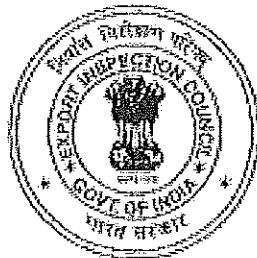


EXECUTIVE INSTRUCTIONS FOR QUALITY CONTROL AND PRE SHIPMENT INSPECTION OF DRIED FISH FOR EXPORT

Document No. EIC/Ex.Ins/DRIED FISH / JULY 2003/Issue 1



Export Inspection Council of India

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Document No. EIC/Ex.Ins/DRIED FISH/March 2003/Issue 1

Executive Instructions for quality control and pre shipment inspection of dried fish for export.

1.0 Introduction:

- 1.1 Establishments intending to export dried fish shall follow all the regulatory requirements specified in the Govt. of India (Ministry of Commerce) notification vide S.O. 1375(E) and S.O. 1376(E) dated 30.12.2002.
- 1.2 Any of the trade varieties of Dried fish, specified in the notification and meant for export shall be subjected to quality control and inspection prior to export by any of the EIAs established at Chennai, Cochin, Kolkata, Mumbai and Delhi in accordance with Export of Dried Fish (Quality Control and Inspection) Rule, 2002.
- 1.3 This document provides instructions pertaining to requirements and procedures for Quality Control and Inspection of dried fish for export, which shall supersede all the similar instructions issued earlier in this regard.
- 1.4 This document also envisage that, while maintaining the minimum regulatory requirements of the GOI Notification, the requirements and standards of the importing country and those specified in the contractual specification of the buyer shall also be satisfied during the preparation and quality control of dried fish for export.
- 1.5 Establishments intending to process dried fish for export to EU shall have their establishments approved by the competent authority as per EU Directive 91/493/EEC dt. 22.07.91.
- 1.6 This document has been prepared for the information and compliance of the EIC/EIA officials only.

2.0 Preparation of consignment of dried fish for export :

- 2.1 The consignment of dried fish for export shall be processed and packed as per the requirements and the standard specification laid down in the GOI Notification, dated 30.12.2002.
- 2.2 The consignment offered for inspection shall be packed in sound gunny bags, hessian cloths, wooden boxes or as per the specification of the export contract. The packages shall be marked/ labeled with all details as per the notification including the country of origin.

3.0 Intimation for Inspection :

- 3.1.1 The processor/exporter intending to export dried fish shall submit an application in the prescribed performa (**Annexure I**) in duplicate to the nearest office of the EIA alongwith the bank draft for the required inspection fee, invoice and the purchase order with the contractual specification if any at least three days before the date of shipment.

3.2 After proper scrutiny of the application, an officer not below the rank of Technical officer shall be deputed to carryout the quality control and inspection of the consignment offered.

4.0 **Place of Inspection :**

4.1 The quality control and inspection of dried fish shall be carried out at the exporters premises, which shall be well lighted and maintained in good sanitary and hygienic condition.

4.2 The exporter shall provide all the necessary facilities to carry out the inspection.

4.3 The Agency have the right to access the quality of the consignment at any place of storage, transit or, at dock before the shipment.

5.0 **Procedure of Inspection :**

5.1 The officer authorised to undertake the inspection of the dried fish shall verify the lot to satisfy that the same is conforming as per the declaration with respect to number, variety, marking etc.

5.2 It shall also be ensured that the requirements of Rule 3 of the notification S.O. 1376(E) are complied with.

5.3 The product shall be verified to ascertain that the same is meeting the standards specifications stipulated in the GOI Notification dt. 30.12.02 and the additional standards if any, stipulated in the Export Contract.

5.4 In the event of the consignment for which application for inspection has been filed is found not ready at the time of visit of the inspecting officer, the inspection fee relating to the consignment shall be forfeited and the action on the application shall be treated as complete.

