

**CRITERIA FOR GRANT OF
REGISTRATION CERTIFICATE TO
PEANUT SHELLING UNITS,
GRADING UNITS AND
SHELLING-CUM-GRADING UNITS
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: headq@apeda.gov.in

CRITERIA FOR GRANT OF REGISTRATION CERTIFICATE TO PEANUT SHELLING UNITS, GRADING UNITS AND SHELLING-CUM-GRADING UNITS FOR EXPORT

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 shelling units, grading units and shelling-cum-grading units for export shall be made online to APEDA in Form-I .
		1.2	Data in Form-II shall be attached as an attachment with the application such as peanut shelling units, grading units and shelling-cum-grading 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 renewal 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	<p>Scan of following other documents should be attached 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 local body to run the shelling unit and grading unit or both. c) Copy of the lease agreement of the peanut shelling unit, grading unit and shelling-cum-grading unit is

			<p>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> <p>f) Copy of certificate of quality, food safety, maintenance manuals and procedures, 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 SHELLING, GRADING AND SHELLING-CUM-GRADING 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 peanut shelling, grading and shelling-cum-grading 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 shelling, grading and shelling-cum-grading 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 shelling units, grading units and shelling-cum-grading units shall ensure awareness of groundnut farmers on Good Agricultural Practices, implementation of official controls including food safety management system in accordance with the Code of Practice for Prevention and Reduction of Aflatoxin Contamination in Peanuts CAC/RCP 55-2004.
		2.7	Peanut shelling units, grading units and shelling-cum-grading 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 SHELLING, GRADING AND SHELLING-CUM-GRADING UNITS AND GRADING UNITS	3.1	In case the Registration Committee is satisfied that the shelling, grading and shelling-cum-grading unit conforms to the requirements of the criteria, 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 allotted by APEDA.
		3.2	The Registration Certificate issued to peanut shelling, grading and shelling-cum-grading 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 for two years from the 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, peanut shelling, grading and shelling-cum-grading 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 shall 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	The shelling, grading and shelling-cum-grading unit shall also comply with such other instructions as may be issued from time to time.
		3.8	In case any amendment(s) in the Registration Certificate is required, the exporter shall apply to APEDA who shall make necessary amendment after verification. The original and all copies of the certificate issued to the processor/exporter shall be submitted for the purpose alongwith documentary evidence.
04	REFUSAL/CANCELLATION/SUSPENSION OF PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING 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 guidelines. 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/SUSPENSION/CANCELATION OF REGISTRATION 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 registration shall accompany the appeal.
		5.3	APEDA shall 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 cancellation of 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: 24/01/2024

Signed/-
Abhishek Dev
Chairman-APEDA

FORM - I**FORM OF APPLICATION FOR REGISTRATION RENEWAL OF PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING UNIT FOR EXPORTS**

1	Name and address of the peanut shelling, grading and shelling-cum-grading	
2	Contact person	
3	Telephone No.	
4	E-mail	
5	APEDA Registration No., if obtained	
6	Total installed capacity of shelling, grading and shelling-cum-grading	
7	Core operation of the unit shelling, grading and shelling-cum-grading, please specify	
8	Details of shelling, grading and shelling-cum-grading infrastructure	
9	Likely production (in MT) per annum	
10	FSSAI License No. and date	
11	Copy of permission/license from FSSAI to run the shelling, grading and shelling-cum-grading (please enclose self-attested copy)	
12	Copy of the lease agreement in case the shelling, grading and shelling-cum-grading is being run on lease basis (please enclose self-attested copy)	
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 II	
17	Copy of Pest Control Management Contract	
18	Name and address of the bankers	
19	Application fee of Rs. 25,000/- (plus applicable taxes)	

Please attach the following documents in addition to the above:

- (i) Name & addresses of owners/partners/directors/trustees etc. along with documentary evidence.
- (ii) Copy of permission/license from the local body to run the shelling, grading and shelling-cum-grading or both.
- (iii) Copy of the lease agreement in case the shelling, grading and shelling-cum-grading unit or both being run on lease basis (if applicable).

- (iv) Lay out of the premises.
- (v) List of machinery and equipment including transport vehicles.
- (vi) Copies of compliance to food safety management system (such as HACCP, ISO-22000, BRC, etc.) certificate of quality management system (such as ISO-9001) environment management system (such as ISO-14001), manuals and procedures, pertaining to unit maintenance and cleaning schedules, etc.
- (i) Health record of workers.
- (ii) Record of training provided to workers.

DECLARATION

- (a) I/We declare that I/we possess authority and right to shelling, grading and shelling-cum-grading and both as well as store 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 peanut shelling, grading and shelling-cum-grading 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 and adhere to following specifications:

- a) Moisture: maximum 7%
- b) Admixture/foreign matter: 0.01% maximum
- c) Count variation: Well graded, not to exceed 2 counts either side
- d) Imperfect kernels such as (damaged, broken, split, shriveled, sprouted, and discoloured): less than half percent

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

**PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING UNIT AND
GRADING UNIT INFRASTRUCTURE DATA**

Sr. No.	Item	Data by Applicant	APEDA 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 disinfectant 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	Are attendance records maintained?		
42	Hand washing facility		
43	No. of toilets for each sex of workers		
44	Modernization/upgradation needs of the unit		
45	Projected plans for modernization/ upgradation with target dates		
46	Introduction of quality control on-line product inspection procedures		
47	Specific activities for improving appearance of surroundings and environmental control Peanut shelling, grading and shelling-cum-grading unit		
48	Details of Workers Engaged in the Unit	Skilled _____ Unskilled _____ Semi-skilled _____ Total: _____	
49.	Amenities (Toilet) for workers	Gents Toilet Ladies Toilet (Yes/No)	
50.	Are personal hygiene records of workers maintained?		

51.	Are equipments calibration record maintained?		Yes /No	
	When was last calibration done for various equipments		Date: _____	
	Agency Name :			
52.	List of the Equipment and Machineries			
	Sl. No.	Equipment/Machineries	Qty.(in MT)	
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	9.			
	10.			
53	Whether the procurement of peanut (in shell) is from registered farms?			
54	Details of training provided to farmers on Good Agricultural Practices (GAP).			
55	Details of storage conditions and monitoring system to record temperature and Relative Humidity (RH).			

PLACE:
DATE:

AUTHORISED SIGNATORY

**PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING UNIT
INSPECTION REPORT**

1. Name and Address of the Unit :

2. Processing capacity
 - (a) Shelling capacity :
 - (b) Grading capacity :

3. 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 SHELLING, GRADING AND SHELLING-CUM-GRADING
UNIT REGISTRATION**

This is to certify that the peanut shelling, grading and shelling-cum-grading unit described below has been inspected by the peanut shelling, grading and shelling-cum-grading 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
 - (a) Shelling capacity :
 - (b) Grading capacity :
6. Storage capacity
 - (a) For raw material :
 - (b) For finished goods :

For and on behalf of APEDA

Place:

S E A L

Date:

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 PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING UNIT

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/spoil 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.

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

The peanut shelling, grading and shelling-cum-grading 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.