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



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

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

|    |   |     |   |
|----|---|-----|---|
| 01 | CRITERIA FOR APPLICATION FOR REGISTRATION AND RENEWAL | 1.1 | Application for registration of peanut processing units, integrated peanut processing units for export of peanuts shall be made to APEDA in <b>Form-I</b> . Application can be submitted to any office of APEDA in the country.   |
|    |   | 1.2 | The application should be accompanied with the peanut processing unit integrated peanut processing unit infrastructure data in <b>Form-II</b> .   |
|    |   | 1.3 | The applications complete in all respects alongwith a Demand Draft of Rs. 25,000/- as non-refundable processing fee in favour of APEDA may be submitted. The demand draft should be payable at the respective place where the application is being submitted.           |
|    |   | 1.4 | Onus of application before expiry of the original registration shall be on the processor/ exporter/unit. The documents mentioned at para 1.5 need not be submitted if there is no change.   |
|    |   | 1.5 | Following other documents should be submitted along with the application:<br><br>a) Name & addresses of owners/partners/ directors/ trustees etc. along with documentary evidence.<br><br>b) Copy of permission/license from the local body to run the processing unit. |

|    |  |     |  |
|----|--|-----|--|
|    |  |     | <p>c) Copy of the lease agreement in case the processing unit is being run on lease basis (if applicable).</p> <p>d) Lay out of the premises.</p> <p>e) List of machinery and equipment including transport vehicles.</p> <p>f) Copy of certificate of quality, food safety, maintenance manuals and criteria, if any.</p> <p>g) Health record of workers.</p> <p>h) Record of training provided to workers.</p>   |
|    |  | 1.6 | The application should be signed by the owner/partner/director/managing trustee duly authorized for the purpose and a documentary evidence/power of attorney/copy of the resolution must accompany the application.  |
| 02 | PEANUT PROCESSING UNIT INTEGRATED PEANUT PROCESSING UNIT REGISTRATION CRITERIA | 2.1 | Preliminary scrutiny of the application with the help of checklists shall be carried out by APEDA. In case the application is in order, APEDA shall organize inspection of the unit by a registration committee constituted by it consisting of official from APEDA, respective State Government(s) and Directorate of Groundnut Research (DGR). The committee will have minimum two members of which one will be from APEDA.  |
|    |  | 2.2 | APEDA shall carry out surprise (unannounced) inspection of 10% recognized peanut shelling, grading and shelling-cum-grading units selected randomly by a committee constituted by APEDA consisting of official from APEDA, State Government(s) and DGR. The Committee shall submit its inspection report in Form-III to APEDA. The expenditure shall be borne by respective departments. The inspection committee will have minimum two members of which one will be from APEDA. |
|    |  | 2.3 | Evaluation of the applications and physical inspection shall be carried out on first-come-first-served basis.  |

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|----|--|-----|---|
|    |  | 2.4 | APEDA shall inform the processing unit/exporter one week in advance of the date of inspection so that by such time the unit should be ready with requisite records, as required for verification by the processing unit registration committee.   |
|    |  | 2.5 | The Registration Committee shall furnish the inspection report with its recommendations to APEDA as per format given in <b>Form-III</b> within two weeks of the physical inspection.  |
|    |  | 2.6 | Peanut processing units, integrated peanut processing units shall ensure awareness of groundnut farmers on Good Agricultural Practices, implementation of official controls including food safety management system in accordance with Code of Practice for Prevention and Reduction of Aflatoxin Contamination in Peanuts CAC/RCP 55-2004. |
|    |  | 2.7 | Peanut processing units, integrated peanut processing units shall ensure compliance with the advisory issued by Plant Protection Advisor vide letter dated 26.2.2015 in accordance with the summary given in <b>Appendix-I</b> .  |
| 03 | ISSUE OF REGISTRATION CERTIFICATE TO GROUNDNUT PROCESSING UNIT | 3.1 | In case the Registration Committee is satisfied that the processing unit conforms to the requirements of the scheme, it will recommend to APEDA to issue the Registration Certificate. The same shall be issued by APEDA in <b>Form-IV</b> . The certificate shall bear a unique number.  |
|    |  | 3.2 | The Registration Certificate issued to processing unit shall be prominently displayed in the unit.  |
|    |  | 3.3 | Any change in the layout, design, capacity, documentation, title, etc., of the unit shall be got approved by APEDA within 60 days of such change.   |
|    |  | 3.4 | The date of validity of the Registration Certificate shall be two years from date of issue.   |
|    |  | 3.5 | The unit shall be re-inspected by the unit Registration Committee for the purpose of renewal of the certificate. The re-inspection shall be carried out before expiry of validity of the certificate.   |

