

**CRITERIA FOR GRANT OF
REGISTRATION CERTIFICATE TO
PEANUT PROCESSING UNITS
INTEGRATED PEANUT PROCESSING UNITS
FOR EXPORT**



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CRITERIA FOR GRANT OF REGISTRATION CERTIFICATE TO PEANUT PROCESSING UNITS, INTEGRATED PEANUT PROCESSING UNITS FOR EXPORTS

To enhance export of peanuts from India and to ensure appropriate food safety, quarantine and quality compliances, it is essential to adopt the criteria outlined in this document for grant of registration 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 REGISTRATION AND RENEWAL	1.1	Application for registration of peanut processing units, integrated peanut processing units for export of peanuts shall be made online to APEDA in Form-I .
		1.2	Data in Form-II shall be as an attachment with the application such as peanut processing unit integrated peanut processing unit infrastructure.
		1.3	The initial application fee of Rs. 25,000/- plus taxes and renewal fee of Rs. 20,000/- plus taxes shall be made online to APEDA. The validity of registration shall be for three years.
		1.4	Onus of application before expiry of the original registration shall be on the processor/ exporter/unit. The documents mentioned at para 1.5 need not be attached if there is no change.
		1.5	Scan of following other documents should be attached with the application: a) Name & addresses of owners/partners/ directors/ trustees etc. along with documentary evidence. b) Copy of permission/license from the local body to run the processing unit. c) Copy of the lease agreement in case the processing unit is being run on lease basis (if applicable).

			<p>d) Lay out of the premises.</p> <p>e) List of machinery and equipment including transport vehicles.</p> <p>f) Copy of certificate of quality, food safety, maintenance manuals and criteria, if any.</p> <p>g) Health record of workers.</p> <p>h) Record of training provided to workers.</p>
		1.6	For documentary evidence, scan of self certified copy of power of attorney/copy of the resolution signed by the owner/partner/director/managing trustee duly authorized for the purpose shall also be attached with the application.
02	PEANUT PROCESSING UNIT INTEGRATED PEANUT PROCESSING UNIT REGISTRATION 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 registration 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 processing unit/exporter 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 registration committee.
		2.5	The Registration Committee shall furnish the inspection report with its recommendations to APEDA as per format given in Form-III within two weeks of the physical inspection.
		2.6	Peanut processing units, integrated peanut processing 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 processing units, integrated peanut processing 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 REGISTRATION CERTIFICATE TO GROUNDNUT PROCESSING UNIT	3.1	In case the Registration Committee is satisfied that the processing unit conforms to the requirements of the scheme, it will recommend to APEDA to issue the Registration Certificate. The same shall be issued by APEDA in Form-IV . The certificate shall bear a unique number.
		3.2	The Registration Certificate issued to processing unit shall be prominently displayed in the unit.
		3.3	Any change in the layout, design, capacity, documentation, title, etc., of the unit shall be got approved by APEDA within 60 days of such change.
		3.4	The date of validity of the Registration Certificate shall be two years from date of issue.
		3.5	The unit shall be re-inspected by the unit Registration 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, 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 registration 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.
		3.8	The processing unit shall also comply with such other instructions as may be issued by APEDA from time to time.
04	REFUSAL/ CANCELATION/ SUSPENSION OF PROCESSING UNIT REGISTRATION 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, APEDA reserves the right, at any stage, to withdraw/cancel/suspend registration given to a unit.
		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/SUS- PENSION/CANCELATION OF PROCESSING UNIT REGISTRATION CERTIFICATE	5.1	Appeal against refusal/cancellation or certificates may be submitted to Chairman, 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 registration shall accompany the appeal.

