

CERTIFICATION OF BLACK PEPPER

0. Introduction

- 0.1 The Govt of India, Ministry of Commerce in exercise of powers conferred under the Export (Quality Control & Inspection) Act, 1963, authorised the Export Inspection Agency to carry out compulsory preshipment inspection of Black Pepper, whole or ground through notifications nos.245 (E) dated 7th March 1988, SO 1311 dated 22nd April 1991.
- 0.2 Further, as prescribed in notification SO 466 (E) dated 3rd May 1988, inspection of black pepper, whole or ground meant for export to USA will be carried out based on the standards and requirements of US FDA and the inspection certificates for consignment to USA will be issued by Export Inspection Agency only.
- 0.3 As prescribed in the notifications two systems of certifications are being followed for black pepper namely:
- i) Consignment wise Inspection (CWI) system
 - ii) In-Process Quality Control (IPQC) system

1. System of Inspection

1.1 Consignment wise inspection for Black Pepper whole or ground

1.1.1 Preparation of consignment for export

- 1.1.1.1 Approved Processor (packer) shall prepare the consignment for export in the manner in vogue in the trade. The consignment so prepared shall conform to requirements of the foreign buyer and food laws of the importing country subject to the minimum quality prescribed in respect of each grade under the Pepper Grading and Marking Rules, 1969 and its subsequent amendments, if any.
- 1.1.1.2 The Black Pepper, Whole or Ground, shall be packed in new clean, dry containers made of metal, glass, jute, cloth, paper or polythene. The material shall be free from any insect and fungal infestation, rodent and other animal contamination and also free from any undesirable smell. The packages shall be securely closed and sealed.
- 1.1.1.3 The packages or labels affixed on packages shall be duly marked with the following information: -
- a. Processor Code;
 - b. Exporter Code;
 - c. Grade of Black Pepper, Whole or Ground;
 - d. Lot identification number;

- e. Net weight;
- f. Date of packing;
- g. Shipping Marks and
- h. Produce of India.

1.1.1.4 The premises approved and used for preparation and storage of Black Pepper, Whole or Ground, for export, shall be maintained free from insanitary conditions and infestation of birds, rodents and insects and personnel engaged in processing shall maintain required hygienic standards. The minimum requirement of these are as given in **Appendix – I**.

1.1.1.5 Each processor/exporter and merchant exporter will be allotted a numerical code. For this purpose, the following blocks of code numbers will be used.

Cochin	101	to	200
	and 500		700
Alleppey	201	to	225
Calicut	226	to	250
Mangalore	251	to	275
Other centres	276	to	300
EIA-Madras	301	to	350
EIA-Bombay	401	to	450
EIA- Delhi	701	to	750

1.1.1.6 The concerned Agency/Office will allot the numerical code for the blocks specified above under intimation to the Head office of the EIA-Cochin, where a centralised numerical code register will be maintained.

1.1.1.7 In the event of a Merchant Exporter getting lots packed by a processor, on the packages of such consignments numerical code of the exporter as well as numerical code of the processor shall be marked.

1.1.2 Notice of Inspection

1.1.2.1 'Processor' (packer)/ Exporter intend to export black pepper, whole or ground shall pack in an approved unit (premises) and shall give intimation for inspection in duplicate as per proforma at **Annexure-I** to the nearest office of the Export Inspection Agency.

1.1.2.2 Every intimation for inspection will be given as follows:

- a) If the premises is situated at the station where the office of the Export Inspection Agency is located not less than 6 days for whole Pepper and not less than 7 days for Ground Pepper before the inspection is to be carried out.
- b) If the inspection is to be carried out at premises, situated at a station other than where an office of the Export Inspection Agency is located, not less than 7 days for whole Pepper and not less than 8 days for Ground Pepper.

1.1.3. Place of Inspection

- 1.1.3.1 The inspection will be carried out by Export Inspection Agency at the approved premises.
- 1.1.3.2 The consignment for inspection will be offered in a covered place / godown.
- 1.1.3.3 It will be the responsibility of the processor to make such arrangement for sampling, sealing and stencilling and also to provide requisite facilities for inspection as may be required.
- 1.1.3.4 In addition to the inspection of the premises mentioned in 3.1 above, the Agency will have the right to exercise such supervision of the inspected consignments at any place of storage, in transit or at wharf prior to actual shipments have not been tampered with or the quality has not been deteriorated after inspection.