|    |   |     |  |
|----|---|-----|--|
|    |   | 3.6 | In case, processing is carried out in a leased unit, the certificate shall be issued to the manufacturer/exporter who is the lessee and not to the owner of the unit. In case, lease agreement expires before the expiry of the registration certificate, then validity of the certificate will be limited to the date of expiry of lease agreement. In case of extension of lease agreement, the certificate shall be renewed for such period as appropriate. |
|    |   | 3.7 | Notwithstanding the fact that the certificate once issued shall continue to be in force till the date specified in the certificate.  |
|    |   | 3.8 | The processing unit shall also comply with such other instructions as may be issued by APEDA from time to time.  |
| 04 | REFUSAL/<br>CANCELATION/<br>SUSPENSION OF<br>PROCESSING UNIT<br>REGISTRATION<br>CERTIFICATE | 4.1 | Issue of certificate may be refused or, if issued, may be cancelled or suspended:<br><br>a) If the unit does not conform to the prescribed standards.<br><br>b) If there are adverse reports from the financial institution/banks against any of the owners/directors/partners/trustees.<br><br>c) In case of un-satisfactory arrangements for disposal of rejected, rotten, and waste.<br><br>d) In the absence of a valid license from the local bodies.     |
|    |   | 4.2 | In the overall interest of exports from India, APEDA reserves the right, at any stage, to withdraw/cancel/suspend registration given to a unit.  |
|    |   | 4.3 | Refusal of application for certificate or its cancellation/suspension, as the case may be, shall be communicated to the applicant.   |

|    |   |     |  |
|----|---|-----|--|
| 05 | APPEAL AGAINST REFUSAL/SUSPENSION/CANCELATION OF PROCESSING UNIT REGISTRATION CERTIFICATE | 5.1 | Appeal against refusal/cancellation or certificates may be submitted to Chairman, APEDA within 30 days of the receipt of such refusal/suspension/cancellation.   |
|    |   | 5.2 | In case of cancellation of certificates, the original certificate of unit registration shall accompany the appeal.   |
|    |   | 5.3 | Chairman, APEDA will consider the application on merits and, if considered necessary, order re-inspection of the unit during which time the anomalies pointed out by the Committee should be rectified.                          |
|    |   | 5.4 | If approved, a fresh certificate shall be issued. The intervening period between the cancellation of the certificate and issue of fresh certificate shall be deemed to imply that the unit is not recognized during this period. |
| 06 | ISSUE OF DUPLICATE REGISTRATION CERTIFICATE IN CASE OF LOSS OR MULTILATION                | 6.1 | In case of loss or mutilation of any certificate, a duplicate certificate may be issued on payment of Rs.1,000/-. The validity of the duplicate certificate shall be the same as that of the original.                           |

Place: New Delhi  
Date: 12.03.2015

Signed/-  
(Santosh Sarangi)  
Chairman, APEDA

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

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

**DECLARATION**

- (a) I/We declare that I/we possess authority and right to process and store peanut and peanuts in the above premises and to effect any structural and/or other modifications required conforming to the instructions issued from time to time.
- (b) I/We also declare that I/we have read and understood the criteria for grant of registration certificate for processing unit and have complied with the same in

respect of the above stated unit facility. I/we understand that non-compliance will entail cancellation of the registration certificate issued to me.

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

\*owner/partner/director/ managing trustee duly authorized

**UNDERTAKING**

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

**VERIFICATION**

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

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

## PROCESSING UNIT INFRASTRUCTURE DATA

| Sr. No.                     | Item  | Data by Applicant | APEDA Verification |
|-----------------------------|---|-------------------|--------------------|
| 1                           | NAME & ADDRESS OF THE UNIT  |                   |                    |
| 2                           | DATE OF ACQUISITION/SETTING UP  |                   |                    |
| 3                           | WHETHER HIRED/LEASED<br><br><i>(Please enclose copy of lease deed)</i>  |                   |                    |
| 4                           | Is the unit is certified to food safety management system or quality systems?<br>(Please provide copies of certificate of HACCP/ISO-22000 manuals and procedures)<br><i>(Please enclose copy of certificate and manual)</i> |                   |                    |
| <b>EXTERNAL INFORMATION</b> |   |                   |                    |
| 6                           | Surroundings (clean/unclean)  |                   |                    |
| 7                           | Information on obnoxious industry like fish canning, tanneries chemical plants, fertilizer plants releasing hydrogen sulphite etc. in vicinity  |                   |                    |
| 8                           | Condition of approach, service roads  |                   |                    |
| 9                           | Ventilation arrangement   |                   |                    |
| 10                          | Cattle trap system, if any  |                   |                    |
| 11                          | Pest, insect, rodent proofing   |                   |                    |
| 12                          | Condition of drainage system whether open or permanently installed underground  |                   |                    |
| 13                          | Arrangements for drainage disposal of waste material  |                   |                    |
| 14                          | Whether wash and change room for workers provided.  |                   |                    |
| 15                          | Whether the external walls are properly plastered and free from crevices, holes, dampness   |                   |                    |
| 16                          | Arrangement for prevention of contamination from outside  |                   |                    |

