

**REVISED
PROCEDURE FOR GRANT OF
RECOGNITION CERTIFICATE
FOR
HORTICULTURE PRODUCE PACKHOUSE**



June, 2021 (Revised)

**Agricultural and Processed Food Products
Export Development Authority
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, New Delhi 110016.
(Tel: 011-41486018 E.mail : ukvats@apeda.gov.in)**

Disclaimer: This document is based on the present requirements of the importing countries and is subject to revision as and when required during its currency.

Date: 14th June, 2021

Document No. APEDA/FFV/PHRECOG/2014-15/

PROCEDURE FOR GRANT OF RECOGNITION CERTIFICATE FOR HORTICULTURE PRODUCE PACKHOUSE

With a view to carving out a **niche** for Indian horticulture produce and for ensuring an appropriate standard in exports, APEDA through this document introduces revised procedure for grant of pack house recognition to intending exporters in super cession of the Horticulture Produce Pack House Recognition Scheme 2012. The objective of this procedure is to encourage exporters of horticultural produce to meet the international standards in terms of quality of produce with quarantine safety. The scheme entails infrastructure development for material handling, storage, stacking, inspection, pre cooling, cold storage etc., encouragement to backward linkages, export of good quality produce, promotion and publicity at the international level, encouraging adoption of internationally acceptable standards and practices, up-gradation of standards for product quality, hygiene, food safety, and creation of a healthy, competitive environment among exporters.

The scheme is applicable to all pack houses handling and processing horticulture produce viz fresh fruits, vegetables etc. for export. Recognition will be granted for multiple produce for which appropriate facilities and procedural compliances commensurate with matching infrastructure facilities are found to be existing at the Pack house. The scope of this scheme, methodology of inspection , the composition of the Inspection committee , the responsibilities of the various stakeholders and all other procedural formalities are detailed below:

SN	Point	Details
01	Scope of the scheme	1.1 The scheme covers pack houses intending to export fresh horticulture produce viz fruits, vegetables etc. to various destinations. The stakeholders covered under the scheme include exporters, packhouse owners (Common pack house in public sector, service provider pack houses in private sector, exporters' own pack houses), APEDA, National Plant Protection Organization (through its Quarantine Inspectors and Phyto-sanitary Certificate (PSC) issuing authorities) , APEDA recognized laboratories etc.
02	Procedure for Application	2.1 Application shall be made in Form I and shall also be accompanied with detailed packhouse infrastructure information as per Form II of this document. 2.2 The application fee of Rs. 10,000/- by way of demand draft in favor of APEDA, payable at New Delhi should accompany the application. The application fee is non-refundable.

SN	Point	Details
		<p>2.3. The applications may be submitted either at APEDA Head Office, New Delhi or at its regional offices as per convenience. The complete addresses of the APEDA offices are given in Annexure-1.</p> <p>2.4 The applications received shall be duly scrutinized at APEDA office(s) in accordance with the checklist given in Annexure-2.</p> <p>2.5 Applications must be furnished complete in all respects. APEDA reserves the right to summarily reject applications which are found incomplete with major deficiencies and deviations.</p> <p>2.6 The APEDA Regional Offices , after scrutiny, and on satisfying completion of the applications in all respects, shall forward the same to the Horticulture Division at Head Office .</p>
03	Documentary support to the application	<p>The application, duly signed by the authorized signatory , must be accompanied with following documents:</p> <p>3.1 Whether Approval of the NPPO for the pack house is available. <input type="text" value="Yes/No"/></p> <p><i>If yes</i></p> <p>3.2 Copy of same 3.23 Note. If no following documents may be submitted along with application.</p> <p>3.3 Copy of permission/license from the District Industries Centre/Secretariat of Industrial Approvals/Gram Panchayat/appropriate local authority to run the pack house/cold rooms etc</p>

		<p>3.4 Detailed Lay out Drawing of the pack house premises duly authenticated by a Chartered Engineer/Civil Architect</p>
		<p>3.5 Detailed List of machinery and equipment including reefer/insulated vehicles as per Annexure-3 (indicative subject to addition by the applicant as per actual status)</p>
		<p>3.6 Copies of relevant documents, as per applicability, such as Lease deed , partnership deed, Articles and Memorandum of Association etc.</p>
		<p><u><i>3.7 Undertaking/ Declaration to be submitted for pollution control clearance.</i></u></p>
		<p>3.8 Copy of quality and maintenance manuals and procedures providing details (names, list of duties assigned and technical competence of Quality control managers/supervisors), the Internal Quality Control System, whether in house or outsourced. If HACCP /ISO/BRC are not implemented , the in-house quality manual/SoPs should be maintained and submitted</p>
		<p>3.9 Copy of HACCP/ ISO/BRC or any other relevant quality management system certificate, if any, along with food safety manuals and procedures.</p>
		<p>3.10 Copy of latest water analysis report from a recognized local Government laboratory/APEDA recognized laboratory</p>

		3.11 Brief resume of the pack house manager
--	--	--

		3.12 List of farmers with their complete address and contact details , along with the copy of agreement entered into with them by the pack house (in case of GAP), as per the format Provided by APEDA at Annexure-4 .
		3.13 Copy of Standard Operating Procedures for the PackHouse
		3.14 Latest Medical Test Reports/Health Records (including pathological reports if any) of the workers engaged by the Pack House. If at the time of application/inspection the pack house has not engaged workers, a declaration should be submitted that once the workers are engaged prior to commencement of operational season, the required documents/information shall be submitted to APEDA.
		3.15 Record of training provided to workers in their respective areas of responsibility such as operational areas for workers and quality maintenance and documentation record keeping of concerned supervisory/managerial officials
		3.16 Details of traceability and product recall procedures followed and maintained by the Pack House.

		3.17 Confirmation and details about the location and dimensions of the Quarantine room at the packhouse (currently applicable for exports of fresh produce to the European Union countries only)
		3.18 Details of quarantine area/laboratory with equipment available in accordance with Annexure-5 to this document (currently applicable for exports of fresh produce to the European Union countries only)
		3.19 – Confirmation and details about the location and dimension of stacking area at the packhouse.
		3.20 Details of number and capacities of (a) Pre cooling chambers (b) Cold Stores (c) processing (d) Packaging (e) material handling equipment (f) reefer vans etc
		3.21 Calibration records of various equipment including refrigeration equipment.
		3.22 Records of pest/rodent control with copies of arrangement with relevant agencies.
		3.23 Note: In case of approval of NPPO is available no other documents are required to be submitted. The pack house will be automatically approved without inspection.
04	Inspection procedure	4.1 Upon receipt of duly complete application, APEDA will organize inspection of the packhouse within. The inspection of pack house on inspection day is to be completed max ½ day working hours.

		<p>4.2 The Pack House Inspection Committee will comprise of the following members :</p> <ul style="list-style-type: none">(a) A member of Horticulture Division at APEDA Head Office- <i>for Northern region only*</i>(b) A member from relevant APEDA Regional Office(c) A member of the National Plant Protection Organization (NPPO)(d) A member from Directorate of Marketing and Inspection (DMI/AGMARK)(e) A member of the concerned State Horticulture/Agriculture/Floriculture Department, as the case may be. <p><i>*Regional offices will organize inspections in their regions.</i></p>
--	--	--

SN	Point	Details
		4.3 APEDA will intimate in writing to the packhouse about the date of inspection. Intimation of date of inspection will also be sent to all Committee members in advance
		4.4 The Inspection Committee shall carry out inspection in accordance with the details furnished by the applicant in the application.
		4.5 The inspection committee shall submit its detailed report in the format given at Annexure-6 which shall be duly signed by all members immediately upon completion of the inspection procedure. A copy of the inspection report shall be provided to all committee members and the pack house manager also.
		4.6 The Committee shall, upon satisfying itself, that the packhouse conforms to the requirements of the scheme, recommend the scope and destination of exports of fresh produce from the packhouse. 4.7 If deficiencies are found during inspection, the Committee will also hand over a letter to the pack house

		clearly specifying the various deficiency/ non compliance points for further compliance.
		4.8 The Inspection report should clearly indicate whether the pack house intends to export only to EU or a mix of market. In the latter case the inspection committee will have to ensure that the pack house has ample arrangements for segregation products destined to EU markets from those meant for other markets to avoid cross contamination
05	Procedure for re-inspection	<p>5.1 In accordance with point 4.7 of this document, the pack house shall be required to take immediate action on complying with the deficiencies/non compliances notified by the inspection committee in writing .</p> <p>5.2 Upon completion of the action on deficiencies/non compliances, the packhouse shall submit to APEDA detailed information on such actions taken on the notified deficiencies/non compliances , point-wise clearly mentioning the actual action taken, as per format given in Annexure-7</p>

		<p>5.3 The pack house should submit photographs also related to the compliances made against deficiencies/non compliances to support the action taken.</p>
		<p>5.4 Upon receipt of the confirmation in writing from the pack house of compliance action against point 4.7 of this document, APEDA will organize re-inspection of the pack house in the manner deemed fit. The re-inspection may be carried out by at least two members of the inspection committee.</p>
		<p>5.5 The report of the re-inspection will be submitted by the committee members immediately (within 24 hours) after the inspection in the format given at Annexure-8.</p>
06	Issuance of Pack House Recognition Certificate	<p>6.1 Upon receipt of satisfactory initial inspection/ re-inspection report , and its evaluation, the Horticulture Division in APEDA Head Office will process the application for issue of Pack House Recognition Certificate to the applicant.</p>
		<p>6.2 The Pack House Recognition Certificate will be issued in format as given in Annexure-9.</p>

		<p>6.3 The Pack House Recognition Certificate will clearly indicate the scope of products and markets covered by it along with capacities of pre cooling, cold stores, ripening chambers (wherever applicable) , raw material holding area, finished product stacking/storage area , processing capacity per batch/per shift/per day etc.</p>
		<p>6.4 The certificate shall be issued to the owner of the pack house even if it is leased out. The address on the Pack house Recognition Certificate will be retained as the one provided by the applicant in the application for recognition of the pack house.</p>
07	Validity of the Pack House Recognition Certificate	<p>7.1 The validity of the Pack House Recognition Certificate shall be for a period of three years from the date of issue.</p> <p>7.2 Upon completion of the validity of three years , the Pack House Recognition Certificate will automatically cease to be in effect.</p> <p>7.3 If pack house is approved by NPPO, the validity of the pack house will be as per the validity of the certificate issued by NPPO for that pack house.</p>

08	Refusal/cancellation/suspension of pack house recognition certificate	8.1 Since inspection of Pack House does not necessarily mean grant of Recognition of the Pack House, issue of certificate may be refused or, if issued, may be refused /cancelled orsuspended if:
		<p>8.1.1 If the pack house does not conform to the prescribed standards including non availability of sufficient potable water, unsatisfactory arrangement for disposal of rejected/rotten/waste produce, lack of technically qualified personnel to manage the pack house, not holding valid power generation facility, or if the pack house is found to be in use for purposes other than for which recognition was sought/granted.</p> <p>8.1.2 If not complying with recommended SOP's and Guidelines as provided by APEDA from time to time</p> <p>8.1.3. If there are quality complaints from the importing countries or any quality c0mplaints/Rapid Alerts/ Europhyt Interception notifications are received from any EU/Non-EU countries which are found to be genuine and authentic and attributed to the fault of the exporter.</p>

09	Appeal against refusal / suspension/ cancellation of the pack house recognition certificate	9.1 Appeal against refusal/cancellation or certificates may be submitted to Chairman, APEDA within 30 days of the receipt of such refusal / suspension / cancellation
		<p>9.2 Chairman, APEDA will consider the application on merits and, if considered necessary, order inspection of the pack house by at least two members of the Pack House Registration Committee.</p> <p>9.3 If approved, a fresh certificate shall be issued on the basis of recommendation of the inspection Committee. In such cases, all the expenses of the committee members shall be borne by the facility operator. The intervening period between the cancellation of the certificate and issue of fresh certificate shall be deemed to imply that the pack house was not recognized during the period</p>

10	Issue of duplicate recognition certificate in case of loss or mutilation	10.1 In case of loss or mutilation of the Pack House Recognition certificate issued by AEPDA, upon receipt of written request from the pack house, a duplicate certificate may be issued on payment of Rs 5,000/- . The validity of the certificate shall be the same as that of the original.
11	Surveillance visits for verification of compliance of Scheme guidelines by Recognized Pack houses	11.1 APEDA will carry out surprise surveillance visits to any of the pack houses at any point of time. The quorum for such visits would be 2 members out of the total composition of the Pack House Inspection Committee.
		<p>11.2 If any of the pack houses so visited is found to be not following the requisite guidelines of the APEDA Horticulture Pack House Recognition Scheme , APEDA reserves the right to cancel/suspend the Pack House Recognition Certificate issued to such defaulting pack house.</p> <p>11.3 For restoration of the recognition of such defaulting pack house, the procedure for re-inspection as mentioned in clause 05 will be adopted.</p>

12	Modification in the Pack house (layout, design, scope etc)	12.1 Any change in the layout, design, capacity, documentation, title, etc. of the pack house shall be got approved by APEDA within 60 days of such change
		12.2 Any change in scope of products or markets in the Pack House Recognition Certificate shall also be intimated to APEDA immediately upon such decision having been taken by the packhouse.
		12.3 In consideration of points 12.1 and 12.2 the pack house will need to surrender the original Pack House Recognition Certificate.
		12.4 APEDA will get the details verified at the Pack House before consideration of modification in the Pack House Recognition certificate
		12.5 Upon satisfactory compliance in accordance with point 12.4 , APEDA may issue a fresh modified Pack House Recognition Certificate.
13	Other requisites	13.1 The Pack house Recognition Certificate shall be prominently displayed in the pack house.

