

**PROCEDURE FOR GRANT OF  
RECOGNITION CERTIFICATE  
TO PEANUTS & PEANUT PRODUCTS  
PROCESSING UNITS, SHELLING &  
GRADING UNITS AND PEANUTS  
STORAGE & GODOWNS FOR EXPORTS  
TO COUNTRIES OTHER THAN EU**



**Agricultural and Processed Food Products  
Export Development Authority**  
3<sup>rd</sup> Floor, NCUI Building, 3 Siri Institutional Area,  
August Kranti Marg, New Delhi 110 016.  
Tel: 26534175, Fax: 26519259; E-mail : [qmc@apeda.com](mailto:qmc@apeda.com)

**PROCEDURE FOR GRANT OF RECOGNITION CERTIFICATE TO PEANUTS & PEANUT PRODUCTS PROCESSING UNITS, SHELLING & GRADING UNITS AND PEANUTS STORAGE & GODOWNS FOR EXPORTS TO COUNTRIES OTHERN THAN EU**

To enhance export of peanuts from India and to ensure an appropriate food safety measure, it is essential to adopt the procedure outlined in this document for grant of recognition certificate to the peanuts & peanut products processing units, shelling & grading units and peanuts storage & godowns for exports. One of the objectives of this procedure is to encourage exporters of peanuts to come up to the international level of standards. Expected benefits of this scheme include infrastructure development, encouragement to backward linkages, export of good quality produce, promotion of international recognition and publicity, encouraging adoption of internationally acceptable standards and practices, and creation of a healthy competitive environment among exporters.

01	PROCEDURE FOR APPLICATION FOR RECOGNITION AND RENEWAL	1.1	Application for recognition of peanuts & peanut products processing units, shelling & grading units and peanuts storage & godowns for export of peanuts will be made to IOPEPC, Mumbai in <b>Form-I</b> .
		1.2	The application should be accompanied with the infrastructure data in <b>Form-II</b> .
		1.3	The applications complete in all respects alongwith a Demand Draft of Rs. 25,000/- as non-refundable processing fee in favour of IOPEPC may be submitted. The validity of the application fees shall be for a period of maximum 6 months from the date of application. Verification, if required after the inspection audit, will be carried out only once during the validity period.
		1.4	The recognised units shall apply for annual surveillance alongwith a surveillance fee of Rs. 25,000/- in the form of demand draft payable to IOPEPC. Onus of application before expiry of the original recognition shall be on the processor/exporter/unit. The documents mentioned at para 1.5 need not be submitted if there are no changes in any of the points.

		1.5	<p>Following other documents should be submitted along with the application:</p> <p>a) Name &amp; addresses of owners/partners/directors/trustees etc. along with documentary evidence.</p> <p>b) Copy of permission/license from the local body to run the unit.</p> <p>c) Copy of the lease agreement in case the unit is being run on lease basis (if applicable).</p> <p>d) Lay out of the premises.</p> <p>e) List of machinery and equipment including transport vehicles.</p>
		1.6	<p>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.</p>
		1.7	<p>Applications for grant of recognition certification for peanuts &amp; peanut products processing units, shelling &amp; grading units and peanuts storage &amp; godowns may be made to IOPEPC on a voluntary basis.</p>
		1.8	<p>In case the applicant is an IOPEPC recognised peanuts &amp; peanut products processing unit, shelling &amp; grading unit and peanuts storage &amp; godown for the purposes of export to the EU, only a copy of the certificate and request for extension of the recognition certificate to countries other than EU shall be submitted. Recognition to such units shall be granted by IOPEPC automatically. In such cases, no fee shall be payable by the applicant.</p>

02	RECOGNITION PROCEDURE	2.1	Preliminary scrutiny of the application with the help of checklists will be carried out by IOPEPC. In case the application is in order, IOPEPC may organize inspection of the applicant unit by a recognition committee constituted by IOPEPC for this purpose or grant recognition based on documents and existing recognitions in place.
		2.2	Inspection of 10% of IOPEPC recognized peanut processing units shall be carried out by a committee constituted by APEDA consisting of official from APEDA, IOPEPC, State Government(s) and Directorate of Groundnut Research (DGR). Selection of 10% applications shall be made at random. The Committee shall furnish inspection report in Form-III to APEDA. IOPEPC shall ensure inspection of 10% units. The expenditure shall be borne by respective departments.
		2.3	The evaluation of the application and physical inspection will be carried out on first-come-first-served basis within 14 working days.
		2.4	IOPEPC shall inform the applicant one week in advance of the date of inspection so that by such time the unit 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 IOPEPC as per format given in <b>Form-III</b> within two weeks of the physical inspection.
		2.6	Implementation and certification of Good Agricultural Practices (GAP) by the farmers, HACCP/any other food safety management system/quality control/product recall procedures by the processing units shall be implemented and certified through APEDA recognised agencies for these purposes.

