

**PROCEDURE FOR GRANT
OF
RECOGNITION CERTIFICATE
FOR
HORTICULTURE PRODUCE
PACKHOUSES**



2009-10

**Agricultural and Processed Food Products
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PROCEDURE FOR GRANT OF RECOGNITION CERTIFICATE FOR HORTICULTURE PRODUCE PACKHOUSES

With a view to carving out a **niche** for Indian horticulture produce and for ensuring an **appropriate standard** in exports, it has been decided to adopt the procedure outlined in this document for grant of **pack house recognition**. The objective of this procedure is to encourage exporters of horticultural produce to meet the international standards. Expected benefits of this scheme include infrastructure development, encouragement to backward linkages, export of good quality produce, promotion and publicity at the international level, encouraging adoption of internationally acceptable standards and practices, up-gradation of standards for product quality, **hygiene, upkeep**, food safety, and creation of a healthy, competitive environment among exporters.

The scheme is applicable to all pack houses handling and processing horticulture produce viz fruits and vegetables for export. Recognition will be granted for multiple produce (as stated in para 3) for which appropriate facilities are found to be existing, by the Pack house Inspection Committee during inspection.

01	PROCEDURE FOR APPLICATION	<p>1.1 All applications will be made to APEDA in Form-I.</p> <p>1.2 The application should be accompanied with pack house infrastructure data in Form-II.</p> <p>1.3 The application duly completed may be submitted either at the Head Office of APEDA at New Delhi or at any of its regional offices, who will forward the same to the Head office.</p> <p>1.4 The application fee of Rs. 15,000/- by way of demand draft in favor of APEDA, payable at New Delhi should accompany the application. The application fee is non-refundable.</p> <p>1.5 The following documents should be submitted along with the application :</p> <ul style="list-style-type: none"> a) Names and addresses of owners / partners/ directors / trustees etc. along with documentary evidence. b) Copy of permission/licence from the local municipal body to run the pack house/cold rooms. c) Copy of the lease agreement, in case the pack house is being run on lease basis. d) Lay out of the premises. e) Brief resume of the pack house manager and other skilled staff f) Copy of pollution control clearance (waste disposal, environment), if any.
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		<p>g) List of machinery and equipment including reefer/insulated vehicles.</p> <p>h) Copy of quality and maintenance manuals and procedures providing details (names, list of duties assigned and technical competency of Quality control managers/supervisors) , the Internal Quality Control System, whether in house or outsourced.</p> <p>h) Copy of HACCP / ISO certificate, if any, along with food safety manuals and procedures.</p> <p>i) Water analysis report of last one year.</p> <p>j) List of farmers, along with the copy of agreement entered into with them by the pack house , as per the format provided by APEDA, (attach copies of contracts etc). Specify, whether the farmers are implementing GAP and provide copy of GAP certificate , if applicable, Standard Operating Procedures (SoPs) etc.</p> <p>k) Specific evidence to depict trace-back and product recall procedures.</p> <p>l) Health record of workers (copies of last medical report with pathological test reports etc).</p> <p>m) Record of training provided to workers, and plan during the year. A report should be provided.</p> <p>n) Code of Conduct duly signed in Form-III.</p> <p>1.6 The application should be signed by the owner / partner / director / managing trustee duly authorized for</p>
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		<p>the purpose and a documentary evidence/power of attorney/copy of the resolution must accompany the application.</p>
02	PACKHOUSE RECOGNITION PROCEDURE	<p>2.1 Preliminary scrutiny of the application will be carried out by APEDA as per the checklists given in Appendix - I (list of equipments required for pack houses and Appendix- II (Criteria Government Pack House Recognition). In case the application is in order, the Fresh Fruit and Vegetable Division of APEDA at its headquarters will forward a copy of the documentation to the Pack house Inspection Committee, authorized for the purpose, for carrying out inspection of the pack house.</p> <p>2.2 Composition of Committee: The Pack house Inspection committee shall comprise of following :</p> <ul style="list-style-type: none"> I. APEDA (FFV Division at Head Office and/or the concerned Regional Office), II. Directorate of Plant Protection, Quarantine & Storage (DPPQS), III. Directorate of Marketing & Inspection (DMI), where applicable, IV. State Department of Agriculture/ Horticulture <p>2.3 7 days' advance intimation will be given by APEDA to the pack house regarding the date of inspection .</p> <p>2.4 The Pack House Inspection Committee constituted by APEDA shall carry out detailed physical inspection of the pack house and its</p>