	<p>13.2 It is mandatory on part of pack house operator to comply with recommended SOP's and Guidelines as provided by APEDA from time to time.</p> <p>13.3 The exporter shall also comply with such other instructions as may be issued by APEDA, from time to time.</p> <p>13.4 The pack houses/exporters will have to submit daily export information in the format prescribed in Annexure-10.</p> <p>13.5 For export to EU the Pack house need to establish a segregated Quarantine inspection area in accordance to the NPPO guidelines (copy placed at Annexure-5). A quarantine laboratory is also required to be set up with instruments as listed in Annexure-11.</p>
	<p>13.6 It is essential for a pack house to have unidirectional flow of produce commencing from material arrival-cum-holding-cum-preliminary inspection area followed by main process hall with facilities like tables for sorting and grading, cleaning of produce and packaging . An indicative flow chart is placed at Annexure-12 (A) and 12 (B).</p>

14	Further Extension of Pack House Recognition Certificate	14.1 Upon cessation of validity of the Pack House Recognition Certificate , it will automatically become null and void.
		14.2 Applicants must, two months ahead of expiry date of the Certificate, apply to APEDA with fresh application in accordance with the Horticulture Pack House Recognition Scheme applicable at that point of time.
		14.3 Along with the application the previous Pack House Recognition Certificate in original will have to be surrendered to APEDA.
15	Responsibilities of various agencies involved in the Pack House Recognition process	The responsibilities of various agencies involved in the process will be as under :
15.1	The Agricultural & Processed Food Products Export Development Authority (APEDA)	15.1.1 APEDA will be responsible for conducting, in conjunction with other agencies as mentioned in point 4.2 of this document, inspection of the Pack houses
		15.1.2 APEDA will , upon satisfying itself on the conformity of the Pack House with all requisites under its Horticulture Pack House Recognition Scheme , grant Pack House Recognition Certificate to the applicants

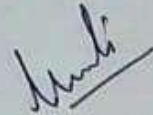
		<p>15.1.3 APEDA will monitor the overall progress and ensure that all Recognized Pack Houses follow the SoPs and guidelines</p>
		<p>15.1.4 APEDA will, as and when felt necessary, conduct subsequent verification visits to the Pack houses to ascertain compliances</p>
		<p>15.1.5 APEDA will take action against any defaulting pack house based on the recommendation of the Pack House Inspection Committee.</p>
15.2	National Plant Protection Organization (NPPO)	<p>15.2.1 NPPO will nominate its representatives on the Pack House Inspection Committee and help in conducting joint inspections</p>
		<p>15.2.2 The responsibilities of NPPO are detailed under Clause</p>
		<p>14.2 of SOP of NPPO annexed at Annexure – 5.</p>
		<p>15.2.3 NPPO will ensure that the PSC issuing authorities follow provisions of SoPs circulated by it in regard to exports of fresh produce to the EU market. However, for export of grapes to EU, NPPO will continue to issue PSC online as per Grapenet.</p>

		15.2.4 Upon receipt of any interception notifications from EU or other countries, NPPO will share details with APEDA along with action taken / to be taken in this regard
		15.2.5 APEDA will , in conjunction with NPPO, take joint action against any defaulting pack house/exporter .
		15.2.6 NPPO will ensure that at each APEDA recognized pack house a quarantine inspector is deputed to carry out inspection and certification process for EU destinations.
		15.2.7The NPPO inspectors will ensure that the phyto-sanitary certificate is also issued at the pack house itself for EU destinations.
15.3	Directorate of Marketing and Inspection(DMI/AGMARK)	15.3.1 AGMARK will nominate a representative on the Pack House Inspection Committee
		who will help in conducting joint inspections.
		15.3.2 AGMARK will also be responsible for issuance of Certificate of AGMARK Grading (CAG) wherever and whenever necessary

15.4	State Department of Horticulture/Agriculture/Floriculture	15.4.1 The State Horticulture/Agriculture/Floriculture Department will be responsible for registering farmers with a unique identification code number
		15.4.2 The State Horticulture/Agriculture/Floriculture Department will provide these details to APEDA and the Recognized Pack Houses
15.5	Pack Houses/Exporters	15.5.1 The pack houses /exporters will be solely responsible for operation of the pack houses for exports in tune with the requirements of this document.
		15.5.2 Pack Houses/Exporters will be responsible for intimating APEDA/NPPO about any intimation received from any quarters including importers regarding interception/ rejection/ detention of their shipments
		15.5.3 The pack houses/exporters will be responsible for adhering to the SoPs of their own and guidelines/instructions issued by APEDA/NPPO from time to time

		<p>15.5.4 The pack houses/exporters will be responsible for maintaining proper records of workers attendance, hygiene, equipment calibration, medical records, incoming and outgoing produce records, rejection records, export records with details of phyto-sanitary certificate etc.</p>
		<p>15.5.5 All pack houses will ensure that any correspondence from APEDA/NPPO is responded to immediately especially those pertaining to any interceptions/rapid alerts etc received from any country.</p>
		<p>15.5.6 Pack houses/exporters will ensure that they keep in regular and constant touch with their importers to get immediate and off hand information about the fate of their consignments upon arrival in the importing countries</p>

		15.5.7 In case of sea shipment of vegetables or fruits the quarantine inspected consignments will be permitted to be stored in the Cold Stores (without mingling with any non quarantined material) till container loads are consolidated for the sea shipment.
--	--	---



(Upendra Kumar Vats)
General Manager

Explanatory Note **:-Clause 3 sub clause 3.5 of the procedure for grant of Recognition Certificate for Horticulture Produce Pack House has been simplified for submission of Undertaking/Declaration to be submitted for pollution control clearance to facilitate exporters/service providers. It has been done to bring more clarity. [Click here](#)

Place : New Delhi

Dated : 23.06.2021

(See the clause 3 sub clause 3.5 of the Procedure for grant of Recognition Certificate for Horticulture Produce Pack House)

UNDERTAKING-cum-DECLARATION

1. I/we M/s (Name of pack house/Service Provider with Address) would like to inform that we have submitted the application for recognition of our pack house for undertaking the activities of fresh horticultural produce for sorting, grading, processing and packaging. We would like to declare that the pack house does not emit any hazardous effluents like toxic contaminants which may affect the environmental pollution.

2. I hereby declare that as per the guidelines, Rules/regulation of Pollution Control Board (PCB), there is no requirement for seeking the clearance from the State Government or Union Territory or Board/Committee for establishing the Pack House for Horticulture Produce.

OR

I hereby declare that there is a requirement of taking clearance from Pollution Control Board (PCB). A copy of clearance is enclosed (*The portion which is not relevant may be crossed/deleted*).

3. I/we agree that in case I/we fail to comply with the Rules, Regulation and Procedure issued by Pollution Control Board related to processing of Horticultural Produce, APEDA may deny or cancel the Pack House Recognition Certificate at any point of time.

Date:
Place:

Signature of Applicant
(Name of Exporter/Pack house Manager)

(Seal of company)

Form 1

FORM OF APPLICATION FOR RECOGNITION OF HORTICULTURE PRODUCE PACKHOUSE (TO BE FILLED UP BY APPLICANT)

1.	Name and address of the applicant (owner) along with complete contact details	Name Address Tel with STD Code: Fax with STD Code: Email ID: Mobile :
2.	APEDA Registration–cum-membership No.	RCMCNo : Date of Issue : Style :Merchant/Manufacturer: Valid Upto :
3.	Address of the pack house with name of Pack House Manager and his contact details <i>(Please note that this address shall be treated as correspondence address)</i>	Address : PackHouseManager: Contact Tele/Mobile No
4.	License no. and date (enclose self-attested copy)	License No Issued for Issued by Issue Date Valid Upto
5.	Previous APEDA pack house recognition certificate details, if any (Surrender the previous certificate with this application)	Certificate No: Date of issue Valid upto : Product :
6.	If pack house is on lease, the Validity of lease agreement (please attach a self attested copy)	Date of Signing of lease deed : Valid upto : Total lease period : years Name of lessor : Contact details of lessor :

7.	Products for which Recognition is now being sought																																	
8.	Details of the Bank draft towards payment of Fee	DD No: Date of issue Drawn on (bank) Amount (Rs)																																
9.	Details of enclosures (please tick the box for confirmation)	<table border="1"> <tr> <td>1. Copy of operating licence (Pt 3.1)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. Copy of Layout drawing (Pt 3.2)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. List of equipment/machinery/reefer vehicles etc (Pt 3.3)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4. Copy of lease deed/partnership deed/ MoA etc (Pt 3.4)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5. Copy of pollution control certificate ((Pt 3.5)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6. Copy of Quality/Maintenance/HACCP/ISO/BRC/ GAP/In-house quality manual/Packhouse SoP (pt 3.6/3.7/3.10/3.11)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>7. Copy of latest water analysis report (pt 3.8)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>8. Brief resume of packhouse manager (pt 3.9)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>9. List of farmers with their contact details With copies of a few representative Contracts signed with them (for GAP) (pt 3.10)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>10. Copies of latest medical test reports/health Records/patho reports of workers (pt 3.12)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>11. Copies of record of training (pt 3.13)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>12. Traceability /traceback record details (pt 3.14)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>13. Confirmation of quarantine room/lab (pt 3.15/3.16)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>14. Details of equipment capacities (pt 3.17)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>15. Copies of records of equipment calibration (pt 3.18)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>16. Copies of records of pest/rodent control (pt 3.19)</td> <td><input type="checkbox"/></td> </tr> </table>	1. Copy of operating licence (Pt 3.1)	<input type="checkbox"/>	2. Copy of Layout drawing (Pt 3.2)	<input type="checkbox"/>	3. List of equipment/machinery/reefer vehicles etc (Pt 3.3)	<input type="checkbox"/>	4. Copy of lease deed/partnership deed/ MoA etc (Pt 3.4)	<input type="checkbox"/>	5. Copy of pollution control certificate ((Pt 3.5)	<input type="checkbox"/>	6. Copy of Quality/Maintenance/HACCP/ISO/BRC/ GAP/In-house quality manual/Packhouse SoP (pt 3.6/3.7/3.10/3.11)	<input type="checkbox"/>	7. Copy of latest water analysis report (pt 3.8)	<input type="checkbox"/>	8. Brief resume of packhouse manager (pt 3.9)	<input type="checkbox"/>	9. List of farmers with their contact details With copies of a few representative Contracts signed with them (for GAP) (pt 3.10)	<input type="checkbox"/>	10. Copies of latest medical test reports/health Records/patho reports of workers (pt 3.12)	<input type="checkbox"/>	11. Copies of record of training (pt 3.13)	<input type="checkbox"/>	12. Traceability /traceback record details (pt 3.14)	<input type="checkbox"/>	13. Confirmation of quarantine room/lab (pt 3.15/3.16)	<input type="checkbox"/>	14. Details of equipment capacities (pt 3.17)	<input type="checkbox"/>	15. Copies of records of equipment calibration (pt 3.18)	<input type="checkbox"/>	16. Copies of records of pest/rodent control (pt 3.19)	<input type="checkbox"/>
1. Copy of operating licence (Pt 3.1)	<input type="checkbox"/>																																	
2. Copy of Layout drawing (Pt 3.2)	<input type="checkbox"/>																																	
3. List of equipment/machinery/reefer vehicles etc (Pt 3.3)	<input type="checkbox"/>																																	
4. Copy of lease deed/partnership deed/ MoA etc (Pt 3.4)	<input type="checkbox"/>																																	
5. Copy of pollution control certificate ((Pt 3.5)	<input type="checkbox"/>																																	
6. Copy of Quality/Maintenance/HACCP/ISO/BRC/ GAP/In-house quality manual/Packhouse SoP (pt 3.6/3.7/3.10/3.11)	<input type="checkbox"/>																																	
7. Copy of latest water analysis report (pt 3.8)	<input type="checkbox"/>																																	
8. Brief resume of packhouse manager (pt 3.9)	<input type="checkbox"/>																																	
9. List of farmers with their contact details With copies of a few representative Contracts signed with them (for GAP) (pt 3.10)	<input type="checkbox"/>																																	
10. Copies of latest medical test reports/health Records/patho reports of workers (pt 3.12)	<input type="checkbox"/>																																	
11. Copies of record of training (pt 3.13)	<input type="checkbox"/>																																	
12. Traceability /traceback record details (pt 3.14)	<input type="checkbox"/>																																	
13. Confirmation of quarantine room/lab (pt 3.15/3.16)	<input type="checkbox"/>																																	
14. Details of equipment capacities (pt 3.17)	<input type="checkbox"/>																																	
15. Copies of records of equipment calibration (pt 3.18)	<input type="checkbox"/>																																	
16. Copies of records of pest/rodent control (pt 3.19)	<input type="checkbox"/>																																	