		5.3	Chairman, APEDA 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. 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 REGISTRATION 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: 24.01.2025

Signed/-
Abhishek Dev
Chairman-APEDA

FORM - I**FORM OF APPLICATION FOR REGISTRATION/RENEWAL OF
PROCESSING UNIT FOR EXPORT OF PEANUTS**

1	Name and address of the processing unit	
2	Contact person	
3	Telephone No.	
4	E-mail	
5	APEDA Registration No. <i>(please enclose self-attested copy)</i>	
6	Total installed capacity	
7	Core operation of the unit shelling/ grading/ processing, integrated unit <i>(please specify)</i>	
8	List of machinery and equipment including transport vehicles <i>(please enclose self-attested copy)</i>	
9	Likely production (in MT) per annum	
10	FSSAI License No. and date	
11	Copy of permission/license from FSSAI to run the processing unit <i>(please enclose self-attested copy)</i>	
12	Copy of the lease agreement in case the processing unit is being run on lease basis <i>(please enclose self-attested copy)</i>	
13	Date of expiry of lease agreement, if applicable	
14	Lay out plan of the premises <i>(please enclose self-attested copy)</i>	
15	Copy of certification of HACCP/ Food Safety Management System, ISO, BRC , etc.	
16	Copy of Checklist for verification of HACCP Plan at Form I.I	
17	Copy of Pest Control Management Contract	
18	Name and address of the bankers	
19	Application fee of Rs. 25,000/- (plus applicable taxes)	

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 criteria for grant of registration certificate for 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 registration 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 -----

Checklist for verification of HACCP Plan
(To be filled by Food Business Operator and shall be verified by Inspection Committee)

DOCUMENT	YES/ Details	NO	COMMENTS
PREREQUISITES			
There is an effective GHP plan that underpins the HACCP Plan?			
Details of HACCP TEAM			
Details of HACCP Coordinator been appointed			
Is information on the skills and experience of the team available and are they appropriate?			
Details of trainings being provided to HACCP team and other workers to enhance the skills/ knowledge of skills and/or to increase the skills?			
PRODUCT			
Has a product description/product specification been prepared for the product to be exported?			
Has the intended use been specified?			
Can the FBO provide a process flow diagram?			
PRINCIPLE 1-HAZARD ANALYSIS			
Have all reasonably likely to occur biological, chemical or physical hazards been identified and correctly described at each step?			
Have these hazards been assessed for significance?			
Where the hazard analysis indicates that GHP are sufficient to control the hazards, is this considered satisfactory?			
Have operational prerequisite programmes (OPRP) been identified?			
PRINCIPLE 2 – DETERMINATION OF CRITICAL CONTROL POINTS			
Have the OPRPs/Critical Control Points (CCPs) for each significant hazard been clearly identified? Indicate the OPRPs/CCPs implemented at the different stages of food processing.			
Are the OPRPs/ CCPs reasonable and justifiable ,based on a risk analysis?			
PRINCIPLE 3-CRITICAL LIMITS			
Have critical limits/ action criteria been established for each Critical Control Point/OPRPs ?			
PRINCIPLE 4-MONITORING PROCEDURES			

Have monitoring procedures in place for all Critical Control Points/ OPRPs?			
Do the monitoring procedures specify what, when ,how ,where and who is the responsible person/staff?			
PRINCIPLE 5-CORRECTIVE ACTIONS			
Have corrective actions been developed for each critical control point?			
Do the corrective actions ensure that the CCP/ OPRPs is brought under control?			
PRINCIPLE 6-VERIFICATION PROCEDURES			
Do verification activities demonstrate that the HACCP programme is effectively implemeted?			
Has the HACCP Plan been re-evaluated and modified when it has proven insufficient?			
Has the HACCP Plan been re-evaluated whenever raw materials, methods and/or formulas of the product are changed?			
PRINCIPLE 7-RECORD KEEPING			
Have records been maintained for validation of all critical limits?			
Have records been maintained for all corrective actions?			
Have records been signed and verified?			
HACCP PLAN			
Is the plan dated and signed?			
Details of HACCP/BRCGS Certification Body.			
Is the Certification Body accredited by International Accreditation Forum (IAF) ?			
Validity of HACCP Certificate			
Is SOP for product recall in place?			

