper control system implemented to avoid accumulation of dust at all sections?	
<b>12.</b>	<b>Maintenance</b>	
12.1	Whether proper maintenance is done to all equipment, machineries, building etc. on a laid down frequency to ensure its effective working?	
<b>13</b>	<b>Specification</b>	
13.1	Whether specifications of incoming materials, feed additives, pre-mixtures, finished products etc. are developed and strictly implemented?	
13.2	Whether the final product is tested for chloramphenicol and metabolites of Nitrofurant and the results are made available to the approved farms / hatchery?	
<b>14.</b>	<b>Water</b>	
14.1	Whether water used as ingredient and / or for washing feed /	



Name .....

Designation .....

Organization .....

Date .....

## ANNEXURE – 4

**EXPORT INSPECTION AGENCY – CHENNAI / DELHI / KOCHI / KOLKATA / MUMBAI**  
**(MINISTRY OF COMMERCE & INDUSTRY)**  
**GOVERNMENT OF INDIA**  
**REPORT OF HATCHERY**  
**(Strike out if not applicable)**

Date:

Type of visit: Assessment Panel of Experts (APE) / Monitoring visit

Composition of Assessment Panel

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

<b>1.</b>	<b>General Information</b>	
1.1	Name and address of the hatchery seeking approval with phone number, fax no & e-mail address	
1.2		
1.3	Name of the Chief Executive, with telephone, fax & e-mail (MD/Mg. Partner / Proprietor)	
1.4	Is the hatchery owned or leased by the applicant?	Owned / leased
1.5	If leased, name of the hatchery owner, with name of the organization and address. (attach the attested copy of agreement)	
1.6	Year of Construction	
1.7	Scope of approval applied for	For breeding / hatching / rearing of finfish / shellfish for supply to the approved aquaculture farms.
1.8	Type of hatchery depending upon the size:	Small / medium / large scale
1.9	Give details of targeted species:	
1.10	Additional activities, if any:	
1.11	Production capacity of the hatchery/year	
1.12	Area / extent of hatchery:	
1.13	Details of tanks and total tank capacity:	
<b>2.</b>	<b>Information on locality</b>	
2.1	Whether hatchery is located in ideal location away from polluted environment?	





6.6	Whether care is taken while collection of spawners / brood stock and also during conditioning and storage to avoid injury or stress to the animal?	
6.7	After spawning, are the eggs made to hatch in controlled condition of temperature and salinity and whether care is taken to avoid contamination of hatched nauplii.?	
6.8	Whether care is taken, while rearing the larvae at different stages of development, to maintain optimum temperature, salinity, pH, dissolved oxygen etc. as per the requirement of concerned species and stage of development?	
<b>7</b>	<b>Feed Management</b>	
7.1	Specify the type of feed used at each stage of hatchery operation and specify the source of feed / ingredients	
7.2	Are the ingredients / chemicals used for preparation of culture media or other purpose tested for purity to ensure that no banned chemicals are used in the feed?	
7.3	Whether withdrawal period for the authorised VMPs used in the facility is followed?	
<b>8</b>	<b>Good hatchery practices</b>	
8.1	Whether continuous monitoring of physico-chemical parameters such as salinity, pH, nitrogenous compound concentration, temperature, dissolved oxygen level etc. is conducted at regular intervals?	
8.2	Specify the monitoring procedure and frequency of monitoring of each parameter.	
8.3	Whether maximum care is taken to avoid microbial and chemical contamination of the animal at each stage?	
8.4	Whether health aspects of the aquatic animals at each stage are ensured through continuous monitoring?	
8.5	Whether medical treatments are given to the aquatic animals to control microbial/viral diseases?	
8.6	If so, specify the chemicals / pharmacologically active substances used with dosage.	
8.7	Whether it is ensured that banned chemicals or pharmacologically active substances are not used at any stage during hatchery operation?	
8.8	Whether good hygienic practices are followed at all stages of hatchery operation to avoid microbial contamination?	
8.9	Are pest control and good personal hygiene practices followed strictly to avoid contamination?	
8.10	Is water management system adequate to control contamination?	
<b>9</b>	<b>Cleaning and sanitation</b>	
9.1	Are cleaning and sanitation strictly followed to avoid contamination?	
9.2	Is it mandatory that newly constructed tanks are used only after conditioning and disinfecting it with suitable methods depending upon the material of the tank so that pH of water in the tank is stabilized?	
9.3	Whether records of cleaning & sanitation maintained?	



**EXPORT INSPECTION AGENCY – CHENNAI / DELHI / KOCHI / KOLKATA / MUMBAI**  
**(MINISTRY OF COMMERCE & INDUSTRY)**  
**GOVERNMENT OF INDIA**  
**REPORT OF AQUACULTURE POND**  
**(For listing)**

Date:

Type of visit: Assessment Panel of Experts (APE) / Monitoring visit

Composition of Assessment Panel

Sl. No.	Name of the Expert	Designation	Organization
1			
2			
3			
4			

<b>1.</b>	<b>General Information</b>	
1.1	Name and address of the aquaculture farm seeking approval with phone number, fax no & e-mail address	
1.2	Is the aquaculture farm owned or leased by the applicant	Owned / leased
1.3	Scope of approval applied for For rearing of juveniles of finfish / shellfish for supply to the approved establishment meant for export	
1.4	Water used for farming	Freshwater / brackish water / seawater
1.5	Give details of targeted species:	
1.6	Farm ID as per e certification module	
1.7	Pond ID as per e certification module	
<b>2.</b>	<b>Farm input management</b>	
2.1	Whether a suitable person is entrusted to receive, check the quality, store and distribute the inputs?	
2.2	Are the inputs stored in an orderly manner, hygienically and properly labelled?	
<b>3</b>	<b>Water management</b>	
3.1	Whether continuous supply of clean, good quality water in sufficient quantity is ensured?	
<b>4</b>	<b>Information about personnel</b>	
4.1	Name and designation of qualified person(s) responsible for farming operation?	
<b>5</b>	<b>Usage of fertilizers and other chemicals</b>	
5.1	Specify the type of fertilizers and other chemicals used indicating the purpose of use and quantity:	
<b>6</b>	<b>Usage of drug for therapeutic purpose</b>	
6.1	Whether it is mandatory that only permitted chemicals /	