DECLARATION

- (a) I/We declare that I/we possess authority and right to process/store fresh horticulture produce in the above premises and to effect any structural and/or other modifications required conforming to the instructions issued from time to time.
- (b) I/We declare that my/our pack house has been leased for the period (from.....to.....) to Mr/M/s
- (c) pack house facility. I/we understand that non-compliance at any stage will entail cancellation of the recognition certificate issued to me in accordance with clause 6 of the scheme.

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

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

Place:
Date :

Signature _____
Name : _____
Designation: _____
Seal/Stamp: _____

FORM – II

PACKHOUSE INFRASTRUCTURE DATA (FOR APPLICANTS)

A. PACKHOUSE GENERAL INFORMATION

S. no.	Particulars	Details
1	Name & full address of the applicant	
2	Date of acquisition/setting up	1. Setting up of facility : 2. Date of start up of facility: 3. Date of acquisition on lease, If applicable
3	If leased give details of the lease and enclose a copy of the leased deed	Date of lease deed Valid up to Leased to: Name Address Tel No Mobile No.
4	Scope of operations being applied for – please specify product range , if possible	Mango Pomegranate Grapes Other Fruits Okra Bitter Gourd Vegetables Fruits & Vegetables(both)
5	Intended markets for export	European Union Middle East South East Asia Africa Oceania Latin America SAARC Russia/CIS Carribeans Others

B. PACKHOUSE EXTERIOR INFORMATION

1.	Approach – Please specify whether approach through main road, side lane, kucha road, alongside farms etc	
----	--	--

2	Surroundings	Clean/unclean
3	Whether situated near obnoxious industry like fish canning, tanneries chemical plants, fertilizer plants releasing effluent, hazardous material etc- please specify details.	
4	Arrangements for disposal of waste material. Ideally a disposal pit and/or compost pit should be within the boundary of Pack house and visible for supervision	
5	Boundary wall/fencing- please specify the kind and nature of wall/fencing	
6	Whether the external walls are properly plastered and free from crevices, cracks, holes, dampness, cobwebs etc.	

C. PACKHOUSE INTERIOR INFORMATION:

S.no.	Control Point	Remarks
1	Whether entry is restricted and all the entry-exits points are provided with air curtains (on the outer side) / fly proofing and auto closing.	
2	Condition of drainage system and whether surface (but covered) or permanently installed underground.	
3	Whether wash and change room for workers provided. If provided, number of toilets (Gender wise) for workers and provision for water, soap, towels etc.	Wash rooms for males : Yes/NoNos. Wash rooms for females : Yes/NoNos. Change room for males: Yes/NoNos. Change room for females: Yes/NoNos.
4	Is opening of toilet doors towards outside of the pack house process area or not ? If not, this needs to be modified	
5	Arrangement for foot wears and disinfectants at change room- please specify in detail .	

Sn	Control Point	Remarks
6	Availability of soap dispensers and hand/knee/foot operated taps at entry points	
7	Availability of foot dip system at worker entry Point	
8.	Is the pack house having unidirectional flow of process from incoming material holding/preliminary inspection area to docking/loading area	
9.	Is the incoming material holding/preliminary inspection area segregated from the main processing hall?	
10	Pest, insect, rodent control measures (In house or outsourced)	
11.	Whether the floor, walls and ceilings are properly plastered with impervious material.	
12	Type of flooring (cemented, tiled, marble, epoxy coated etc)	
13	Floor level/slope in pack house should be proper to mallow water to flow out	
14	Condition of floor, whether any pothole / cracks on floor	
15	Whether adequate protected (shatter proof etc) lighting arrangements provided in the working area	
16	Whether the premises is free from cob webs and spiders	
17	If the premises is not air cooled/air conditioned, whether adequate exhaust fan provided with proper netting or shutter	
18	Whether fly catchers /Cue lure traps/ yellow fly traps (for fruit flies), white fly trapes (for white flies) and blue fly traps (for thrips) are installed at the pack houses indicate location and numbers.	
19	Whether sufficient signboards indicating "do not spit/do not smoke, eatables prohibited" are prominently displayed in the premises	
20	Raw material unloading and storage capacity	
21	Weighing capacity (please provide evidence)	
22	Desapping capacity /batch- for mangoes only	
23	Mechanized/ manual sorting/ grading capacity	
24	Mechanized/ manual hot water dip	

	treatment baths with capacity/ batch of each facility, if any (please provide evidence)	
25	Docking capacity (loading and unloading)	

D. Pre-cooling capacity per batch in MT

Sn	Particulars	Facts & data
1	No. of chambers	
2	Capacity of each chamber with capacity/batch	Chamber1MT/batch Chamber 2..... MT/batch Chamber3 MT/batch Chamber4MT /batch
3	Make of air handlers, humidifier	
4	Type of insulation	Wall mounted puff/panels/others
5	Condition of floor, walls, insulation, ceilings etc inside the pre-cooling chamber(s)	
6	Alarm system in case of emergency inside the pre-cooling chamber(s)	
7	Displayable recorders for temperature/ humidity In pre-cooling chambers	
8	Shatter proof lighting arrangement in pre-cooling chambers,	
9	Hygienic condition of pre-cooling chambers	
10	refrigeration technology/system and refrigerant used	

E. Cold storage capacity in MT

S.no.	Particulars	Facts & data
2	Number of chambers	
3	Capacity of each chamber	Chamber 1MT Chamber 2..... MT Chamber3 MT
4	Type of cold storage	
5	Type of insulation	
6	Facility of injecting fresh air, if any	
9	Facility of movement of loaded pallets (including pallet size)	
10	Condition of floor, walls, insulation, ceilings etc inside the cold storage chambers	
11	Alarm system in case of emergency in cold storage	
12	Displayable temperature and humidity recorders in cold storage	
13	Shatter proof lighting arrangement in cold storages	
14	Hygienic condition in cold storages	

15	refrigeration technology/system and refrigerant used	
----	--	--

F. Laboratory Facility

S.no.	Control Point	Remarks
1	Whether the laboratory exists?	
2	List of in-house laboratory equipment	
3	Person in charge of the lab, his/her name and qualifications	
4	Air-conditioning /ventilation	
5	Record of laboratory working sheets and test results	
6	Whether quarantine lab is established for export of fruits and vegetables to the EU?	

G. Quarantine Facility

Sn	Particulars	Details
1.	Whether a separate quarantine area exist	
2.	Size of the quarantine area	
3.	Whether equipments as per SOP of NPPO have been set up (Annexure – 5).	

H. Transportation capacity:

Sn	Particulars	Details
1	Refrigerated vans (number and capacity)	
2	Insulated vans (number and capacity)	
3	Ordinary vans (number and capacity)	

I. Utilities :

: *Watersupply*

1	Availability of potable water?	
2	Source of water supply – please specify	
3	pH of water	
4	In case pH of water is not neutral, whether water softening plant is erected	
5	Is Volume of water supply adequate?	
6	Capacity and condition of over-head storage tank	
7	Frequency of water testing (attach last testing report.	

Power supply

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

J. Equipment Maintenance / Calibration

Sn	Control Point	Remarks
1	Arrangements of annual maintenance / calibration of pack house equipment	
2	Arrangement of annual maintenance/ calibration of pre-cooling, cold storage, insulated/refrigerated vans	
3	Arrangement of annual maintenance/ calibration of other equipment	

K. General Storages

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

L Sanitary Facilities:

Sn	Control Point	Remarks
1	Pack house cleaning schedule with disinfectants used	
2	Frequency of cleaning	
3	Maintenance schedule of drainage system	
4	Sanitation system and frequency of processing hall facilities like tables etc	

M Personnel Health & Hygiene

Sn	Control Point	Remarks
1	Whether the staff is periodically examined for fitness, if so, periodicity	

2	Whether medical inspection carried out by Qualified MBBS doctor	
3	Whether the nails and hairs are properly trimmed (use of nail polish to be prohibited)	
4	Whether clean uniforms, caps, hand gloves (optional) provided to workers	
5	Whether regular training is being given to the workers & supervisors in terms of personal health and hygiene?	

N. Record Maintenance

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

O. Personnel Information:

Sn	Control Point	Remarks
1	Organization chart – please provide a organization chart highlighting the officials with their responsibilities	
2	Total manpower strength including category of employees	
3	Breakup of manpower strength gender-wise <ul style="list-style-type: none"> ➤ Managerial ➤ Supervisory ➤ Technical ➤ Skilled ➤ Semi-skilled ➤ Unskilled 	Male Female
4	Technical Competence of pack house Manager (Qualification/	

	experience)- The incumbent should at least be a graduate	
5	Competence of Technical staff activity wise	Quality Manager Production Incharge
6	Semi-skilled workers (Competence levels)	

P. Special treatment facilities :

Sn	Control Point	Remarks
1	Whether hot water (for hot water dip treatment) at regulated temperature is available indicate capacity also) inside the pack house process hall area- generally for mangoes- desired by China currently. If more than one bath exists provide details separately for both	Type and make of Bath Size of bath Sensor details
2	Vapour Heat Treatment (VHT) facility – please specify details of make, model , year of purchase , cost of equipment , country from where imported etc - generally for mangoes (desired by Japan, Australia, New Zealand, Chile etc currently)	
3	Irradiation facility details , if owned by an export entity – currently required for export of mangoes to USA only	
4	Any other treatment facility	

Q. Processing facilities for mangoes :

Sn	Control Point	Remarks
1	Desapping equipment: <ul style="list-style-type: none"> • Nature of line/equipment • Make/Model NO. • No of desapping equipment • Capacity in MTs/batch/equipment 	
2	Special treatment (as per requirement of importing country)	
3	Processing Line :	
3/1	Conveyor line: <ul style="list-style-type: none"> • Length (cm) /Capacity (MT) • Material of construction • Make of the line • Imported/indigenous • If imported, from which country 	
3/2	Material of make , length & breadth of washing line, along with brushing	

	equipment for surface cleaning of fruit), equipment , hot water dip equipment, drying equipment ,	
3/3	Sorting,gradingline: pleasedescribethe Make of equipment on the line and whether grading is sensor driven or manual	
3/4	Packaging : <ul style="list-style-type: none"> ➤ whether packaging line is part processing line or segregated ➤ Whether packagingis donein wooden plastic or CFB boxes ➤ Whether Palletizationfacilityis availa so, the material used 	