		<p>manual and procedures in accordance with the requirements stipulated in the scheme. The committee would also examine compliance to SOP's adopted by pack house operator.</p> <p>2.5 The evaluation of the application and physical inspection will be carried out on a first-come-first-served basis.</p> <p>2.6 Preference shall be given to the applications that have implemented systems like trace-back/product-recall mechanism, Good Agricultural Practices in their supporting farms/plots.</p> <p>2.7 The Pack House Inspection Committee shall furnish the inspection report with its recommendations to APEDA as per format given in Form IV within one two days from the date of physical inspection.</p> <p>2.8 The recognition of the pack house is subject to the compliance with 100% of the Mandatory, 95% of Major and 85% of Minor points as stipulated in the application format , and as mentioned in the Form II of Pack house infrastructure data and of Pack house Inspection Report as given at Form IV.</p> <p>2.9 In case of "Grape & Pomegranate exports" to EU, it is mandatory for pack houses to conduct the work flow through the GrapeNet/AnarNet software (www.apeda.com)</p> <p>2.10 In case the pack house Inspection</p>
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		<p>Committee is not satisfied about the conformity with the stipulations of the scheme by the Pack house :</p> <p>2.10/1 A letter clearly stating the shortcomings for compliance will be handed over to the pack house owner immediately upon completion of the inspection.</p> <p>2/10/2 The Pack House will have to comply with the points contained in such Letter as mentioned at 2/10/1 within a reasonable time frame , to be indicated to the Committee.</p> <p>2/10/3 Upon completion of the compliance points, the Pack house will intimate APEDA in writing about the same and submit a point wise compliance report .</p> <p>2/10/4 If APEDA is satisfied with the compliance report submitted by the Pack House, a re-inspection would be carried out by a sub-committee as decided by the Pack house Inspection Committee.</p> <p>2/10/5 Based on the Sub-Committee's observations on re-inspection, a decision to issue the Pack House Recognition Certificate, will be taken.</p> <p>2.11 Inspection Supervision: APEDA will carry out periodic surprise inspection of recognized pack houses for verification of compliance with the scheme.</p>
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03	ISSUE OF PACKHOUSE RECOGNITION CERTIFICATE	<p>3.1 In case the Inspection Committee is satisfied that the pack house conforms to the requirements of the scheme, it will recommend to APEDA to issue the pack house recognition certificate as per Form-V. The certificate will bear a unique number.</p> <p>3.2 The Pack House Recognition Certificate will be valid for one year from the date of issue.</p> <p>3.3 The Pack house Recognition Certificate shall be prominently displayed in the pack house.</p> <p>3.4 Any change in the layout, design, capacity, documentation, title, etc., of the pack house shall be got approved by APEDA within 60 days of such change.</p> <p>3.5 The date of validity of the Recognition Certificate shall be specified on the certificate</p> <p>3.6 The certificate shall be issued to the owner of the pack house even if it leased out. The address on the Pack house Recognition Certificate will be retained as the one provided by the applicant in the application for recognition of the pack house.</p> <p>3.7 Notwithstanding the fact that the certificate once issued shall continue to be in force till the validity of the certificate, APEDA may institute surprise checks through its officers in order to ensure that the pack house has maintained the standard as required for issue of the recognition of certificate.</p>
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04	RENEWAL OF THE RECOGNITION CERTIFICATE	<p>3.8 It is mandatory on part of pack house operator to comply with recommended SOP's and Guidelines as provided by APEDA from time to time.</p> <p>3.9 The exporter shall also comply with such other instructions as may be issued by APEDA, from time to time.</p> <p>3.10 Upon expiry of the validity of the Pack House Recognition Certificate, it will automatically become null and void and must be surrendered to APEDA immediately thereafter.</p> <p>4.1 Upon cessation of the validity period of the Pack House Recognition Certificate, it shall be incumbent upon the applicant (the pack house owner) to approach APEDA with a written request for renewal along with non-refundable fee of Rs. 15,000. Such request should reach APEDA at least 30 days prior to expiry date.</p> <p>4.2 With the written request for renewal, the applicant must surrender the previous Certificate in original to APEDA.</p> <p>4.3 The pack house Inspection Committee shall carry out inspection for the purpose of recognition /renewal of the Pack House as per procedure .</p>
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05	REFUSAL/CANCELLATION/SUSPENSION OF PACKHOUSE RECOGNITION CERTIFICATE	<p>5.1 Issue of certificate may be refused or, if issued, may be cancelled or suspended:</p> <ul style="list-style-type: none"> a) If the pack house does not conform to the prescribed standards. b) If not complying with recommended SOP's and Guidelines as provided by APEDA from time to time c) If there are quality complaints from the importing country. d) If there are adverse reports from the financial institutions / banks against any of the owners / directors / partners / trustees. e) If the pack house does not conform to availability of sufficient potable water. f) If technically qualified personnel are not available to manage the pack house. g) In case of unsatisfactory arrangements for disposal of rejected, rotten, waste of horticulture produce. h) In the absence of a valid license from the local bodies. i) In case of not holding valid captive power generation facility duly sanctioned from the respective authority if the pack house does not have state/private run power connection.
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		<p>j) In the case pack house is used for purpose other than post harvest processing of horticulture produce.</p> <p>5.2 In the overall interest of exports, from India, APEDA reserves the right, at any stage, to withdraw / cancel/ suspend recognition given to a pack house .</p> <p>5.3 Refusal of application for certificate or its cancellation/suspension, as the case may be, shall be communicated to the applicant in writing. The applicant will have to surrender the original Pack House Recognition Certificate to APEDA till such time such cancellation/suspension is revoked.</p>
06	<p>APPEAL AGAINST REFUSAL/SUSPENSION/CANCELLATION OF THE PACKHOUSE RECOGNITION CERTIFICATE</p>	<p>6.1 Appeal against refusal/cancellation or certificates may be submitted to Chairman, APEDA within 30 days of the receipt of such refusal / suspension / cancellation.</p> <p>6.2 Chairman, APEDA will consider the application on merits and, if considered necessary, order re-inspection of the pack house during which time the anomalies pointed out by the Committee should be rectified and compliance notified to APEDA.</p> <p>6.3 If approved, a fresh certificate shall be issued on the basis of recommendation of the committee. It may be noted, in such cases, all the expenses against the re-inspection of the committee members shall be borne by facility operator itself. The intervening period between the cancellation of the certificate and</p>

		issue of fresh certificate shall be deemed to imply that the pack house was not registered during this period.
07	ISSUE OF DUPLICATE RECOGNITION CERTIFICATE IN CASE OF LOSS OR MULTILATION	7.1 In case of loss or mutilation of any certificate, a duplicate certificate may be issued on payment of Rs.5000/-. The validity of the duplicate certificate shall be the same as that of the original.

Sd/-

Place : New Delhi
Date : 29 July, 2009

(Asit K. Tripathy)
Chairman

FORM - I**FORM OF APPLICATION FOR RECOGNITION OF
HORTICULTURE PRODUCE PACKHOUSE**

1.	Name and address of the applicant (owner) along with complete contact details	Name Address Tel with STD Code: Fax with STD Code: Email ID : Mobile :
2.	APEDA Registration-cum-membership No.	RCMC No : Date of Issue : Merchant/Manufacturer: Valid Upto :
3.	Address of the pack house with name of Pack House Manager and his contact details	Address : Pack House Manager : Contact Tele/Mobile No
4.	License no. and date (enclose self-attested copy)	Licence No Issued for Issued by Issue Date Valid Upto

5.	Previous APEDA pack house recognition certificate details (Surrender the previous certificate with this application)	Certificate No: Date of issue Valid upto : Product :
6.	Products for which Recognition is now being sought	
7.	Validity of lease agreement, if applicable	Date of Issue Valid upto
8.	Details of the Bank draft towards payment of Fee	DD No: Date of issue Drawn on (bank) Amount (Rs)

DECLARATION

- (a) I/We declare that I/we possess authority and right to process/store fresh horticulture produce in the above premises and to effect any structural and/or other modifications required conforming to the instructions issued from time to time.
- (b) I/We declare that my/our pack house has been leased for the period (from.....to.....) to Mr/M/s
- (c) I/We also declare that I/we have read and understood the procedure for grant of recognition certificate for horticulture produce pack houses and have complied with the same in respect of the above stated pack house facility. I/we understand that non-compliance at any stage will entail cancellation of the recognition certificate issued to me.
- (c) I/We further declare that I/we and the above stated pack house have no dues to settle with another exporter/pack house /farmer.

Place :
Date :

Signature -----
Name -----
Designation -----

UNDERTAKING

I/We, ----- undertake to always maintain the pack house as per the standards prescribed in this document, to abide by any instructions that may be issued by APEDA from time to time and to get the above mentioned pack house inspected whenever called upon to do so by APEDA.

Place : Signature -----
Date : Name -----
Designation -----

VERIFICATION

I/We -----, hereby, declare that to the best of my knowledge and belief, the above information is complete and correct and that no facts have been concealed. I/We also agree to abide by the conditions laid down in this behalf.

Place : Signature -----
Date : Name -----
Designation -----

PACKHOUSE INFRASTRUCTURE DATA

Sn	Particulars	Details
1.	Name & full address of the applicant	
2.	Date of acquisition/setting up	
3.	If leased give details of the lease and enclose a copy of the lease deed	Date of lease deed Valid upto Leased to: Name Address Tel No Mobile No..

4. EXTERNAL INFORMATION:

Sn	Control Point	Level	Remarks
1.	Arrangements for disposal of waste material. Ideally a disposal pit should be within the boundary of Packhouse and visible for supervision	Mandatory	
2.	Arrangement for Prevention of contamination from outside Net proofing to avoid dust, flies etc	Mandatory	
3	Surroundings	Major	Clean/Unclean
4.	Whether situated near obnoxious industry like fish canning, tanneries chemical plants, fertilizer plants releasing effluent / hazardous material etc.	Major	

5.	Boundary wall/fencing	Major	
6	Condition of drainage system and whether surface (but covered) or permanently installed underground.	Major	
7	Whether wash and change room for workers provided. If provided, number of toilets (Gender wise) for workers and provision for water, soap, towels etc.	Major	
7/1	The opening of toilet doors shall be outside the pack house process area	Major	
7/2	Arrangement for foot wears and disinfectants at change room.	Minor	
8	Availability of soap dispensers and foot operated taps at every entry point	Major	
9	Availability of foot dip system at worker entry Point	Major	
10	Whether the external walls are properly plastered and free from crevices, holes, dampness, Webs.	Major	
11	Condition of approach/ service roads	Major	

5. INTERNAL INFORMATION

1	Whether the walls and ceilings are properly plastered and white washed	Mandatory	
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2	Pest, insect, rodent control measures (In house or outsourced)	Mandatory	
3	Availability of potable water	Mandatory	
4	Whether the floor, walls and ceilings are properly plastered with impervious material.	Major	
5	Floor slope in pack house	Major	
6	Condition of floor, whether any pothole / cracks on floor	Major	
7	Is floor concrete or tiled	Major	
8	Whether adequate protected lighting arrangements provided in the working area	Major	
9	Whether adequate exhaust fans provided Whether exhaust fans provided with proper netting or shutter.	Major	
10	Whether the premises is free from cob webs and spiders	Major	
11	Whether adequate fans for drying of fruits/vegetables are available	Major	
12	Condition of conveyors/tables	Major	
13	Whether alarm system is available, in case of emergency inside the premises area	Major	
14	Whether entry is restricted and all the entry-exits points are provided with double doors having fly proofing and auto closing	Major	
15	Condition of floor, walls, insulation, ceilings etc inside the pre-cooling chambers	Major	
16	Alarm system in case of emergency inside the pre-cooling chambers	Major	
17	Displayable recorders for temperature / humidity on pre-cooling chambers	Major	
18/1	Shatter proof lighting	Major	

	arrangement in pre-cooling chambers,		
18/2	Hygienic condition of pre-cooling chambers	Major	

19	Condition of floor, walls, insulation, ceilings etc inside the cold storage chambers	Major	
20	Alarm system in case of emergency in cold storage	Major	

21	Displayable temperature and humidity recorders on cold storage	Major	
22/1	Shatter proof lighting arrangement in cold storages	Major	
22/2	Hygienic condition in cold storages	Major	
23	Whether hot water (for hot water dip treatment) at regulated temperature is available (please indicate capacity also) inside the pack house process hall area	Major (for applicable produce)	
24	Whether sufficient signboards indicating "do not spit/do not smoke, eatables prohibited" are prominently displayed in the premises	Minor	
25	Adequacy of water receptacles	Minor	

6. GENERAL

A. Intermediate Storage

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Sn	Control Point	Level	Remarks
1	Capacity of intermediate storage	Minor	
2	Type of sheds, whether temporary or RCC	Minor	
3	If RCC, arrangement for temperature control	Minor	

B. Packhouse Processing Hall

Sn	Particulars	Facts & data
1	Raw material unloading and storage capacity	
2	Weighing capacity (please provide evidence)	
3	Desapping capacity / batch	
4	Mechanized/manual sorting/grading capacity/ batch (please provide evidence)	
5	Mechanized/manual washing capacity/batch (please provide evidence)	
6	Mechanized/manual hot water dip treatment capacity / batch, if any (please provide evidence)	
7	Number of HDPE crates availability	
8	Packing capacity	
9	Palletization capacity	
10	Docking capacity	
11	Air conditioning system and temperature maintained in processing hall	
12	Ripening chambers capacity	
13	Any other processing equipments like, VHT, irradiation, debittering, etc.	

C. Pre-cooling capacity per batch in MT

Sn	Particulars	Facts & data
1	No. of chambers	
2	Capacity of each chamber	
3	Make of air handlers, humidifier	
4	Type of insulation	Wall mounted puff/panels/others
5	Return air suction ratio	
6	Air tightness	

7.	Compatibility to cold storage bay	
8.	Stand-by unit in case of failure	

D. Cold storage capacity in MT

Sn	Particulars	Facts & data
1	Refrigeration system and make	
2	Number of chambers	
3	Capacity of each chamber	
4	Type of cold storage	
5	Type of insulation	
6	Facility of injecting fresh air, if any	
7	Facilities for ethylene scrubbing, carbon dioxide filtration, fumigation	
8	Air tightness arrangement	
9	Facility of movement of loaded pallets (including pallet size)	
10	Compatibility with shipping/ docking bay	
11	Stand-by unit in case of failure of main cold storage (indicate capacity)	

E. Transportation capacity :

Sn	Particulars	Facts & data
1	Refrigerated vans (number and capacity)	
2	Insulated vans (number and capacity)	
3	Ordinary vans (number and capacity)	

F. ARRANGEMENTS OF ANNUAL MAINTENANCE / CALIBRATION (please provide copies of manuals/procedures/ calibration certificates)

Sn	Control Point	Level	Remarks
1	Arrangements of annual maintenance / calibration of packhouse equipment	Major	
2	Arrangement of annual maintenance/ calibration of pre-cooling, cold storage, insulated/refrigerated vans	Major	

7. WATER SUPPLY

Sn	Control Point	Level	Remarks
1	Supply Source of safe water	Major	
2	pH of water (7-8.5)	Major	
3	In case pH of water is not neutral, whether water softening plant is erected	Major	
4	Volume of water supply is adequate	Major	
5	Capacity and condition of over-head storage tank	Major	
6.	Water Testing Done from (name of laboratory)		
7	Is the laboratory recognized . If yes, by whom?`		
8	Sampling procedure		
9	Frequency of testing		
10	Last testing done on(attach test report)		

8. POWER SUPPLY

Sn	Control Point	Remarks
1	Sanctioned/allocated load from State/private run power source,	Sanctioned Load : Source :
2	Captive Power generation capacity	No of DG sets Capacity of each DG Set

9. GENERAL STORAGES

Sn	Control Point	Level	Remarks
1	Separate storage arrangement for fungicides, chemicals, post harvest biological control agents	Mandatory	
2	Separate arrangement for storage of packaging material, pallets	Mandatory	
3	Separate storage arrangement of export rejections and ripened and rotten fruits	Major	

i. LABORATORY FACILITY

Sn	Control Point	Remarks
1	Whether the laboratory exists	
2	Tests performed	
3	List of in-house laboratory equipment	
4	Person in charge of the lab, his/her name and qualifications	
5	Air-conditioning /ventilation	
6	Record of laboratory working and test results	

11. PERSONNEL

Sn	Control Point	Remarks
1	Organisation chart	
2	Total strength	
3	Managerial Supervisory Technical Skilled Semi-skilled Unskilled (gender wise)	
4	Technical Competence of pack House manager (Qualification/ experience)	
5	Technical staff (Competency)	
6	Semi-skilled workers (Competency)	

12. PESONNEL HEALTH & HYGIENE

Sn	Control Point	Level	Remarks
1	Whether the staff is periodically examined medical fitness, if so, periodicity	Mandatory	
2	Whether medical inspection carried out by Qualified MBBS doctor. Please provide last medical report with pathological test reports	Major	
3	Whether the nails and hairs are properly trimmed (use of nail polish to be prohibited)	Major	
4	Whether clean uniforms, caps, hand gloves provided	Major	
5	Whether regular training is being given to the workers & supervisors	Major	
6	Records of Training schedule and last training provided	Major	

13. SANITARY FACILITIES

Sn	Control Point	Remarks
1	Pack house cleaning schedule with disinfectants used	
2	Frequency of cleaning	
3	Hand washing facility with soap towel etc	Existing/Not existing
4	Maintenance of drainage system	

14. RECORDS

Sn	Control Point	Level	Remarks
1	Staff training schedule	Mandatory	
2	Quality system records, (e.g., (in-house, HACCP, etc)	Mandatory	
3	Medical record / history sheet for each individual staff member	Major	
4	Record of Inspection visits	Major	
5	Periodic maintenance of equipment	Major	
6	Availability of attendance record of workers	Major	
7	Record of for raw material arrival	Major	
8	Processing material record maintenance	Major	
9	Cold storage record maintenance	Major	
10	Dispatch records		
11	Pack house cleaning records	Major	
12	Equipment / temperature control devices calibration records	Major	

15. MISCELLANEOUS

Sn	Control Point	Remarks
1	Any Plans for Modernization /up gradation needs of the pack house	
2	Projected plans for modernization/ up gradation with target dates	
3	Specific activities for improving surrounding environment	
4.	Plan for establishment of any special Quality Control system	

PLACE :

AUTHORISED SIGNATORY

DATE :

INSTRUCTION:

For processing of the Mangoes to USA, Japan, Australia and China, kindly provide the information as per the Annexure-I. For further reference regarding the procedures & Guidelines for the export of mangoes to these destinations kindly visit on APEDA website (www.apeda.com).

Annexure -I

Details of facility for processing of FRESH MANGO

Sn	Control Point	Remarks
1	Desapping line: <ul style="list-style-type: none"> • Capacity in MTs • Make/Model NO. 	
2	Hot water treatment bath: <ul style="list-style-type: none"> * Capacity * Length/Width * Material of make * No. of Sensors 	
3	Sorting, grading line:	
3/1	Conveyor line: <ul style="list-style-type: none"> • Length (cm) /Capacity (MT) • Material of make 	
3/2	Brushing line	
3/3	Washing line <ul style="list-style-type: none"> • Material of make • Length/width 	
3/4	Drying : Material of Make	
3/5	Sorting Line: <ul style="list-style-type: none"> • Manual/mechanized • Model/make 	
3/6	Grading Line : <ul style="list-style-type: none"> • Method of grading • material make for grader 	
3/7	Packaging : <ul style="list-style-type: none"> • Palletization (material used) • Wooden/plastic/ any other 	

Export of fresh Mango to USA with Irradiation processing :

Sn	Control Point	Remarks
1	Proposed Irradiation facility for processing of Mango	
2	<p>Standard Operating Procedures (SOP) followed:</p> <ul style="list-style-type: none"> • SOP Provided by APEDA • If not, specify the SOP followed 	
3	Agreement between APEDA & Packing House [as per Addendum – I]	
4	Agreement between Packing House & Orchards [as per Addendum – II]	
5	<p>Addendum – iv:</p> <ul style="list-style-type: none"> • Pre-harvest processing information sheet • Post-harvest Processing information sheet 	

Export of fresh Mango to JAPAN with Vapour Heat Treatment (VHT) :

Sn	Control Point	Remarks
1	Proposed VHT Facility for processing of Mango	
2	List of farmers/orchards registered with Packhouse : [As per the prescribed f recommended by APEDA]	
3	Availability of guidelines for the export of Mangoes to Japan: [As recommended by APEDA]	
4	Implementation of RMP for the export of Mangoes to Japan: [As recommended by APEDA]	

Export of fresh Mango to CHINA with Hot Water Treatment :

Sn	Control Point	Remarks
1	Hot Water Treatment Facility for dis-infestations of Mango	
2	Temperature of Hot water (48° C)	
3	Treatment Time (one Hour)	
4	List of farmers/orchards registered with Packhouse	
5	Availability of guidelines for the export of Mangoes to China	
6.	Guidelines followed as provided by APEDA	

AUTHORISED SIGNATORY

APPENDIX - I

LIST OF EQUIPMENTS REQUIRED FOR PACK HOUSES

1. Field Kits

Parameter	Equipment
a) Harvest	Harvestors
b) Weight	Weighing scales
c) Total soluble solids	Refractometer
d) Temperature of fruit	Temperature probes
e) Size of fruit	Vernier calipers
f) Pulp pressure of fruit	Penetrometer

2. Laboratory Testing

Parameter	Equipment
a) Weight	Electronic/manual balance scales
b) Temperature of fruit	Temperature probes
c) Total soluble solids	Refractometer
d) Size of fruit	Calipers
e) Colour of fruit	Differential colour charts
f) Pulp pressure	Penetrometer
i) pH meter	pH measuring probe
k) Fire fighting system	Gas/chemicals system

3. Presence of equipment and articles structure in pack house

- a) Harvestors
- b) HDPE crates, buckets and bins
- c) Cushioning material
- d) CFB Boxes
- e) Stainless steel cutters/trimmers/de-handers
- f) Registered fungicides
- g) Food grade edible wax
- h) Ripening process hurdlers/Shelf-life enhancing agents
- i) Fruit washing agents like sodium hypochlorite/inditron/triton
- j) Stainless steel equipment cleaning agents like hydrogen peroxide

- k) Fruit washing water/hot water pH neutralizing agents
- l) Sulphur strips
- m) Polyethelene pouches
- n) Bubble sheets, bubble nets, polyethelene sleeves
- o) Packing/weighing machines
- p) Labeling/numbering machine
- q) Strapping machines
- r) Pallet trucks
- s) Pallets
- t) Pallet edges and markers
- u) Insulated/reefer vans
- v) Hand gloves, caps, aprons, mouth covers, uniforms
- w) Metal detector

CRITERIA GOVERNING PACKHOUSE RECOGNITION

Recognition of the pack houses for post harvest processing of horticulture produce owned by exporters / traders / farmers / co-operatives / state government departments, etc. shall have to governed by following criterion on produce-to-produce basis:

1. Evaluation of the level of Extent and stability of backward linkage / backward integration integration in the respective region where pack house facility proposed for recognition. The evaluation should be based on the relationship between the pack house and the exporter/farmers with regard to pre harvest and harvest practices being followed and the produce intended for exports.
2. Evaluation of level of pre and post harvest integrated training programs attended by their farmers and the extent to which they have practiced the guidelines.
3. Evaluation of level of fields with regard to soil, waste, manure, fertigation and its disease/pest status
4. Evaluation of level of cleanliness of operation in the pack house.
5. Evaluation of level of hygienic conditions of the work place and of the workers, farmers including maintenance of health records.
6. Evaluation of level of the technical & skilled staff enrolled with pack house in respect of their qualification and/or expertise in handling the produce
7. Evaluation of level of infrastructure facilities at the pack house with respect to pack house documentation maintenance.
8. Evaluation of facilities such as dehanding, dethorning, desapping, debittering, sulphitation, sorting grading, washing, drying, waxing, hot water dip treatment, ripening, fumigating, etc.
9. Evaluation of facilities such as intermediate packaging stations, wherever necessary.

10. Evaluation of facilities such as pre cooling, cold storage, high humidity cold storage and their maintenance.
11. Evaluation of facilities such as unloading of raw material, weighment, docking platforms, palletization, etc.
12. Evaluation of facilities such as refrigerated vans, insulated vans, ordinary vans and their maintenance.
13. Evaluation of arrangements for annual maintenance contracts for refrigeration machinery, pack house processing equipment, etc.
14. Evaluation of calibration status of equipment
15. Evaluation of personal hygienic standards of workers
16. Evaluation of medical records of workers
17. Evaluation of overall record keeping in the pack house

**FORMAT OF CODE OF CONDUCT
(ON LETTERHEAD OF PACKHOUSE OWNER/LESSEE)**

1. I/We,
.....
(Exporter Name and Address) are registered exporters under
APEDA RCMC Number dated valid up to
..... For the year, we intend to operate from the
following pack house(s)
.....
.....

It is affirmed that :

2. I/We would maintain the pack house and its surroundings in good order and condition in compliance with the Pack house Recognition Scheme requirements.
3. I/We will maintain all records and documentation correctly so as to make it possible to establish a trace back/product recall mechanism and make efforts to implement Good Agricultural Practices amongst the farmers associated with us.
4. I/We would maintain the list of all farmers registered with this pack house for supply of fruits and vegetables along with relevant information regarding implementation of Good Agricultural Practices.
5. I/We would maintain the integrity of compliance with the grading and marking standards for fruits & vegetables processed in the pack house. These standards may have been notified either by Govt. of India or Govt. of the importing country. Necessary documentation in this regard will also be maintained.
6. I/We will maintain international food safety and hygiene standards as required under the Pack house Recognition Scheme and would not pack any product outside the above mentioned pack house. The entire post harvest operations would be conducted within the pack house.

7. I/We would refrain from indulging into unethical practices such as entering into unethical/unlawful working arrangements with farmers associated with other pack houses, except with a prior concurrence of that pack house.

8. In case of products where residue monitoring procedure is developed by APEDA and/or any other organization in India, I/We would extend full cooperation and comply with all requirements of the monitoring procedure in an ethical manner. In this regard :

a. once a sample of the produce of a farm having a working arrangement with another pack house, but with whom I/We have no prior working arrangement, gets cleared for exports by a designated laboratory, I/we shall not approach that farm for sourcing my/our requirements for exports without express concurrence of the pack house on whose behalf the sample was tested and cleared for exports.

b. in case a sample of the produce of a farm with whom I/We have prior working arrangements do not pass the laboratory tests, I/We would, without delay, inform APEDA, National Referral Laboratory, the district phyto sanitary certificate issuing authorities and the association of exporters of that product communicating details of the farm whose samples have failed.

I would also make the premises and location available for inspection by the APEDA Committee at all times without any reservation.

Name of Owner

Name of Lessee(in case of lease premises)

Designation

Designation :

Name of Company/Firm

Name of Company/Firm

Place :

Date :



PACKHOUSE INSPECTION REPORT

Name of the Pack house:

Address:

Tele:

Fax:

E-mail:

Date of Inspection :

A. General Maintenance, Hygiene and Sanitation

Sn	Control Point	Level	Remarks
1	Conditions of walls, insulation, ceilings (the partitions, walls, floors must have a smooth surface, without crevices & easy to clean, absence of cob-webs)	Mandatory	
2	prevent dust, pests, etc	Mandatory	
3	Whether storage rooms for raw material / chemicals / other material are separate	Mandatory	
4	Arrangements for disposal of waste material. Ideally a disposal pit should be within the boundary of Packhouse and visible	Mandatory	

	for supervision		
5	Arrangement for prevention of contamination of fresh produce	Mandatory	
5/1	from drainage / contaminated water		
5/2	from dust, condensation, mould growth		
5/3	from pests, birds, rodents, etc		
5/4	from chemicals or any physical means		
6	Whether packaging material is stored separately and above the ground away from the walls	Mandatory	
7	Pack-house surroundings (verify para 4 & 5 of FORM-II)	Major	
8	Condition of pack-house entry/exit gates	Major	
9	Hygiene in raw material arrival area	Major	
10	Hygiene in processing hall area	Major	
11	Hygiene in the packing area	Major	
12	Hygiene in pre-cooling chambers	Major	
13	Hygiene in cold storage chambers	Major	
14	Whether displayed recorders are kept inside the pack house process hall area showing optimum temperature (18-22 ^o C)		
15	Whether entry/exit doors are separate for	Major	

	processing hall and cold rooms		
16	Hygienic condition of insulated refrigerated vans, if applicable	Major	
17	Hygiene of docking area	Major	
18	Availability of workers' change rooms (separate for each gender)	Major	
18	Toilets facilities	Major	
18/1	Number (Gender wise)		
18/2	Opening towards outside processing hall		
19	Verify water quality (Laboratory reports) (Microbiological & Chemical)	Major	
19/1	(a) Frequency of testing	Major	
19/2	(b) Method of sampling	Major	
19/3	(c) From Recognized laboratory	Major	
20	Power supply source & maintenance of stand-by generation units (verify para 9 of Form-II)	Major	
21	Whether there is an in-house laboratory (verify para 10 of Form-II and Appendix-I)	Major	
22	Maintenance of general storages, laboratory, records etc.	Major	
23	Water supply & storage		
23/1	(a) source	Major	
23/2	(b) capacity (overhead and underground)	Minor	
23/3	(c) maintenance of storage tanks	Major	

23/4	(d) Condition of storage tanks	Major	
23/5	(e) Whether water arrangement for processing and general purpose cleaning is separate	Major	
23/6	(f) If recycled water is used for processing, is it properly treated (please verify)	Major	
24	Condition of flycatchers and Insect / pest proofing	Major	
25	Whether adequate light is available in the processing hall area	Major	
26	Whether bulbs, tube lights, flycatchers are protected with shatter-proof covers	Major	
27	Condition of glass frames & panes and whether these		
27/1	(a) provide ventilation	Major	
27/2	(b) provide natural light	Minor	
28	Condition of roads		
28/1	(a) Approach road	Minor	
28/2	(b) Internal roads	Major	
29	Overall house-keeping arrangements	Major	

B. Status of personal hygiene of workers

Sn	Control Point	Level	Remarks
1	Please specify		
1/1	(a)Whether examination of pack house workers is being done by	Mandatory	

	M.B.B.S. doctors (specific attention to checking of Contagious diseases, Skin sores / Irritations)		
1/2	(b) If so,		
	(i) the date of last examination		
	(ii) frequency of examination		
1/3	(c) Whether workers handle the material in pack-house during the period of infection	Major	
2	Training schedule of staff	Mandatory	
3	Processing workers	Major	
4	Pre-cooling/cold storage workers	Major	
5.	Workers on packaging line	Major	
6	Whether there are arrangements for hand washing at appropriate places and at each entry point with antiseptic / disinfectant liquids / paper towels etc	Major	
7	Whether there are proper hand- drying facilities	Major	
8	Whether workers follow dress code	Major	
9	Whether workers wear appropriate protective clothing, head cover, foot wear	Major	

10	General hygiene of workers (please verify para 12 of FORM-II)	Major	
11	Arrangement for disinfection of equipment	Major	
	(i) Frequency		
	(ii) Process		
12	Are all chemicals (including laboratory chemicals) properly labeled and have batch numbers, best before dates, etc	Major	
13	Availability of First Aid Box	Major	
14	Is there any obnoxious smell	Major	
	(i) Inside pack house		
	(ii) Outside pack house		
15	Whether sign boards indicating 'do not spit'/'do not smoke' are present on walls	Major	
16	Whether conveyors for washing & processing, packing tables adequate and properly maintained	Major	
17	Whether there is availability of exhaust fans as per requirement	Major	

C. Overall condition of the pack house :

1	Overall condition of processing and packing equipment facilities [please verify information provided by applicant in FORM -	Mandatory	
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	II, specifically paras 6 (B), (C), (D) and (E) and give comments clearly indicating in detail the non-conformities and hygiene]		
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D. Temperature recording (°C) and capacity (MT)

SN	Equipment	Status
1	Pre-cooling	
2	Cold Storage	
3	Refrigerated vans	
4	Shipping containers (if available at the time of inspection)	
5	Whether thermostat control sensors are installed at the air delivery points	
6	Whether temperature recorders are in place at the pre-cooling and cold rooms and are working	
7	Please report on calibration records of equipment and data recorders	

E. Other Arrangements

Sn	Control Point	Level	Remarks
1	Policy for Quality Control in the pack-house,	Mandatory	
	a) Check the QC Manual		
	b) Check effectiveness		
	c) Verify responsibilities at all levels		
	d) Check corrective action reports		
	e) Cleaning procedures of utensils / equipment (use of detergents / rinsing/frequency/verification)		

2	Implementation of trace-back / product recall procedures	Major	
3	Implementation of complaints procedures	Major	
4	Evaluation of training records	Major	
5	Evaluation of a few farmers for implementation of Good Agriculture Practices	Minor	
6	Evaluation of up-gradation plans	Minor	
7	Legal status of pack-house and compliance with statutory requirements of Government of India	Minor	
8	Compliance with IIP packaging standards (verify IIP test reports of cartons)	Minor	

For processing of the Mangoes to USA, Japan and China, kindly provide the information as per the following format. [please verify information provided by applicant specifically in Annexure-1 of FORM – II, and verify the compliance as provided in the Procedures & Guidelines (www.apeda.com) for the export of Mango to these countries.]

1. Details of facility for processing of FRESH MANGO

Sn	Particulars	Details
1	Desapping line	
1/1	Make/model No.	
1/2	Capacity in MTs	
2	Hot water treatment bath	
2/1	Material of make	
2/2	Length/width	
2/3	Capacity	
2/4	No. of Sensors	
3	Sorting, grading line:	
3/1	Conveyor line	
	Material use of make	
	Length/Capacity	
3/2	Brushing line : Make	
3/3	Washing line	
	Material make of tank	
	Length/width	
3/4	Drying: Material make	
3/5	Sorting Line	
	Manual/mechanized	
	Model/make	
3/6	Grading Line	
	Method of grading	
	material make for grader	
3/7	Packaging	
	Palletization (material used)	
	Wooden/plastic/ any other	

1.1 Export of fresh Mango to USA :

Sn	Particulars	Details
1.	Proposed Irradiation facility for processing of	
2	Standard Operating Procedures (SOP) followed:	The inspection Committee must clearly state details in 2.1 and 2.2
2.1	SOP Provided by APEDA	
2.2	If not, specify the SOP followed	
3	Agreement between APEDA & Packing House [as per Addendum – I)	
4	Agreement between Packing House & Orchards [as per Addendum – II)	
5	Pre and Post harvest information :	To be maintained at Pack house . Inspection team will scrutinize these records.
5.1	Pre-harvest History sheet (Addendum III)	-do-
5.2	Post-harvest History information sheet (Addendum IV)	-do-
5.3	Post Harvest Processing Information sheet (Addendum –V)	-do-

1.2 Export of fresh Mango to JAPAN

Sn	Particulars	Details
1	Proposed VHT Facility for processing of Mango	
2	List of farmers/orchards registered with Packhouse [As per the prescribed format recommended by APEDA]	
3	Availability of guidelines for the export of Mangoes to Japan: [As recommended by APEDA]	
4	Availability of RMP for the export of Mangoes to Japan: [As recommended by APEDA]	

1.3 Export of fresh Mango to CHINA

Sn	Particulars	Details
1	Hot Water Treatment Facility for disinfestations of Mango	
2	Temperature of Hot water (48° C)	
3	Treatment Time (one Hour)	
4	List of farmers/orchards registered with Packhouse	
5	Availability of guidelines for the export of Mangoes to China	

F. RECOMMENDATIONS :

General Comments:

Product Specific:

- a) Grapes** : **RECOMMENDED**
NOT RECOMMENDED
- b) Mango** : **RECOMMENDED**
NOT RECOMMENDED
- c) Pomegranate** : **RECOMMENDED**
NOT RECOMMENDED
- d) Other Horticulture Products** : **RECOMMENDED**
(specify products excluding **NOT RECOMMENDED**
Grapes, Mangoes and Pomegranate)

SIGNATURE OF RECOGNITION COMMITTEE MEMBERS

Signature :	Signature :
Name :	Name :
Designation:	Designation:
Date :	Date :
Signature :	Signature :

Name :	Name :
Designation:	Designation:
Date :	Date :
Signature :	Signature :

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS
EXPORT DEVELOPMENT AUTHORITY
(MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA)**

**CERTIFICATE OF RECOGNITION FOR HORTICULTURE
PACKHOUSE**

This is to certify that the below described pack house has been inspected by the Pack house Recognition Committee constituted by APEDA, and the existing facilities are considered adequate to meet the prescribed level for export purposes :

Name of the Pack house:

Location of the pack house

Horticulture products intended for export:

Pre-cooling capacity per shift :

Cold store capacity per shift :

Certificate No. :

Certificate valid up to :

Scope of the certificate :

For and on behalf of APEDA

Place : New Delhi

S E A L

Date of issue :

DIRECTOR

**3rd FLOOR, NCUI BUILDING, 3 SIRI INSTITUTIONAL AREA
AUGUST KRANTI MARG (OPP. ASIAN GAMES VILLAGE)**

NEW DELHI – 110016, INDIA

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