1.1.4 Basis of Inspection

- 1.1.4.1 Inspection of Black Pepper, whole or Ground, meant for export will be normally carried out with a view to seeing that the same conforms to the declared grade designation as per Pepper Grading and Marking rules, 1969 and any other contractual requirements or requirements of Food Laws of importing country.
- 1.1.4.2 In the case of consignment meant for export to USA, the inspection will also ensure that the consignment satisfies following Direct Action Levels of USDA.

- | | | |
|------|----------------------------------|--|
| i) | Insect filth and mould in Pepper | - One percent or more by weight |
| ii) | Mammalian matter in Pepper | - One mg. Or more per pound |
| iii) | Foreign matter in Pepper | - One percent or more by weight |
| iv) | Insect filth in Ground Pepper | 475 or more insect fragments per 50 gm |
| v) | Rodent filth in Ground Pepper | - 2 or more rodent hair fragments per 50 gm. |
| vi) | Salmonella | - Negative |

1.1.5 Procedure of Inspection

- 1.1.5.1 The processor will ensure that each package is duly affixed with EIC Labels.
- 1.1.5.2 On receipt of the intimation for inspection, the Export Inspection Agency will get the consignment examined. For the purpose of such examination representative samples will be drawn from each lot offered for inspection.
- 1.1.5.2 A lot in this context will mean total number of packages of the same variety and grade offered for inspection under the

intimation. If the number of packages under a particular variety and grade in an intimation exceed 400 packages , the same shall be split into lots not exceeding 400 packages for the purpose of sampling.

- 1.1.5.3 If the consignment on physical verification is not in conformity with the declaration made by the Exporter, the consignment will be rejected and a rejection letter will be issued. For such rejection, the fee shall be forfeited by the exporter.
- 1.1.5.4 For the purpose of drawing representative samples, the Agency officer will select packages according to the scale given below:

<u>No. of packages in the lot</u>	<u>No. of packages to be sampled</u>
1 to 5	All packages
Over 5	Square root of the number of packages to the nearest whole number subject to minimum of 5.

- 1.1.5.5 In the case of consumer pack consignments meant for export to USA, the following sampling procedure will be adopted. The number of master packages to be selected will be the square root of the total number of master packages in the lot. The primary packages to be selected from master packages will be minimum one from each master package subject to the number of primary packages being increased in such a way that the quantum of sample drawn for analysis should not be less than 10 sub samples of 454 gms. each in the case of whole pepper and 10 sub samples of 200 gms. each in the case of ground pepper.
- 1.1.5.6 For consignment meant for other destination, the number of primary packages selected will be minimum one from each master packages subject to the number of primary package being increased in such a way the quantum of samples drawn for analysis should not be less than 500 gms. In the case of ground pepper.
- 1.1.5.7 If the lot after analysis of the sample is not conforming to the requirements, the lot will be rejected and the labels and seals affixed on the container will be removed to enable reprocessing the lot and the Export Inspection agency will issue a rejection letter in the prescribed proforma **(Annexure-II)**.
- 1.1.5.8 If the processor does not agree with the decesion of rejections, if he so desires he may apply for re-examination of the lot. Re-examination will be conducted by drawing the same number of samples prescribed for first inspection. The procedure of selection of packages and drawl of samples for the purpose of re-examination would be the same as specified for the first examination. If insect infestation is observed during first inspection, the re-examination will be carried out only after fumigation of the lot. Only one re-examination will be permitted

for the lot. Reexamination is permitted only for presence of insect (up to 2 nos.)

- 1.1.5.9 No re-examination is permitted in the case of lots meant for export to USA.

- 1.1.6 Testing of samples in the laboratory

- 1.1.6.1 The samples of black pepper, whole or ground received in the laboratory will be analysed for all relevant characteristics strictly in the order of their receipt barring special circumstances involving urgency.

- 1.1.7 Certificate of Inspection

- 1.1.7.1 Export Inspection Agency will issue the inspection certificate after the consignment lot(s) has / have been duly passed, sealed and either stencilled or labelled.

- 1.1.7.2 In the certificates for USA consignments, the numerical code of exporter, lot identification number and the analysis methodology and results will be mentioned.

- 1.1.7.3 The certificate issued will be valid for a period of 45 days from the date of packing of the lot.

- 1.1.7.4 In case due to certain unforeseen circumstances like delay in ship's calling, loading of cargo etc. the consignments is not shipped within the validity period, as mentioned in para 7.4 above, a maximum of 10 days grace revalidation may be allowed if the Agency is satisfied of the reasons. Such grace revalidation may be accorded at the discretion of the Agency and cannot be claimed by exporter on routine basis.