| <b>INTERNAL INFORMATION</b> |   |  |  |
|-----------------------------|---|--|--|
| 17                          | Whether the walls and ceilings are properly white washed  |  |  |
| 18                          | Whether the floor, walls and ceilings are properly plastered with impervious material                               |  |  |
| 19                          | Whether sufficient signboards indicating “do not spit/smoke” are prominently displayed in the unit                  |  |  |
| 20                          | Whether adequate protected lights ( <i>not covered with glass</i> ) have been provided in the working area          |  |  |
| 21                          | Whether adequate fans for drying peanuts are available, if applicable   |  |  |
| 22                          | Whether the processing area is free from cob-webs and spiders   |  |  |
| <b>GENERAL</b>              |   |  |  |
| 25                          | Type of shed (whether temporary or RCC, etc.)   |  |  |
| 26                          | Processing Hall daily capacity in MT  |  |  |
| 27                          | Raw material unloading and storage capacity   |  |  |
| 29                          | Mechanized/manual grading and processing capacity, as applicable ( <i>please provide evidence</i> )                 |  |  |
| 30                          | Mechanized/manual water spraying capacity, if any ( <i>please provide evidence</i> )                                |  |  |
| 31                          | Conveyor/grading table capacity and condition of conveyors/tables   |  |  |
| 32                          | Whether adequate fans for drying peanuts are available, if applicable   |  |  |
| 36                          | Storage capacity in MT ( <i>separately for raw material and finished goods, as applicable</i> )                     |  |  |
| 40                          | Condition of floor, walls and roof  |  |  |
| 41                          | Lighting arrangement  |  |  |
| 42                          | Cleanliness in storages   |  |  |
| 47                          | Arrangements for Annual Maintenance/Calibration Of Equipment ( <i>Please provide copies of manuals/procedures</i> ) |  |  |
| 47                          | <b>WATER SUPPLY &amp; SOURCE</b>  |  |  |
| 48                          | Source of water   |  |  |
| 49                          | Volume of water supply  |  |  |
| 50                          | Capacity and condition of water storage tanks   |  |  |

|                            |   |  |  |
|----------------------------|---|--|--|
| <b>POWER SUPPLY</b>        |   |  |  |
| 51                         | If own power generation capacity  |  |  |
| 52                         | If state/private run power source, amount of sanctioned/allocated load  |  |  |
| 53                         | Capacity of standby generators in case of power failure   |  |  |
| <b>GENERAL STORAGES</b>    |   |  |  |
| 54                         | Storage arrangement for gunny bags, packaging material, pallets   |  |  |
| 55                         | Storage arrangement of export rejections  |  |  |
| 56                         | Storage arrangement for fungicides etc.   |  |  |
| <b>RECORDS</b>             |   |  |  |
| 57                         | Medical record history sheet for each individual staff member and separate periodic medical check up register |  |  |
| 58                         | Inspection visits of inspection agency staff  |  |  |
| 59                         | Periodic maintenance of equipment and premises ( <i>enclose copy of manual</i> )                              |  |  |
| 60                         | Receipt and dispatch record of the produce in unit  |  |  |
| <b>LABORATORY FACILITY</b> |   |  |  |
| 61                         | Whether a laboratory exists   |  |  |
| 62                         | Tests performed   |  |  |
| 63                         | Person in-charge of the lab, his/her name and qualifications  |  |  |
| 64                         | List of in-house laboratory equipment   |  |  |
| <b>IN-HOUSE STAFF</b>      |   |  |  |
| 65                         | Personnel, administrative/organization chart  |  |  |
| 66                         | Managerial/supervisory staff  |  |  |
| 67                         | Technical/mechanical/maintenance staff  |  |  |
| 68                         | Semi-skilled workers  |  |  |
| 69                         | Unskilled workers   |  |  |
| 70                         | Whether the staff is periodically examined for medical fitness, if so, periodicity                            |  |  |
| 71                         | Whether the nails and hairs are properly trimmed ( <i>use of nail polish to be prohibited</i> )               |  |  |
| 72                         | Whether clean attire, aprons, gloves, caps etc. are provided to workers                                       |  |  |
| 73                         | Waste disposal arrangements   |  |  |
| 74                         | Whether educated to observe personal hygiene  |  |  |
| 75                         | Whether informed that smoking, chewing, spitting in the processing area is prohibited                         |  |  |
| <b>SANITARY FACILITIES</b> |   |  |  |
| 76                         | Unit cleaning schedule  |  |  |
| 77                         | Hand washing facility   |  |  |