Date:

Place:

Signature of Food Business Operator/ Authorized Representative

Signature of Inspection Committee Member

PROCESSING UNIT INFRASTRUCTURE DATA

Sr. No.	Item	Data by Applicant	APEDA Verification
1	NAME & ADDRESS OF THE UNIT		
2	DATE OF ACQUISITION/SETTING UP		
3	WHETHER HIRED/LEASED <i>(Please enclose copy of lease deed)</i>		
4	Is the unit is certified to food safety management system or quality systems? (Please provide copies of certificate of HACCP/ISO-22000 manuals and procedures) <i>(Please enclose copy of certificate and manual)</i>		
EXTERNAL INFORMATION			
6	Surroundings (clean and in good repair condition /unclean)		
7	Information on obnoxious industry like fish canning, tanneries chemical plants, fertilizer plants releasing hydrogen sulphite etc. in vicinity		
8	Condition of approach, service roads		
9	Ventilation arrangement		
10	Cattle trap system, if any		
11	Pest, insect, rodent proofing		
12	Condition of drainage system whether open or permanently installed underground		
13	Arrangements for drainage disposal of waste material		
14	Whether wash and change room for workers provided.		
15	Whether the external walls are properly plastered and free from crevices, holes, dampness		

16	Arrangement for prevention of contamination from outside		
INTERNAL INFORMATION			
17	Food premises clean/unclean		
18	Whether layout, design, construction allows below : a) permit adequate maintenance, cleaning and/or disinfection, b) minimise air-borne contamination, and provide adequate working space to allow for the hygienic performance of all operations permits good food hygiene practices, including protection against contamination and, in particular, pest control		
19	Whether necessary, suitable temperature-controlled handling and storage conditions are present for maintaining foodstuffs at appropriate temperatures and designed to allow those temperatures to be monitored and, where necessary, recorded. If yes, provide the records		
20	Ventilation arrangement -Suitable and sufficient means of natural or mechanical ventilation b) cleaning or replacement of filters and other parts to be readily accessible		
21	Whether surfaces (including surfaces of equipment) in areas where foods are handled and in particular those in contact with food are maintained in a sound condition and is easy to clean and, where necessary, to disinfect		
22	Whether the walls and ceilings are properly white washed and easy to clean		
23	Whether the floor, walls and ceilings are properly plastered, easy to clean with impervious material		
24	Whether doors are easy to clean and, where necessary, to disinfect		
25	Whether sufficient signboards indicating “do not spit/smoke” are prominently displayed in the unit		
26	Whether adequate protected lights (<i>not covered with glass</i>) have been provided in the working area		
27	Whether adequate number of washbasins is available, suitably located and		

	designated for cleaning hands a) Washbasins for cleaning hands are to be provided with hot and cold running water, materials for cleaning hands and for hygienic drying.		
28	Whether the processing area is free from cob-webs and spiders		
GENERAL			
29	Type of shed (whether temporary or RCC, etc.)		
30	Processing Hall daily capacity in MT		
31	Raw material unloading and storage Capacity		
32	Mechanized/manual grading and processing capacity, as applicable (<i>please provide evidence</i>)		
33	Mechanized/manual water spraying capacity, if any (<i>please provide evidence</i>)		
34	Conveyor/grading table capacity and condition of conveyors/tables		
35	Whether adequate fans for drying peanuts are available, if applicable		
36	Storage capacity in MT (<i>separately for raw material and finished goods, as applicable</i>)		
37	Condition of floor, walls and roof		
38	Lighting arrangement		
39	Cleanliness in storages		
40	Arrangements for Annual Maintenance/Calibration Of Equipment (<i>Please provide copies of manuals/procedures</i>)		
WATER SUPPLY & SOURCE			
41	Source of water		
42	Hot/cold potable water		
43	Volume of water supply		
44	Capacity and condition of water storagetanks		
POWER SUPPLY			
45	If own power generation capacity		