6.0 **Sampling :**

6.1 The material of the same Variety and type shall constitute a lot for the purpose of sampling.

6.2 For drawing representative samples for inspection from the lot(s) offered in packed condition, packages shall be selected at random as per the table given below :

No. of package in the lot		No. of packages to be selected
upto 12	-	2
13 to 24	-	3
25 to 40	-	4
41 to 80	-	5
81 to 120	-	6
121 to 180	-	7
181 to 250	-	8
251 to 350	-	10
351 to 500	-	12
501 to 750	-	14

751 to 1000	-	18
1001 to 1300	-	22
1301 to 1600	-	25
1601 to 2000	-	30
2001 and above	-	40

- 6.3 The gross weight and net weight of each selected packages shall be recorded and ensured that the same is as per the declaration on the packages and intimation.
- 6.4 A tolerance of +/- 5% in the weight of the individual packages shall be permitted provided that the average weight of all the sampled packages conforms to the declaration.
- 6.5 Each packages so selected is checked individually for the presence of undesirable foreign matters, such as hair, fungal infestation, pest etc.
- 6.6 If objectionable foreign matter is observed in any of the selected packages, double the number of packages shall be further opened to examine for its presence. In the absence of objectionable foreign matter in all the resampled packages, the consignment shall be declared export worthy, provided all the other parameters conform to the specification. However, in case objectionable foreign matter is observed in any of the resampled packages the consignment shall not be declared export worthy.

7. Preparation of composite sample :

- 7.1 After the physical and organoleptic evaluation of all the selected packages, composite samples are drawn for testing at EIA labs or any of the EIC recognised labs as per the procedure mentioned below :
- 7.2 In the case of smaller varieties of fishes (in general fishes having an average length less than 10 cms.) samples shall be drawn from each selected packages to make a composite samples approximately 3 kg. After mixing thoroughly, 3 samples of 250 gms. each are prepared from this composite samples so drawn. These three samples are individually sealed and marked as **Exporter's Samples, Laboratory Sample** and **Reference Sample** respectively with information showing the lot/application no., date of sampling, type and grade of the product and name, designation and signature of the inspecting officer and the exporter. The Exporter,s Sample is handed over to the exporter for safe custody. The Laboratory Sample and the Reference Sample are sent to EIA lab with covering note-giving details of the testing to be conducted. In no circumstances these samples shall be handed over to the exporter for dispatch.
- 7.3 In case of medium size fishes (fishes having an approximate length of 10 cm. to 20 cms. in general) nearly 20 fishes are picked from each selected packages to make a thoroughly mixed composite sample, from which three samples of 250 gms each are prepared and marked as mentioned at 7.2.
- 7.4 In case of large varieties of fishes (having more than 21 cms. length in general) one or more fishes are drawn from each package depending on the size, from which small pieces or strips are cut vertically or horizontally as the case may be, to make a well mixed composite sample of approximate 3 kg. Three samples of 250 gms. are prepared and marked as per the procedure mentioned at 7.2.

751 to 1000	-	18
1001 to 1300	-	22
1301 to 1600	-	25
1601 to 2000	-	30
2001 and above	-	40

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- 6.4 A tolerance of +/- 5% in the weight of the individual packages shall be permitted provided that the average weight of all the sampled packages conforms to the declaration.
- 6.5 Each packages so selected is checked individually for the presence of undesirable foreign matters, such as hair, fungal infestation, pest etc.
- 6.6 If objectionable foreign matter is observed in any of the selected packages, double the number of packages shall be further opened to examine for its presence. In the absence of objectionable foreign matter in all the resampled packages, the consignment shall be declared export worthy, provided all the other parameters conform to the specification. However, in case objectionable foreign matter is observed in any of the resampled packages the consignment shall not be declared export worthy.

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- 7.2 In the case of smaller varieties of fishes (in general fishes having an average length less than 10 cms.) samples shall be drawn from each selected packages to make a composite samples approximately 3 kg. After mixing thoroughly, 3 samples of 250 gms. each are prepared from this composite samples so drawn. These three samples are individually sealed and marked as **Exporter's Samples, Laboratory Sample** and **Reference Sample** respectively with information showing the lot/application no., date of sampling, type and grade of the product and name, designation and signature of the inspecting officer and the exporter. The Exporter,s Sample is handed over to the exporter for safe custody. The Laboratory Sample and the Reference Sample are sent to EIA lab with covering note-giving details of the testing to be conducted. In no circumstances these samples shall be handed over to the exporter for dispatch.
- 7.3 In case of medium size fishes (fishes having an approximate length of 10 cm. to 20 cms. in general) nearly 20 fishes are picked from each selected packages to make a thoroughly mixed composite sample, from which three samples of 250 gms each are prepared and marked as mentioned at 7.2.
- 7.4 In case of large varieties of fishes (having more than 21 cms. length in general) one or more fishes are drawn from each package depending on the size, from which small pieces or strips are cut vertically or horizontally as the case may be, to make a well mixed composite sample of approximate 3 kg. Three samples of 250 gms. are prepared and marked as per the procedure mentioned at 7.2.

