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**PROCEDURE FOR GRANT OF
RECOGNITION CERTIFICATE TO
PEANUT SHELLING UNITS,
GRADING UNITS AND
SHELLING-CUM-GRADING UNITS
FOR EXPORT**



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PROCEDURE FOR GRANT OF RECOGNITION CERTIFICATE TO PEANUT SHELLING UNITS, GRADING UNITS AND SHELLING-CUM-GRADING UNITS FOR EXPORT

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

01	PROCEDURE FOR APPLICATION FOR RECOGNITION AND RENEWAL	FOR AND	1.1	Application for recognition of peanut shelling units, grading units and shelling-cum-grading units for export shall be made to Indian Oilseeds & Produce Export Promotion Council (IOPEPC), Mumbai in Form-I .
			1.2	The application should be accompanied with the peanut shelling units, grading units and shelling-cum-grading unit infrastructure data in Form-II .
			1.3	The applications complete in all respects alongwith a Demand draft of Rs. 25,000/- as non-refundable processing fee in favour of IOPEPC to be submitted.
			1.4	The recognised units shall apply for annual surveillance alongwith a surveillance fee of Rs. 25,000/- in the form of demand draft payable to IOPEPC. Onus of renewal before expiry of the original recognition shall be on the processor/exporter/unit.
			1.5	Following other documents should be submitted along with the application: a) Name & addresses of owners/partners/directors/trustees etc. along with documentary evidence. b) Copy of permission/license from the local body to run the shelling unit and grading unit or both. c) Copy of the lease agreement of the peanut shelling

			<p>unit, grading unit and shelling-cum-grading 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 procedures, 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 SHELLING, GRADING AND SHELLING-CUM-GRADING UNIT RECOGNITION PROCEDURE	2.1	Preliminary scrutiny of the application with the help of checklists shall be carried out by IOPEPC. In case the application is in order, IOPEPC shall organize inspection of the unit by a recognition committee constituted by IOPEPC consisting of official from APEDA, NRL, IOPEPC, State Government(s) and Directorate of Groundnut Research (DGR). The committee will have minimum three members of which one will be from IOPEPC.
		2.2	Inspection of 10% (including surprise inspection) of IOPEPC recognized peanut shelling, grading and shelling-cum-grading units shall be carried out by a committee constituted by APEDA consisting of official from APEDA, IOPEPC, NRL, State Government(s) and Directorate of Groundnut Research (DGR). Selection of 10% applications shall be made at random. The Committee shall submit its inspection report in Form-III to APEDA. IOPEPC shall ensure inspection of 10% units. The expenditure shall be borne by respective departments. The inspection committee will have minimum three members of which one each will be from APEDA and IOPEPC.

		2.3	Evaluation of the applications and physical inspection shall be carried out on first-come-first-served basis.
		2.4	IOPEPC shall inform the peanut shelling, grading and shelling-cum-grading unit/exporter one week in advance of the date of inspection so that by such time the unit should be ready with requisite records, as required for verification by the shelling, grading and shelling-cum-grading unit recognition committee.
		2.5	The Recognition Committee shall furnish the inspection report with its recommendations to IOPEPC as per format given in Form-III within two weeks of the physical inspection.
		2.6	Implementation and certification of Good Agricultural Practices (GAP) by the groundnut producing farmers. Implementation and certification of HACCP and any other food safety management system, quality control system, product recall procedures, etc. by the shelling, grading and shelling-cum-grading units shall be implemented and certified by APEDA recognised agencies.
03	ISSUE OF RECOGNITION CERTIFICATE TO GROUNDNUT SHELLING, GRADING AND SHELLING-CUM-GRADING UNITS AND GRADING UNITS	3.1	In case the Recognition Committee is satisfied that the shelling, grading and shelling-cum-grading unit conforms to the requirements of the scheme, it will recommend to IOPEPC to issue the Recognition Certificate. The same shall be issued by IOPEPC in Form-IV . The certificate shall bear a unique number allotted by IOPEPC.
		3.2	The Recognition Certificate issued to peanut shelling, grading and shelling-cum-grading unit shall be prominently displayed in the unit.
		3.3	Any change in the layout, design, capacity, documentation, title, etc., of the unit shall be got approved by IOPEPC within 60 days of such change.
		3.4	The date of validity of the Recognition Certificate shall be for one year from the date of issue.
		3.5	The unit shall be re-inspected by the unit Recognition Committee for the purpose of renewal of the certificate.

