

EXECUTIVE INSTRUCTIONS FOR CERTIFICATION OF BASMATI RICE.

0. INTRODUCTION

- 0 1 The scheme for compulsory quality control and pre shipment inspection of Basmati Rice was introduced with effect from 19 April 1980 in pursuance of the Ministry of Commerce and Civil Supplies Notification nos S O 1025 & 1026 dated 19 April 1980
- 0 2 These notifications were amended vide notifications No S O 823 (E) and 824 (E) dated 30 Sept 1980 whereby Export Inspection Agencies, established under Section 7 of the Export (Quality Control and Inspection) Act, 1963, were also authorized for quality control and pre shipment inspection of Basmati Rice
- 0 3 The notifications at 0 2 above were superseded by Ministry of Commerce Notification No. S O 2538 and 2539 dated 14 September.1990.
- 0 4 Based on the experience gained and keeping in mind the objective of the development of export trade of India, the above notification superseded by Ministry of Commerce notification SO 67(E) and SO68 (E) dated 23 01 2003.
- 0 4 1 In pursuance of Rule 4 of the Export of Basmati Rice (Quality Control and Inspection) Rules, 2003, the following executive instructions are hereby issued for compliance by the Export Inspection Agencies as well as the Exporters of Basmati Rice when they avail services of the Export Inspection Agencies for any of the following two systems of certifications.

- 1 Consignment wise Inspection (CWI) system.
2 In-Process Quality Control (IPQC) systems.

- 0 4 2 These instructions shall come into effect from----- 2003

1. CONSIGNMENT WISE INSPECTION SYSTEM.

1.1 General

- 1.1.1 An exporter -- whether a processing unit or a merchant exporter -- intending to export shall prepare the consignment of Basmati Rice in a manner so as to conform to any of the three grades prescribed namely, Special or A or B under milled / milled parboiled/ Brown/ Brown parboiled and to the characteristics prescribed in respect of these grades as set out in the notifications
- 1.1.2 The graded Basmati Rice shall be packed in standard new gunny bags or canvas bags with inner polythene or card board cartons multiplayer or polylaminate with following information:
- (1) Name and address of the exporter
 - (2) Variety (Raw or Parboiled)
 - (3) Grade (Special or A or B)
 - (4) Lot No
 - (5) Gross weight & net weight
 - (6) Produce of India

(7) Shipping Mark

An exporter may carry out labeling of the bags as per labeling laws of importing countries

1 1 3 The premises used for processing, preparation and storage of Basmati Rice for export shall be hygienically clean and shall be maintained free from insanitary conditions and infestation of rodents and insects

1 2. Notice of Inspection

1 2 1 An exporter intending to export Basmati Rice shall give intimation for inspection in duplicate in the Proforma (ANNEXURE - I), to the nearest office of the Export Inspection Agency The intimation shall be given:

(a) not less than two days before the inspection is to be carried out if the premises is situated at the same station as the office of the Export Inspection Agency; and

(b) not less than five days before the inspection if the premises are not situated at the same station as the office of the Export Inspection Agency

1 2 2 In case the merchant exporter procures basmati rice regularly from one or more IPQC - approved units along with certificate of inspection and submits a copy of the same with Notice of Inspection, the requirement of inspection of each consignment may be relaxed to inspection at random of one in 5 consignments prepared from lots procured from the same IPQC - approved unit

1 3 Place for inspection

1 3 1. The inspection shall be carried out by Export Inspection Agency either at the port of shipment or at the premises of the packer or any other premises where the consignment is offered by the exporter subject to adequate facilities for the inspection including drawing , preparation and sealing of samples being provided by the exporter

1 3 2 In addition to the inspection at the premises mentioned in 1.3 1 above, the Agency shall have the right to exercise such supervision of the inspected consignments at any place of storage, in transit or at wharf, before the actual shipment, as it may consider necessary for satisfying itself that it conforms to the requirements laid down

1 4 Basis of Inspection

1 4 1 Inspection of the Basmati Rice meant for export shall be carried out with reference to the standard specifications laid down in the notification nos. SO 67 (E) and 68 (E) dated 23 01 2003, under Section 6 of the Export (Quality Control and Inspection) Act, 1963

1 5 Procedure of Inspection

1 5 1 On receipt of the intimation for inspection, the Export Inspection Agency shall get the consignment examined For the purpose of examination representative samples shall be drawn from each lot offered for inspection. A lot in this context shall mean the total number of bags of the same variety and grade offered for inspection under one intimation

1 5 2 For the purpose of drawal of samples, the inspecting officer shall select the bags at random according to the scale of sampling given below:

Sampling of Basmati Rice in bags:-

No of bags in the lot	No of bags to be sampled
Up to 30	All
31 To 300	30
301 To 1000	50
1001 To 2000	100
2001 and above	5%

(b) Scale of sampling for Basmati Rice in bulk

Quantity of Basmati Rice (Tonnes)	Number of the spots to be sampled
Up to 300 tonnes	30
301 to 1000 tonnes	50
1001 tonnes and above	100

1 5 3 The selection of bags/spots for inspection shall be done at random and should cover bags/spots from various positions and depths in the stack

1 5 4 For drawal of primary sample from each selected bag, an appropriate sampler such as tube sampler or bag drier etc shall be used. The sampler shall be inserted diagonally in such a way that it reaches the centre of the bag. All the primary samples so drawn from the lots shall be thoroughly mixed to form a homogeneous composite sample weighing 2.5 kg. The composite sample shall be divided into 3 final samples weighing each 300-500 gms. For additional tests (optional tests like alkali score, amylose content, gel mobility etc as required by buyer quantity of sample may increase. Each final sample shall be packed in a cloth bag with identification tag and will be closed and securely sealed. The identification tag shall contain Intimation No., Date of sampling, Lot No., Variety and Grade declared, Signature with Name and Designation of Inspecting Officer. Out of three final samples, one shall be sent to the Laboratory under code for analysis, the second handed over to the exporter under proper acknowledgement and third retained in the Export Inspection Agency office as referee sample for future purpose.]

1 5 5 Purpose of Lab sample/ referee sample /exporter's sample;

The lab sample shall be sent for analysis in EIA laboratory as per prescribed standards. The referee sample shall be kept in safe custody of EIA and is to be tested and analyzed in case of dispute regarding rejection, if the exporter prefers an appeal to appellate panel against the decision of EIA.

The analysis of sampling may be done in the premises of exporter provided facilities for the same are available in the premises. The option shall be applicable only when there is shortage of manpower, pending of samples in the lab of EIA etc.

While the samples are analyzed in the lab of EIA, the testing may be completed and results are made available on the same day or next working day of receipt of sample(s) subject to availability of staff, power, pending samples or any such eventuality.

The exporter's sample shall be left with the exporter and can be used in case the laboratory sample for any reason is not fit for testing or by the exporter for investigation in his laboratory in the event of failure of lab sample.

1 5 6 Lab. and referee sample(s) shall be brought back by the officer personally and handed over to the EIA lab or sent by Courier with due acknowledgement (in case the inspection is done by EIA Sub-Office) but shall in no case be left with the exporter

1 5 7 On completion of inspection, the inspecting officer shall prepare a Field Inspection Report (FIR) as per proforma (ANNEXURE II) in respect of each consignment

1 5 8 In case the exporter falls under the jurisdiction of any EIA Sub-Office and inspection is carried out by the concerned Sub-Office, the exporter may, to save time, opt for issue of Certification of Inspection by Head Office. In such a case, the Sub-Office shall forward the FIR and the lab sample to EIA Head Office who shall arrange to deliver the sample to the lab, obtain the test report and based on the FIR and test report, issue the certificate of inspection, provided the FIR and report of sample conforms to the prescribed specification.

1 6 Testing of samples in the laboratory

1 6 1 The samples of Basmati Rice received in the Laboratory shall be analyzed for different characteristics mentioned in the specification which may include optional tests such as alkali score, amylose content, insoluble amylose content, gel mobility, presence of heavy metals, pesticides residues, freedom of rice from organisms, pesticides and fungi; in chronological order of receipt except when required under special circumstances with due approval of the head of the agency

1 6 2 The procedure of analysis and testing of samples shall be as set out in the relevant IS/ as per enclosed Appendix.

1 6 3 A report of testing of each sample shall be furnished on completion of testing as per Proforma (ANNEXURE- III) duly signed by officer in charge of lab & sent to the DD incharge of the scheme.

1 6 4 Testing of Basmati Rice samples given by processor/ exporter will also be done on voluntary basis in EIA laboratory by charging fees at prescribed rates based on parameters to be tested.

1 6 5 In the event of failure of lab sample, if the exporter so desires, the exporter's sample may be tested in the presence of officer of EIA and a representative of the processors/exporter with prior approval of head of Agency.

1.7 Fumigation

1 7 1 The Exporter shall arrange to get passed lot(s) fumigated by any of the fumigation agencies recognized/ approved by the Directorate of Plant Protection, Quarantine and Storage, Department of Agriculture and Co-operation, Ministry of Agriculture in a manner recognized by the authority

1 7 2 The exporter shall get passed consignment(s) certified conforming to requirement, duly fumigated within 45 days of the date of certification/testing.