- 1.1.7.5 In case the material covered by the inspection certificate is not shipped within the date of expiry, the consignment will have to be re-inspected after levying necessary inspection fee before a fresh certificate is issued.

- 1.1.8 Inspection fee

- 1.1.8.1 Subject to a minimum of Rs. 50/- for each consignment, a fee at the rate of 0.4% and 0.2% of the fob value of the consignment shall be paid to the Agency as inspection fee for consignment wise inspection and Inprocess quality control inspection respectively.

NOTE:- The amount of inspection fee for each consignment payable by the exporter shall be rounded off to the nearest rupees and, for this purpose, where such amount contains a part of a rupee, than if such a part is fifty paise or more, it shall be rounded to one rupee, and if such part is less than fifty paise, it shall be ignored.

- 1.1.8.2 In order to facilitate payment of inspection fees, the exporters, if they so desire, may open a Deposit Account with the Export

Inspection Agency for this purpose.

1.1.9 Appeal

Any exporter aggrieved by the refusal of the Export Inspection Agency to issue the certificate of inspection, may, within 10 days of the receipt of the communication of such refusal prefer an appeal which shall be referred by the Agency to a panel of Experts consisting of not less than three, but not more than seven persons appointed for the purposes by the Central Government. The appeal will be disposed of within fifteen days from its receipt. The decision of the panel in such appeal shall be final.

1.2 In-process Quality Control Scheme for Black Pepper

1.2.1 GENERAL

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 Black Pepper for export under their own supervision and control. Accordingly, exercising total control 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 through a system of surveillance which will include monitoring visits and spot checks on consignment as per laid down frequency. In this system, a processor/ packer of black pepper approved as per norms given here under shall be given facilities for obtaining inspection certificate for export on formal request by way of submission of notice of intimation to EIAs. The consignment of such processor/ packer need not be inspected and analysed by EIAs prior to certification.

1.2.2 NORMS FOR APPROVAL

1.2.2.1 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.

1.2.2.2 Raw Material Control

- a) Specifications will be laid down in detail for the raw material by the processing units.
- b) Inspection and analysis will be conducted on the material to ensure quality by comparing them 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;

- c) Systematic method shall be adopted in segregating accepted / rejected lots so as to effectively avoid mix up.

1.2.2.3 Process Control

- a) Detailed process specification shall be laid down for different stages of processing
- b) Adequate in-process inspection shall be carried out during different stages of processing.

1.2.2.4 Product Control

- a) Product so obtained will confirm 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.
- b) Such inspection and analysis is to be carried out on the basis of laid down sampling plan.

1.2.2.5 Metrology Control

- a) The laboratory equipment like moisture meter, balance etc. should be calibrated.
- b) Sieves and other equipments etc. should be checked periodically.
- c) The frequency of such calibration and checks should be laid down.

1.2.2.6 Requirements for approval of Black Pepper unit under IPQC system

Black Pepper will be processed and packed for export only by a unit approved by the Agency. For this purpose the unit will satisfy the minimum facilities as specified below.

- a) The processing unit shall have a competent and qualified technologist duly approved by a Panel of Experts set up by EIA, to supervise processing operation and to conduct inspection and testing of black pepper for export. Such personnel shall possess the following qualifications:
 - A degree in Science or Agriculture.
 - Have undergone suitable training or have requisite experience in quality control of black pepper.
- b) The unit shall have its own laboratory with all necessary testing

equipments and chemicals to carry out testing of black pepper for export.

- c) The unit shall lay down guidelines for actual control to be exercised at various stages viz. acceptance of raw material, processing, packing, preservation and storage in the form of a quality control manual.
- d) The processing unit will maintain adequate records of in process control, approval of lots for export, details of certificates obtained from EIA and the particulars of actual exports.

In order to qualify for approval, a unit should have satisfied the requirements as listed in Appendix – I.