R. For Export of fresh Mango to USA with Irradiation processing :

Sn	Control Point	Remarks
1	Proposed Irradiation facility to be used for processing of Mango for USA	
2	Whether Standard Operating Procedures (SOP) provided by APEDA are followed? If no, please specify the SoP being followed	
3	Whether Agreement between APEDA & Packing House [as per Addendum – I attached at Annexure- 13(a) has been entered. It should be provided within the deadline that would be specified by APOEDA ahead of the mango export season for USA through a notice to be hosted on its website.	
4	Whether Agreement between Packing House & Orchards [as per Addendum – II] attached at Annexure- 13(b) has been entered. It should be provided within the deadline that would bespecified by APEDAahead of the mango export season for USA through a notice to be hosted on its website.	
5	Addendum – iv: <ul style="list-style-type: none"> • Pre–harvest processing information sheet • Post–harvest Processing information sheet 	

S. Export of fresh Mango to JAPAN /AUSTRALIA/NEW ZELAND/CHILE with Vapour Heat Treatment (VHT) :

Sn	Control Point	Remarks
1	Proposed VHT Facility for processing of Mango To be used – please specify whether own facility or any other facility to be utilized complete address and contact details of the facility	
2	List of farmers/orchards registered with Pack house : as per the prescribed format recommended by APEDA which will be available ahead of the commencement of the export season	
3	Availability of guidelines for the export of Mangoesto Japan/Australia/New Zealand/Chile [As recommended by APEDA]	
4	Availability of RMP for the export of Mangoes For Japan to Japan: [As recommended by APEDA] – Annexure -	

T. EXPORT OF FRESH MANGO TO CHINA WITH HOT WATER TREATMENT :

Sn	Control Point	Remarks
1	HotWaterTreatmentFacilityfordis-infestations of Mango: Whether hot water (for hot water dip treatment) at regulated temperature is available (please indicate capacity also) inside the pack house process hall area- generally for mangoes- desired by China currently. If more than one bath exists provided details separately for both	Type and make of Bath Size of bath Sensor details
2	Temperature level of Hot water (48° C) for treatment of fruit	
3	Treatment Time (one Hour/ 30 minutes/ 15 minutes)	
4	Whether List of farmers/orchards registered With Pack house has been generated. If yes, the same may be furnished	
5	Availability of guidelines for the export of Mangoes to China (Available at the link)	

Signature of authorized signatory

Name of signatory:

Designation of authorized signatory.....

Seal & Stamp

Place:

Date:

Annexure-1

List of Contact Numbers of APEDA Officials : Regional Offices

NAME	ADDRESS	Contact Details
Mr. R. Ravindra Deputy General Manager (Regional In-charge)	<u>MUMBAI</u> Agricultural and Processed Food Products Export Development Authority 4th Floor, Unit No. 3 & 4 , Banking Complex Bldg. No.II, Sector 19/A, Vashi New Mumbai-400 705	Ph.No - +91- 022-27840949 /27845442 /27840350 Fax - +91- 022-27842273 E - mail- ravindra[AT]apeda[DOT]gov[DOT]in
Shri Prashant Waghmare Assistant General Manager		Ph.No - +91- 022-27840949 /27845442 /27840350 Fax - +91- 022-27842273 E - mail- ppwaghmare[AT]apeda[DOT]gov[DOT]in
Shri N. C. Lohakare Assistant General Manager, (Regional In-charge)	<u>HYDERABAD</u> Agricultural and Processed Food Products Export Development Authority 8th Floor, Chandra Vihar Building, M.J. Road, Hyderabad-500001	Ph.No - +91- 040-24745940 Fax - +91- 040-24745947 E-mail - nagpal[AT]apeda[DOT]gov[DOT]in
Mr. Sandeep Saha Accountant (Regional In-charge)	<u>KOLKATA</u> Agricultural and Processed Food Products Export Development Authority Mayukh Bhavan, Bidhan Nagar, Kolkata-700 091	Ph.No - +91- 033-23378363 Fax - +91- 033- 40669291 E-mail - sandeep[AT]apeda[DOT]gov[DOT]in
Mr. R. Ravindra Deputy General Manager	<u>BENGALURU</u> Agricultural and Processed Food Products Export Development Authority 1st Floor Beeja Bhavan Bellary Road, Hebbal Bengaluru - 560024	Ph.No - +91- 080-23419272, 080 - 29731200, 080 - 29731206 E-mail - ravindra[AT]apeda[DOT]gov[DOT]in
Shri N. C. Lohakare Assistant General Manager		Ph.No - +91- 080-23419272, 080 - 29731200, 080 - 29731206 E-mail - nagpal[AT]apeda[DOT]gov[DOT]in
Smt.Sunita Rai Assistant General Manager (Regional In-charge)	<u>GUWAHATI</u> Agricultural and Processed Food Products Export Development Authority Housefed Complex, West End Block Building, 4th Floor, Beltola-Basistha Road, Dispur,Guwahati, Pin - 781006, Assam	Ph.No - +91- 0361-2221485 Fax - +91- 0361-2599010 E-mail - sunita[AT]apeda[DOT]gov[DOT]in
Shri Man Prakash Vijay Assistant General Manager, (Regional In-charge)	<u>AHMEDABAD</u> Agricultural and Processed Food Products Export Development Authority	Ph.No - +91- 11- 26516791 E-mail - mpvijay[AT]apeda[DOT]gov[DOT]in
Dr. C.B. Singh Assistant General Manager, (Regional In-charge)	<u>P.O. VARANASI</u> Agricultural and Processed Food Products Export Development Authority Project Office APEDA, Horticulture Compound, Near Collectorate,Infront of Circuit House Kuchahari, Varanasi,221002	Mob.No - +91- 8334905777 E-mail - povaranasi[AT]apeda[DOT]gov[DOT]in ; cbsingh[AT]apeda[DOT]gov[DOT]in

<p>Smt. Rekha Mehta Assistant General Manager, (Regional In-charge)</p>	<p><u>CHANDIGARH</u> Agricultural and Processed Food Products Export Development Authority</p>	<p>Ph.No - +91- 11- 26534175 E-mail - rekha[AT]apeda[DOT]gov[DOT]in</p>
<p>Shri Prashant Waghmare Assistant General Manager, (Regional In-charge)</p>	<p><u>Extension Office (EO) BHOPAL</u> Agricultural and Processed Food Products Export Development Authority</p>	<p>Ph.No - +91- 022-27840949/27845442 /27840350 Fax - +91- 022-27842273 E-mail - ppwaghmare[AT]apeda[DOT]gov[DOT]in</p>
<p>Smt. Thangam Ramachandran Assistant General Manager (Regional In-charge)</p>	<p><u>CHENNAI/KOCHI</u> Agricultural and Processed Food Products Export Development Authority IIND FLOOR, Tamil Nadu State Marketing Board Building; CIPET , Thiru Vi Ka Industrial Estate GUINDY CHENNAI- 600032</p>	<p>Ph.No - +044-29500 247 E - mail- thangam[AT]apeda[DOT]gov[DOT]in</p>
<p>Smt.Shobna Kumar Field Officer</p>	<p></p>	<p>E - mail- shobana[AT]apeda[DOT]gov[DOT]in</p>

Annexure-2

CHECKLIST TO ASSESS THE APPLICATIONS RECEIVED FOR HORTICULTURE PACKHOUSE RECOGNITION (FOR SCRUTINY OF APPLICATIONS BY APEDA OFFICERS)

S NO	Check Point	Status	
		Yes	No
1.	Whether the application is in Form I as per Scheme for 2014-15	Yes	No
2.	Whether Form II – Infrastructure data is enclosed in proper format with proper details	Yes	No
3.	Whether DD for Rs 10,000/- is attached	Yes	No
4.	Whether Names and addresses of owners/partners/Directors/trustees with evidence are attached	Yes	No
5.	Whether copy of manufacturing license from DIC/Gram Panchayat/local authority is attached	Yes	No
6.	Whether copy of lease deed , where applicable, is attached	Yes	No
7.	Whether layout drawing of the premises is attached	Yes	No
8.	Whether resume of packhouse manager and other skilled staff is enclosed	Yes	No
9.	Whether copy of Pollution control clearance, if applicable , is attached	Yes	No
10.	Whether list of equipment and machinery /reefer/insulated vans is enclosed	Yes	No
11.	Whether copy of quality manual or SoP s followed is enclosed	Yes	No
12.	Whether copy of HACCP/ISO manual is enclosed	Yes	No
13.	Whether water analysis report of last one year is enclosed	Yes	No
14.	Whether list of farmers with copy of agreement/ GAP certificate/ SOP is enclosed (check whether declaration that list of farmers will be submitted subsequently is enclosed)	Yes	No

15.	Whether evidence of trace back/product recall procedure is enclosed	Yes	No
16.	Whether health record of workers is enclosed	Yes	No
17.	Whether training record is enclosed	Yes	No
18.	Whether application is duly signed and stamped by authorized signatory	Yes	No
19.	Whether previous recognition certificate in original is enclosed	Yes	No

Annexure-3

INDICATIVE LIST OF EQUIPMENTS REQUIRED FOR PACK HOUSES

(For use at Field level and laboratory level)

Sn	Parameter	Required Equipment	Availability	
			Yes	NO
1	Harvest	Harvesting tool		
2	Weight	Weighing scales (electronic/manual)		
3	Total Soluble Solids (TSS)	Refractometer		
4	Temperature of fruit	Temperature probes		
5	Size of Fruit	Vernier Calipers		
6	Pulp Pressure of fruit	Penetrometer		
7	Colour of fruit	Differential colour charts		
8	pH	pH meter		
9	Fire Fighting	Gas/Chemical fire hydrants/hoses		
10	Packaging	HDPE crates, buckets and bins, CFB Boxes, polythene pouches, cushioning material, bubble sheet, bubble net, polyethelene sleeves		
11	Fruit washing agents	Sodium hypochlorite/triton /		
12	Material handling	Hydraulic pallet trucks., strapping machines , labeling /numbering machines, pallets,		
13	Food safety	Fruit washing water/hot water pH neutralizing agents, food grade edible wax etc.		
14	Miscellaneous	<ul style="list-style-type: none"> ➤ Stainless steel cutters/trimmers ➤ Sulphur strips ➤ Pallet edges and markers ➤ Ripening process hurdlers/Shelf-life enhancingagents ➤ Metal detector ➤ Hand gloves, caps, aprons, face mask, works dress 		
15	Transportation	➤ Reefer/Insulated vans/-----		

Annexure-4

SN	Farmer's Name	Contact Address	Coordinates
1			Tel: Mob:
2			Tel: Mob:
3			Tel: Mob:
4			Tel: Mob:
5			Tel: Mob:
6			Tel: Mob:
7			Tel: Mob:
8			Tel: Mob:
9			Tel: Mob:
10			Tel: Mob:
			Tel: Mob:

**Standard Operating Procedure
for
Export Inspection & Phytosanitary
Certification of Vegetables & Fruits to
European Union countries**



Government of India
Ministry of Agriculture
(Department of Agriculture & Cooperation)
Directorate of Plant Protection, Quarantine & Storage
N.H.IV., Faridabad-121001
Rev.1, August, 2014

Table of Contents

Section	Topic	Page No.
1	Document issue and revision	3
2	Manual distribution	3
3	Background	4
4	Purpose	4
5	Definitions & Terms	4
6	References	4
7	General Requirements	4
8	Procedure for approval of pack house for export of vegetables & fruits to European Union countries	5
9	Monitoring of approved pack house	5
10	Procedure to maintain Phytosanitary status of the inspected consignments before despatch	5
11	Requirements	6
11.1	Legal authority	6
11.2	Resources	6
11.2.1	Trained & qualified staff	6
11.2.2	General facility	7
12	Traceability	7
13	Inspection procedure & sampling methodology	7
13.1	Sampling methodology	7
13.2	Sample Unit	8
13.3	Simple random sampling	8
13.4	Selective or targeted sampling	9
13.5	Sample size	9
14	Responsibilities	11
14.1	Management Responsibilities	11
14.2	Responsibilities of PSC Issuing Authority and associated inspectors	11
14.3	Responsibilities of pack house for vegetable & fruit export to European Union countries	12
14.4	Responsibilities of exporter for vegetable & fruit export to European Union countries	14
14.5	Responsibilities of Perishable Cargo Centre (Air Cargo Complex) at exit point for vegetable & fruit export to European Union countries	15
15	Issuance of Phytosanitary Certificate (PSC)	15
16	Attachments to phytosanitary certificate	16
Annexure-I	List of items/equipments required with each Plant Quarantine unit of pack house	17
Annexure-II	List of Notified PSC issuing authorities	18-29
Standard Operating Procedure for Export Inspection & Phytosanitary Certification		

1. Document issue and revision

This document issue and revision is controlled by the Directorate of Plant Protection, Quarantine & Storage [(DPPQS) (NPPO)], N.H.IV., Faridabad-121001 (Tel: 0129-2413985; fax: 2412125; email: ppa@nic.in). As and when a section or a part of section of this document is revised, the revised SOP will be issued in its entirety together with a revision number and the issue date. The revised document will be issued to each of this document copy holders listed in Section 2 of this Document: Upon receipt of a revised SOP, this document copy holder should remove the old version marked as “obsolete” and replace it with revised document together with revision number. This document copy holders are responsible for ensuring that all sections of this manual are at the correct issue status prior to use.