1 7 3 All charges towards the fumigation of Basmati Rice shall be borne by the exporter and paid directly to the fumigation agency

1 8 Certificate of Inspection

- 1 8 1 In case of sample(s) drawn is found conforming to the prescribed specifications, the Export Inspection Agency shall issue the certificate(s) of inspection as per (ANNEXURE-IV). The first three copies of the certificates shall be given to the exporter and the fourth copy shall be sent to EIA Head office in case, the certificate of inspection is issued by sub office. The fifth copy shall be retained by the sub office of txche agency for its official record
- 1 8 2 In case merchant exporter has an arrangement with IPQC approval unit (s) as per 1 2.2, the certificate of inspection shall be prepared by the exporter and got countersigned by EIA Official. The distribution of copies shall be same as under 1 8 1
- 1 8 3 In case the certificate of inspection has expired before the expiry of the period of 45 days from the date of inspection, the certificate of inspection may be revalidated for the period of 15 days, after subjecting the lot(s) covered by the certificate to fresh fumigation, as per clause 1 7.1 above. Validity of certificate shall, in any case, not exceed 60 days from the date of inspection of the lot(s) by Export Inspection Agency
- 1 8 4 In case of consignment (s) covered by the certificate not being shipped within 60 days from the date of inspection, the consignment shall have to be re-inspected after charging necessary inspection fee and a fresh certificate of inspection will be issued.

1 9 Issue of certificate of authenticity for European Union

1 9 1 Since EIC/EIAs have been designated by the Government of India for issuing Certificate of Authenticity for the consignments of basmati rice shipped from India to the countries of EU, EIA shall certify the consignment of basmati rice in the prescribed format as per EC regulation No. 2294/2003 of 3rd December 2003, which was published in the Official Journal of the EC on 24th December 2003. However, before certifying, a declaration will be taken from the processor/exporter on the variety of the consignment and only in case the varieties are one of those listed in the above EC regulation, certification will be done by EIAs. Processor/exporter are permitted to mention more than one variety out of the six varieties as indicated in EU Regulation of December 2003 on the certificate for export (CFE) for the purpose of issuance of Certificate of Authenticity by EIAs. Further, along with the declaration the processor/exporter shall give an undertaking that in case the declaration on variety is found to be wrong at any stage, he shall be liable for appropriate action in case of wrong declaration of variety comes to the notice of EIA, it shall forward the entire case along with proposal to EIC for decision. EIAs shall issue the same as and when required by following the laid down procedure

1 9 2 The following parameters have to be certified by EIAs for issuing certificates of authenticity:

- 1 Region of cultivation
- 2 FOB value
- 3 Description of goods i.e. grade of Basmati Rice;
- 4 Rice meant for export is Basmati Rice;
- 5 Quantity/packing

1 9 3 These certificates will be issued after inspection of each and every consignment. However, no additional fees, over and above the fee already charged for inspection as prescribed will be charged for issuing such certificates.

1 9 4 The following procedure is adopted for issue of certificates of authenticity:

The exporter shall submit a notice of intimation for COA.

- i) On submission of the notice of intimation, Basmati Rice consignments meant for export to EU will be inspected/tested to ensure whether they are Basmati Rice as per the provisions of the notification.
- ii) The exporters are to inform 'Region and place of Cultivation' so as to confirm the origin of Basmati Rice through an affidavit.
- iii) EIAs shall attest the Certificate of Authenticity based on the verification/inspection and testing carried out by them. These certificates are stamped with EIC seal and signed by authorized signatories of EIAs.
- iv) The details on the certificates include the certificate no. date of issue, name of the buyer/consignee, value, quantity, gross weight and net weight etc.
- v) After attesting the Certificate, the copies shall be given as follows:
 - first and second copies are given to the exporters for getting them attested by the Customs at the time of shipment and for sending these to their overseas buyer.
 - The third and fourth copies to be kept with EIAs, of which the third copy to be sent to Brussels, the EC HQs, on monthly basis, and the fourth copy retained with EIAs for records.
- vi) As per the EC requirement, the validity of Certificates of Authenticity will be 90 days.
- vii) In case the exporter so desires, the certificate of authenticity may be issued from EIA head office for saving time subject to fulfilling all other requirements.

The certificate of Authenticity shall be issued on the same day or next working day from the date of submission of all the required documents provided that the documents are found to be in order.

10 Rejection

1.10.1 If the consignment, after analysis of sample, is found not conforming to the declared variety and grade, it shall be rejected and the rejection letter issued

1.10.2 For rejected lots, a rejection letter will be issued with reasons of rejection as specified Annexure-VI

1.11 Inspection Fee

1.11.1 A fee at the rate 0.4% of FOB value shall be paid by the exporter to the Export Inspection Agency as inspection fee. The inspection fee shall be paid in advance along with intimation for the inspection by Bank Draft drawn in favour of Export Inspection Agency concerned.

1.11.2 In case of merchant exporter, the fee shall be 0.3% of fob value irrespective of whether consignment is inspected by EIA or not.

1.11.3 The exporter if he so desires, may open a Deposit Account with the Export inspection Agency for this purpose

1.12 Procedure to be followed for complaints received from importing countries.

1.12.1 General- Complaint is received from the importing country when a consignment of basmati rice is detained or specified control measures are imposed by the importing countries on food safety grounds such as in presence of residues (pesticides, heavy metals, food additive etc), in level more than the permissible limits or in the case of authenticity certificate, it has been decided that the consignment does not meet the requirements of basmati rice notification, the Competent Authority (EIC/EIAs) will follow the procedure given below

1.12.1.1 In case of complaint received against the consignment cleared under Pre-shipment Inspection Scheme, the following procedure shall be adopted.

a) Immediately on receipt of information regarding rejection of consignment by the overseas health authorities in any of the EU country, the exporter concerned will inform the concerned EIA of the same

b) Complaint shall immediately be referred to the concerned EIA by EIC to seek complete details from the exporter as per the details given below:

- Full particulars of the consignment such as product name, quantity, Standards/grade of basmati rice
- Attested copies of the related documents such as product order/letter of credit, certificate of inspection, health certificate, test reports, bill of lading etc, and also the source of procurement of raw-materials (Details regarding prices need not be furnished by the exporter/processor)
- The particulars of the basmati rice of same batches held in stock, if any by the exporter
- If the processor has got his consignment subject to a confirmatory test in the country where it was detained or got it surveyed by an independent surveyor in the country where it was detained, copies of such test/survey reports shall be made available to the Competent Authority for examination.
- EIA shall examine the information received from the exporter, keeping in view of the following points
 - > Whether the parameters, which is the cause of rejection of the consignment had also been tested at the time of issuance of certificate of inspection and if so, check whether the parameter was in line with the technical specification against which the consignment was inspected at the time of clearance
 - > Suitability of the method of sampling and testing with regard to the cause of rejection

c) *Dealing with returned consignments*

- If the consignment has been brought back to India The exporter shall inform the details of storage where these consignments is stored to the concerned EIA office, who in turn shall inform EIC also
- On receiving the above intimation the following actions shall be taken:
 - The local office of EIA shall arrange to get the consignment inspected/tested. One composite sample each from every production code shall be drawn and the samples shall be tested in EIA laboratory/EIC approved laboratory and the specific contaminant in one additional recognized lab. The results of tests shall be communicated to the Head Office of the EIA Testing fee, as applicable, shall be charged to the exporter.
 - If all the samples tested from the brought back consignment show negative results for the concerned contaminant, the concerned EIA may recommend to EIC for decision to release the consignment for re-export.

Note Export Inspection council where considered necessary may inform results to MOC as well as EC/importing country

- If any of the samples tested from the consignment brought back on account of food safety complaint shows positive results, the exporter shall reprocess or destroy the consignment in a manner as approved by the In-charge of EIA concerned.
- The exporter for arranging supervision of reprocessing shall furnish the schedule of reprocessing to the local Office of EIA.
- The exporter shall offer the reprocessed consignment for inspection by EIA.
- EIA shall inspect the reprocessed products grade wise for all parameters.
- The fee for EIA supervision with regard to reprocess shall Rs.2000/- per day. Inspection Fee at the rate of 0.3% of the F.O B. value of the consignment shall be charged for the reprocessed consignment for export Testing fee shall be charged as per prescribed rates
- If the reprocessed products are found export worthy on inspection the lots shall be allowed for export to countries other than the country or union of countries where it had been detained prior to its reprocessing.

- d) Where applicable, EIA shall put up the case with relevant papers/reports to Director (I/QC) with a recommendation for taking up the matter with the foreign health authority for revoking their specific control measures/rapid alert On consideration, EIC will make the necessary recommendation to the foreign health authority with a copy to concerned EIA.

1 13 APPEAL

1 13.1 An exporter aggrieved by the refusal of the Agency to issue the certificate of inspection may within 10 days of the receipt of the communication such refusal prefer an appeal which shall be referred by the agency through EIC to a panel of experts appointed for the purposes by the Central Government, vide Notification dated 23 01 2003

1 13.2 The appeal shall be disposed off within fifteen days from the date of its receipt;

INTIMATION FOR INSPECTION

Exporter's Name & Address		1 Invoice No. & Date		10 Exporter's Ref.		11	
Manufacturer's Name & Address				Buyer's Order No. & Date		12	
				To		13	
Details of the Manufacturer's Seal if any				The		Signature of Exporter	
				(Name & Address of the Inspection Authority)			
Inspection required on				Please inspect the consignment and issue a Certificate of inspection under the Act. A crossed cheque for		Date	
				4 Weekly Holiday			
Vessel/Flight No.		6 Port of Loading		7			
Probable Date of Loading		8 Date of Sealing/Flight		9			
Marks & Nos. 15 as declared		No. & Kind of Pkgs 16		Description of Goods(*) 17		Quantity 18	
						FOB Value (in Rs) 19	
						20	
						21	
Technical requirements including specifications/approved samples with its characteristics as stipulated in the export contract.						22	
Order Relevant Information Declarations: Certified that the goods mentioned above have been manufactured/produced to satisfy the conditions relating to quality control/inspection applicable to them under the Act and that consignment conforms to the specification Certified that the goods have been offered previously for inspection vide intimation no. _____ Dated _____ and the defects as pointed out earlier have been duly rectified.							
Certified that no additional technical or quality requirements other than mentioned above have been stipulated by the overseas buyer.						Signature & Date	
(*) Description should include grade, size and brand, if any. (a) As motor car parts, Components and accessories are covered under statutory pre-shipment inspection, exporter in this case would need to prefix the description of goods reproduced from Master Document-1 by typing "Components and Accessories fitted in" and fill in the quantity column accordingly.							