		2.7	IOPEPC shall inform the peanut shelling & grading unit/exporter one week in advance of the date of inspection so that by such time the unit is ready with requisite records, as required for verification by the shelling & or grading unit recognition committee.
03	ISSUE OF RECOGNITION CERTIFICATE	3.1	In case either the documents submitted by the applicant or the Recognition Committee is satisfied whatever may be the case IOPEPC shall communicate to the applicant or issue the Recognition Certificate. The recognition certificate shall be issued by IOPEPC in <b>Form-IV</b> . The certificate will bear a unique number allotted by IOPEPC.
		3.2	The Recognition Certificate may be prominently displayed in the unit.
		3.3	Any change in the layout, design, capacity, documentation, title, etc., as applied for recognition, the same shall be got approved by IOPEPC within 60 days of such change.
		3.4	The date of validity of the Recognition Certificate shall be for one year from the date of issue.
		3.5	For the purpose of renewal of the recognition, renewal application shall be submitted by the applicant before expiry of the existing recognition certificate. Decision of renewal or re-inspection shall be communicated by IOPEPC to the applicant.
		3.6	In case, processing is carried out in a leased unit, the certificate shall be issued to the manufacturer / exporter who is the lessee and not to the owner of the unit. 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	Notwithstanding the fact that the certificate once issued shall continue to be in force till the date specified in the certificate, IOPEPC may institute surprise checks through its officers in order to ensure that the unit has maintained the standard required for issue of the recognition of certificate.
		3.8	The processing unit shall also comply with such other instructions as may be issued by IOPEPC from time to time.
04	REFUSAL/CANCELLATION/SUSPENSION OF RECOGNITION CERTIFICATE	4.1	Issue of certificate may be refused or, if issued, may be cancelled or suspended:  a) If the unit 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, IOPEPC reserves the right, at any stage, to withdraw/cancel/suspend the recognition.
		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 RECOGNITION CERTIFICATE	5.1	Appeal against refusal/cancellation or certificates may be submitted to Chairman, IOPEPC 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	Chairman, IOPEPC will consider the application on merits and, if considered necessary, order re-inspection of the unit during which time the anomalies pointed out by the Committee should be rectified.
		5.4	If approved, a fresh certificate shall be issued on payment of a fee of Rs. 5,000. The intervening period between the cancellation of the certificate and issue of fresh certificate shall be deemed to imply that the unit is not recognized during this period.
06	ISSUE OF DUPLICATE RECOGNITION CERTIFICATE IN CASE OF LOSS OR MULTILATION		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: 06.09.2010

(Asit Tripathy)  
Chairman, APEDA

**FORM OF APPLICATION FOR RECOGNITION/RENEWAL OF  
PEANUT PROCESSING UNIT FOR EXPORT OF PEANUTS**

1	Name and address of the peanuts & peanut products processing units, shelling & grading units and peanuts storage & godowns	
2	Contact person	
3	Telephone No. E-mail	
5	IOPEPC Registration No.	
6	Total installed capacity	
7	Core operation of the unit  (A) Peanuts & peanut products processing (B) Peanut shelling & grading (C) Peanuts storage & godowns	
8	List of machinery and equipments	
9	Likely production (in MT) per annum	
10	SSI/DIC/EOU License No. and date	
11	Copy of permission/license from SSI/DIC/EOU to run the processing unit (please enclose self-attested copy)	
12	Copy of the lease agreement in case the processing unit is being run on lease basis (please enclose self-attested copy)	
13	Lay out plan of the premises (please enclose self-attested copy)	
14	Copy of Pest Control Management Contract	
17	Date of expiry of lease agreement, if applicable	
18	Name and address of the bankers	
19	Application fee of Rs.25,000/- DD No. _____ dated _____. Bank Name _____	

**DECLARATION**

- (a) I/We declare that I/we possess authority and right to process and store peanut and peanuts 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 procedure for grant of recognition certificate for peanut processing unit 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 -----