1.2.3 PROCEDURE FOR APPROVAL

- 1.2.3.1 The unit seeking approval under IPQC system shall apply in the prescribed **ANNEXURE-IV**, in duplicate along with fee to the nearest office of the Agency under whose jurisdiction the unit is situated.
- 1.2.3.2 On receipt of application form, the Agency will arrange to carryout pre-audit of the facilities for processing provided in the unit by a team of two Agency officers. Deficiencies, if any, noticed will be communicated by the Agency to the processor for rectification and these will be verified by the EIA.
- 1.2.3.3 Subject to a satisfactory pre-audit report, an assessment of the processing unit will be carried out by an independent panel having experts from different organizations.
- 1.2.3.4 The panel, after due consideration the EIA assessment report and after a visit to the unit will make its recommendations.
- 1.2.3.5 Based on satisfactory assessment report of IDP and approval of Agency In charge, the EIA will communicate the approval to processor with in seven days.
- 1.2.3.6 In case the assessment report is unsatisfactory or certain corrective actions are required to be carried out by the processor, these shall be intimation to the processor within 7 days.
- 1.2.3.7 If the processor intimates the Agency within a period of three months from the date of communication that the rectification of deficiencies communicated have been carried out, the same will be reassessed by a team of Agency officers and if the same are in order, approval will be given, otherwise the processing unit will have to submit a fresh application.

1.2.4 RESPONSIBILITIES OF PROCESSING UNITS

- 1.2.4.1 Under the IPQC Scheme, the entire processing operations to ensure quality of the product will be the responsibility of the

processor himself. The responsibilities of the processor are as given below:

- i) to carry out-processing operations in hygienic conditions under the supervision of experienced personnel of the unit.
- ii) to draw samples at various stages of processing and from the finished product for the purpose of tests. 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 number. of bags of same variety and grade offered for inspection under one IPQC certificate.
- iii) 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;
- iv) to evaluate of inspection and laboratory testing results to decide their conformity with the prescribed specifications.
- v) to decide whether the lots of black pepper processed and packed are export worthy or not on the basis of inspection carried out as per rule;
- vi) to carry out the instructions issued by the Council from time to time.

1.2.4.2 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.

1.2.4.3 On completion of corrective actions, the unit may resume production for export under information to the Agency.

1.2.4.4 The processing of the consignment for export will be resumed only after the same is approved by the Agency in writing.

1.2.4.5 The Processing operations shall be subject to check by the Agency officers as and when found necessary.

1.2.4.6 The processing unit shall cover 'all exports' under IPQC certification.

1.2.5. SURVEILLANCE OF APPROVED UNITS

1.2.5.1 The authorised EIA officers will undertake periodic visits to the units with a view to ensure that the unit is maintaining the minimum facilities and also the prescribed quality control drills and conducting the inspection and testing as per laid down procedures.

1.2.5.2 During such visits, the officers may also draw samples from the units for checking in EIA Laboratories.

- 1.2.5.3 The officers during their visits to the unit will verify the various registers maintained in the unit and countersign these along with date.
- 1.2.5.4 The officers will also record their observations during the visits in a register maintained in the unit for the purpose, duly signed with date.
- 1.2.5.5 If any discrepancy is notified during periodic visits, the same will be communicated to the processor for rectification within one week. If the rectifications/ corrective actions received from processor are not satisfactory, the Agency will take follow up action and may refer the matter to the panel of experts.
- 1.2.6 Guidelines for dealing with unsatisfactory reports of visit and/or test reports.
- 1.2.6.1 All deficiencies observed during any visit to the processor's establishment including failure of samples tested will be conveyed to the processor through the Corrective Action Report (CAR) duly signed by the EIA officer and representative of the establishment.
- 1.2.6.2 In case of minor deficiencies, the corrective actions will be verified by the officer conducting the next visit.
- 1.2.6.3 In case of major deficiencies, any one of more of the following actions may be taken depending upon seriousness of deficiencies.
- i) The explanation of the processor 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.
- 1.2.6.4 Similar actions may be taken in case laboratory reports show failure in major requirements.
- 1.2.7 RENEWAL OF APPROVAL
- 1.2.7.1 The approved unit shall apply for renewal in the prescribed format at least 60 days before the expiry of the earlier approval to the in charge of the concerned EIA.
- 1.2.7.2 The approval may be renewed on the basis of assessment conducted by IDP besides review of performance during surveillance of units, lab reports and complaints during the period of validity.
- 1.2.8 WITHDRAWAL OF APPROVAL
- 1.2.8.1 The approval of the unit shall be withdrawn for the following

reasons after giving notice of minimum period of 15 days.

- ? If the equipment and machinery are not in working condition.
- ? If the sanitary and hygienic conditions of the unit are not satisfactory.
- ? If the processor has violated or deliberately attempted to violate the provisions of the rules and instructions.

1.2.8.2 Such withdrawal of approval will be intimated in writing to the Processor.

1.2.8.3 A unit whose approval has been withdrawn, may, after rectifying the defects make a fresh application to the agency for obtaining fresh approval, after a lapse of three months from the date of withdrawal.