BOOK NO

SERIAL NO

EXPORT INSPECTION AGENCY- FIELD INSPECTION REPORT

- i) Name of the Exporter
- ii) Name of the processor
- iii) Intimation Number & Date
- iv) Invoice No / LC / Order No / date
- v) Description of goods
- vi) Basis of inspection
- vii) Date, place & time in and time out of inspection
- viii) Description of consignment inspected
 - a) Quantity
 - b) Grade and Variety
 - c) No. of packages
 - d) Mode of packing
 - e) F.O B Value
 - f) Lot Number
- ix) Number & S.I.Nos of the packages from which the composite sample has been drawn
- x) Details of Shipping
- xi) Marks on the packages
- xii) Physical condition of the consignment
- xiii) Sanitary conditions of the premises where the consignment has been offered for inspection
- xiv) Details of identification tag on the final sample drawn for laboratory analysis

Signature of AD/TO

Name

Designation

Date

EXPORT INSPECTION AGENCY-

PROFORMA FOR REPORT OF ANALYSIS OF BASMATI RICE

SI No. _____

Date of Analysis: _____

Code No _____

A	Notified Tests	Weight	Percentage
1	General Condition/Appearance	-----	-----
2	Minimum Average precook length in mm	-----	-----
3	Max Foreign matter%	-----	-----
4	Max Broken and Fragments%	-----	-----
5	Maximum Other Rice varieties %	-----	-----
6	Max Other grains%	-----	-----
7	Max Chalky grain/Black Kernels %	-----	-----
8	Max Under milled & Red stripped grain%	-----	-----
9	Maximum Green grains%	-----	-----
10	Maximum Moisture contents %age	-----	-----
11	Max Paddy grain %	-----	-----
12	Minimum Elongation Ratio	-----	-----
13	Maximum Damaged, discolored grain %	-----	-----
14	Length 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20		
	Average		
	Breadth	Average	
		Ave: Length	
15	Minimum L / B ratio	_____	
		Ave: Breadth	
16	Aroma.		
17	Optional tests	Alkali score	
		Amylose contents	
		Insoluble Amylose contents	
		Gel mobility	
		Presence of heavy metals	
		Pesticides residues	
		Freedom of rice from organisms	
		Pesticides and Fungi	
18	Grade and standards of Basmati Rice:- Milled- Spl./A/B; Milled Parboiled- Spl./A/B; Brown- Spl./A/B; Brown parboiled- Spl / A/ B		

Signature of Analyst: _____

Date _____

The sample conforms / does not conform to the grade.

Assistant Director/: _____

Deputy Director : _____

Date : _____

CERTIFICATE OF FUMIGATION

Book No. _____

Serial No. _____

This is to certify that the consignment of Basmati Rice as per details given below has been fumigated in Tents / Vacuum Chambers

- 1) Name & address of the exporter
- 2) Basmati Rice : Brown / Raw / Parboiled
- 3) Number of bags
- 4) Quantity packed in each bag
- 5) Details of sealing done by the Inspection Agency
- 6) Marks on the Packages
- 7) Name of the Fumigant used
- 8) Rate of application : _____ kg. Per 100 cu Metre
- 9) Duration of exposure in Vacuum / Tent : inches Vacuum Pressure
- 10) Date of Fumigation

Signature : _____

Name & Designation : _____

Seal of Fumigation : _____
Agency

Place : _____

Date : _____

CERTIFICATE OF INSPECTION/IN-PROCESS QUALITY CONTROL

Exporter's Name & Address 1 Invoice No & Date 3 Buyer's Order No & Date 7 Grams: SHIPMENTQUALITY Telex : 031-66351 9	6 2 Manufacturer's Name & Address EXPORT INSPECTION AGENCY-DELHI (Ministry of Commerce) 3 Details of the Manufacturer's Seal, if any Government of India Municipal Market Building, 3, Saraswati Marg, Karol Bagh (4 th Floor) New Delhi-110 005-INDIA 4 Details of Seal of Inspection Authority, if any VALID UPTO AND INCLUDING.. CERTIFICATE NO. 03- 9 Specification Reference
Marks & Nos. 10 No. & Kind of Pkgs. 11 Description of Goods(**) 12 Quality 13 (As Declared by Exporter) FOB Value (in Rs) as declared 14 15	Remarks, if any STAMP FOR F.O.B. REVISION 16 SEAL OF THE ISSUING AUTHORITY 17 Signature Name Designation Accordance with the standard specifications Date 18

**CERTIFICATION UNDER INSPECTION SYSTEM
 It is hereby declared that the consignment as per details given above has been inspected as required under the Export (Quality Control and Inspection) Act.

If satisfies the conditions as applicable to it and is certified export worthy
 Date of inspection OR

**CERTIFICATION UNDER IN PROCESS QUALITY CONTROL SYSTEM
 It is hereby certified on the basis of controls carried out, that the commodities as per details given herein are in prescribed under the Export (Quality Control and Inspection) Act.

(*) Description should include grade, size and brand, if any (2) Refer to footnote in 'Intimation for Inspection' (**) Strike out whichever is not applicable

EXPORT INSPECTION AGENCY _____

LETTER OF REJECTION

NO. EIA/

To
M / S. _____

Sub : Pre shipment Inspection of _____

Ref : Your Intimation No. _____ dated _____

Dear Sirs,

With reference to your above mentioned intimation for inspection, this is to inform you that the consignment of _____ was inspected and it was not found conforming to the specification recognized under Export (Quality Control and Inspection) Act, 1963. It is, therefore, regretted that the certificate of export worthiness cannot be issued due to the following reason (s).

Reason (s) for rejection

- 1)
- 2)
- 3)
- 4)
- 5)

Yours faithfully,
For Export Inspection Agency,

Note: Seals if any affixed in the consignment may be returned to this office immediately

2. IN-PROCESS QUALITY CONTROL SCHEME FOR BASMATI RICE

2.1 GENERAL

2.1.1 Under the In-process Quality Control (IPQC) Scheme, only those units having all the prescribed facilities to produce sound product shall be approved for processing and packing Basmati Rice for export under their own supervision and control. Accordingly, exercising total surveillance of the entire processing operation to ensure quality of the product shall be the responsibility of the processor themselves and the main duties of Export Inspection Agencies (EIAs) shall be to ensure that the norms of approval are being followed by the approved units. This shall be done through a system of surveillance to include monitoring and supervisory visits by EIAs and corporate audits by EIC. In this system, any unit of Basmati Rice approved as per norms given hereunder shall be permitted to issue certificates of exportworthiness for individual consignments itself without any inspection and analysis by the EIA prior to certification.

2.2 DEFINITIONS

For the purpose of this Scheme, the following definitions shall apply:

2.2.1 Processor - A processor shall mean any unit which processes basmati rice from paddy or from any other intermediate stage using brown basmati rice (raw or parboiled) or milled basmati rice (raw or parboiled)

2.2.2 Processing Unit - A unit which process basmati rice from paddy, brown basmati rice (raw or parboiled) or milled basmati rice (raw or parboiled) as a basic raw materials.

2.3 NORMS FOR APPROVAL

2.3.1 Surroundings and construction

- (a) The surroundings of units, which are under the physical control of the processor, shall be such as not to pose any sanitary problems
- (b) The building shed shall be maintained satisfactorily
- (c) The working rooms shall be maintained in good repair.

2.3.2 Raw Material Control

- The raw material may be paddy, brown basmati rice (raw or parboiled) and milled basmati rice (raw or parboiled)
- Specifications shall be laid down in detail for the raw material by the processing units
- Inspection and analysis shall be conducted of incoming material to ensure conformance with the laid down specification. At the time of actual feeding of raw material, samples should be drawn at regular intervals and analyzed. The results shall be tabulated indicating the date, variety and quantity represented by the sample;
- Such inspection and analysis shall be conducted on the basis of laid down sampling plan and procedures;
- Systematic method shall be adopted in segregating accepted/rejected lots so as to effectively avoid mix up

2.3.3 Process Control

Detailed process specification shall be laid down for various stages of processing namely:

- (i) Hot soaking, steaming and drying in case of par-boiled rice etc
- (ii) Removal of husk;
- (iii) Removal of bran
- (iv) Polishing
- (v) Sieving
- (vi) Cleaning
- (vii) Grading
- (viii) Sorting by Sortex/finishing operation

Adequate in-process inspection shall be carried out during different stages of processing

2.3.4 Product Control

- Product i.e. basmati rice so obtained shall conform to laid down specifications. Final inspection and analysis shall be conducted on the processed product to ensure quality of the product and its conformity to the notified specifications.
- Such inspection and analysis is to be carried out on the basis of laid down sampling plan

2.3.5 Metrological Control

- The laboratory equipment like moisture meter, balance etc. should be periodically calibrated
- Sieves, grinding stones/rubber rollers etc. should be checked periodically.
- The frequency of such calibration and checks should be laid down.

2.3.6 Minimum Sanitary and Hygiene Requirements

Basmati Rice shall be processed and packed for export only by a unit approved by the Agency. For this purpose the unit shall satisfy the minimum facilities as specified below.