			The re-inspection shall be carried out before expiry of validity of the certificate.
		3.6	In case, peanut shelling, grading and shelling-cum-grading is carried out in a leased unit, the certificate shall be issued to the manufacturer/exporter who is the lessee and not to the owner of the unit. In case, lease agreement expires before the expiry of the recognition certificate, then validity of the certificate shall be limited to the date of expiry of lease agreement. In case of extension of lease agreement, the certificate shall be renewed for such period as appropriate.
		3.7	Notwithstanding the fact that the certificate once issued shall continue to be in force till the date specified in the certificate, IOPEPC shall institute surprise checks in order to ensure that the unit continue to maintain the standard required.
		3.8	The shelling, grading and shelling-cum-grading unit shall also comply with such other instructions as may be issued from time to time.
04	Functions of IOPEPC	4.1	IOPEPC shall receive and process the applications for recognition of peanut shelling, grading and shelling-cum-grading and issue the certificate of recognition.
		4.2	In case any amendment(s) in the Recognition Certificate is required, the exporter shall apply to IOPEPC who shall make necessary amendment after verification. The original and all copies of the certificate issued to the processor/exporter shall be submitted for the purpose alongwith documentary evidence.
		4.3	IOPEPC shall submit to APEDA, a monthly statement of receipt of applications by the 15 th of every month.
05	REFUSAL/CANCELLATION/SUSPENSION OF PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING UNIT RECOGNITION	5.1	Issue of certificate may be refused or, if issued, may be cancelled or suspended: a) If the unit does not conform to the prescribed guidelines.

	CERTIFICATE		<p>b) If there are adverse reports from the financial institution/banks against any of the owners/directors/partners/trustees.</p> <p>c) In case of un-satisfactory arrangements for disposal of rejected, rotten, and waste.</p> <p>d) In the absence of a valid license from the local bodies.</p>
		5.2	In the overall interest of exports from India, IOPEPC reserves the right, at any stage, to withdraw/cancel/suspend recognition given to a unit.
		5.3	Refusal of application for certificate or its cancellation/suspension, as the case may be, shall be communicated to the applicant.
06	APPEAL AGAINST REFUSAL/SUSPENSION/CANCELLATION OF RECOGNITION CERTIFICATE	6.1	Appeal against refusal/cancellation or certificates may be submitted to IOPEPC within 30 days of the receipt of such refusal/ suspension/cancellation.
		6.2	In case of cancellation of certificates, the original certificate of unit recognition shall accompany the appeal.
		6.3	IOPEPC shall consider the application on merits and, if considered necessary, order re-inspection of the unit during which time the anomalies pointed out by the Committee should be rectified.
		6.4	If approved, a fresh certificate shall be issued on payment of a fee of Rs. 5,000 in favour of IOPEPC. 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.

07	ISSUE OF DUPLICATE RECOGNITION CERTIFICATE IN CASE OF LOSS OR MULTILATION	7.1	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.
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Place: New Delhi
Date: 07.08.2012

(Asit Tripathy)
Chairman, APEDA

FORM OF APPLICATION FOR RECOGNITION RENEWAL OF PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING UNIT FOR EXPORTS

1	Name and address of the peanut shelling, grading and shelling-cum-grading	
2	Contact person	
3	Telephone No.	
4	E-mail	
5	APEDA Registration No., if obtained	
6	IOPEPC registration No., if obtained	
7	Total installed capacity of shelling, grading and shelling-cum-grading	
8	Core operation of the unit shelling, grading and shelling-cum-grading, please specify	
9	Details of shelling, grading and shelling-cum-grading infrastructure	
10	Likely production (in MT) per annum	
11	SSI/DIC/EOU License No. and date	
12	Copy of permission/license from SSI/DIC/EOU to run the shelling, grading and shelling-cum-grading (please enclose self-attested copy)	
13	Copy of the lease agreement in case the shelling, grading and shelling-cum-grading is being run on lease basis (please enclose self-attested copy)	
14	Copy of certification of GAP, HACCP, Food Safety Management System, ISO, Environment Management System, etc.	
15	Name and address of the bankers	
16	Application fee of Rs. 25,000/- DD No. ____ dated ____.	