|                      |  |  |  |
|----------------------|--|--|--|
| 78                   | Maintenance of drainage system   |  |  |
| <b>LAVATORIES</b>    |  |  |  |
| 79                   | No. of toilets for each sex of workers   |  |  |
| 80                   | Cleanliness  |  |  |
| 81                   | Provision for potable water, wash basins, soap, towels, etc.                           |  |  |
| <b>MISCELLANEOUS</b> |  |  |  |
| 82                   | Modernization/upgradation needs of the unit  |  |  |
| 83                   | Projected plans for modernization/upgradation with target dates                        |  |  |
| 84                   | Introduction of any special quality control on-line product inspection procedures      |  |  |
| 85                   | Specific activities for improving appearance of surroundings and environmental control |  |  |

PLACE:  
DATE:

AUTHORISED SIGNATORY

**PROCESSING UNIT INSPECTION REPORT**

1. Name and Address of the Unit :
  
2. Processing capacity :
  
3. Shelling grading capacity :
  
4. Storage capacity  
(a) For raw material :  
(b) For finished goods :

**RECOMMENDATION:**

**SIGNATURE OF RECOGNITION COMMITTEE MEMBERS**

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

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

This is to certify that the peanut processing unit, integrated peanut processing unit described below has been inspected by the Unit Registration Committee constituted by APEDA, and the existing facilities are considered adequate to meet the prescribed level for export of peanuts:

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

For and on behalf of APEDA

Place:

Date: **S E A L**

Authorized signatory

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

## **CHECKLIST FOR PEANUTS & PEANUT PRODUCTS PROCESSING UNITS**

1. Whether the Unit has Signboards in English as well as in local languages displaying in bold letters regarding strictly prohibition of smoking, pan chewing, spitting etc. in the premises especially in those places where grading, hand picking etc. are carried out.
2. Whether footwear worn by personnel to be removed and feet washed when they arrive before entering processing area
3. Whether there is a provision at doors, windows to prevent entry of rodents, birds and insects by providing at least wire/plastic mesh/net (Dust Plastic Flaps at main Entry/Air Curtains)
4. Whether the factory premises including compound have rodent and pest control policy
5. Whether equipments which can trap pest and rodents are provided (Bait Station Plan & Pest Control Contract/Procedure for Pest Control)
6. Whether effective control mechanism in processing and storage area for insects, rodents and pest has been set up (Through Pest o Flash or flier catcher etc.)
7. Whether cracks and holes in the walls and Floor are sealed to avoid likely entry & Infestation of rodents, birds or insects.
8. Whether the unit and storage area are damp-proof and properly ventilated.
9. Whether sufficient light reaches in the Unit & Storage area.
10. Whether the roofing is of RCC or asbestos sheets or any other materials.
11. Whether all windows and light fittings in production or storage areas are protected (as per glass policy).
12. Whether the cargo is being properly stacked by leaving
  - a) At least 1 foot of space between the wall of the godown and the stack.
  - b) At least 1 foot free space made available in between two stacks
  - c) Minimum of 2 feet is left between the ceiling of the godown and the top of the stack.
13. Whether sufficient passage for moving about for inspection and disinfections and also for facilitating movement of bags has been provided (Pathway Identification & Area Identification Sign Board).
14. Whether the finished goods in bags are placed on wooden crates/pallets/tarpauline at the time of stacking to avoid floor seepage.
15. Whether the empty bags to be used for packing the cargo are fumigated including the strings used for stitching.
16. Whether the containers on arrival are inspected for any perforation or damage and are export worthy whether the container is cleaned, dried prior to stuffing and is fumigated after stuffing.
17. Whether the rejected goods are kept separately in the store room with identification mark "REJECTED" so that the same do not mix up with accepted goods.
18. Whether there are separate rooms to store packing materials to avoid them getting contaminated/spoil with dust, insect infestation, and harbourage by rodents.
19. Whether different commodities or materials which give off odors are stored separately to avoid cross contamination.
20. In case of Hand Picking and Selection, whether the workers are provided with picking tables/picking belts for the job.
21. Whether moisture meter available inside the facility and weighing scale. To be available duly calibrated by approved agency).
22. Whether First Aid Boxes are available at suitable places.
23. Whether workers engaged in handling, processing and packing are provided with apron - headgears, cover for mouth, hand gloves and shoe cover while working in the processing unit.
24. Whether the unit/warehouse have separate toilets for gents and ladies with water taps, wash basin, sufficient quantity of water and soap for cleaning hands and legs.
25. Whether sufficient Fire fighting equipments are kept ready in the units/warehouses and staff is adequately trained to use the same.

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

The peanut processing unit, integrated peanut processing unit shall ensure the followings:

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