2.3.6.1 GENERAL SANITATION

- The entire premises used for processing, storage and packing Basmati Rice shall be maintained in good hygienic and sanitary conditions. Accumulations of dust, cobwebs, objectionable foreign matters like mammalian excreta, stone, etc., shall not be present in the premises. Such materials shall be removed on a daily cleaning schedule
- Open gutters shall be flushed and always kept clean. Toilets in the premises shall be maintained with a high degree of cleanliness and adequate facilities provided for workers to wash their hands and feet with running water using soap.
- All machines, equipments, utensils, etc. coming in contact with Basmati Rice shall be maintained clean without permitting dust accumulation and harborage of insects, weevils and other pests
- Processing premises should be provided with exhaust fans to control air circulation in processing hall.
- The entrance door to the processing hall shall be fitted with wire mesh door/air curtains

2.3.6.2 Drying yard

- The open yard used for sun drying of Basmati Rice shall be cemented and properly covered with suitable netting, adequate to prevent entry of birds
- Open sides of the drying yard shall be skirted by cemented single brick wall of sufficient height and all openings to the yard suitably closed in order to prevent entry of rodents into the yard

2.3.6.3 Storage

- Basmati Rice shall be stored separately. In the particular area where Basmati Rice is stored, no other products shall be stored.
- Basmati Rice shall be filled only in new gunny bags or canvas bags and such bags stored in an area where other products are not stored.
- Basmati Rice packed in new bags ready for export shall be stacked 30 centimeter away from walls and placed on wooden pallets.
- Final products meant for export shall not be handled or stored in the room used for machines that generate dust.
- Outlet of machines that bring out light particles, extraneous matters and dust shall be properly secured to avoid such materials being wind-blown or otherwise carried into other areas and thus being admixed with final products.

2.3.6.4 CONTROL OF ANIMALS, RODENTS, BIRDS AND PESTS

- All openings leading to outside of the premises such as, gates, drain outlets, etc shall be fitted with suitable grills/wire meshes to prevent entry of animals and rodents, etc.
- All windows, ventilators, gaps between the roof and wall and other openings that permit entry of birds into the godown shall be suitably secured to ensure that birds do not enter the godowns.
- If built-in steps have been provided for godowns, doors of such godowns shall be fitted with trap-planks that prevent entry of rodents.
- Suitable number of rodent and pest repellent devices of required rating shall be fitted in all godowns.
- Periodic pest control of the premises by spraying or fumigation shall be done using one of the fumigants depending upon type of infestation.
- The godown floors shall be at a height of at least 18" from the ground level in order to avoid entry of rainwater in the godown.

2.3.6.5 Equipment and Personnel

2.3.6.5.1 Equipment & Metrological Control

- The unit shall have its own laboratory facilities with all necessary equipments and chemicals to carry out analysis and testing of basmati rice for the purpose of export.
- Unit shall have competent and qualified trained personnel to carry out testing of basmati rice.
- The unit shall check all instruments for its accuracy and proper calibration as per laid down frequency. All equipments shall have history cards.

2.3.6.5.2 Personnel Hygiene

- Responsibility is required to be fixed of the supervisor to check personnel hygiene of the employees.
- Workers are apparently free from any communicable disease, open sores and wounds or any other source of contamination.
- Workers to be medically examined after each illness from contagious diseases.
- Workers to be provided with sufficient sets of clean work dress.

2.3.6.6 Packing

- Detailed specification shall be laid down for packing material and test carried out on the small pack/master cartons/bags

2.4 PROCEDURE FOR APPROVAL

2.4.1 The unit shall apply for grant of approval to the concerned EIA (through its nearest office) in the prescribed proforma (Annexure VII with requisite application fee of Rs 5,000/-

2.4.1.1 The application in the prescribed format shall be accompanied by the documents as given in the application form.

2.4.2 If the application is found to be complete in all respects and it is established prima-facie that the IPQC facilities are to the desired level; the EIA shall depute an officer of the rank of not less than Assistant Director to conduct a survey of the unit within ten days as per proforma (Annexure VIII).

2.4.3 On the basis of survey report, if the unit is considered as satisfying the norms of IPQC approval, the EIA shall arrange a visit by an Inter-Departmental Panel (IDP) of experts constituted for the purpose within 15 days. The report of IDP shall be in a prescribed proforma (Annexure IX). The panel shall be constituted from the following and the quorum of panel shall be three including the convener

- i) A representative of APEDA,
- ii) A representative of IARI,
- iii) A representative of FCI,
- iv) A representative of Harayana/ Punjab Agric. University,
- v) Jt Commissioner (S&R) Min. of Consumer Affairs G.O I,
- vi) Dy. Director (F&A) - EIA- Convener

The initial approval shall be granted for a period of two years

2.4.3.1 A fee of Rs. 2000/- per day shall be charged for IDP visit

2.4.4. The report of the IDP shall be examined in the concerned Export Inspection Agency

2.4.4.1 In case the plant is recommended for approval by the IDP and its recommendation is accepted; the In charge – EIA shall arrange to take the following actions:

- a) Allot an approval number to the plant accepted for approval
- b) Issue a letter of approval to the unit as per proforma (Annexure-X), with a copy to EIC

The approval number shall be unique for each unit and the numbering system shall be as follows:

Name of the Agency	Code allotted
Export Inspection Agency-Bombay	BR-01-001 onwards
Export Inspection Agency-Calcutta	BR-02-001 onwards
Export Inspection Agency-Cochin	BR-03-001 onwards
Export Inspection Agency-Delhi	BR-04-001 onwards
Export Inspection Agency-Madras	BR-05-001 onwards

(BR-Basmati Rice, 01-05 is agency code and three-digit code is the unique number)

c) Open a file for each of the approved plants in three parts as follows:

Part A Correspondence including application for approval/renewal in original

Part B Monitoring file containing reports of visits and test reports

Part C Finance & Health/Inspection Certificate file

This file will bear number BR – followed by code number allotted to that Agency and followed by approval number of the plant followed by plant No (for example, BR-01-001 part A etc)

2.4.4.2 No provisional or conditional approval shall be accorded. In case IDP observes any deficiencies, these should be verified before according approval.

2.4.5 If the unit does not meet the norms specified, the findings of the IDP visit shall be communicated to the processor by the EIA for rectifying the defects and making request for reassessment to be carried out by IDP or convener as recommended by IDP. If the unit is not able to carry out corrective actions within 3 months, or is found deficient by the IDP/convener during reassessment, the application shall be rejected. The unit shall however be free to apply afresh for approval.

2.4.6 Shifting of premises - In case, an approved unit is shifted to new premises with the same managerial/ technical staff/ labourers etc and is following the same procedures and practices in its operations, the processing units may be granted approval in the new premises subject to verification.

2.4.7 Export Inspection Council shall issue the certificate of approval of unit to all approved units in the prescribed proforma.

2.5 RESPONSIBILITIES OF PROCESSING UNITS

2.5.1 Under the IPQC Scheme, the entire processing operations to ensure quality of the product shall be the responsibility of the processor himself. The responsibilities of the processor under these rules are as given below:

2.5.1.1 to carry out processing operations in hygienic conditions under the supervision of experienced personnel of the unit.

2.5.1.2 to draw samples at various stages of processing and from the finished product for testing the sample for the purpose of in-process quality control. For the purpose of examination, representative sample shall be drawn from each lot offered under IPQC certification. A lot in this context shall mean total no. of bags of same variety and grade offered for inspection under IPQC certificate.

For the purpose of drawing samples the inspecting officer or processor shall select the bags according to the scale of sampling given below:

SCALE OF SAMPLING FOR BASMATI RICE BAGS

NO OF BAGS IN A LOT

NO OF BAGS TO BE SAMPLED

UPTO 30

ALL

31 – 300

30

301 - 1000	50
1001 - 2000	100
2001 - Above	5%

SCALE OF SAMPLING FOR BASMATI RICE IN BULK

Quantity of Rice (Tonnes)	No of spots to be sampled
UPTO 300	30
301 - 1000	50
1001 AND ABOVE	100

- 2.5.1.3 to evaluate the results of the samples tested and decide on the conformity of these samples to the prescribed specifications and to take remedial action, wherever necessary;
- 2.5.1.4 to evaluate of inspection and laboratory testing results to decide their conformity with the prescribed specifications
- 2.5.1.5 to decide whether the lots of Basmati Rice processed and packed are export worthy or not on the basis of inspections carried out.
- 2.5.1.6 to implement the instructions issued by the Council from time to time.
- 2.5.2 If, at any time, there is any difficulty in maintaining the conformity of the product to the specification for any reason, production for export shall be suspended under intimation to the Agency
- 2.5.3 On completion of corrective actions, the unit shall intimate the same to the EIA. The processing of Basmati Rice for export shall be resumed only after the same is approved by the EIA in writing
- 2.5.4 The processing unit shall cover all exports under IPQC certification.
- 2.5.5 The processing operations shall be subjected to check by the EIA officer as and ^{when} found necessary.

2.6 SURVEILLANCE OF APPROVED UNITS

The Processing operations shall be subjected to check by the EIA officers as and when found necessary. The following three-tier surveillance system shall be adopted by the EIC/EIAs to supervise the operation of the IPQC Scheme by the approved units and monitoring and supervisory visit report shall be submitted as per prescribed format (Annexure XI and XII).

2.6.1 Monitoring Visits

2.6.1.1 The monitoring visits to an approved unit shall be carried out at a frequency of minimum once in three months depending upon the performance of the units based on:

- (i) Reports of surveillance visits in the previous year;
- (ii) Reports of analysis of samples drawn during monitoring visits;
- (iii) Quality complaints received from the foreign buyers

The frequency of monitoring shall be decided by the Agency Head on the recommendation of the Deputy Director In-charge of F & A scheme

2.6.1.2 The Monitoring shall be carried out to cover all the points given under 2.3 and these shall be reported on the proforma given at Annexure XI by an officer not below the rank of Technical Officer. In case monitoring visit is carried out by an officer from the sub office; a copy of the monitoring visit report shall be retained in the sub office

2.6.1.3 Drawal of samples for testing: -

During the Monitoring visit, the Inspecting Officers shall draw a sample in triplicate from any consignment available and meant for exports, one for laboratory testing, one as referee sample and one for the exporter. In addition, one sample shall be drawn and tested at the unit's laboratory. This shall preferably be drawn from another lot from the finished product, packed in standard new gunny bags/polypropylene bags with the following informations

- Name and address of Processor/Export.
- Variety (Raw & Parboiled)
- Grade (Special, A or B)
- Lot No
- Gross Wt & Net Wt
- Produce of India
- Shipping mark.