- 7.5 In the case dried prawns samples are drawn repeatedly from different parts of the package to make approximate 1.5 kg sample from each selected package. All such samples so drawn from selected packages are mixed thoroughly to make a composite sample from which three samples of 250 gms. are drawn by coning and quartering method to follow the procedures mentioned at 7.2. Care should be taken to avoid breakages of materials while handling.
- 7.6 All Laboratory Samples and Reference Samples shall be sent to laboratory along with a covering note as per the prescribed Performa (**Annexure – III**).
- 7.7 A field inspection report as per **Annexure – II** shall be submitted to the in-charge of the sub-office or the Deputy Director-In-charge of the scheme, as the case may be.
- 7.8 Laboratory Samples received in the laboratory shall be analyzed for relevant factors mentioned in the covering note and the analytical results are recorded in the prescribed Performa (**Annexure-IV**). The report of analysis shall be prepared by the laboratory in triplicate – two copies of which shall be forwarded to the office concerned, while retaining the third copy for the records of the laboratory.
- 7.9 While analyzing the samples of dried prawns to assess the percentage of broken, pieces having three or less segments shall be treated as broken.
- 7.10 In case, exporters disagree with the laboratory results, the reference sample shall be subjected laboratory analysis on the specific request of the exporter. The tests results of the Reference Samples shall be considered for deciding the export worthiness or otherwise of the Lot.
- 7.11 On receipt of the analytical report, the authorized officer shall, after decoding and co-relating with the concerned field inspection report(s), decide the export worthiness or, other wise of the lot.

8. CERTIFICATE OF INSPECTION/REJECTION NOTE

- 8.1 If the lot(s) offered for inspection are found to conform to the standards recognized for the variety declared by exporter on the basis of the field inspection and laboratory examination reports, a certificate of inspection shall be issued to the exporter in the prescribed pro-forma (**Annexure VI**).
- 8.2 The certificate of inspection shall be prepared in quadruplicate out of which the first three copies shall be made available to exporter-the original for the customs use, the second copy for the use of foreign buyer and the third copy for exporters use, the fourth copy will be retained in the office for records.
- 8.3 If the lot(s) found not conforming to the specification, a rejection letter shall be prepared as per the prescribed pro-forma (**Annexure V**), the original of which shall be made available to exporter.
- 8.4 Subsequent to the certification, in the event of the consignment being found not conforming to the prescribed standards on inspection at any of the stages before export, as mentioned at 4.3, the certificate of the export worthiness originally issued by the Agency shall be withdrawn. In such cases the final decision shall be taken by a team of officers, constituted by the in-charge of the agency. For this purpose, the Agency officers shall draw a maximum samples of 5% of the total number of the packages from the consignments. If any defect is observed, the entire packages of the defective lot shall not be permitted for export.
- 8.5 A copy of the invoice, showing the details of each of the varieties of the dried fish in the consignment, duly endorsed by the person issuing the certificate, shall be

attached with each copy of the certificate of inspection giving cross reference to the certificate of inspection on such invoice.

9. Validity of certificate of inspection

- 9.1 The certificate of inspection shall be valid for a period of 45 days from the date of issue of the certificate.
- 9.2 In case the consignment of dried fish is not exported within the validity period mentioned at 9.1, the exporter shall be permitted to offer the same for inspection. In such cases the exporter shall submit the intimation for inspection along with the prescribed fee and the certificate of inspection issued earlier to the EIA concerned.
- 9.3 If the consignment offered for inspection as per 9.2 is found to meet the specifications, a certificate of inspection shall be issued with a validity period of 30 days from the date of completion of inspection including laboratory analyses.

10 Health Certificates

EIA will also issue health certificate for the consignment of dried fish , if requested by the exporter, after satisfying itself that the requirements of the relevant certification or standards are met.

11. Inspection fee :

- 11.1 An inspection fee @ .4% of FOB value of the consignment, subject to a minimum of Rs. 50/- per consignment shall be paid to the Agency by the exporter.
- 11.2 A fee of Rs.100/- shall be charges for each health certificate.