1.2.8.4 If at any time, a processor is not able to maintain the minimum requirements to continue under IPQC system, he may suspend processing and export under IPQC System under intimation to the Agency. The processing for export however will be allowed to be resumed only after the same is approved by the Agency in writing.

1.2.9 PROCESSING

1.2.9.1 Each lot of raw material on arrival in the unit shall be inspected by the technologist of the unit.

1.2.9.2 Processed and graded material of each day's production shall be inspected by the technologist.

1.2.9.3 Total monitoring and control of the entire processing operations will be carried out by the technologist. A register will also be maintained by the technologist to monitor the in-process controls, as laid down.

1.2.9.4 Samples from each lot of production shall be drawn and tested in the laboratory.

1.2.9.5 The analytical results shall be recorded and signed by the technologist with name, date and time of completion of the analysis.

1.2.10. CRITERIA FOR ACCEPTANCE AND REJECTION OF LOTS.

1.2.10.1 Inspection of black pepper, whole or ground, meant for export shall be normally carried out with a view to seeing that the same conforms to the declared grade designation as per Pepper Grading and Marking rules, 1969 and any other contractual requirements or requirements of Food Laws of importing country

1.2.10.2 In the case of consignment meant for export to USA, the

inspection shall also ensure that the consignment satisfies following Direct Action Levels of US FDA.

- | | | |
|----|----------------------------------|--|
| 1) | Insect filth and mould in Pepper | One percent or more by weight |
| 2) | Mammalian excreta in Pepper | One mg. Or more per pound |
| 3) | Foreign matter in Pepper | One percent or more by weight |
| 4) | Insect filth in Ground Pepper | 475 or more insect fragments per 50 gm. |
| 5) | Rodent filth in ground pepper | 2 or more rodent hair fragments per 50 gm. |
| 6) | Salmonella | Negative |

1.2.11. CERTIFICATE OF INSPECTION FOR EXPORT.

1.2.11.1 The processor intending to export black pepper shall submit an intimation in the prescribed proforma **ANNEXURE- V** in duplicate along with certified extracts of packing register **ANNEXURE-VI**.

1.2.11.2 On receipt of the intimation, the Agency on satisfying itself that the consignment has been processed, packed inspected and accepted according to the standards specifications and procedure applicable to it and additional specifications, if any, stipulated by the importer /importing country will issue a certificate for export. Before issue of such certificate, Agency office will ensure that the prescribed fee has been levied.

1.2.11.3 Export Inspection agency will issue the inspection certificate in the standard proforma after the consignment lot(s) has/have been duly passed, sealed and either stencilled or labelled. In the certificates for USA consignments, the numerical code of exporter, lot identification number and the analysis methodology and results shall be mentioned. A separate certificate as per proforma at **ANNEXURE-III** will be issued for each lot meant for export to USA and then exporter shall forward the original to USA for use of the FDA authorities. The certificate issued shall be valid for a period of 45 days from the date of packing of the lot. In case due to certain unforeseen circumstances like delay in ship's calling, loading of cargo etc. the consignments has not been shipped within the validity period, as mentioned above, a maximum of 10 days grace revalidation may be allowed if the Agency is satisfied of the reasons. Such grace revalidation may be accorded at the discretion of the Agency and cannot be claimed by exporter on routine basis. In case the material covered by the inspection certificate is not shipped within the date of expiry, the consignment will be re-inspected after levying necessary inspection fee before a fresh certificate is issued.

1.2.12 REVIEW OF APPROVED IPQC UNITS.

1.2.12.1 The operation of an IPQC unit will be reviewed at least once in a year by the Inter Departmental Panel of Experts. During review, the performance of the unit during the preceding period shall be taken into consideration and specific recommendation made to EIA whether to continue or withdraw the IPQC facility.

- 1.2.12.2 If the approval of a processor is withdrawn, the processor will still be eligible for export under consignment wise inspection.

1.2.13 INSPECTION FEE

Inspection fee at the @ 0.2% of FOB value shall be paid by the exporter to Export Inspection Agency as inspection fee. The inspection fee will be paid in advance along with inspection certificate by a bank draft in favour of concerned 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. Fees will be charged for all export and not only for export to USA. The exporter, if he desires may open a deposit account with Export inspection Agency for the purpose.

1.2.15. Appeal

Any exporter aggrieved by the refusal of the Export Inspection Agency to issue the certificate of inspection, may, within 10 days of the receipt of the communication of such refusal prefer an appeal which shall be referred by the Agency to a panel of Experts consisting of not less than three, but not more than seven persons appointed for the purposes by the Central Government. The appeal will be disposed of within fifteen days from its receipt. The decision of the panel in such appeal shall be final.