The scale of sampling shall be as given in SI No. 2.5.1 above.

The selection of bags/spots for inspection shall be done at random and should cover bags/spots from various positions and depth in stack.

The sample drawn will be based on procedure elaborated in CWI Executive Instructions (Clause 1.5).

Responsibility of unit - The processors /exporters shall ensure that the probable date of consignment (s) shall be intimated to EIA well in time, so that EIA can make schedule for the monitoring and also draw samples from export consignments.

2.6.1.4 Sample (s) shall be sealed properly and in the event samples are required to be sent from sub office to regional office or other wise for testing, the same shall be brought by the officer personally and sent to lab or brought back and send by courier himself but in no case to be left with the processor/exporter

The samples drawn for testing at the unit's laboratory shall be tested in presence of exporters and laboratory test report submitted in the proforma (Annexure - III of CWI).

2.6.1.5 Each sample drawn during monitoring visit shall be packed in a cloth bag with identification tag and shall be securely sealed. The identification tag shall contain Intimation No., Date of sampling, Lot No, Variety and grade declared, and Signature with Name, Designation of the Inspecting Officer

2.6.1.6 The laboratory test report along with FIR and the reference sample shall be submitted to the office by the Inspecting Officer for further necessary action. The reference sample shall be kept for a period of three months and thereafter shall be disposed off.

Note: In case of any failure of sample tested/drawn during Monitoring visits, the Agency shall subject all subsequent consignments to spot Checks till such time three consecutive consignments are found conforming to the prescribed specifications

On completion of the visit, the IO shall submit his report as per the proforma mentioned above to DD in charge of the Rice Scheme in EIA Head Office

2.6.2 Supervisory visits

- 2.6.2.0 The supervisory visits shall be conducted by an officer not below the rank of Assistant Director at the frequency of once in six months. These shall be to check compliance to the norms as well as quality of monitoring by EIAs
- 2.6.2.1 In pursuance of this report, the Agency shall communicate to the unit within seven days the observations and recommendations for effecting necessary improvements within a stipulated period
- 2.6.2.2 If any discrepancies are observed in process quality control exercised by the unit till such time as the unit makes necessary improvement, the frequency of monitoring shall be increased by the Agency
- 2.6.2.3 The unit shall take adequate steps to implement the recommendations made by the Agency within the stipulated period and shall immediately thereafter intimate the Agency in writing of having done so, to enable the Agency to verify the adequacy of implementation of the recommendations

2.6.3 Corporate Audits

Internal Audits of each Agency under the corporate audit mechanism shall be carried out from EIC at the frequency of once every year. These will comprise:

- Examination of records of processor maintained by the agency like reports of visits, lab reports etc
- Visit by the audit team to at least 10% of the units.

The audit team shall comprise at least 2 officers not below the rank of Deputy Director drawn from outside the agency being audited including outside experts whenever needed

The report of audit shall be submitted to Director (I&Q/C)

2.9 Guidelines for dealing with unsatisfactory reports of visits and/or test reports.

- 2.9.1 All deficiencies observed during any visit including failure of samples tested in the processor's establishment shall be conveyed to the processor through the Deficiency Report (Annexure-XIII), a copy of which shall be attached to the report.
- 2.9.2 In case of minor deficiencies the corrective actions shall be verified by the officer conducting the next visit and duly reported in his report.
- 2.9.3 In case of major deficiencies, any one or more of the following actions may be taken depending upon seriousness of deficiencies
- i) The comments of the processor on rectification actions may be called with time frame for rectification
 - ii) The processor may be placed under spot check until the rectification is done and verified to EIA's satisfaction by a visit and satisfactory test results of 3 consecutive consignments
 - iii) The processor may be advised to suspend production and export until rectification is done and verified by a visit
- 2.9.4 Similar actions may be taken in case laboratory reports show failure in major requirements

2.10 RENEWAL OF APPROVAL

- 2.10.1 The approved unit shall apply for renewal in the prescribed format with renewal fee of Rs 5,000/- at least 30 days before the expiry of the earlier approval to the in-charge of concerned EIA
- 2.10.2 The approval may be renewed for a period of 2 years' at a time on the basis of assessment conducted by IDP besides review of performance covering monitoring visits/ supervisory visits, lab reports and complaints during the period of validity and a fresh certificate of approval shall be issued

2.11 WITHDRAWAL OF APPROVAL

2.11.1 The approval accorded to a unit may be withdrawn with due approval of the head of the Agency due to any of the following reasons:-

- a) if the norms as laid down in clause 2 3 are not met with;
- b) if the samples drawn for testing repeatedly fail to meet the prescribed standards;
- c) if the processor has violated/deliberately attempted to violate the provisions of the notification or instructions issued from time to time,
- d) if complaints are received from foreign buyers regarding the quality of Basmati Rice and on investigation the same are found to be genuine;
- e) if the unit has not been in operation continuously for a period of one year or more.

2.11.2 In case the approval accorded under IPQC Scheme is withdrawn for any reason, the consignments of such unit may be allowed for export based on consignment-wise inspection system provided that the unit satisfies the requirements of such system.

2.12 CERTIFICATION

2.12.1 Issue of Certificate of Inspection by Processor.

The IPQC approved units may issue the certificate of inspection themselves as follows:

- i) The processor exporter shall ensure that the Basmati Rice certified as export worthy conforms to the specifications recognized by the Government/Export Inspection Council for the products.
- ii) Certificate of export worthiness of Basmati Rice shall be issued in the prescribed Proforma (Annexure V of CWI).
- iii) The certificate shall be issued by the official (s) authorized by the processor/exporter and such official(s) shall not be lower than the head of the Quality Control Department of the processing units.
- iv) Name(s), designation(s) and specimen signatures of the official(s) authorized above shall be furnished by the processor/ exporter to the Custom Authorities at port of shipments. The same shall also be furnished to the nearest office of the EIA/ headquarter of the EIA
- v) Blank certificate book can be obtained from the nearest office of Export Inspection Agency at the cost of Rs 20/- per certificate
- vi) Every certificate issued shall bear a distinct serial number, which is unique, and the certificate shall be issued chronologically in the order of their serial numbers. In a given time only one book shall be used. All the certificates shall bear the date of issue.
- vii) Certificate shall be neatly typed. There must be no over-typing/erasing corrections, if any, must be countersigned by the certifying official of the unit

viii) Since the system of certification is restricted to exports by the approved unit itself, name of the exporter and processor under Box 1 & 2 of the certificate should be the same. Their address may be different in case the processing unit and its registered office are situated at different places.

ix) Under box 12 "Description of goods" of the certificate, the approved unit must indicate the title as 'Basmati Rice' as given in the relevant gazette notification.

x) One copy of the certificates issued by the unit during the week shall be forwarded to the nearest sub office or Head Office of the EIA from where the processors/exporters were getting the certificate of inspection, on the last working day of the week along with the following:

- (a) A copy of the export invoice duly attested and carrying cross reference of the serial number and date of the certificate to which it relates.
- (b) A copy of the export contract indicating the contractual specifications of the products duly attested.
- (c) A demand draft or cheque drawn in favour of the concerned EIA covering the inspection fee prescribed for the products under IPQC system, for the consignments certified by the processor exporter during the last week.
- (d) For any change in the FOB value in the certificate of inspection already issued the concerned office of the EIA through a letter incorporating therein the certificate number and date and details of changes made in the FOB Value. In case of upward revision of the value, proportionate additional inspection fee shall also be paid to the EIA.
- (e) For the payment of inspection fee, the approved unit may also open a deposit account with the concerned office of EIA by paying initial lump sum and remitting further amount periodically depending on the quantum and value of the exports certified. For this purpose the unit shall operate a passbook system with the concerned EIA.

xi) If a certificate, after it is issued by the unit, is required to be cancelled, the original copy (Customs copy) of such certificate with endorsement of cancellation shall be forwarded to the concerned sub-office of the EIA. Another copy with similar endorsement should be sent to the Head Office of the concerned EIA.

xii) Whenever a fresh certificate is required to be issued in lieu of a certificate issued earlier and subsequently cancelled, the following entry must be made in Box 15 Remarks, if any
" Issued in lieu of Certificate Book No _____ Sr. No _____ of _____ (date)".

xiii) In the event of cancellation of the certificate before its issuance, the unit must preserve all the 5 copies of the certificate.

xiv) The IPQC unit shall submit a quarterly return to the Joint Director EIA giving following particulars:-

- a) Number and date of certificates issued
- b) Total FOB Value of the consignments certified
- c) Quantity and value of exports, country wise.
- d) A statement of inspection fees paid to the EIA.
- e) Details of complaints received and corrective actions taken

2.12.2 Issue of Certificate of Inspection by Export Inspection Agencies.

i) An exporter intending to export a consignment of Basmati Rice, processed under the In-process Quality Control Scheme, shall submit 5 copies of self certified inspection certificate to the office of Export Inspection Agency under whose jurisdiction the unit is situated along with inspection fees at the prescribed rates, requesting for the issuance of necessary certificate for the purpose of export.

ii) The Export Inspection Agency shall issue IPQC certificate after deduction of inspection fee at the prescribed rate. The first three copies of the certificate shall be made available to the exporter, fourth and fifth copy retained by Agency for records. For rejected lots, a rejection letter is to be issued with reasons of rejection.

iii) In case monitoring of consignment is required, all the copies of certificate will be retained by the Dy Director in charge of the scheme and will be released after clearance of monitoring.

iv) The IPQC certificate shall be valid for 45 days from the date of issuance by EIAs. The certificate of inspection may be revalidated for further period of 15 days after physical verification of the consignment. Validity of certificate shall in any case not exceed 60 days from the date of issuance by EIAs.