2. Manual distribution

This document distribution and subsequent revisions distribution are controlled and issued by the DPPQS (NPPO). This manual is issued to all those authorized officers of Agricultural and Processed Food Products Export Development Authority (APEDA), Approved Pack house and notified State/Central Government phytosanitary certification authorities. This document is issued on a controlled copy basis. The only copies of this document that are permitted are those held by the copy holders identified in the table below. This ensures that when changes to this SOP are made, all copy holders receive those changes.

This SOP is currently issued to the following copy holders:

Document Copy No	Copy Holder	Contact Address
1	Joint Secretary (Plant Protection)	Ministry of Agriculture, Krishi Bhavan, New Delhi
2	Plant Protection Advisor	Directorate of PPQ & S, N.H.-IV, Faridabad
3	Director (Plant Protection)	Ministry of Agriculture, Krishi Bhavan, New Delhi
4	Additional Plant Protection Adviser (Plant Quarantine)	Directorate of PPQ & S, N.H.-IV, Faridabad
5	Chairman (APEDA)	Agricultural and Processed Food Products Export Development Authority (APEDA), 3 ,Sirifort Institutional Area, August Kranti Marg,(Opp Asiad Village), New Delhi 110016
6-165	All PSC Issuing Authorities	As per list (Annexure-II)
165.....	Pack houses approved for export of vegetables and fruits to EU	

3. Background:

This document provides guidance and prescribes the standard operating procedures for a national system for export of vegetables & fruits from India to European Union countries.

4. Purpose:

The purpose of this document is to provide guidance for operation of a national system for establishment of requisite facilities including exclusive plant quarantine area for phytosanitary inspection at the point of export and/or approval of pack houses for processing of vegetables and fruits consignments meant for shipment from India to the European Union countries and subsequent inspection & certification by the authorized officials of the DPPQS (NPPO) to ensure effective phytosanitary certification for export of vegetables & fruit consignment to European Union countries.

5. Definitions & Terms:

All technical terms used in this document are as defined in *Glossary of Phytosanitary Terms, ISPM 5 (2006), FAO, Rome*

6. References:

SOP for Export Inspection & Phytosanitary Certification of plants/plant products and other regulated articles, D PPQS, Faridabad
Export Certification System, ISPM 7 (1997), FAO, Rome
Glossary of Phytosanitary Terms, ISPM 5 (2006), FAO, Rome.
Guidelines for Phytosanitary Certificates, ISPM 12 (2001), FAO, Rome.
Guidelines for Inspection, ISPM 23 (2005), FAO, Rome.
Methodology for Sampling of consignment, ISPM 31 (2009), FAO, Rome
International Plant Protection Convention, 1997, FAO, Rome.
The use of integrated measures in a systems approach for pest risk management, ISPM 14 (2002) FAO, Rome

7. General Requirements:

The vegetables & fruits from India can be exported to the European Union countries based on the phytosanitary inspection at the pack houses approved jointly by NPPO/APEDA where adequate facilities for inspection, examination etc are available and the produce is packed under the supervision of plant quarantine official.

Standard Operating Procedure for Export Inspection & Phytosanitary Certification of vegetables & fruits to European Union countries	
July 2013; Rev.1 August, 2014	Page 5 of 29

Phytosanitary status of the inspected consignments will be secured by proper storage in demarcated quarantine area at the pack house, transported by clean & disinfested

vehicles. Also, loading of the consignment at exit point will be ensured in clean and disinfested cargo containers preventing cross contamination.

8. Procedure for approval of pack house for export of vegetables & fruits to European Union countries:

The standards/ guidelines developed by APEDA for the recognition of pack houses for horticulture produce will be followed for approval of pack house for export of vegetables & fruits to European Union countries. Approved pack houses will procure fruits & vegetables for export to EU countries only from the farmers registered with the pack house/exporter.

9. Monitoring of approved pack house:

APEDA on behalf of NPPO will arrange joint inspection of the pack house once in a year for verification of continued compliance with the stipulated requirements.

The list of approved pack house for vegetables & fruits export to European Union countries will be provided to DG-SANCO by the NPPO. Modification if any, to the list shall be intimated to DG-SANCO, as and when required.

10. Procedure to maintain Phytosanitary status of the inspected consignments before despatch:

Consignment once inspected & packed will be stored in a separate designated quarantine area in the pack house to avoid cross contamination.

Plant Quarantine inspected consignment will be loaded in clean and pest free transportation vehicle. The exporter will ensure cleaning, washing and dis-infestation/ dis-infection of such vehicles before loading and transportation and maintain proper records for the same.

The consignment will be stuffed only in clean cargo container at Air cargo for export. The agency operating/ managing the perishable cargo centre will ensure cleaning and dis-infestation/ dis-infection of Cargo containers before stuffing of consignment.

11. Requirements:

Legal Authority:

The Export Inspection & Phytosanitary Certification Unit of PQ Division of DPPQS (NPPO) will have legal mandate and administrative authority on control and issuance of phytosanitary certificates issued by central/state government PSC issuing authorities notified by the Ministry of Agriculture (Department of Agriculture & Cooperation) from time to time. The Export Inspection & Phytosanitary Certification Unit will bear the legal power for its actions and implement safeguards against conflicts of interest and fraudulent use/issue of certificates.

The Export Inspection & Phytosanitary Certification Unit will also have the statutory power to prevent the export of consignments, which do not meet the phytosanitary requirements of the European Union Countries. Appropriate action on receipt of communication of noncompliance to fulfil the international obligations under the IPPC and WTO-SPS Agreement will also be taken.

Resources:

Trained & Qualified Staff:

The National Export Certification system will have adequate skilled and trained manpower to efficiently handle the volume of consignments being processed for export inspection and phytosanitary certification. The Export Inspection & Phytosanitary Certification Unit of DPPQS (NPPO) will decide the number of technically trained/qualified manpower to be required at each place, and periodically review the requirements of human resources, refresher courses and also specialized trainings for the officials.

Present system of authorizing the PSC issuing authorities has been reviewed and it has been decided to have minimum qualification as graduate in agriculture/ science with five years' experience in plant protection and special in-house hands-on training on phytosanitary inspection and certification or post-graduate in agriculture/science with two years experience in plant protection and special in-house hands-on training on phytosanitary inspection and certification. A dedicated team of officials will perform pre-shipment inspection for export control in order to meet EU import requirements. From time to time, special in-house hands on training on phytosanitary inspection and certification will be imparted to the dedicated teams to ensure that they have adequate knowledge of the EU import requirements and are well trained in all aspects of export inspection and certification process, procedures and protocols including sampling of consignments, testing/ examination of samples as per updated SOP.

11.2.2. General Facilities:

The export inspection will be conducted at the approved pack house where adequate facilities are available for inspection, examination etc. Inspection will be carried out only by the officials from the dedicated team having necessary experience and training in line with ISPM-23 and ISPM-31.

12. Traceability:

The approved pack houses will be responsible to maintain the backward traceability information for the consignment. Further, the exporters will file the application for PSC through the web based Plant Quarantine Information System (PQIS) where history of the case is retrievable. A unique registration number generated for each consignment and printed on the PSC will be source of document traceability for the consignment.

13. Inspection procedure & sampling methodology:

To avoid entry of heavily infested produce in to the processing area, officials from the dedicated team will ensure preliminary inspection of consignment on arrival in the pack house (holding area) and maintenance of such records. Samples will be drawn by authorised officials from packed consignment as prescribed under ISPM 31 where as the phytosanitary inspection will be conducted in line with ISPM 23. Each PSC issuing authority will ensure that the members of the dedicated team for inspection of vegetables and fruits for export to EU countries fulfil the following requirements;

- Technically qualified and competent, especially in pest detection.
- Knowledge of relevant ISPMs namely ISPM-7, ISPM-12, ISPM-23 and ISPM-31.
- Written guidelines (such as regulations, manuals etc.)
- Capability to work with objectivity and impartiality.
- Competence to inspect consignments for:
 - Compliance with specified export requirements for EU countries
 - Specified regulated pests
 - Organisms for which the phytosanitary risk has not yet been determined.

Sampling methodology

The sampling method will be simple random sampling & selective and/or targeted sampling as per ISPM 31

A consignment may consist of one or more lots. Where a consignment comprises of more than one lot, the inspection to determine compliance may have to consist of several separate visual examinations, and therefore the lots will have to be sampled

separately. In such cases, the samples relating to each lot should be segregated and identified in order that the appropriate lot can be clearly identified.

A lot to be sampled should be a number of units of a single commodity identifiable by its homogeneity in factors such as:

- origin
- grower
- packing facility
- species, variety
- exporter
- area of production

In case where multiple commodities are covered in a single consignment, each commodity should be considered as a separate lot.

Sample Unit

Sampling involves the identification of the appropriate unit for sampling (for example, a fruit, stem, bunch, unit of weight, bag or carton). The determination of the sample unit is influenced by issues related to homogeneity in the distribution of pests through the commodity, whether the pests are sedentary or mobile, how the consignment is packaged, intended use, and operational considerations. For example, if determined solely on pest biology, the appropriate sample unit might be an individual plant or plant product in the case of a low-mobility pest, whereas in the case of mobile pests, a carton or other commodity container may be the preferred sample unit. However, when inspection is to detect more than one type of pest, other considerations (for example, practicality of using different sample units) may apply. Sample units should be consistently defined and independent from each other.

Simple random sampling

Simple random sampling results in all sample units having an equal probability of being selected from the lot or consignment. Simple random sampling involves drawing the sample units in accordance with a tool such as a random numbers table.

Selective or targeted sampling

Selective sampling involves deliberately selecting samples from parts of the lot most likely to be infested, or units that are obviously infested, in order to increase the chance of detecting a specific regulated pest. This method may rely on officials who are experienced with the commodity and familiar with the pest's biology. Use of this method may also be triggered through a pathway analysis identifying a specific section of the lot with a higher probability of being infested. This method is effective if the sole purpose of sampling is to increase the chance of finding a regulated pest(s). Separate samples of the commodity may be required to meet general confidence in detection of other regulated pests. The use of selective or targeted sampling may limit the opportunities to derive information about the overall pest status of the lot or consignment, because sampling is focused on where specific regulated pests are likely to be found not on the remainder of the lot or consignment.

Sample size

The sample size is the number of units selected from the lot or consignment that will be inspected or tested. Guidance on determining the sample size is given below:

The inspection will be carried out by an official/member of the dedicated team at the approved pack house facility depending upon specific phytosanitary requirements of the EU countries.

In case of assorted/multiple commodities in a single consignment, each commodity of the consignment will be considered a lot and the sampling regime as mentioned here under in the table will be applied for sampling & inspection. Entire commodity of sampled box/unit will be inspected and suspected piece will be picked up for detecting infestation, if any.

The sampling regime will be as under:

Lot size (No. of Packages in the lot)	No of packages to be sampled
Up to 10	All
11 to 50	10 + 35 %
51 to 100	20 + 25 %
101 to 200	30 + 15 %
201 to 300	40 + 10 %
301 to 500	50 + 5 %
501 to 1500	60 + 2 %
>1500	80 + 1 %

14. Responsibilities:

Management Responsibilities:

The DPPQS (NPPO) will bear overall responsibility for implementation of the SOP. Accordingly, DPPQS will identify the duties and line of communication with all personnel authorized for phytosanitary certification for vegetable & fruit export to European Union countries.