MINIMUM REQUIREMENT, FOR A UNIT TO QUALIFY TO PROCESS AND PACK BLACK PAPPER FOR EXPORT.

1. General Sanitation

- 1.1 The entire premises used for processing, storage and packing black pepper will be maintained in good sanitary conditions. Accumulation of dust, presence of cobwebs, objectionable matter like excreta and stone will not be allowed in the processing premises. Such materials should be removed on a daily cleaning schedule.
- 1.2 Open gutters shall be flushed and kept clean always.
- 1.3 Toilets in the premises shall be maintained cleanly and adequate facilities provided for workers to wash their hands and feet with water and soap.
- 1.4 All machineries, equipments, utensils, etc., coming in contact with the produce shall be maintained clean without permitting dust accumulation and harbourage of insects and other pests.

2.0 Drying yard.

- 2.1 The open yard used for sun drying of pepper should have been cemented and properly covered by either nylon netting, adequate to prevent entry of birds into the yards.
- 2.2 Open sides of the drying yard shall be skirted by cemented single brick wall of sufficient height and all openings suitably closed with wire mesh or grills.

3.0 PROCESSING AND STORAGE

- 3.1 In the section for hand sieving in un-garbled pepper for the purpose of grading there will be arrangements to ensure that the graded pepper is kept distinctly away from other materials.
- 3.2 New gunny bags will only be used for filling Garbled pepper and such goods will be stored away from ungarbled pepper and other products.
- 3.3 The final procedure packed in new gunny bags ready for export will be stacked sufficiently away from walls on dunnage at the bottom.
- 3.4 Final produce meant for export shall be handled or stored without permitting admixture of dust.
- 3.5 Outlets of machineries that bring out light particles, extraneous matters and dust should be properly covered to avoid such materials being wind-blown or otherwise carried and thus being got mixed with garbled/cleaned black pepper.
- 3.6 Materials such as pinheads that may be retained for later processing should be stored quite away from the final procedure

godown.

4. CONTROL OF ANIMALS, RODENTS, BIRDS AND PESTS

- 4.1 All openings into outside of the premises such as, gates, drain outlets, etc., should be got fitted with suitable grills/wire meshes to prevent entry of animals and rodents.
- 4.2 All windows, ventilators, gaps between the tiled roof and wall and other openings will be suitably secured ensuring that birds do not enter into the godowns
- 4.3 If masonry footsteps have been provided for entering into godowns, doors of such godowns should be fitted with planks that prevent entry of rodents.
- 4.4 A Periodic pest control by spraying or fumigation will be carried out.
- 4.5 The new gunny bags used for packing final procedure will be got pre- treated by malathion.

5. PERSONAL HEALTH AND HYGIENE

- 5.1 The personnel engaged in processing operation will be free from any communicable disease.
- 5.2 All persons working in the processing are will maintain personal and take all precautions to prevent contamination of products they handle.

6. Equipment and Metrological Control

- 6.1 The unit will have its own laboratory facilities with all necessary equipments and chemicals to carry out analysis and testing of black pepper for the purpose of export.
- 6.2 Unit shall have competent and qualified trained personnel to carry out testing of black pepper.
- 6.3 The unit shall check few instruments in relation to their history cards for its accuracy and proper calibration as per laid down frequency.

7. Packing

Detailed specification will be laid down for packing material and tests carried out on small pack/master cartons/bags/ polythene etc.

8. Maintenance of records

Necessary records related to all the above aspects shall be maintained systematically in order to ensure effective control on the system and this shall be made available to the agency as an when required.

9. Transportation facilities

It shall be ensured that the finished products are transported under hygienic conditions.

ANNEXURE-I

NOTICE OF INTIMATION -

Ref.:
Dated:
required on _____
From

Inspection

To

Export Inspection Agency -

Dear Sir(s),

Please carry out the inspection of the consignment, particulars of which are given below for issuance of certificate of inspection as required under Export (Quality Control and Inspection) Act, 1963.

*We are enclosing a crossed cheque/bank draft/IPO No. _____ dated _____ issued by _____ for Rs. _____ towards the inspection fee of this consignment.

*The inspection fee of Rs _____ for this consignment may kindly be debited in our Deposit Account, Pass Book No. _____, which is enclosed.