In case material covered is not shipped within 60 days from the date of issuance of IPQC certificate, the certificate will be treated as cancelled. A fresh certificate will have to be issued.

Subsequent to certification, the Export Inspection Agency shall have the right to re-assess the quality of the consignments in the godown, in transit or at the docks. In the event of the consignment being found not conforming to the notified standards specifications at any of these stages, the certificate of export worthiness originally issued by the Agency shall be withdrawn. In such cases, a senior officer of the Agency shall take the final decision. If any defect is observed, the entire bags of the defective lot shall be detained.

v) In case an approved unit seeks certificate from other offices of the respective agency or from the offices of other Agencies, the office issuing such certificates shall intimate the details thereof to the concerned office of the Agency under whose jurisdiction the approved unit is operating, for the purpose of effective monitoring of the performance of the unit.

2.13 FUMIGATION

The exporter shall get export material (lots) covered under IPQC certification dully fumigated within 45 days of issuance of certificate. Exporter shall get export material (lots) fumigated by any of the fumigation agencies approved by the Plant Protection, Quarantine & Storage, Department of Agriculture and Co-operation, Ministry of Agriculture, in a manner recognized by the authority.

2.14 INSPECTION FEE

A fee @ 0.2% of FOB value shall be paid by the exporter to Export Inspection Agency as inspection fee. The inspection fee shall be paid in advance along with inspection certificate by a bank draft in favor of Export Inspection Agency.

Advance inspection fee calculated @ 0.1% of the average annual exports based on the last two years figures shall be paid for six months at the time of approval.

The exporter, if desirous may open a deposit account with Export Inspection Agency for the purpose

2.15 PROCEDURE TO BE FOLLOWED FOR COMPLAINTS RECEIVED FROM IMPORTING COUNTRIES

As described

2.15.0 General

When a complaint is received from the importing country or a consignment of Basmati Rice is detained or specific control measures are imposed by the importing countries on food safety grounds EIC/EIA will follow the procedure as given below

2.15.1 Complaint shall be immediately referred to the concerned EIA.

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

2.15.2.1 frequency of monitoring visit will be increased to once a month

2.15.2.2 Consignment to be got cleared by EIA before export till such time 10 consecutive consignments are cleared

Note: Cost of testing of 10 consignments will also be borne by processor.

2.15.3 EIC shall simultaneously seek complete details from the complainant.

2.15.4 EIA shall collect complete information from the processor as given below

2.15.4.1 Full particulars of the consignment such as product name, quantity, grade along with attested copies of related documents such as purchase order/letter of credit, certificate for export, health certificate, bill of lading, test reports, and also source of raw materials used for processing/ export.

2.15.4.2 Details of whereabouts of the consignment,

2.15.4.3 The particulars of Basmati Rice held in stock by the processor

2.15.4.4 If the processor has got his consignment subjected to a confirmatory test in the country where it was detained or got it surveyed by an independent surveyor in the country where it was detained, copies of such test/survey reports shall be made available to the competent authority for examination

2.15.5 EIA shall arrange an immediate visit (within a week) to the processing unit for

- Collection of information in case the same has not been received.
- Assessment of the processing establishment to determine the cause of complaints

Assessment of the processing establishment shall be carried out by a team of EIA officers or by an Inter Departmental Panel of experts comprising official from EIA/EIC and APEDA/others as may be decided by the competent authority. During the assessment the following will be checked

- The current level of GMP, plant sanitation and personnel hygiene in the processing and Primary processing units of the processor
- Chances of admixing grade of Basmati Rice.

- In addition, raw material samples may be drawn as applicable and tested in EIA laboratory for required parameters including hygienic condition of the unit

2.15.6 If the processor has also carried out an investigation, the causes/sources of the complaints determined by the processor and the action taken by the processor to prevent recurrence of the complaints to be examined

2.15.7 Based on the assessment, the team shall prepare a detailed report and submit to the Head Office of the EIA. This report shall contain the following information

2.15.7.1 Details of checks/controls for the specific complaints on raw materials for the parameters and subsequent follow-up action planned and carried out by the processor

2.15.7.2 Disinfections operations which are normally carried out in the unit to sanitize equipment/tools used in testing raw material.

2.15.7.3 Systems established in the unit to avoid any admixing in the foreign matter, other rice and factors that causes breaking of grains and mixing with other varieties

2.15.7.4 Periodic checks and other controls affected by the unit after the reported product complaints that such complaints will not reoccur.

2.15.7.5 Adequacy or otherwise of checks, laboratory testing, other controls on raw materials, In-process and finished products

2.15.7.6 Whether or not the processing establishment is capable of producing products which does not invite complaints.

2.15.7.7 Findings on the possible reasons for complaint.

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

2.15.8 Dealing with returned consignments.

2.15.8.1 If the consignment has been brought back to India, it shall be stored in an approved storage. The processor shall inform the details of storage where the consignment is stored to the concerned EIA office, who in turn shall inform EIC also

2.15.8.2 On receiving the above intimation the following actions shall be taken:

- a. The local office of EIA shall arrange to get the consignment inspected/tested. One composite sample each from every lot shall be tested in EIA laboratory for all the complaints. The results of tests shall be communicated to the Head Office of the EIA. Testing fee, as applicable, shall be charged from the processor.
- b. If all the samples tested from the brought back consignment show negative results for the complaints. The concerned EIA may recommend to EIC for decision to release consignment for export.

Note: Export Inspection Council at its discretion may inform results to MOC&I as well as to the importing country

- c. If any of the samples tested from the consignment brought back on account of complaint shows positive results, the processor shall reprocess/regrade the consignment in a manner acceptable to the In charge of EIA concerned.
- d. The schedule of reprocessing/regrading shall be furnished to the local Office of EIAs by the processor for arranging supervision of reprocessing
- e. The processor shall offer the reprocessed consignment for inspection by EIAs
- f. EIA shall inspect the reprocessed product for all prescribed parameters.
- g. Testing fee shall be charged as per prescribed rates.
- h. If the reprocessed products are found export worthy on inspection, the lots shall be allowed for export to countries other than the country from where the complaint received.

2.15.9 If the following points are satisfactory:

- The consignment if brought back, on account of the complaint and tested for the parameter for which complaints is invited found free from the contamination as evidenced by test reports.
- The assessment report indicates that the processing establishment has been maintaining proper hygienic conditions
- The periodical monitoring conducted by EIA indicates satisfactory hygienic conditions in the unit
- Samples tested during the assessment visit passes

EIAs shall forward the case with relevant papers/reports to Export Inspection Council, which shall with the approval of Dir (I&Q/C) make necessary recommendation to the foreign health authority for lifting the specific control measures, if any, imposed on the unit with a copy to concerned EIA.

The unit will continue to be 'ON ALERT' with a proviso that monitoring visit once a month would be carried out for two month or time at which the recommendation to foreign health authorities is taken, which ever is later. However, revocation of 'On Alert' shall be considered, only after 10 consecutive consignments, have passed and monitoring visits during the period are satisfactory, with the approval of the Director (I&Q/C).

2.15.10 However, if any of the above points are unsatisfactory, i e. if

- The consignment, if brought back, is on testing, found to be unsatisfactory on testing required parameter
- The assessment report indicates unsatisfactory hygienic conditions in the unit
- Samples drawn during assessment visit fail, then
 - Production and export to all countries shall be stopped till causes of rejection are properly identified and corrective actions taken to prevent recurrence
 - Processor to show cause within 10 days why the approval granted to the establishment may not be withdrawn in the light of the complaint and the findings

2.15.10.1 Once the processor informs the EIA that corrective actions have been carried out, verification will be done of the corrective actions by Deputy Director level officer. The processor may be allowed to resume production and export only if the competent authority is satisfied about the rectification of the deficiencies after verification with the approval of the Director (I&Q/ C)

If the Competent Authority is not satisfied with the reply of the processor as indicated above, or with corrective action taken, after verification, the approval granted to the establishment may be withdrawn

2.15.10.2 After resumption of production, an officer, not below the rank of Technical Officer shall be deputed to such units for a minimum period of 10 days extendable up to 30 days to continuously strictly monitor the enforcement of various standards relating to quality control, food hygiene and food safety and parameters prescribed in the notification.

2.15.10.3 The unit shall be taken off from the "ON ALERT" list only after monitoring and testing of ten consignments

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

2.16. Issue of certificate of authenticity for European Union –

As per clause 1.9 of CWI.

2.17 APPEAL

As per clause 1.13 of CWI.

Application for Approval/ Renewal of approval Form

From:

To

The Joint Director Incharge,
Export Inspection Agency-Calcutta/Bombay/Cochin
Madras/ Delhi

Sir,

Please carry out the assessment of our establishment as required under the Rules

We furnish below the information regarding facilities existing in our establishment

We undertake that our establishment meet the stipulated as per the
Rule -----

Please find enclosed herewith DD/Cheque bearing No. _____
for Rs _____ towards application.

