

Executive Instructions
on
Raw Meat (Chilled / Frozen) Certification



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1. Introduction

- 1.1 Raw Meat (Chilled / Frozen) is covered under compulsory inspection & certification prior to export by Ministry of Commerce and Industry, Government of India, vide Order / Notification No. SO: 203 & SO: 204 dated 15 January, 1993,
- 1.2 This scheme envisages a systems approach certification for export to Non EU countries. Export Inspection Agency (EIAs) have been authorised to ensure compliance of the processing plants with requirements as per the notification SO: 205, dated 25 January 1993. These documents are made only for EIC/EIAs use.
- 1.3 These Executive Instructions are intended to facilitate smooth functioning of the system for checking compliance to the requirements of the notification No. S.O. 204 dated 15 January, 1993 and will be updated periodically to include additional regulatory requirements of the importing countries or any changes in inspection methodology and monitoring practices.

2. Procedure for Application for approval under In-Process Quality Control (IPQC) System

- 2.1 The processor seeking approval shall submit their application in the format given at **Annexure – I**, in triplicate, along with necessary documents to the concerned EIA.
- 2.2 The prescribed fee of Rs. 5000/- for approval shall also be paid by the applicant by way of Demand Draft/ Cheque drawn in favour of the EIA concerned.
- 2.3 The application shall be accompanied by the following documents:
 - a) Factory manual / HACCP manual, including Sanitary Standard Operating Procedures and organisational chart.
 - b) Certified copy of test report issued not later than six months in respect of water used for processing of raw meat (chilled/frozen) products as per BIS Standard applicable for water used for processing .
 - c) Layout plan of the establishment in A-4 size.
 - d) Process flow chart.
 - e) Plumbing diagram.
 - f) Certified copies of documents proving legal identity of the applicant's plant and scope of their operations.
 - g) Certified copy of lease agreement for the premises and building, where necessary.
 - h) Bio-data of the technologist(s) / veterinarians / supervisors / chemists.
 - i) Certified copy of consent letter issued by Pollution Control Board concerned, applicable for prevailing year.
 - j) Certified copy of the order allotting Importer Exporter Code no. (IEC)

3. Processing Application for approval

- 3.1 Application so received will be scrutinised and the discrepancies /shortcomings observed will be immediately communicated to the applicant for rectification by the EIA concerned.
- 3.2 Application, complete in all respect, will be forwarded to the Convenor, Inter Departmental Panel (IDP) for arranging assessment of the unit. Convenor IDP will be an officer of EIA generally of the rank of Deputy Director belonging to appropriate discipline as nominated by the EIA In-charge .In case, Deputy Director is not available, to avoid delay in IDP visit, EIA In charge may depute an officer of the rank of Assistant Director belonging to the appropriate discipline as Convenor IDP.
- 3.3 The Convenor-IDP will ensure that assessment of applicant's plant by IDP is carried out within 15 days of receipt of their application complete in all respect.
- 3.4 The composition of the Inter Departmental Panel (IDP) for adjudging the adequacy of the facilities available in the processing plant will consist of representatives from any of the following organisations:
- Agricultural and Processed Food Products Export Development Authority
 - Deptt. of Animal Husbandry & Dairying, Ministry of Agriculture
 - Directorate of Animal Husbandry of State Government.
 - Ministry of Food Processing Industry
 - Directorate of Marketing and Inspection.
 - Export Inspection Agency (EIA)- Convenor
 - Empanelled veterinarian

The strength of IDP will depend on the size of the unit to be assessed but will have at least **three** members including the convenor as decided by the EIA In charge. While constituting IDP, the EIA Incharge will keep in view that there is no conflict of interest with any member having direct or indirect dealing with the applicant's unit.