DPPQS (NPPO) in association of APEDA will be responsible for approval of pack house for processing/ sorting and packaging of vegetables & fruits exported to European countries to ensure the effectiveness of the safeguard mechanism in the pack houses.

Supervisory visit of the of pack houses for vegetable & fruit export to European Union countries will be conducted by DPPQS (NPPO) in conjunction with APEDA as and when warranted.

Responsibilities of PSC Issuing Authority and associated inspectors:

1. Will ensure inspection and certification in approved pack houses in accordance with the “SOP for Export Inspection & Phytosanitary Certification of Vegetables & fruits to European Union countries” and must have a copy of its latest version for reference.
2. PSC to be issued by an authorized officer (as notified) of Central/State Government.
3. Have adequate knowledge of EU import requirements and must have an updated copy of the European Council Directive 2000/29/EC of 8th May 2000 for reference.
4. Inspection to be carried out by a dedicated team of officials who have undergone in-house hands-on training on Phytosanitary inspection and certification.
5. Have adequate knowledge of all aspects of export inspection and certification process, procedure and protocols including sampling of consignments, testing/ examination of samples as per SOP for export certification.
6. Ensure availability of inspection kit and pest identification manual at place of inspection.

7. Has undergone special in-house hands-on training on Phytosanitary inspection and certification.

Standard Operating Procedure for Export Inspection & Phytosanitary Certification of vegetables & fruits to European Union countries	
July 2013; Rev.1 August, 2014	Page 12 of 29

8. Ensure complete and proper additional declarations for the commodity as per the latest amended requirements of EU as contained under Annex IV, Part A, Section I of European Council Directive 2000/29/EC of 8th May2000.
9. The attachment to PSC should be in line with the provisions of section 1.3 under ISPM12. If the information required to complete phytosanitary certificates exceeds the available space on the form, an attachment will be added. The information in the attachment should only include what is required on the PSC. All pages of attachments will bear the number of PSC, date, signature and stamp in the same manner as required for PSC. The PSC will refer to any attachments in the appropriate section.
10. Maintain records of all the phytosanitary inspections including the level/intensity of sampling for each consignment and rejections if any with the reasons for rejection.
11. Communicate the reported non-compliances to the stake holders including exporter, inspector, pack house, APEDA and others involved in the export chain and follow up for corrective action if any and maintain records.
12. The PSC issuing authorities will be responsible for any non-compliance reported by the EU.
13. Supervise sealing of the vehicle carrying the certified consignment to the airport/ place of final despatch and convey the seal number to the plant quarantine officials at the airport/ place of final despatch for verification.
14. Ensure marking/ affixing “PQ Inspected” on certified consignment before despatch.

responsibilities of pack house for vegetable & fruit export to E U countries:

1. Design of pack house should be appropriate to handle inflow to outflow of the commodities in a unidirectional manner with no chances of cross infestation/contamination. For example, absolute isolation is required between stacking/holding area; grading, sorting and packing area; PQ inspection area and post inspection storage area. Door should be of sliding type with strip curtain.

2. Will procure fruits & vegetables only from the farmers registered with the pack house/exporter and the list of such farmers will be maintained for records.
3. Shall maintain log book for general hygiene and cleanliness in Pack House.

Standard Operating Procedure for Export Inspection & Phytosanitary Certification of vegetables & fruits to European Union countries	
July 2013; Rev.1 August, 2014	Page 13 of 29

4. Shall keep Pack House free from cracks and crevices in floors and walls as also cobwebs etc on walls to avoid shelter to harmful pests.
5. Shall apply prophylactic treatment in and around the pack house, periodically.
6. Shall maintain a copy of “SOP for Export Inspection & Phytosanitary Certification of Vegetables & fruits to European Union countries.”
7. Have latest amended copy of the European Council Directive 2000/29/EC of 8th May 2000 with subsequent updates/amendments for reference.
8. Shall safeguard to prevent infestation/ re-infestation during all steps of the sorting/grading/packing processes.
9. Shall provide exclusive area for plant quarantine inspection.
10. Shall provide proper inspection table with sufficient light and magnifier.
11. Possess required equipment’s/items (as per **Annexure-I**).
12. Shall provide separate storage area for finally packed and inspected consignments.
13. Shall have insect proof net/wire mesh on the windows and other opening in the pack house.
14. Install traps for fruit fly, white fly and thrips. All the traps must be numbered and their records to be maintained with periodic observations for insects catch to be recorded in writing.
15. As far as possible, packing boxes shall have insect proof mesh on the aeration holes to prevent cross infestation.
16. The finally packed boxes after inspection shall be pasted with a sticker/stamp “**Plant Quarantine Inspected**” after the inspection. The pack house will provide such sticker seal and vehicle seal duly numbered to be monitored by PSC issuing authority.

17. Ensure that all the requisite registers viz; Commodity inflow register containing details of source material, preliminary inspection register, insect monitoring/ trap register, general hygiene register, commodity rejection register, consignment sealing register, vehicle cleanliness/seal register, commodity outflow register are maintained.
18. Has all the signage/ display material particularly the commodities being handled in the pack house and related pests/ damage signs required for implementation of SOP.

Standard Operating Procedure for Export Inspection & Phytosanitary Certification of vegetables & fruits to European Union countries	
July 2013; Rev.1 August, 2014	Page 14 of 29

19. Shall declare in writing the capacity/ quantum of commodity that can be handled through the pack house per working day such as grading, sorting, packing and PQ inspection.
20. Ensure cleanliness/ general hygiene of the vehicle used for transporting the certified material and maintains records.
21. Ensure the disposal of infested/infected/left over material after inspection of each consignment/ lot .and a record to be maintained in this regard.
22. Must have a master register wherein list of all documentation/registers is mentioned.
23. Ensure that pack house is capable in addressing all issues pertaining to SOP for export inspection and certification of fresh fruits and vegetables to EU.
24. All the personals are well informed/ trained about the activities of the pack house and their responsibilities along with maintenance of .relevant documentation.
25. The semi-skilled labourers engaged by the pack house in sorting/ grading and packing of the fruits and vegetables will be trained on symptoms/ damage signs of major pests of the commodities processed by the packhouse.

Responsibilities of exporter for vegetable & fruit export to European Union countries:

1. The exporter shall be responsible for organizing the phytosanitary inspection of vegetable and fruit consignment in the exclusive plant quarantine area at the approved pack house.

2. The exporter or his authorized representative shall produce the consignment for phytosanitary inspection at approved pack house sufficiently before its departure.
3. The exporter shall be responsible for cleaning/disinfestations of the vehicle used for transportation of the consignment.
4. To employ competent/qualified staff for sorting/pre-inspection of vegetables & fruits at pack house for quality and pest free status.
5. The exporter has to apply to the concerned notified PSC issuing authority (Annexure-II) fulfilling specifically conditions 2, 4 and 7 as under 14.2 of the SOP, for inspection, certification and issuance of PSC for each consignment prior to export through web based online PQIS system (<http://plantquarantineindia.nic.in>).
6. Should have a copy of “SOP for Export Inspection & Phytosanitary Certification of Vegetables & fruits to European Union countries.”

Standard Operating Procedure for Export Inspection & Phytosanitary Certification of vegetables & fruits to European Union countries	
July 2013; Rev.1 August, 2014	Page 15 of 29

7. Should have latest amended copy of the European Council Directive 2000/29/EC of 8th May 2000 for reference.
8. Will cooperate in investigating the non-compliance.

Responsibilities of Perishable Cargo Centre (Air Cargo Complex) at exit point for vegetable & fruit export to European Union countries:

The maintenance of Phytosanitary security of the certified consignment is critical for pest free export. In this context, the perishable cargo centre at the point of exit has to establish minimum requisite facilities. Therefore, the agencies handling the perishable cargo centre have to be responsible for the following:

1. The agency shall maintain the cleanliness and hygiene of the perishable cargo centre and maintain proper records for the same.
2. Shall provide dedicated entry and passage for pre-certified perishable cargo and such pre-certified cargo will not be mixed/ stored with uncertified material at any point in the cargo centre.
3. The floor and walls of the perishable cargo centre should be free from cracks and crevices to rule out the harbouring of pests.
4. Shall provide sufficient light and space for plant quarantine work.

5. Shall ensure cleanliness and hygiene of the air containers used for transportation before stuffing of certified perishable cargo.

15. Issuance of Phytosanitary Certificate (PSC)

Inspection & certification will be carried out in approved pack houses for export of vegetable & fruit to European Union countries only in accordance with the SOP for export certification.

Inspection will be carried out by a dedicated team of officials who have undergone special in-house hands on training on Phytosanitary inspection & certification to ensure that they have adequate knowledge of EU import requirements and all aspects of export inspection & certification process, procedure & protocols including sampling of consignments, testing examination of samples as per SOP for export certification.

PSC will be issued by an authorised officer of Central/ State Government having minimum qualification as graduate in agriculture with five years' experience in Plant Protection & having undergone special in-house hands on training on Phytosanitary inspection and certification or post-graduate in agriculture with 2 years' experience in

Standard Operating Procedure for Export Inspection & Phytosanitary Certification of vegetables & fruits to European Union countries	
July 2013; Rev.1 August, 2014	Page 16 of 29

Plant Protection & having undergone special in-house hands on training on Phytosanitary inspection and certification.

16. Attachments to phytosanitary certificates

The attachment to phytosanitary certificate should be in line with the provisions of section 1.3 under ISPM 12. If the information required to complete phytosanitary certificates exceeds the available space on the form, an attachment will be added. The information in the attachment should only include what is required on the phytosanitary certificates. All pages of attachments will bear the number of the phytosanitary certificates, date, signature and stamp in the same manner as required for the phytosanitary certificates. Phytosanitary certificates will refer to any attachments in the appropriate section.

**LIST OF ITEMS/EQUIPMENTS REQUIRED WITH EACH
PLANT QUARANTINE UNIT OF PACK HOUSE**

A.EQUIPMENTS

1.		Illuminated magnifier
	(Magnoscope) 20 X	2No*
2.	Stereo binocular microscope with cold light source with camera	1No
3.	Inspection Table clear top (steel make 2.5'X6')	2 No*
4.	Desktop Computer with internet	1No
5.	Printer (24 Pin dot matrix)	1No
6.	UPS for computer with sufficient power back up	1No

B.INSPECTION KIT

1.	Kit bag	1No.
2.	Knife (pointed)	2No.
3.	Magnifier glass- 20 X with provision of light	2No.
4.	Camel brush-(5no.)	2No.
5.	Scissor	2No.
6.	Torch with cell	2No.
7.	Forceps	2No.
8.	Marker pen- (Red & Black)	2No.
9.	Pencil &Sharpener	2No.
10.	Stapler With pin	1No.
11.	Cello tape-	1No.
12.	Rexene sheet/ White paper / Black paper sheet	Need based
13.	Marking slip-	Need based
14.	Specimen vials -	20 Nos.
15.	Poly bags-	20Nos.
16.	Needle-	1No.

- | | |
|--------------------------------------|------------|
| 17. Calculator- | 1No. |
| 18. Hand Gloves- | Need based |
| 19. White enameled Tray (solid type) | 4 Nos. |
| 20. Apron | Need based |
| 21. Tissue paper | Need based |

* may vary with work load

List of Officers notified by the Government of India, Ministry of Agriculture, New Delhi to grant Phytosanitary Certificate for export of Plants and plant materials

As per website of NPPO

WWW.PPQS.GOV.IN



**PACKHOUSE INSPECTION REPORT
(FOR USE BY PACK HOUSE INSPECTION COMMITTEE)**

Name of the Pack house:

Address:

Tele:

Fax:

E-mail:

Name of Pack House Manager

Date of Inspection :

A. MAIN PACK HOUSE

Sn	Control Point	Remarks
1	Approach to the packhouse	
2	Pack-house surroundings clean/unclean	
3	Whether situated near obnoxious industry like fish canning, tanneries, chemical plants, fertilizer plants releasing effluent/hazardous material etc	
4	Arrangements for disposal of waste material. Ideally a disposal pit should be within the boundary of Pack house and visible for supervision	
5	Condition and style of boundary wall/fencing/ barricading etc e.g. brick masonry/ wire mesh fencing/barbed wire fencing etc.	
6	Whether the external walls are properly plastered and free from crevices, holes, dampness, webs etc.	