1.	GENERAL	
1 1	Name and address of the processing unit with telephone No/Telex No/Fax No/ E- Mail address.	
1 2	Name & Address of the registered office with telephone No/Telex No/Fax No/ E- Mail address	
1 3	Production capacity per month (a) Quantity (b) Value	
1 4	If the unit is hired/leased, full address of owner.	
1 5	Weather the surrounding kept clean. Whether the unit is maintained in good hygienic condition to present rodent harborage and infestation ?	
1 6	Value of export during proceeding three years ?	
1 7	A list of machinery and equipment available be attached	
1 8	Test Facilities	
1 8 1	Is there any in-house testing facility available	

1 8 2	Whether all required chemicals are available	
1 8 3	Whether tests conducted and proper records thereof maintained	
1 8 4	List of testing equipment	
1 9	Are all the sections of units kept clean	
2	FAÇILITIES IN THE PLANT	
2 1	Is there adequate ventilation and lighting in all sections of the unit	
2 2	Is there adequate space for free movement in all the sections units for workers	
2.3	Is there restriction of entry into processing and packing area for unauthorized persons	
2 4	Whether workers provided with clean working cloth Apron and to prevent contamination of consignment with sweat and dust/dirt	
2 5 ✓	Is these arrangement in all the sections for preventing entry of rodents, birds and pigeons.	
2 6 ✓	Are the doors of all sections fitted with fly proofing and self closing device.	
2 7	Is there adequate protection in the unit for loading and unloading of consignment during rainy season.	
2 8 ✓	Facilities of toilets/washing for workers with liquid soap, disinfectant and towel.	
2.9 ✓	Are the toilets having self closing doors and kept in clean	
2 10	Are the toilet away from processing area	
2.11	Whether the walls and floors of the premises are free from pits, crevices and peeling off.	
2 12 ✓	Whether there is an adequate facilities of fumigation	
3	PERSONNEL	
3 1	Number of workers	
3 2	Number of supervisors	
3 3	Number of technical personnels	
(a)	Production	

(b)	Inspection	
(c)	Testing and analysis	
3.1	Qualification	
3.4	The Name/qualification/designation and experience of quality control chief	
4	MATERIAL CONTROL	
4.1	Is there specification laid down for paddy/basmati rice	
4.2	Are inspection and test on paddy/basmati rice conducted based on laid down sampling plan and procedure ?	
4.3	Is there effective method systematically adopted in segregated the rejected items	
5	PROCESS CONTROL	
5.1	Are detailed process specifications laid down at different stages of processing /	
5.2	Are production samples/guides available?	
5.3	Is there any stage inspection and/or patrol inspection give (details)	
6	PRODUCT CONTROL	
6.1	Are instruments serially numbered and calibrated at laid down frequency	
6.2	Are final inspection and test conducted on finished rice based on laid down sampling plan (give details).	
7	METROLOGICAL CONTROL	
7.1	Are instruments serially numbered and calibrated at laid down frequency.	
8	PRESERVATION AND PACKING CONTROL .	
8.1	Are Products well preserved during storage and transit	
8.2	Are there specification laid down for packing and packing material and relevant test carried out on packages 1	
9	DOCUMENTATION	
9.1	Are essential records systematically maintained at all the above stage	

10	OTHER PARTICULAR/REMARKS, IF ANY	
----	----------------------------------	--

Place
Date

Yours faithfully

Signature
Name
Designation
Company Seal

LIST OF ENCLOSURES

1. DD/Cheque No
Date _____
of Rs. _____
2. Upto date lay out plan of establishment.
3. Certified copies of legal identity of establishment.

- 1 Name of the processing Unit
- 2 Date and time of visit
- 3 Persons met with designations
- 4 Observations during the visit please
fill in questionnaire as per Annexure-I (and attach)
- 5 Details of specific counter checks made on materials, process,
product, metrology and documentation.
- 6 Recommendations to be communicated to the
manufacturing unit for follow up
- (7 Remarks for follow up (state whether panel visit may be
arranged.)

Signature

Name and designation of the officer

(Encl Annexure-I

- 8 Recommendations of the reviewing officer
Deputy Director/Joint Director
- 9 Decision of the Joint Director-in-charge

**REPORT OF THE VISIT OF PANEL OF EXPERTS (IDP)
TO THE PROCESSING UNIT**

- 1 Name and address of the processing unit
- 2 Date and time of visit
- 3 Composition of IDP

Sl. No.	Name of Expert	Designation	Organization
I			
II			
III			
IV			
V.			

- 4 Persons met with designation, of the Unit.

2.	INCOMING MATERIALS CONTROL	
2.1	Were all the incoming materials inspected and tested as per laid down specifications, sampling plan and procedure? (give details and furnish counter-check results)	<input checked="" type="checkbox"/>
2.2	Whether any material was accepted permitting deviation from the laid down specifications? If so, give details and the level of accepting such deviations	
2.3	Whether any incoming material was rejected on inspection/testing? (give details) If yes, how such were disposed?	<input checked="" type="checkbox"/>
2.4	What actions were taken by the unit to improve quality of incoming materials?	
2.5	Are the records of inspection/testing of materials upto date and systematic?	
2.6	Suggestions for improvement	
3.	PROCESS CONTROL	
3.1	Are the processing operations controlled with the help of production guides?	<input checked="" type="checkbox"/>
3.2	Is the unit adopting stage inspection or patrol	<input checked="" type="checkbox"/>

	inspection or both?	
3 3	Are the inspections effective? (Counter-check the on-going production at the time of visit and the records in respect of a few earlier lots and furnish details)	
3 4	Whether instruments were added or replaced? Are the available ones adequate for effective control	
3 5	Suggestions for improvement	
4.	PRODUCT CONTROL	
4 1	Counter-check the availability of the product specifications and give your observations	
4 2	What sampling is adopted for tests ? give details	
4 3	Whether inspection/tests are effective? (Countercheck the samples of current and earlier products and compare with the test records and furnish details	
4 4	What are the percentage of rejection as per records and what were the reasons? How the rejections were disposed? State whether -- ✓ i) Rectified and exported? ii) Locally sold? iii) Exported under special permission	
4 5	Is there a quality audit on goods: accepted after final inspection? If so, were there rejections by the quality audit (give details) ✓	
4 6	Suggestions for improvement	
5.	EQUIPMENT & METROLOGICAL CONTROL	
5 1	Check a few instruments in relation to their history cards and state whether -- ✓ (a) They are accurate (b) They were calibrated as per laid down frequency (c)	
5 2	Suggestions for improvement	
6.	PERSONNEL HYGIENE	
6.1	Has any person been made responsible for	

	maintenance of personnel hygiene of employees?	
6 2	Are the workers apparently free from any form of communicable diseases, open sores and wounds or any other source of contamination?	
6 3	Are the workers medically examined periodically?	
6 4	Are workers medically examined after each illness from any contagious diseases?	
6 5	Are the workers provided with sufficient sets of clean work dress?	
7.	RODENT/VERMIN CONTROL	
7 1	Is there any documented procedure for vermin control?	
7 2	Whether responsibility has been fixed for this work?	
7 3	Whether Vermin/rodent control carried out by own arrangement or through outside agency?	
7 4	Whether bait map showing serially numbered bait stations has been provided?	
7 5	Whether chemical/rodenticides are approved?	
8.	PACKING CONTROL	
8 1	Are the packing materials accepted conforming to specifications?	
8 2	Are tests on packages carried out as laid down? (Counter check a few packages and furnish results)	
8 3	Suggestions for improvement	
9.	MAINTENANCE RECORDS	
9 1	Whether there is any documented maintenance procedures for different sections/equipments/machinery, laboratory items etc.	
9 2	Whether maintenance records are kept?	
9 3	Whether all the equipments are marked with identification numbers?	

10.	TRANSPORTATION	
10 1	Is the unit having adequate transportation?	
10 2	Are the constructed in such a way to facilitate easy cleaning and sanitation?	
10 3	Is there separate arrangement for cleaning of transport vehicles?	
10 4	Are the records of the above maintained?	
10 5	Whether such arrangement creates environmental problems?	
10 6	Are the vehicles cleaned periodically?	
10 7	Whether there is a documented procedure for cleaning the vehicles?	
11.	ANY OTHER RELEVANT INFORMATION	
12.	CONCLUSION The unit may be/may not be considered as approved unit, under IPQC System for Basmati Rice.	

Sl No	Name and Designation of the Panel member	Organization represented	Signature
I			
II			
III			
IV			
V.			

13. SIGNATURE OF THE AUTHORIZED REPRESENTATIVE OF THE UNIT

Name

Designation

Date

Seal of the Firm

14. DECISION AND FOLLOW-UP ACTION OF THE AGENCY.

FORMAT OF LETTER OF APPROVAL TO THE UNIT

Letter No

Dated

To

M/s

Sub:

Ref:

Sir,

With reference to the application No. dated. for approval of your establishment for processing of Basmati Rice for export as required under the Export of Basmati Rice (Quality Control and Inspection) Rules, 2003 and based on the report of Assessment of your establishment by Inter Departmental Panel (IDP) on (Date), it has been decided to grant approval to your establishment for a period of two year upto 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)

A certificate of approval shall be issued to you in due course.

The establishment shall, henceforth, come under the purview of monitoring by EIA-----, as per rule of the Export of Basmati Rice (Quality Control and Inspection) Rules, 2003

You should ensure that adequate balance is always maintained in your deposit account for payment of monitoring fee and the two copies of the "Certificate of Export" is submitted to this office within a month's time on a regular basis for debiting of the required monitoring fee

The validity of inspection certificate issued by the establishment shall be 45 days from the date of issuance

You should apply for renewal of approval at least 30 days advance from the date of expiry
Please acknowledge receipt

Yours faithfully

Joint Director

CC-

- 1 Director (I&QC), EIC, New Delhi
- 2 Joint Director I/c, EIA-Bombay/Calcutta/Cochin/Delhi/Madras

EXPORT INSPECTION AGENCY

MONITORING REPORT

Name and address of the processing unit

Date and time of visit.