46	If state/private run power source, amount of sanctioned/allocated load		
47	Capacity of standby generators in case of power failure		
GENERAL STORAGES			
48	Storage arrangement for gunny bags,		
49	packaging material, pallets		
50	Storage arrangement of export rejections		
RECORDS			
51	Medical record history sheet for each individual staff member and separate periodic medical check up register		
52	Inspection visits of inspection agency staff		
53	Periodic maintenance of equipment and premises (<i>enclose copy of manual</i>)		
54	Receipt and dispatch record of the produce in unit		
LABORATORY FACILITY			
55	Whether a laboratory exists		
56	Tests performed		
57	Person in-charge of the lab, his/her name and qualifications		
58	List of in-house laboratory equipment		
IN-HOUSE STAFF			
59	Personnel, administrative/organization chart		
60	Managerial/supervisory staff		
61	Technical/mechanical/maintenance staff		
62	Semi-skilled workers		
63	Unskilled workers		
64	Whether the staff is periodically examined for medical fitness, if so, periodicity		
65	Whether the nails and hairs are properly trimmed (<i>use of nail polish to be prohibited</i>)		
66	Whether adequate changing facilities are provided to workers		
67	Whether clean attire, aprons, gloves, caps etc. are provided to workers		
68	Waste disposal arrangements		
69	Whether educated to observe personal hygiene		
70	Whether informed that smoking, chewing, spitting in the processing area is prohibited		
SANITARY FACILITIES			
71	Unit cleaning schedule		

72	Hand washing facility		
73	Maintenance of drainage system		
LAVATORIES			
74	No. of toilets for each sex of workers		
75	Whether flush lavatories are connected to an effective drainage system.		
76	Whether any Lavatory do not to open directly into rooms in which food is handled		
77	Cleanliness		
78	Provision for potable water, wash basins, soap, towels, etc.		
MISCELLANEOUS			
79	Modernization/upgradation needs of the unit		
80	Projected plans for modernization/upgradation with target dates		
81	Introduction of any special quality control on-line product inspection procedures		
82	Specific activities for improving appearance of surroundings and environmental control		
PRODUCTION and STORAGE LEVEL			
83	<ul style="list-style-type: none"> • Whether the PPP has any provision for the procurement of raw material from the registered shelling-grading unit? • Whether the shelling-grading unit has sourced from the registered farms? 		
84	Details of storage conditions and monitoring system to record temperature and Relative Humidity (RH).		

PLACE:
DATE:

AUTHORISED SIGNATORY

PROCESSING UNIT INSPECTION REPORT

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 :

**CERTIFICATE OF PEANUT PROCESSING UNIT, INTEGRATED PEANUT
PROCESSING UNITS REGISTRATION**

This is to certify that the peanut processing unit, integrated peanut processing unit described below has been inspected by the Unit Registration 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 exporter :
2. Certificate No. :
3. Certificate valid up to :
4. Address of the unit :
5. Processing capacity of the unit :
6. 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 & PEANUT PRODUCTS PROCESSING 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 whether the container is cleaned, dried prior to stuffing and is fumigated after stuffing.
17. 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.
18. Whether there are separate rooms to store packing materials to avoid them getting contaminated/spoil with dust, insect infestation, and harbourage by rodents.
19. Whether different commodities or materials which give off odors are stored separately to avoid cross contamination.
20. In case of Hand Picking and Selection, whether the workers are provided with picking tables/picking belts for the job.
21. Whether moisture meter available inside the facility and weighing scale. To be available duly calibrated by approved agency).
22. Whether First Aid Boxes are available at suitable places.
23. 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.
24. 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.
25. Whether sufficient Fire fighting equipments are kept ready in the units/warehouses and staff is adequately trained to use the same.

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

The peanut processing unit, integrated peanut processing 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.