1. Name and address of the Exporter :
2. Name and address of the Processor :
3. Buyer's Order No./Export Contract No :
4. Description of the consignment :
 - (a) Name of the commodity :
 - (b) Brand name, if any :
 - (c) Quantity :
 - (d) No. of packages :
 - (e) Grade/variety etc :
 - (f) Date of packing :
 - (g) Value :
 - (h) Shipping marks :
5. Exact address where the goods are lying for inspection :
6. Technical requirements including specifications as stipulated in the export contract :
7. Details of shipment :
 - (a) Probable date of loading into ship :
 - (b) Name of ship :
 - (c) Date of sailing :
 - (d) Port of shipment :
8. Details of the seal, if any :
9. Any other relevant information :

It is hereby certified that the consignment mentioned above has been processed to satisfy the conditions relating to quality control/inspection applicable to it under Export (Quality Control and Inspection) Act, 1963.

*It is certified that the consignment mentioned above has not been previously inspected.

*It is certified that the consignment mentioned above has been offered previously for inspection vide intimation No. _____ dated _____ and the defects pointed out earlier have been duly rectified.

It is also certified that no additional technical or quality requirements other than those mentioned at column No. 6 above has been stipulated by the foreign buyer.

Signature _____

Designation _____

Seal of the Exporter _____

*Delete whichever is not applicable.

ANNEXURE-II

EXPORT INSPECTION AGENCY -

No. EIA/

Dated:

To

M/s _____

Sub: Preshipment Inspection of

Ref: Your intimation No.

dated

Dear Sir(s)

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 recognised under Export (Quality Control and Inspection) Act, 1963. It is, therefore, regretted that the certificate of exportworthiness cannot be issued due to the following reason(s).

(1)

(2)

(3)

(4)

(5)

NOTE: Seals, if any, affixed in the consignment may be returned to this office immediately.

Yours faithfully,
Export Inspection Agency-

Copy to:

The Joint Director,
Export Inspection Agency-

ANNEXURE - III		
Sl.No.	EXPORT INSPECTION	For office use
Date of Receipt	AGENCY	Name of the
Date of completion	REPORT OF ANALYSIS OF BLACK PEPPER	Processor/ Exporter
	USA / OTHER COUNTRIES	

Weight of sample (s)						For Laboratory use						
Extraneous matter												
Code	Grade	Moisture	Light	Pin	Total	Acid	Cru	Forei	Inse	Excret	Other	Remarks
No. of		% by	Berri	Hea	Ash	Insol	de	gn	ct	a	Filth	
Samp		weigh	es %	%	cont	u-	Fibr	Matt	Filth	Mam	conta-	
les		t	by	by	ent	ble	e	er	&	ma-	minati	
			wt.	wt.	% by	Ash	%	% by	Moul	lian	on	
					wt.	%	by	wt.	d	Mg./lb	obser	
						wt.			%		ved	
									by			
									wt.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Place:						Signature :						
Signature :												
Date						Name & Designation						
Name & Designation:												
Date:												

ANNEXURE -IV

From: -----

To

Additional Director,
Export Inspection Agency.....

Sir,

Please carry out the assessment of the requirements of our processing unit for the In- Process Quality Control system under the Export (Quality Control and Inspection) Act, 1963. We furnish below the information regarding the facilities available in our unit for the processing of Black Pepper.

1. GENERAL INFORMATION
 - 1.1 Name and address of the processing unit
 - 1.2 Name & Address of the owner
 - 1.3 Is the godown hired or leased?
 - 1.4 Annual production and export (quantity and values)
Please indicate here figures for the last three years together with the products processed/exported
 - 1.5 Average daily products and shifts worked per day
 - 1.6 No. of workers employed
 - 1.7 Details of facilities available:
 - 1.8 No. of supervisors
 - 1.9 No. of technologists with their names, qualifications and experience
2. SURROUNDINGS
 - 2.1 Whether the surroundings pose any sanitary problem
3. CONSTRUCTION AND LAY-OUT (Please attach a blue print of the site plan & building including, different sections)
 - 3.1 Whether the Lay-out of different sections facilities smooth flow of work
 - 3.2 Whether the unit is housed in a building of a permanent nature affording sufficient protection from normal climatic hazards?
 - 3.3 Whether processing section, facilities and storage are integrated with same lay-out of the whole establishment?.
4. PROCESSING AREA
 - 4.1 Whether the processing area is sufficiently precluded from the raw material receiving section?
 - 4.2 Is there any facility for storing inedible material?
 - 4.3 What is the total area of the processing section?
5. CEILING, WALL AND FLOOR
 - 5.1 Type of ceiling whether ceiling is adequate, in good repair?
 - 5.2 Are there any crevices and open joints in the ceiling?.
 - 5.3 Whether the floor is free from cracks and crevices?
6. GIVE DETAILS OF BIRD PROOFING AND VERMAIN AND ANIMAL CONTROL
7. LIGHTING AND VENTILATION
 - 7.1 Whether the working areas are well lighted?
 - 7.2 Whether the light bulbs and fixtures are of safety type or