**UNIT INFRASTRUCTURE DATA**

A. Peanuts & peanut products processing

A.	Item	Data Applicant	by	IOPEPC Verification
1	Name & address of the unit			
2	Surroundings (clean/unclean)			
3	Ventilation arrangement			
4	Cattle trap system, if any			
5	Pest, insect, rodent proofing			
6	Condition of drainage system whether open or permanently installed underground			
7	Arrangements for drainage disposal of waste material			
8	Whether the external walls are properly plastered and free from crevices, holes, dampness			
9	Whether the walls and ceilings are properly white washed			
10	Whether the floor, walls and ceilings are properly plastered with impervious material			
11	Whether sufficient signboards indicating “do not spit/do not smoke” are prominently displayed in the unit			
12	Whether adequate lights have been provided in the working area			
13	Whether the processing area is free from cob-webs and spiders			
14	Type of shed (whether temporary or RCC, etc.)			
15	Storage - Palletization / off the floor			
16	Ventilation/exhaust fans			
17	Condition of floor, walls and roof			
18	Lighting arrangement			
19	Cleanliness in storages			
20	Transportation capacity (if own vehicles are used)			
21	Arrangements for annual maintenance/calibration of			

	equipment (Please provide copies of manuals/procedures)		
22	If own power generation capacity		
23	If state/private run power source, amount of sanctioned/allocated load		
24	Capacity of standby generators in case of power failure		
25	Storage arrangement for gunny/hessian bags, packaging material, pallets		
26	Storage arrangement of rejections		
27	Storage arrangement for fungicides etc.		
28	Periodic maintenance of equipment and premises (enclose copy of manual)		
29	Receipt and dispatch record of the produce in unit		
30	Whether a laboratory exists		
31	Tests performed		
32	Person in-charge of the lab, his/her name and qualifications		
33	List of in-house laboratory equipment		
34	Managerial/supervisory staff		
35	Technical/mechanical/maintenance staff		
36	Semi-skilled workers		
37	Unskilled workers		
38	Whether clean attire, aprons, gloves, caps etc. are provided to workers		
39	Whether educated to observe personal hygiene		
40	Whether informed that smoking, chewing, spitting in the processing area is prohibited		
41	Hand washing facility		
42	No. of toilets for each sex of workers		
43	Modernization/upgradation needs of the unit		
44	Projected plans for modernization/upgradation with target dates		
45	Introduction of quality control on-line product inspection procedures		

46	Specific activities for improving appearance of surroundings and environmental control Peanut shelling & grading		
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B. Peanut shelling & grading

B.	Item	Data Applicant	by IOPEPC Verification
1	Name & address of the unit		
2	Surroundings (clean/unclean)		
3	Ventilation arrangement		
4	Cattle trap system, if any		
5	Pest, insect, rodent proofing		
6	Condition of drainage system whether open or permanently installed underground		
7	Arrangements for drainage disposal of waste material		
8	Whether the external walls are properly plastered and free from crevices, holes, dampness		
9	Whether the walls and ceilings are properly white washed		
10	Whether the floor, walls and ceilings are properly plastered with impervious material		
11	Whether sufficient signboards indicating "do not spit/do not smoke" are prominently displayed in the unit		
12	Whether adequate lights have been provided in the working area		
13	Whether the processing area is free from cob-webs and spiders		
14	Type of shed (whether temporary or RCC, etc.)		
15	Storage - Palletization / off the floor		
16	Ventilation/exhaust fans		
17	Condition of floor, walls and roof		
18	Lighting arrangement		
19	Cleanliness in storages		
20	Transportation capacity (if own vehicles are used)		

21	Arrangements for annual maintenance/calibration of equipment (Please provide copies of manuals/procedures)		
22	If own power generation capacity		
23	If state/private run power source, amount of sanctioned/allocated load		
24	Capacity of standby generators in case of power failure		
25	Storage arrangement for gunny/hessian bags, packaging material, pallets		
26	Storage arrangement of rejections		
27	Storage arrangement for fungicides etc.		
28	Periodic maintenance of equipment and premises (enclose copy of manual)		
29	Receipt and dispatch record of the produce in unit		
30	Whether a laboratory exists		
31	Tests performed		
32	Person in-charge of the lab, his/her name and qualifications		
33	List of in-house laboratory equipment		
34	Managerial/supervisory staff		
35	Technical/mechanical/maintenance staff		
36	Semi-skilled workers		
37	Unskilled workers		
38	Whether clean attire, aprons, gloves, caps etc. are provided to workers		
39	Whether educated to observe personal hygiene		
40	Whether informed that smoking, chewing, spitting in the processing area is prohibited		
41	Hand washing facility		
42	No. of toilets for each sex of workers		
43	Modernization/upgradation needs of the unit		
44	Projected plans for modernization/upgradation with target dates		