Sn	Control Point	Remarks
7	Whether entry is restricted and all the entry/exit points are provided with air curtains/fly proofing and auto closing. For mango pack houses double door is mandatory due to quarantine pest issues convened and in tune with guidelines and SoPs issued by APEDA earlier	
8	Whether equipment in the material incoming /holding/preliminary inspection area /main processing hall area such as conveyors/stools/packing tables , etc are adequate and properly maintained. Please report on the condition of these equipment..	
9	Condition of drainage System-whether surface but covered or installed underground/ and traces of contaminated water	
10	Whether change rooms for workers provided gender wise and their numbers – are these sufficient for the requirement of worker strength at the pack house and whether provision of water/soap/towels etc exists	
11	Arrangement for footwear /disinfectants for workers at change room	
12	Whether toilets for both genders are available and their location and numbers and if they are sufficient for the number of workers in the pack house	
13	Whether toilet doors opening outside the pack house process area	
14	Availability of soap dispensers and hand/knee/foot operated taps at entry points	
15	Whether foot dip system at worker entry point exists	

Sn	Control Point	Remarks
16	Arrangement for prevention of contamination from outside – net proofing to avoid dust/flies/pests etc	
17	Condition Hygiene in raw material arrival area	
18	Condition of Hygiene in processing hall area	
19	Conditions of walls, insulation, ceilings (the partitions, walls, floors must have a smooth surface, without crevices and potholes & easy to clean, absence of cob-webs and must allow water to flow out)	
20	Whether floors, walls and ceilings are properly plastered with impervious material	
21	Is floor concrete or tiled or marbled or epoxy coated?	
22	Whether adequate protected lighting arrangement provided in the process hall working area	
23	Whether adequate Pest/rodent/insect control measures have been taken	
24	Whether adequate exhaust fans provided with proper	

	netting/shutter etc (except in cases where the processing hall is temperature controlled and no ventilation/exhaust is needed)	
25	Condition of pack-house entry/exit gates	
26	Whether displayed recorders are kept inside the pack house process hall area showing optimum temperature (18-22 ^o C)	
27	Condition of Hygiene in the packing area	
28	Whether sufficient signboards indicating 'do not spit/do not smoke/eatable prohibited' are prominently displayed in the pack house premises area	
29	Arrangement for dis-infection of equipment	
30	(i) Frequency	
	(ii) Process	
31	Separate arrangement for storage of packaging materials/palletsetc.	
32	Whether hot water (for hot water dip treatment) at regulated temperature is available (please indicate capacity also) inside the pack house process hall area	
33	Implementation of trace-back / product recall procedures	
34	Implementation of complaints procedures	

B. SPECIALIZED ROOMS(PRE-COOLING ROOM/COLD STORE ETC):

Sn	Control Point	Remarks
	Pre-cooling chambers	
35	Condition of floor, walls, insulation, ceiling etc inside pre cooling chamber(s)	
36	Type of door and its condition on the pre cooling chamber(s)	
37	Whether alarm system is available in case of emergency inside the pre cooling room(s)	
38	Whether displayable recorders for temperature/humidity in pre cooling chambers are installed – please specify their location and type	
39	Whether Shatter proof lighting arrangement is available in pre cooling chambers- or specify the nature of lighting arrangement	
40	Hygienic condition of pre cooling chambers	
41	Whether thermostat control sensors are installed at the air delivery points	
42	Whether temperature recorders are in place at the pre-cooling and cold rooms and are working	

Sn	Control Point	Remarks
	Cold Store room Chamber(s):	
43	Condition of floors, walls, insulation , ceiling etc in cold storage chamber(s)	
44	Type of door and its condition on the pre cooling chamber(s)	
45	Whether alarm system is available in case of emergency inside the cold store room(s)	
46	Whether displayable recorders for temperature/humidity in cold store chamber(s) are installed – please specify their location and type	
47	Whether Shatter proof lighting arrangement is available in cold store chamber(s)- or specify the nature of lighting arrangement	
48	Hygienic condition of pre cooling chambers	
49	Whether thermostat control sensors are installed at the air delivery points	
50	Whether temperature recorders are in place at the pre-cooling and cold rooms and are working	

C. UTILITIES:

Sn	Control Point	Remarks
	Water supply :	
51	Availability and source of safe/potable water	
52	pH of water (should be in the range of 7- 8.5 to qualify as safe /potable water)	
53	In case pH of water is not neutral whether water softening plant is erected /needed	
54	What is the daily consumption of water in the pack house and assessment about adequacy of volume of water supply	
55	Number, capacity and condition of overhead/underground storage tank- please specify their locations	OHTank NO1 Lit OH Tank NO 2 Lit OHTank NO3 Lit OHTank NO 4 Lit OH Tank NO 5 Lit UG Tank NO 1 Lit UG Tank NO 2 Lit UGTank NO3 Lit UGTank NO4 Lit UG Tank NO 5 Lit

56	Verify water quality (Laboratory reports) (Microbiological & Chemical)	
	(a) Frequency of testing	
	(b) Method of sampling	
	(c) Recognized laboratory- pleas provide name and details of the laboratory	
57	Condition /maintenance of storage tanks	
58	Whether water arrangement for processing and general purpose cleaning is separate	
59	If recycled water is used for processing, is it properly treated (please verify)	
60	Power supply source & sanctioned load	
61	Details about captive/ stand-by generation units	DG set NO 1 KVA DGsetno 2 KVA

H. RECORD KEEPING/MAINTENANCE

Sn	Control Point	Remarks
62	Medical record / history sheet for each individual staff member	
63	Record of Inspection visits	
64	Records of Periodic maintenance of equipment	
65	Records of Availability of attendance record of workers	
66	Records of Provision for raw material arrival maintenance	
67	Records of Processing material record maintenance	
68	Cold storage record maintenance	
69	Dispatch records	
70	Pack house cleaning records	
71	Equipment / temperature/ control devices calibration records for pre cooling chambers/ cold stores/ other functional areas	

I. PERSONNEL HEALTH ,HYGIENE AND TRAINING

Sn	Control Point	Remarks
72	Whether staff/workers are periodically examined by M.B.B.S. or equivalent doctors (specific attention to checking of Contagious diseases, Skin sores / Irritations)	
73	If so,	
	(i) the date of last examination	
	(ii) frequency of examination	
74	Whether workers handle the material in pack-house during the period of infection	
75	General hygiene of workers in process hall, pre cooling chambers/cold store chambers/packaging area etc including status on nails/hairs/clean uniforms, caps, hand gloves (optional) etc	
76	Whether there are arrangements for hand washing at appropriate places and at each entry point with antiseptic / disinfectant liquids / paper towels etc	
77	Whether there are proper hand- drying facilities	
78	Whether workers follow dress code	
79	Training schedule of staff/workers /supervisors along with records of training schedule and last training provided with details of specific areas of training	
80	Availability of First Aid Box	
81	Is there any obnoxious smell	
	(i) Inside packhouse	
	(ii) Outside packhouse	
82	Are all chemicals (including laboratory chemicals) properly labeled and have batch numbers, best before dates, etc	
83	Hygienic condition of insulated refrigerated vans, if applicable	

J. LABORATORY

Sn	Control Point	Remarks
84	Whether there is an in-house laboratory	
85	If so, what equipment are used and for what objective?	
86	Policy for Quality Control in the pack-house,	
	a) Check the QC Manual	
	b) Check effectiveness	
	c) Verify responsibilities at all levels	
	d) Check corrective action reports	

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

87 Details of facility for processing of FRESH MANGO

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

88. Export of fresh Mango to USA / Australia:

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

89. Export of fresh Mango to JAPAN/Australia/New Zealand/chile

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

90. Export of fresh Mango toCHINA

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

91. OVERALL CONDITION OF THE PACK HOUSE :

Overall condition of processing and packing equipment facilities	
--	--

92. RECOMMENDATIONS :

Grapes	Destinations	Recommended	Not Recommended
Mangoes			
Pomegranate			
Other Fruits			
Other Vegetables			

SIGNATURE OF RECOGNITION COMMITTEE MEMBERS

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

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

RE-INSPECTIONREPORT
REPORT ON RE-INSPECTION OF THE PACK HOUSE OF M/S
FORCONFIRMATIONOFACTIONTAKENON NON-COMPLIANCEPOINTSNOTIFIEDBYTHE
PACK HOSUE INSPECTION COMMITTEE VIDE LETTER DATED

The re-inspection of the of the pack house of M/s.....
 Located at
 Was carried out by the inspection committee as (Date).....
 to verify the action taken on non compliance points notified vide letter dated.....
 Issued by the inspection committee . The actual status of various points as verified by the re-
 inspection committee during its visit to the pack house on..... is
 given below :

SN	Point for compliance	Status of Action taken intimated by the applicantpack house
1)		
2)		
3)		
4)		
5)		
6)		
7)		

In view of the above , the Committee is satisfied with the actions taken by the pack house in adhering to the compliances on various points notified by the Inspection Committee and , therefore, issuance of the Horticulture Pack House Recognition Certificate to the above pack house is recommended as per scope applied by the pack house in its application.

The committee is not satisfied with the action taken by the pack house on following points :

- 1.
- 2.
- 3.

Therefore, the committee does not recommend grant of Horticulture Pack House Recognition Certificate unless the pack house confirm satisfactory compliance and verification by the Inspection Committee through another re-inspection.

(.....) (.....) (.....)

Place :
Date:

Certificate No	APEDA/FFV/PH/...../20.....`
Date of issue	..I..I....
Valid up to	..I..I....
Scope of the certificate	<i>Products :</i> <i>Markets :</i>

For and on behalf of APEDA

Place:NewDelhi

GENERAL MANAGER
E-Signature

**NPPO LIST OF ITEMS/EQUIPMENTS REQUIRED WITH EACH
PLANT QUARANTINE UNIT OF PACK HOUSE**

A.EQUIPMENTS

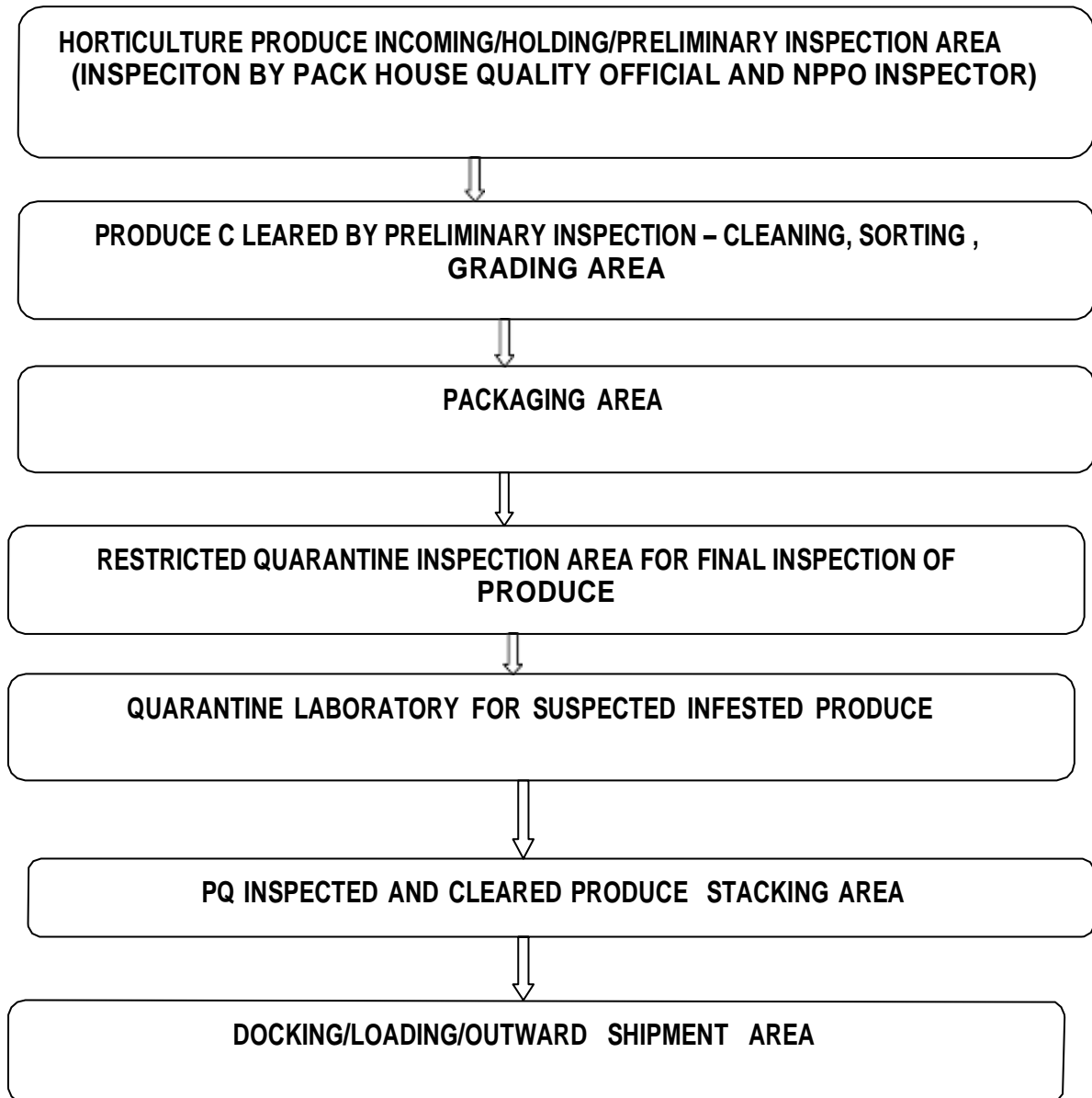
7. Illuminated magnifier (Magnoscope) 20X	2No*
8. Stereo binocular microscope with cold light source with camera	1No
9. Inspection Table clear top (steel make 2.5'X6')	2 No*
10. Desktop Computer with internet	1No
11. Printer (24 Pin dot matrix)	1No
12. UPS for computer with sufficient power back up	1No