Please attach the following documents in addition to the above:

- (i) Name & addresses of owners/partners/directors/trustees etc. along with documentary evidence.
- (ii) Copy of permission/license from the local body to run the shelling, grading and shelling-cum-grading or both.
- (iii) Copy of the lease agreement in case the shelling, grading and shelling-cum-grading unit or both being run on lease basis (if applicable).
- (iv) Lay out of the premises.
- (v) List of machinery and equipment including transport vehicles.
- (vi) Copies of compliance to food safety management system (such as HACCP, ISO-22000, BRC, etc.) certificate of quality management system (such as ISO-9001)

environment management system (such as ISO-14001), manuals and procedures, pertaining to unit maintenance and cleaning schedules, etc.

- (vii) Health record of workers.
- (viii) Record of training provided to workers.

DECLARATION

- (a) I/We declare that I/we possess authority and right to shelling, grading and shelling-cum-grading and both as well as store peanuts in the above premises and to effect any structural and/or other modifications required conforming to the instructions issued from time to time.
- (b) I/We also declare that I/we have read and understood the procedure for grant of recognition certificate for peanut shelling, grading and shelling-cum-grading unit and have complied with the same in respect of the above stated unit facility. I/we understand that non-compliance will entail cancellation of the recognition certificate issued to me.

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

*owner/partner/director/ managing trustee duly authorized

UNDERTAKING

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

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

VERIFICATION

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

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

FORM – II

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

Sr. No.	Item	Data by Applicant	IOPEPC Verification
1	Name & address of the unit		
2	Surroundings (clean/unclean)		
3	Ventilation arrangement		
4	Cattle trap system, if any		
5	Pest, insect, rodent proofing		
6	Condition of drainage system whether open or permanently installed underground		
7	Arrangements for drainage disposal of waste material		
8	Whether the external walls are properly plastered and free from crevices, holes, dampness		
9	Whether the walls and ceilings are properly white washed		
10	Whether the floor, walls and ceilings are properly plastered with impervious material		
11	Whether sufficient signboards indicating “do not spit/do not smoke” are prominently displayed in the unit		
12	Whether adequate lights have been provided in the working area		
13	Whether the processing area is free from cob-webs and spiders		
14	Type of shed (whether temporary or RCC, etc.)		
15	Storage - Palletization / off the floor		
16	Ventilation/exhaust fans		
17	Condition of floor, walls and roof		
18	Lighting arrangement		
19	Cleanliness in storages		
20	Transportation capacity (if own vehicles are used)		
21	Arrangements for annual maintenance/calibration of equipment (Please provide copies of manuals/procedures)		
22	If own power generation capacity		

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

PLACE:

AUTHORISED SIGNATORY

DATE:

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

1. Name and Address of the Unit :

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

3. Storage capacity
 - (a) For raw material :
 - (b) For finished goods :

RECOMMENDATION:

SIGNATURE OF RECOGNITION COMMITTEE MEMBERS

1. Signature :
Name :
Designation :
Date :

2. Signature :
Name :
Designation :
Date :

3. Signature :
Name :
Designation :
Date :



INDIAN OILSEEDS AND PRODUCE EXPORT PROMOTION COUNCIL

**CERTIFICATE OF PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING
UNIT RECOGNITION**

This is to certify that the peanut shelling, grading and shelling-cum-grading unit described below has been inspected by the peanut shelling, grading and shelling-cum-grading unit Recognition Committee constituted by IOPEPC, and the existing facilities are considered adequate to meet the prescribed level for export of peanuts:

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

For and on behalf of IOPEPC

Place:

S E A L

Date:

Authorized signatory

78-79, Bajaj Bhawan, Nariman Point
Mumbai 400 021 INDIA

CHECKLIST FOR PEANUT SHELLING, GRADING AND SHELLING-CUM-GRADING UNIT

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