11. Appeal:

- 11.1 Any exporter aggrieved by the refusal of the agency to issue the certificate under rule 5 of the notification S.O. 1376(E) may, with in 10 days of the receipt of the communication for such refusal, prefer an appeal to the appellate authority appointed for the purposes by the Central Government through the concerned EIA/EIC.
- 11.2 At least two-thirds of the total membership of the panel of experts shall consist of non-officials.
- 11.3 The quorum of the panel shall be three.
- 11.4 The appeal shall be disposed within 30 days of its receipt.
- 11.5 The decision of the panel in such appeal shall be final.

ANNEXURE – I

APPLICATION FOR INSPECTION OF DRIED FISH

Exporter's Name Address 1		Invoice No. & Date 10	Exporter's Ref 11						
Manufacturer's Name & Address 2		Buyer's Order No. & Date 12							
		To 13 <i>To</i> <i>(Name & Address of the Inspection Authority)</i>							
Details of the Manufacturer's Seal, if any 3		<p>Please inspect the consignment and issue a Certificate of Inspection under the export of Dried Fish (Quality Control and Inspection) Rule 2002. A crossed cheque for Rs. drawn on is enclosed as inspection fee. Please debit acc. Account Pass Book No. enclosed.</p>							
<table border="1"> <tr> <td>Inspection required on 4</td> <td>Weekly Holiday 5</td> </tr> <tr> <td>Vessel Flight No 6</td> <td>Port of Loading 7</td> </tr> <tr> <td>Probable Date of Loading 8</td> <td>Date of Sailing Flight 9</td> </tr> </table>		Inspection required on 4	Weekly Holiday 5	Vessel Flight No 6	Port of Loading 7	Probable Date of Loading 8	Date of Sailing Flight 9	Date Signature of Exporter	
Inspection required on 4	Weekly Holiday 5								
Vessel Flight No 6	Port of Loading 7								
Probable Date of Loading 8	Date of Sailing Flight 9								
		Address where consignment is to be inspected 14							
Mark & Nos. As declared 15	No. & Kind of Pkgs. 16	Description of Goods (*) 17	Quantity 18						
			FOB Value (in Rs.) 19						
Technical requirements including specifications/approved samples with its characteristics as stipulated in the export contract. 20									
Other Relevant Information 21									
Declarations: Certified that the goods mentioned above have been manufactured/produced to satisfy the conditions relating to quality control/inspection applicable to them under the export of Dried Fish (Quality Control and Inspection) Rule 2002 and that consignment conforms to the specification Certified that the goods have been offered previously for inspection vide intimation no. Dated and the defects as pointed out earlier have been duly rectified. 22									
Certified that no additional technical or quality requirements other than mentioned above have been stipulated by the overseas buyer.		Signature & Date							
(*) Description should include grade, size and brand.									

EXPORT INSPECTION AGENCY – COCHIN/BOMBAY/MADRAS/CALCUTTA/DELHI

FIELD INSPECTION AND QUALITY CONTROL REPORT OF DRIED FISH

Book No. :

1. Name and address of the Exporter :
2. Name and address of the Packer :
3. Type and variety of Dried Fish :
4. Type of packing :
5. No. of packages and quantity :
6. No of samples analysed :
7. Application No./Lot No.
8. Shipping Mark :
9. Country of Destination :
10. Hygienic condition of the premises :
11. Are the conditions as per the requirement of Rule 3 of the Notification S.O. 1376(E) satisfactory?

Sl. No.	Quality Parameters	Samples					
		I	II	III	IV	V	VI
1.	General condition and marking of the packages						
2.	Gross Weight						
3.	Declared net weight						
4.	Observed net Weight of the package						
5.	Observed grade						
6.	Appearance of the product						
7.	Smell						
8.	Texture						
9.	Foreign matter						
10.	Bacterial/ Fungal infestation						
11.	Insect infestation						
Remarks :							

Place :

Signature :

Date :

Designation :

Time :

(Details of the re-examination if any shall be shown separately)

EXPORT INSPECTION AGENCY –
COCHIN/BOMBAY/MADRAS/CALCUTTA/DELHI

Covering note accompanying the samples of dried fish including dry prawns

Book No. : _____ Sl. No. _____

Please receive the sample(s) and conduct analysis for the factor mentioned against Sl. No. 4.

1. Code No./Lot No. :
2. Variety and type of the Product :
3. Date and time of sampling :
4. Analysis to be conducted for :a)
b)
c)
5. Analytical results to be submitted on (date) :

To :

The Laboratory

.....