- otherwise protected?
- 7.3 Is the area well ventilated
8. MACHINERY
- 8.1 Number, make and capacity of machineries
- 8.2 Whether the capacity is adequate to meet peak season handling?
- 8.3 Whether the machineries are maintained clean and without dust accumulation and harborage of insects and other pest?
9. PROCESSING AND STORAGE
- 9.1 Do you have your own or do you use hired space?
- 9.2 What is the capacity of the storage and whether it, is adequate?
- 9.3 Is the storage well lighted?
- 9.4 Is it kept clean and in good repair?
- 9.5 Is the storage kept clean?
- 9.6 Are the separate facilities for storing packing materials, detergents and disinfectants and toxic substance such as Rodenticides and insecticides?
10. SANITARY FACILITIES AND CONTROL
- 10.1 Give the details of cleaning schedule followed
- 10.2 Whether adequate hand washing facility is provided near each entrance?
- 10.3 Whether the opening of the open drains sufficiently protected from rodent entry?
- 10.4 What is the arrangement to discharge the drainage water?
- 10.5 Is the drainage system inside the factory properly covered?
- 10.6 Whether the wastewater, rainwater and sewage disposal cause any sanitary problem to the premises?
11. TOILET FACILITIES
- 11.1 No. of toilets available
- 11.2 Whether the toilet facility is of sanitary type?
- 11.3 Whether the toilets are well isolated from the processing area?
- 11.4 Are the toilets provided with self-closing doors and with potable water, wash basins and soap?
12. PERSONNEL HEALTH AND HYGIENE
- 12.1 What precautionary measures are taken by the management to ensure personnel health and hygiene of the persons employed in processing work?
- 12.2 Whether the workers are provided with clean aprons and headgears?
13. TRANSPORTATION FACILITIES
- 13.1 No, type and capacity of vehicle available for the transportation of raw material
- 13.2 No., type and capacity of vehicles available for the transportation of finished products
- 13.3 Whether the capacity is adequate?
- 13.4 Do you own these facilities or hire them?

We hereby declare that the details furnished above are true to the best of our knowledge and belief.

Yours faithfully,

Signature:

Name:
Designation:
Seal:

Place:
Date:

ANNEXURE-V

From:

To,

The export Inspection agency- Cochin/Calcutta/Bombay/Madras

Dear sir,

Please issue a certificate of exportworthiness as required under Export (Quality Control and Inspection)Act, for the consignment, particular of which are given below. Processed and packed under IPQC.

We are enclosing a cheque/draft No.----- dated -- -- -- for Rs. ----- on ----- towards inspection fee for this consignment.

*The inspection fee of Rs.----- for this consignment may kindly be debited in out deposit in out deposit account pass book No.----- which is enclosed.\

1. Name and address of the Exporter :
2. Name and address of the processor/Miller :
3. Buyer's order No./Export contract No. :
4. Description of the consignment :
 - a) Name of the commodity :
 - b) Brand name, if any :
 - c) Grade, size etc. :
 - d) Quantity :
 - e) No. of packages/bags :
 - f) Value (FOB/CIF) :
 - g) Shipping marks :
5. Exact address where the goods are lying :
6. Technical requirements including specifications as stipulated in export :
7. Contract details of shipment :
 - a) Probable date of loading into ship :
 - b) Name of the steamer :
 - c) Date of sailing :
 - d) Part of shipment :
8. Details of the seal, if any :
9. Any other relevant information :

It is also certified that the above consignment is from the lots approved under the above scheme.

It is also certified that no additional technical or quality requirements other than that mentioned at column 6 above have been stipulated by the overseas buyer.

Signature:

Designation:

Seal of the exporter

Place:

Date:

*Delete whichever is not applicable

ANNEXURE-VI

PACKING REGISTER

Name of the processor/Exporter :

Type of product and type of pack :

Designation :

Lot identification No.	Date of packing	Table Nos From To	No. of packages	Results of tests	Remarks Exportworthy / Not Export- worthy

Place:

Signature of the technologist:

Date: