

**CRITERIA FOR GRANT OF
RECOGNITION CERTIFICATE TO
PEANUTS GODOWNS/STORAGE
FOR EXPORT**



**Agricultural and Processed Food Products
Export Development Authority**
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, New Delhi 110 016
Tel: 26534175, Fax: 26519259; E-mail: dprasad@apeda.gov.in

**CRITERIA FOR GRANT OF RECOGNITION CERTIFICATE TO PEANUTS
GODOWNS/STORAGE FOR EXPORT**

To enhance export of peanuts from India and to ensure appropriate food safety measure, quarantine compliances and quality parameters, it is essential to adopt the criteria outlined in this document for grant of recognition certificate to the peanut processing units and integrated peanut processing units. The objectives of these criteria are to encourage exporters of peanuts to come up to the international compliance requirements. Expected benefits of these criteria include infrastructure development, encouragement to backward linkages, export of good quality produce and encouraging adoption of internationally acceptable practices and creation of a healthy competitive environment among exporters.

01	CRITERIA FOR APPLICATION FOR RECOGNITION AND RENEWAL	1.1	Application for recognition of peanut godowns/storage units for exports shall be made to APEDA in Form-I . Application can be submitted to any office of APEDA in the country.
		1.2	The application should be accompanied with the godowns/storage infrastructure data in Form-II .
		1.3	The applications complete in all respects alongwith a Demand draft of Rs. 25,000/- as non-refundable processing fee in favour of APEDA to be submitted. The demand draft should be payable at the respective place where the application is being submitted.
		1.4	Onus of renewal before expiry of the original recognition shall be of the godowns/storage.
		1.5	<p>Following other documents should be submitted along with the application:</p> <ul style="list-style-type: none"> a) Name & addresses of owners/partners/directors/trustees etc. along with documentary evidence. b) Copy of permission/license from the SSI/DIC/EOU of godowns/storage. c) Copy of the lease agreement in case the godowns/storage is on lease basis (if applicable). d) Lay out of the premises.

			<p>e) List of machinery and equipment including transport vehicles.</p> <p>f) Health record of workers, maintained if any.</p> <p>g) Record of training provided to workers, if any.</p>
		1.6	The application should be signed by the owner/partner/director/managing trustee duly authorized for the purpose and a documentary evidence/power of attorney/copy of the resolution must accompany the application.
02	PEANUT GODOWNS/ STORAGE RECOGNITION CRITERIA	2.1	Preliminary scrutiny of the application with the help of checklists shall be carried out by APEDA. In case the application is in order, APEDA shall organize inspection of the unit by a recognition committee constituted by it consisting of official from APEDA, respective State Government(s) and Directorate of Groundnut Research (DGR). The committee will have minimum two members of which one will be from APEDA.
		2.2	APEDA shall carry out surprise (unannounced) inspection of 10% recognized peanut shelling, grading and shelling-cum-grading units selected randomly by a committee constituted by APEDA consisting of official from APEDA, State Government(s) and DGR. The Committee shall submit its inspection report in Form-III to APEDA. The expenditure shall be borne by respective departments. The inspection committee will have minimum two members of which one will be from APEDA.
		2.3	Evaluation of the applications and physical inspection shall be carried out on first-come-first-served basis.
		2.4	APEDA shall inform the godowns/storage/exporter one week in advance of the date of inspection so that by such time the godowns/storage should be ready with requisite records, as required for verification by the processing unit recognition committee.
		2.5	The Recognition Committee shall furnish the inspection report with its recommendations to APEDA as per format given in Form-III within one week of the physical inspection.

		2.6	Peanut godown/storage units shall ensure awareness of groundnut farmers on Good Agricultural Practices, implementation of official controls including food safety management system in accordance with Code of Practice for Prevention and Reduction of Aflatoxin Contamination in Peanuts CAC/RCP 55-2004.
		2.7	Peanut godown/storage units shall ensure compliance with the advisory issued by Plant Protection Advisor vide letter dated 26.2.2015 in accordance with the summary given in Appendix-I .
03	ISSUE OF GROUNDNUT GODOWNS/ STORAGE RECOGNITION CERTIFICATE	3.1	In case the Recognition Committee is satisfied that the godowns/storage unit conforms to the requirements, it will recommend to APEDA to issue the Recognition Certificate. The same shall be issued by APEDA in Form-IV . The certificate shall bear a unique number allotted by APEDA.
		3.2	The Recognition Certificate issued to peanut godowns/storage unit shall be prominently displayed in the unit.
		3.3	Any change in the layout, design, capacity, documentation, title, etc., of the godowns/ storage shall be got approved by APEDA within 60 days of such change.
		3.4	The date of validity of the Recognition Certificate shall be for two years from the date of issue.
		3.5	The godowns/storage shall be re-inspected by the godowns/storage Recognition Committee for the purpose of renewal of the certificate. The re-inspection shall be carried out before expiry of validity of the certificate.
		3.6	In case, godowns/storage is leased, the certificate shall be issued to the manufacturer/exporter who is the lessee and not to the owner of the godowns/storage. In case, lease agreement expires before the expiry of the recognition certificate, then validity of the certificate will be limited to the date of expiry of lease agreement. In case of extension of lease agreement, the certificate shall be renewed for such period as appropriate.
		3.7	In case exporter/processor avails the part of facility of godown/storage from a service provider, then the onus

			of applying for obtaining recognition certificate of godown/storage rests with the service provider and all exporters are entitled to avail such common facility.
		3.8	The godowns/storage shall also comply with such other instructions as may be issued from time to time.
		3.9	In case any amendment(s) in the Certificate is required, the exporter shall apply to APEDA who will make the necessary amendment after verification. The original and all copies of the certificate issued to the processor/exporter will have to be submitted for the purpose.
04	REFUSAL/CANCELLATION/SUSPENSION OF PEANUT GODOWNS/ STORAGE RECOGNITION CERTIFICATE	4.1	Issue of certificate may be refused or, if issued, may be cancelled or suspended: a) If the godowns/storage does not conform to the prescribed standards. b) If there are adverse reports from the financial institution/banks against any of the owners/directors/partners/trustees. c) In case of un-satisfactory arrangements for disposal of rejected, rotten, and waste. d) In the absence of a valid license from the local bodies.
		4.2	In the overall interest of exports, from India, APEDA reserves the right, at any stage, to withdraw/cancel/suspend recognition given to a godowns/storage.
		4.3	Refusal of application for certificate or its cancellation/suspension, as the case may be, shall be communicated to the applicant.
05	APPEAL AGAINST REFUSAL/SUSPENSION /CANCELLATION OF PEANUT GODOWNS/ STORAGE RECOGNITION CERTIFICATE	5.1	Appeal against refusal/cancellation or certificates may be submitted to APEDA within 30 days of the receipt of such refusal/ suspension/cancellation.
		5.2	In case of cancellation of certificates, the original certificate of unit recognition shall accompany the appeal.

		5.3	APEDA will consider the application on merits and, if considered necessary, order re-inspection of the godowns/storage during which time the anomalies pointed out by the Committee should be rectified.
		5.4	If approved, a fresh certificate shall be issued. The intervening period between the cancellation of the certificate and issue of fresh certificate shall be deemed to imply that the godowns/storage is not recognized during this period.
06	ISSUE OF DUPLICATE RECOGNITION CERTIFICATE IN CASE OF LOSS OR MULTILATION	6.1	In case of loss or mutilation of any certificate, a duplicate certificate may be issued on payment of Rs. 1,000/-. The validity of the duplicate certificate shall be the same as that of the original.

Place: New Delhi
Date: 12.03.2015

Signed/-
(Santosh Sarangi)
Chairman, APEDA

**FORM OF APPLICATION FOR RECOGNITION/RENEWAL OF
PEANUT GODOWN/STORAGE**

1	Name and address of the Godown/Storage	
2	Contact person	
3	Telephone No.	
4	E-mail	
5	APEDA Registration No., if obtained	
6	Total Capacity (in MT) of the Godown/Storage	
7	Owner of godown/storage	
8	Managed by (if not the owner himself)	
9	Type of godown/storage	
10	General Particulars of the godown/storage	
11	Capacity (in MT)	
12	SSI/DIC/EOU License No. and date	
13	Copy of permission/license from SSI/DIC/EOU to run godown/storage (please enclose self-attested copy)	
14	Copy of the lease agreement in case the godown/storage is being run on lease basis (please enclose self-attested copy)	
15	Copy of certification of HACCP, Food Safety Management System, ISO, Environment Management System, etc.	
16	Name and address of the bankers	
17	Application fee of Rs. 25,000/- DD No.____ dated _____.	

Please attach the following documents in addition to the above:

- (i) Lay out of the premises.
- (ii) List of machinery and equipment including transport vehicles.
- (iii) Health record of workers, maintained if any.
- (iv) Record of training provided to workers, if any.

DECLARATION

- (a) I/We declare that I/we possess authority and right to peanut godown/storage 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 also declare that I/we have read and understood the criteria for grant of recognition certificate for peanut godown/storage and have complied with the same in respect of the above stated unit facility. I/we understand that non-compliance will entail cancellation of the recognition certificate issued to me.

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

*owner/partner/director/ managing trustee duly authorized

UNDERTAKING

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

VERIFICATION

I/We -----, hereby, declare that to the best of my knowledge and belief, the above information is complete and correct and that I agree to abide by the conditions laid down in this behalf.

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

PEANUT GODOWN/STORAGE INFRASTRUCTURE DATA

Sr. No.	Item	Information by Applicant	APEDA Verification
1	Name and address of the godown/storage		
2	Owner of godown/storage		
3	Managed by (if not the owner himself)		
4	Type of godown/storage		
5	General Particulars of the godown/storage		
6	Capacity (in MT)		
7	Year of Construction		
8	Dimensions (feet/ meters)		
9	Construction details		
Flooring			
10	Type of flooring (wooden, concrete, bare soil etc)		
11	Well cemented		
12	Any cracks		
Walls			
13	Concrete and plastered walls		
14	Any leakage in walls		
15	Number of windows		
16	Number of ventilators		
17	Whether windows are covered with Mesh		
18	Whether the ventilators are covered		
23	No of Doors/shutters		
28	Any holes/cracks in the Roof		
32	Type of compound wall		
39	Any threat of flooding inside WH (Normal monsoon)		
Inside the Godown/storage			
47	Is the Godown/storage Clean		
48	Any stocking already done		
49	If yes, What is the commodity stored		
52	Whether tagged and segregated		
53	Whether using Stack Cards		
54	Whether maintaining registers at WH		
55	Whether Fire Fighting arrangements		

	available		
56	If Yes, No. of Fire Extinguishers		
57	Expiry Date of equipment		
58	Whether Weighbridge facility available in the godown/storage		
59	If Yes, Electronic or Manual weighbridge		
60	If No, how far is Weighbridge from the godown/storage		
Other details			
66	Insurance of Godown/storage/Stock		
68	Insurance Policy No		
69	Insured amount		

PLACE:
DATE:

AUTHORISED SIGNATORY

**INSPECTION REPORT
FOR PEANUTS GODOWNS/STORAGE**

1. Name and Address of godown/storage unit :
2. Storage capacity of the unit
 - (a) For raw material :
 - (b) For finished goods :

RECOMMENDATION:

SIGNATURE OF RECOGNITION COMMITTEE MEMBERS

1. Signature :
Name :
Designation :
Date :
2. Signature :
Name :
Designation :
Date :
3. Signature :
Name :
Designation :
Date :

CERTIFICATE OF PEANUT GODOWN/STORAGE RECOGNITION

This is to certify that the peanut godown/storage unit described below has been inspected by the Peanut Godown/Storage Recognition Committee constituted by APEDA, and the existing facilities are considered adequate to meet the prescribed level for export of peanuts:

1. Name and Address of godown/storage unit :
2. Certificate No. :
3. Certificate valid up to :
4. Address of the unit :
5. Storage capacity of the unit :
 - (a) For raw material :
 - (b) For finished goods :

For and on behalf of APEDA

Place:

Date:

S E A L

Authorized signatory

**Agricultural and Processed Food Products
Export Development Authority**
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, New Delhi 110 016

CHECKLIST FOR PEANUTS GODOWNS/ STORAGE

1. Whether the Godown/Storage has Signboards in English as well as in local languages displaying in bold letters regarding strictly prohibition of smoking, pan chewing, spitting etc. in the premises.
2. Whether there is a provision at doors, windows to prevent entry of rodents, birds and insects by providing at least wire/plastic mesh/net (Dust Plastic Flaps at main Entry/Air Curtains)
3. Whether the Godown/Storage premises including compound have rodent and pest control policy
4. Whether equipments which can trap pest and rodents are provided, (Bait Station Plan & Pest Control Contract/Procedure for Pest Control)
5. Whether effective control mechanism in Godown/Storage area for insects, rodents and pest has been set up (Through Pest o Flash or flier catcher etc.)
6. Whether cracks and holes in the walls and Floor are sealed to avoid likely entry & Infestation of rodents, birds or insects.
7. Whether the Godown/Storage area are damp-proof and properly ventilated.
8. Whether sufficient light reaches in the Godown/Storage area
9. Whether the roofing is of RCC or asbestos sheets or any other materials
10. Whether all windows and light fittings in Godown/Storage areas are protected
11. Whether the cargo is being properly stacked by leaving
 - a) At least 1 foot of space between the wall of the godown and the stack.
 - b) At least 1 foot free space made available in between two stacks
 - c) Minimum of 2 feet is left between the ceiling of the godown and the top of the stack.
12. Whether sufficient passage for moving about for inspection and disinfections and also for facilitating movement of bags has been provided. (Pathway Identification & Area Identification Sign Board)
13. Whether the finished goods in bags are placed on wooden crates/pallets/tarpauline at the time of stacking to avoid floor seepage.
14. Whether the empty bags to be used for packing the cargo are fumigated including the strings used for stitching.
15. Whether the containers on arrival are inspected for any perforation or damage and are export worthy
16. Whether the container is cleaned, dried prior to stuffing and is fumigated after stuffing.
17. Whether the rejected goods are kept separately in the Godown/Storage with identification mark "REJECTED" so that the same do not mix up with accepted goods.
18. Whether different commodities or materials which give off odors are stored separately to avoid cross contamination.
19. Whether First Aid Boxes are available at suitable places.
20. Whether the Godown/Storage have separate toilets for gents and ladies with water taps, wash basin, sufficient quantity of water and soap for cleaning hands and legs.
21. Whether sufficient Fire fighting equipments are kept ready in the Godown/Storage and staff is adequately trained to use the same.

Prevention of groundnut bruchid, *Caryedon serratus* and Khapra beetle, *Trogoderma granarium*

The peanut godown/storage unit shall ensure the followings:

1. Quality system in place to ensure high standards of Phytosanitary compliances.
2. Monitoring of storage pests especially groundnut bruchid (*Caryedon serratus*) and Khapra beetle (*Trogoderma granarium*).
3. Processing lines/packing machines shall be cleaned and disinfested periodically.
4. For containerized shipments, cleanliness status of the container shall be ensured before stuffing.
5. Present total quantity of lot for inspection for which Phytosanitary certificate is required.
6. The vessel holds/hatches should be inspected for residual commodities/infestation before loading.
7. In case of onboard fumigation the fumigator must ensure the gas tight worthiness of the ship holds/hatches alongwith air circulation system in the hatches for effective fumigation.
8. The fumigator must treat the groundnut consignments meant for feeding stuff with Methyl Bromide @32gm/m³ for 24 hours or Phosphine @ 4gm/m³ for 120 hrs. for groundnut bruchid (*Caryedon serratus*).
9. The untreated groundnuts should not be stacked close to the treated lot to avoid cross infestation.
10. The groundnuts should not be moved before the treatment exposure period is completed.
11. The untreated lot is not loaded/mixed in the vessel.
12. Get verification carried by PSC issuing authorities that the consignment is free from storage pests especially groundnut bruchid and Khapra Beetle.