Approval Number.

1.	GENERAL INFORMATION	
1.1	Items handled	
1.2	Daily production (Qty)	
1.3	Whether the <u>fax</u> pointed out earlier rectified?	
1.4	Whether records of monitoring available?	
1.5	Whether cleaning schedule available?	
1.6	Whether tractability of raw material possible?	
2.	INCOMING MATERIALS CONTROL	
2.1	Were all the incoming materials inspected and tested as per laid down specifications, sampling plan and procedure? (give details and furnish counter-check results)	
2.2	Whether any material was accepted permitting deviation from the laid down specifications? If so, give details and the level of accepting such deviations	
2.3	Whether any incoming material was rejected on inspection/testing? (give details) If yes, how such were disposed?	
2.4	What actions were taken by the unit to improve quality of incoming materials?	
2.5	Are the records of inspection/testing of	

	materials upto date and systematic?	
2 6	Suggestions for improvement	
3.	PROCESS CONTROL	
3 1	Are the processing operations controlled with the help of production guides?	
3 2	Is the unit adopting stage inspection or patrol inspection or both?	
3 3	Are the inspections effective? (Counter-check the on-going production at the time of visit and the records in respect of a few earlier lots and furnish details)	
3 4	Whether instruments were added or replaced? Are the available ones adequate for effective control	
3 5	Suggestions for improvement	
4.	PRODUCT CONTROL	
4 1	Counter-check the availability of the product specifications and give your observations.	
4 2	What sampling is adopted for tests ? give details	
4 3	Whether inspection/tests are effective? (counter check the samples of current and earlier products and compare with the test records and furnish details.	
4 4	What are the percentage of rejection as per records and what were the reasons How the rejections were disposed? State whether -- i) Rec tified and exported? ii) Locally sold?- iii) Exported under special permission	
4 5	Is there a quality audit on goods accepted after final inspection? If so, were there rejections by the quality audit (give details)	
4 6	Suggestions for improvement	

5.	EQUIPMENT & METROLOGICAL CONTROL	
5 1	Check a few instruments in relation to their history cards and state whether – a) They are accurate b) They were calibrated as per laid down frequency	
5 2	Suggestions for improvement	
6.	SANITARY & HYGIENE REQUIRMENTS	
6.1	General Sanitation	
6.1 1	Drying yard	
6 1 2	Storage	
6 1 3	Control of Animals, Rodents, Birds and Pests	
6.2	Personnel Hygiene	
6.2 1	Has any person been made responsible for maintenance of personnel hygiene of employees?	
6 2 2	Are the workers apparently free from any form of communicable diseases, open sores and wounds or any other source of contamination?	
6.2 3	Are the workers medically examined periodically?	
6.2 4	Are workers medically examined after each illness from any contagious diseases?	
6 2 5	Are the workers provided with sufficient sets of clean work dress?	
7.	RODENT/VERMIN CONTROL	
7 1	Is there any documented procedure for vermin control?	

7.2	Whether responsibility has been fixed for this work?	
7.3	Whether Vermin/rodent control carried out by own arrangement or through outside agency?	
7.4	Whether bait map showing serially numbered bait stations has been provided?	
7.5	Whether chemical/rodenticides are approved?	
8	PACKING CONTROL	
8.1	Are the packing materials accepted conforming to specifications?	
8.2	Are tests on packages carried out as laid down? (Counter check a few packages and furnish results)	
8.3	Suggestions for improvement	
9	MAINTENANCE OF RECORDS	
9.1	Whether there is any documented maintenance procedures for different sections/equipments/machinery, laboratory items etc.	
9.2	Whether maintenance records are kept?	
9.3	Whether all the equipments are marked with identification numbers?	
10	TRANSPORTATION	
10.1	Is the unit having adequate transportation?	
10.2	Are the constructed in such a way to facilitate easy cleaning and sanitation?	
10.3	Is there separate arrangement for cleaning of transport vehicles?	
10.4	Are the records of the above maintained?	
10.5	Whether such arrangement creates	

	environmental problems?	
10 6	Are the vehicles cleaned periodically?	
10 7	Whether there is a documented procedure for cleaning the vehicles?	
11	ANY OTHER RELEVANT INFORMATION	

Signature of the
Representative of the Unit

Name

Designation

Date

Seal of the Firm

Signature of EIA Officer

Name

Designation

Seal

EXPORT INSPECTION AGENCY

SUPERVISORY REPORT

- 1 Name and address of the processing unit.
- 2 Date and time of visit
- 3 Approval Number
- 4 Items processed during Visit
- 5 Checking of all reports of the period since last supervisory visit
- 6 Checking of Monitoring Visit Reports
- 7 Checking of Lab Reports.
- 8 Verifications of findings of corporate audit papers vis-à-vis monitoring visit report
- 9 Incoming material control Satisfactory / non-satisfactory
- 10 Process Control Satisfactory / non-satisfactory
- 11 Product Control Satisfactory / non-satisfactory
- 12 Equipments and metrological Control. Satisfactory / non-satisfactory
- 13 Personnel Hygiene Satisfactory / non-satisfactory
- 14 Packing Control Satisfactory / non-satisfactory
- 15 Maintenance of Records Satisfactory / non-satisfactory
- 16 Transportation Satisfactory / non-satisfactory
- 17 Remarks if any

Signature of the
representative of the Unit

Signature of EIA
Supervisory Officer

Name

Name

Designation

Designation

Date

Seal

Seal of the Firm

- 18 Remarks of the Reviewing Officer of EIA

Export Inspection Agency-

Discrepancy / Variation Report

Name of the processing establishment:

Nature of inspection
Routine monitoring /
Supervisory / surveillance / other
Date of Visit

Name and Designation of
the officer

Name of the representative
of the establishment with
Designation

3. Details of Improvement / discrepancy / variation observed

4. Comments / Agreed action

1. Acknowledgement of report copy.
2. Improvement / 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

(EIC/EIA Representative)
Action taken shall be intimated to
EIA Sub Office

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

INTIMATION FOR CERTIFICATE OF AUTHENTICITY

Exporter's Name Address 1		Invoice No. & date 10	Exporter's Ref 11
Manufacturer's Name & Address 2		Buyer's Order No. & Date 12	
Details of the Manufacturer's Seal, if any 3		To The (Name & Address of the Inspection Authority)	
Weekly Holiday		Please inspect the consignment and issue a Certificate of Authenticity under the under the commission regulation (EC)B-No:2131/991 of 6 th Nov 1995	
Vessel/Flight No. 4	Port of Loading 5	Date Exporter	Signature of 13
Probable Date of loading 6	Date of Sailing/ Flight 7		
14 Marks & Nos. 15 as declared	15 No. & type of Pkgs	16 Description of goods i.e. name of variety and grade of Basmati Rice	17 Quantity 18
			19 FOB Value (in Rs)
			20 Region of Cultivation
Declaration by the processor/ exporter i. Basmati Rice meant for export is basmati rice ii. The consignment is processed under sanitary and hygiene condition as prescribed in the notification iii. The consignment contains varieties as mentioned above at Sl No. 16 Signature & Date			

Appendix

ANALYSIS OF SAMPLE

Before commencing the analysis of basmati rice samples, the analyser shall record its full particulars in a register maintained for the purpose and check up that all his apparatus i.e. balance scales, sieves etc. are clean and in perfect working order. The final sample received for analysis should then be thoroughly mixed and spread out in a circular layer of 1.5 to 2.5 cms thick, on a flat smooth surface such as that of a table with metal or glass top. The thin layer of sample should be then evened out with a ruler. Out of this even circular spread of the sample, a quantity weighing exactly 250 grams shall be withdrawn by smoothly scooping out grain from the centre, side and different points of spread surface of the sample. While doing so care should be taken to ensure –

- a) that no dirt is left over from the grains which have been scooped; and
- b) that approximately half of the quantity is scooped from the centre and half from the periphery of the spread samples

This 250 gms of sample so taken out will then be poured over an appropriate sieve to remove the dirt component of foreign matter. Weight of the dirt so obtained when multiplied by 0.4 will give the factor, in percent, to be added to the percentage of foreign matter obtained separately so as to achieve the total foreign matter in percent.

The contents of the sieve should then be mixed together and 20 kernels selected at random. Length, breadth and length/breadth ratio these 20 kernels shall be determined with a vernier. These kernels should then be re-mixed with the samples under analysis and shall be spread evenly on the metal or glass surface in thinnest circular layer as explained above. From this spread, exactly 20 grams of grain should be taken from the centre and the periphery by means of small scoops. The quantity so taken (20 grams) shall then be placed in an enamel tray or on a glass plate and separated grain by grain (by hand) and weighed to determine percentage of various factors given in schedule of the relevant notification. (Like Max. average precooked length, damaged, discoloured grains, chalky/ black kernels, broken/fragments, foreign matter, other grains, other rice varieties, under milled & red stripped grains, paddy grains, elongation ratio and green grains etc.)

For determining moisture content any standard reference method such as that of hot air oven or electrically operated moisture meter, may be adopted. The moisture content so determined shall be expressed in percent. Instruments used in the determination of moisture content shall be periodically checked and calibrated against any standard reference method.

Amendment No: 2 to Document –DOC No:/RICE/2004 dated March 2004

1.The following para shall be inserted under the sub clause 2.3 on “ Norms for Approval.”

“The applicant seeking the approval under the scheme shall put in place , implement and maintain a permanent procedure or procedures based on the HACCP principles and should be HACCP certified”.

2. The following shall be inserted under the “List of Enclosures” in the “ Application for approval/Renewal of approval Form”, Annexure-VII.

4. HACCP manual including Sanitary Standard Operating Procedures (GMP/GHP broadly as per Codex guidelines) and an organisational chart.