Signature :

Name :

Designation :

Place :

Date :

EXPORT INSPECTION AGENCY –
COCHIN/BOMBAY/MADRAS/CALCUTTA/DELHI

ANALYTICAL REPORT OF DRIED FISH

Book No.

Sl. No. :

1. Code / Lot No. :
2. Variety and Type of sample :
3. No. of Samples :
4. Time and Date of receipt of sample :
5. Time and Date of completion of analysis :

Sl. No.	Parameters Tested	Result
1.	Moisture Content	
2.	Sand Content	
3.	Acid insoluble ash	
4.	Broken/damaged pieces	
5.	Salt content by weight	
6.	Any other parameters	

Place :

Signature Of Analyst(s) :

Signature of the in-charge
of the lab

Date :

Name and Designation :

Name and Designation

For Office Use : The Consignment conforms / does not conform to the specifications.

Signature :

Name :

Designation:

EXPORT INSPECTION AGENCY –KOCHI/MUMBAI/CHENNAI/KOLKATA/DELHI

(Established by the Govt. of India under Section 7 of the Export
(Quality Control & Inspection) Act, 1963)

Book No. :

Sl. No. :

Date :

To :

M/s.....

.....

Sub : Pre-shipment Inspection of Dried Fish & Dried Prawns

Dear Sirs,

With reference to your application datedthis is to inform you that your lot no.....consisting of.....packages of.....(Name of variety and type) has on inspection been found not to conform to the specifications prescribed under the Export of Dried Fish (Quality Control & Inspection) Rules 2002 on the following factors :

i)

ii)

iii)

iv)

2. As such, it is regretted that a certificate of export-worthiness cannot be issued for the same.

Please acknowledge receipt.

Yours faithfully,

For Export Inspection Agency
Kochi/Mumbai/Kolkata/Chennai/Delhi

ANNEXURE - VI

CERTIFICATE OF INSPECTION/QUALITY CONTROL ON DRIED FISH

Exporter's Name Address 1		Invoice No. & Date Buyer's Order No. & Date 7		
Manufacturer's Name & Address 2		EXPORT INSPECTION AGENCY- DELHI (Ministry of Commerce) Government of India Municipal Market Building, 3, Saraswati Marg, Karol Bagh (1 st Floor) New Delhi - 110005 INDIA.		
Details of the Manufacturer's Seal, if any 3				
Detail of Seal of Inspection Agency, if any 4		Valid upto and including.....		
Specification Reference 5		Certificate No. 9		
Mark & Nos. 10	No. & Kind of Pkgs. 11	Description of Goods (*) 12	Quality 13	FOB Value (in Rs.) 14
Remarks, if any 15				
<p>** CERTIFICATION UNDER INSPECTION SYSTEM</p> <p>It is hereby declared that the consignment as per details given above has been inspected as required under the Export of Dried Fish (Quality Control and Inspection) Rules 2002.</p> <p>It satisfies the conditions as applicable to it and is certified export worthy.</p> <p>Date of inspection</p> <p style="text-align: center;">or</p> <p>**CERTIFICATION UNDER IN PROCESS QUALITY CONTROL SYSTEM</p> <p>It is hereby certified, on the basis of controls carried out, that the commodities as per details given herein are in specifications prescribed under the Export of Dried Fish (Quality Control and Inspection) Rules 2002.</p>				
		SEAL OF THE ISSUING AUTHORITY Signature Name Designation Accordance with the standard Date		

(*) Description should include grade, size and brand, if any. @Refer to footnote in 'Intimation for Inspection'. (**) Strike out whichever is not applicable

Amendment No.1 to Document No. EIC/Ex.Inst./Dried Fish /July
2003/Issue1

1. Sub clause 9.1 shall be modified as given below:

9.1 The certificate of inspection shall be valid for a period of 45 days from the date of issue of the certificate.

2. A new clause as mentioned below shall be added after the clause. 9

10. Health Certificate

EIA shall also issue health certificate for the consignment of dried fish, if requested by the exporter, after satisfying itself that the requirements of the relevant certification or standards are met.

3. The clause 10 of " Inspection fee" shall be changed to clause No 11 with a changed heading " Inspection fee and Health Certificate fee" and a sub clause as given bellow shall be added.

11.2 A fee of Rs. 100/- shall be charged for each health certificate.