**EXPORT INSPECTION AGENCY – CHENNAI / DELHI / KOCHI / KOLKATA / MUMBAI  
(MINISTRY OF COMMERCE & INDUSTRY)  
GOVERNMENT OF INDIA  
REPORT OF LANDING CENTRES / FISHING HARBOURS  
(For listing)**

Date:

Type of visit: Assessment Panel of Experts (APE) / Monitoring visit

Composition of Assessment Panel

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

<b>1.</b>	<b>General Information</b>	
1.1	Name and address of the landing site / fishing harbour seeking approval with phone number, fax no. & e-mail address:	
1.3	Name of the most responsible person, with designation, telephone, fax & e-mail	
1.4	Is the landing centre / fishing harbour owned or leased by the applicant	Owned / leased
1.5	If leased, give the name of the landing Centre / fishing harbor owner, with name of the organization and address. (attach the attested copy of agreement)	
1.6	Year of Commissioning:	
1.7	Year of last major alteration:	
1.8	Scope of approval applied for:	To handle, display and / or auction wild caught fishery products meant for export
1.9	Type of landing site / fishing harbour (Major = landing facilities for more than 500 fishing vessels, Medium= landing facilities for 100-500 fishing vessels , Minor= landing facilities for less than 100 fishing vessels)	Major/ Medium/ Minor
1.10	Capacity (number of boats) and total area of landing site:	
1.11	Types of boats landed (trawlers / gill netters / small size mechanized boats)	
1.12	Number of boats landed during peak season:	
1.13	Number of fishing days:	
1.14	Major types of fishery products and average quantity landed per day:	
1.15	Provide annual landing details in tons(Amendment No. 4)	



	contamination?	
6.3	Whether hygiene inspector is deputed to supervise cleaning & sanitation and also monitor quality of fishery products?	
6.4	Are the floors, walls, partitions, ceilings, utensils, instruments and other food contact surfaces kept in a satisfactory state of cleanliness and repair?	
6.5	Whether all the surfaces coming in contact with fishery products are cleaned before and after each sale?	
6.6	Whether the crates / utensils cleaned and rinsed inside and outside with potable water or clean sea water and disinfected before use?	
6.7	Are fishery products properly iced using good quality ice made of potable water so as to maintain the core temperature of fishery products below 4°C?	
6.8	Whether the hygiene inspector is responsible to monitor personal hygiene practices of the employees strictly?	
7.	<b>Inspection and testing</b>	
7.1	Whether hygiene inspector conducts random checking of fishery products meant for export for organoleptic factors, including the core temperature to ensure chilling of fishery products below 4°C and maintains records?	
8	<b>Records</b>	
8.1	Are records of fishing vessels landed and variety wise details of fishery products supplied by each vessel to the approved establishments maintained?	
8.2	Whether the hygiene inspector is monitoring the fishing vessels during berthing on a laid down frequency to assess the hygienic condition / infrastructure of the vessel, quality / quantity of ice used etc. and maintaining records?	

<b>Recommendations of the Assessment Panel of Experts (APE)</b>	
Name of the Landing site/Fishing harbor	
Location	
Approval No. (If already allotted by EIA)	
Nature of activities of the Landing site / Fishing harbor	To handle, display and / or auction wild caught fishery products meant for export
The listing of above landing site / fishing harbour <b>may be continued / may not be continued</b> to handle, display and/or auction wild caught fishery products meant for export under the Export of Fresh Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995	
Wild caught fishery products permitted be to handled, displayed and/or auctioned for export	Crustaceans Fishes Cephalopods Others (Specify) .....
Number of boats permitted for landing	
Type of boats permitted for landing	
Average quantity of fishery products landed per day	
Other remarks, if any: Monitoring visit : Overall satisfactory / unsatisfactory	
Signature	



2.2	Whether spiked instruments are used for handling fishes?	
2.3	If so, whether such instrument damages the flesh of the fishery product?	
2.4	Is it ensured that while storing fishery products melt water does not remain in contact with fishery products?	
2.5	Whether the storage section is protected from possible contamination with fuel used in the vessel or with bilge water?	
2.6	Are containers used for the storage of products designed to ensure their preservation under satisfactory conditions of hygiene and in particular, allow drainage of melt water?	
2.7	Whether the fishery products are dumped directly on the deck after procurement? If not, specify the procedure adopted:	
2.8	Whether the containers and the equipment in contact with fishery product are made of non-corrodible materials which are water proof, resistant to decay, smooth and easy to clean and disinfect?	
2.9	Whether the staff assigned to handle fishery product are apparently free from communicable diseases?	
3	<b>Any other relevant information</b>  <b>Monitoring : Overall satisfactory / Unsatisfactory</b>	
	The listing of above fishing vessel <b>may be continued / may not be continued</b> to handle, catch fishery products meant for delivering the approved establishments for further export under the Export of Fresh Frozen and Processed Fish and Fishery Products (Quality Control, Inspection and Monitoring) Rules, 1995	

Name			
Signature			
Organisation			
Date			