45	Introduction of quality control on-line product inspection procedures		
46	Specific activities for improving appearance of surroundings and environmental control Peanut shelling & grading		

C. Peanuts storage & godowns

S. No	Item	Information by Applicant	IOPEPC 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**

A) PEANUTS & PEANUT PRODUCTS PROCESSING UNITS

B) PEANUT SHELLING & GRADING UNITS

1. Name and Address of the Unit :

2. Processing capacity :

3. Shelling grading capacity :

4. Storage capacity :

(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 :



C) INSPECTION REPORT FOR PEANUTS STORAGE & GODOWNS

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 :



**INDIAN OILSEEDS AND PRODUCE EXPORT PROMOTION COUNCIL**

**CERTIFICATE OF RECOGNITION TO PEANUTS & PEANUT PRODUCTS  
PROCESSING UNITS, SHELLING & GRADING UNITS AND PEANUTS  
STORAGE & GODOWNS**

This is to certify that the peanuts & peanut products processing units, shelling & grading units and peanuts storage & godowns described below has been evaluated by IOPEPC and the existing facilities are considered adequate to meet the prescribed level for export of peanuts:

1. Name and Address of exporter :
2. Certificate No. :
3. Certificate valid up to :
4. Address of the unit :
5. Processing capacity :
6. Shelling grading capacity :
7. Storage capacity :
  - (a) For raw material :
  - (b) For finished goods :

For and on behalf of IOPEPC

Place:

Date:

**S E A L**

Authorized signatory

## **CHECKLIST**

- A) PEANUTS & PEANUT PRODUCTS PROCESSING UNITS
- B) PEANUT SHELLING & GRADING UNITS

1. Whether the Unit 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 especially in those places where grading, hand picking etc. are carried out.
2. Whether footwear worn by personnel to be removed and feet washed when they arrive before entering processing area.
3. 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).
4. Whether the factory premises including compound have rodent and pest control policy.
5. Whether equipments which can trap pest and rodents are provided, (Bait Station Plan & Pest Control Contract/Procedure for Pest Control).
6. Whether effective control mechanism in processing and storage area for insects, rodents and pest has been set up (Through Pest o Flash or flier catcher etc.).
7. Whether cracks and holes in the walls and Floor are sealed to avoid likely entry & Infestation of rodents, birds or insects.
8. Whether the unit and storage area are damp-proof and properly ventilated.
9. Whether sufficient light reaches in the Unit & Storage area.
10. Whether the roofing is of RCC or asbestos sheets or any other materials.
11. Whether all windows and light fittings in production or storage areas are protected (as per glass policy).
12. 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.

13. Whether sufficient passage for moving about for inspection and disinfestations and also for facilitating movement of bags has been provided (Pathway Identification & Area Identification Sign Board).
14. Whether the finished goods in bags are placed on wooden crates/pallets/tarpauline at the time of stacking to avoid floor seepage.
15. Whether the empty bags to be used for packing the cargo are fumigated including the strings used for stitching.
16. Whether the containers on arrival are inspected for any perforation or damage and are export worthy.
17. Whether the container is cleaned, dried prior to stuffing and is fumigated after stuffing.
18. Whether the rejected goods are kept separately in the store room with identification mark "REJECTED" so that the same do not mix up with accepted goods.
19. Whether there are separate rooms to store packing materials to avoid them getting contaminated/spoilt with dust, insect infestation, and harbourage by rodents.
20. Whether different commodities or materials which give off odors are stored separately to avoid cross contamination.
21. In case of Hand Picking and Selection, whether the workers are provided with picking tables/ picking belts for the job.
22. Whether moisture meter available inside the facility and weighing scale. To be available duly calibrated by approved agency).
23. Whether First Aid Boxes are available at suitable places.
24. Whether workers engaged in handling, processing and packing are provided with apron - headgears, cover for mouth, hand gloves and shoe cover while working in the processing unit.
25. Whether the unit/warehouse have separate toilets for gents and ladies with water taps, wash basin, sufficient quantity of water and soap for cleaning hands and legs.
26. Whether sufficient Fire fighting equipments are kept ready in the units/warehouses and staff is adequately trained to use the same.

## **CHECKLIST FOR PEANUTS STORAGE & GODOWNS**

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 disinfestations 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.