B.INSPECTION KIT

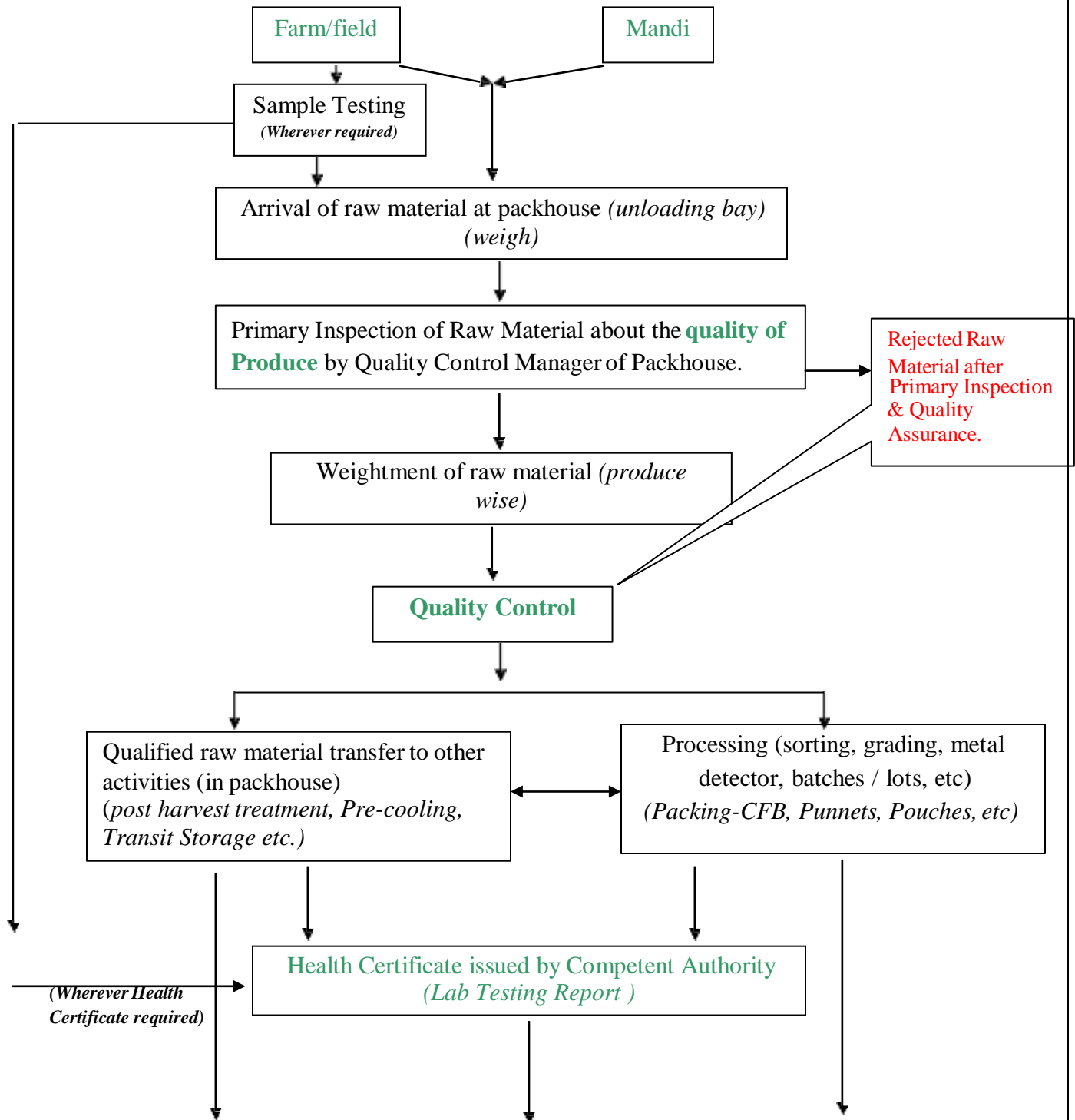
22. Kit bag	1No.
23. Knife (pointed)	2No.
24. Magnifier glass- 20 X with provision of light	2No.
25. Camel brush-(5no.)	2No.
26. Scissor	2No.
27. Torch with cell	2No.
28. Forceps	2No.
29. Marker pen- (Red & Black)	2No.
30. Pencil & Sharpener	2No.
31. Stapler With pin	1No.
32. Cello tape	1No.
33. Rexenesheet/Whitepaper	Needbased
34. Marking slip-	Needbased
35. Specimenvials-	20 Nos.
36. Polybags-	20Nos.
37. Needle-	1No.
38. Calculator-	1No.
39. Hand Gloves-	Need based
40. White enameled Tray (solid type)	4 Nos
41. Apron	Need based

- Nos. may vary with workload

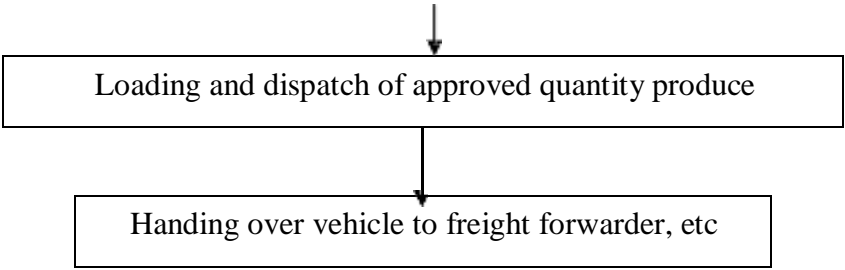
FLOW CHART FOR UNIDIRECTIONAL FLOW OF HORTICULTURE PRODUCE IN THE PACKHOUSE



PROCESS FLOW CHART FOR PACKHOUSE (VEGETABLES AND FRUITS)
(Farm to Market Dispatches)



Inspection by Plant Quarantine Authority for issuance of Phytosanitary Certificate



Annexure – 13 A

Compliance Agreement of Registered Packing House Facility with APEDA.	
1. From <hr/> (Name/Address of Registered Packing House Facility)	2. To <hr/> (Name/Address of APEDA)
3. Agreement related to: <i>Export of Mangoes to USA</i>	
4. Applicable Phytosanitary Regulatory Requirements: USDA-APHIS Rule 7 CFR Parts 305 and 319: Importation of Mangoes India	
5. I/we agree to comply with the following: <ul style="list-style-type: none"> - to abide by the irradiation operational work plan and its addenda that was entered between India and USA; - to obtain the programme articles (mango fruits) intended for processing only from the growers/producers registered with the packing house facility; - to have a reliable system for separating programme articles (mango fruits) from non-programme articles and ensuring programme articles traceable back to and trackable from the registered orchard; 1. - to have a well documented standard operating procedures (SOPs), which describes in detail all the process related to desapping; cleaning & washing, hot-water treatment with fungicidal dipping, grading, hygienic handling, packing and labeling/marketing of mango fruits for export under the programme; - to have all the measuring and monitoring equipment calibrated at periodic intervals and calibration records maintained; - to maintain appropriate records related to post-harvest processing of mango fruits at the packing house facility; - to pack programme articles (mango fruits) only in approved insect-proof cartons and to ensure that only programme articles packed in insect-proof cartons are transported to the irradiation treatment facility in sealed container or conveyance and after irradiation exported to USA. (The insect-proof cartons shall have no openings that will allow the entry of target or non-target quarantine pests. If openings are required for ventilation, they should be covered with insect-proof screen of a minimum of 30 meshes per linear inch); - to ensure that each package is labeled/marked with 9 digit Product Code Number (packing house facility (2 digits), producer (3 digits), and date of packing (4 digits)) assigned by the packing house facility registered with APEDA and conforms to US-FDA labeling requirements; - to have proper procedures in place for daily removal of rotten, damaged, insect-infested/diseased fruits from the packing house facility and their disposal; 	
6. Date: <hr/>	8. Authorized Signatory of the Packing House Facility: <hr/> (Name/Signature/Designation/Seal)
7. Place: <hr/>	
9. Signed in presence of: <hr/> (Authorized Signatory of APEDA)	

Cooperative Agreement of Orchard with Packing House Facility.	
1. From	2. To
(Name/Address of Registered grower/producer)	(Name/Address of Packing House Facility)
3. Agreement related to: Export of Mangoes to USA	
4. Applicable Phytosanitary Regulatory Requirements: USDA-APHIS Rule 7 CFR Parts 305 and 319; Importation of Mangoes India	
5. I/we agree to the following:	
<ol style="list-style-type: none"> 1. to have a documented traceability system that allows programme articles to be traced back to the registered grower of mango orchard and tracked forward to a registered packing house facility. 2. to maintain up-to-date records of orchards, describing exact location, extent of orchard (ha), number of fruit bearing trees, age of orchard, varieties of mango cultivated, plant spacing, average yield of mangoes/tree. 3. to maintain documented records referencing to individual farm covered by a crop with sequence of all agronomic/horticultural operations carried out on farm calendar-wise. 4. to not use human sewage sludge for fertilizing orchard or untreated sewage water for irrigation and fertigation. 5. to use only registered pesticide formulations according to label recommendations and recommended dosages. 6. to maintain documented records of all pest control practices Viz., name of pesticide used (Chemical/Trade), active ingredient, dosage used, spraying schedules, stage of crop and target pest involved. 7. to adopt recommended safe pre-harvest intervals with the use of chemical pesticides. 8. to undertake regular monitoring of fruit flies by pheromone (methyl euginol/ Cue lures) traps and to take appropriate control measures to minimize their incidence. 9. to use good quality of water for irrigation/fertigation. 10. to adopt recommended package of practices (horticultural standards) established by the Department of Agriculture/Horticulture for the management of orchard 11. to ensure to adopt good hygienic practices by farm workers, while handling of fruits during harvesting, initial grading and packing into plastic crates and transporting harvested fruits for processing. 12. to have a documented procedure regarding the disposal of rotten/ripened/infested fruits at the farm level. 13. to maintain a high level of sanitation of orchard and periodically clean & disinfect the orchard equipments such as secateurs, pruning shears, harvesters, cutting knives to prevent disease spread through contamination. 14. to allow the regulatory officials to visit the orchard to assess the phytosanitary status of orchard and give access to the records maintained and abide by their instructions. 15. to abide by the Irradiation Operational Work Plan and its addenda established between India and USA for export of Indian mangoes to USA. 	