- 3.5 The IDP will submit its report as per the format given at **Annexure – II** to the EIA In-charge within **3 days** of completion of visit to the applicant's unit and will state clearly whether the plant is to be approved or not.
- 3.6 The report of the IDP will be examined in the concerned EIA. In case the IDP observes deficiencies, which can be rectified within a period of one months, these will be communicated to the applicant for necessary corrective action. Such corrective action will be verified before the grant of approval by EIA.
- 3.6.1 In case the plant is recommended for approval by the IDP and its recommendation is accepted, the EIA Incharge will arrange to take the following actions:
- a) Allot an approval number to the unit. The approval number will be unique for each unit based on the following numbering system :

Name of the Agency	Code allotted
Export Inspection Agency-Mumbai	Raw Meat-01-001/year of approval
Export Inspection Agency-Kolkata	Raw Meat-02-001/year of approval
Export Inspection Agency-Kochi	Raw Meat -03-001/year of approval
Export Inspection Agency-Delhi	Raw Meat -04-001/year of approval
Export Inspection Agency-Chennai	Raw Meat -05-001/year of approval

(01 -05 is Agency code and three digits code is the unique number)

b) Issue a letter of approval to the unit as per format at **Annexure –III** with a copy to EIC with necessary information to issue Certificate of Approval as per **Annexure-IV**.

c) Open a file for each of the approved plants in 3 parts as follows.

Part A - Application for approval/renewal in original & related correspondence.

Part B -- Monitoring file containing monitoring & supervisory reports of unit & test report

Part C -- Finance file & Health/Inspection certificate file.

This file will bear number Raw Meat (Chilled /Frozen) - followed by code number allotted to that Agency and followed by approval number of the plant (for example, Raw Meat-01-001 part A) and year of approval.

3.7 In case, the IDP does not recommend for approval, the EIA Incharge will convey the rejection including the reasons for which applicant plant has not been considered fit for approval through a letter as per **Annexure-V** to the applicant, within 7 days of the receipt of the IDP report.

3.8 *Procedure to be followed in case the meat processing plant temporarily suspends its production*

When an approved plant decides to suspends its processing activities temporarily for a period exceeding 30 days for reasons such as:

- (i) General repairs / routine maintenance
- (ii) Improving their hygiene and sanitary conditions
- (iii) Identifying the cause of contamination and taking corrective action to prevent recurrence
- (iv) Major alteration/ construction work etc.

- (v) Any other activities, which may result in change in production flow or scope for contamination of Raw Meat (Chilled / Frozen) etc.

The processor shall intimate the local office of EIA the date from which it intends to suspend its operation, the purpose and the probable date by which it intends to resume production.

On receipt of the intimation, EIA may discontinue monitoring/supervisory visit to the plant. The processor shall not commence production till EIA gives permission.

When the plant is ready to resume production, the processor shall request EIA concerned for permission to commence production. Prior to granting permission to commence production, the EIA concerned will take the following actions:

- For (i) & (ii), the plant will be inspected by the monitoring officer to ensure satisfactory conditions.
- For (iii), (iv) & (v), the plant will be inspected by the EIA officer or by an IDP as decided by EIA Incharge to ensure the satisfactory conditions.

3.9 Marking on Export packages

3.9.1 The approval number shall be legibly printed / stencilled on all the export packages of Raw Meat (Chilled / Frozen).

3.9.2 “Q mark” shall be printed on the packages as given below:



3.9.3 Other marking as required statutorily in the importing country or by the buyer

Note 1: Export package means the final package produced before the customs in India and which is received and checked by the Customs at the importing end.

2: In case the exporter does not require to put the Q mark due to request of buyer, exemption for the same shall be sought from EIAs.

3.10 Approval of veterinarians /technologists

The veterinarians appointed by the unit shall be approved by concerned EIA. The approval of veterinarian will be granted only after veterinarians are assessed and found fit by the Inter Department Panel (IDP) and the approval of the veterinarian/ technologists shall be communicated to the establishment by the EIA as per the prescribed format place at **Annexure-VI**.

Other than this if, an approved processor appoints new veterinarian, shall have to apply to the controlling sub office / Agency for approval who will forward the request to the convener, IDP for assessment of the veterinarian at an early date.

3.11 Validity of Approval

The validity of Certificate of Approval will be for a period of *two year* from the date of issue of letter of approval by the concerned EIA.

3.12 Inspection Fee

Under IPQC system of approval, fee shall be paid @ 0.2% of FOB value by the applicant to the Export Inspection Agency concerned.

4.0 Renewal of Approval of Approved Plants

4.1 The approved plant seeking renewal of approval shall submit application(s) atleast 60 days before expiry of earlier approval to the concerned EIA in the format prescribed at **Annexure-VII** along with the other concerned documents and application fee of Rs. 5,000/- by demand draft/cheque drawn in favour of EIA concerned.

4.2 Application received so will be processed as per procedure given from Clause 3.2 to 3.7 for renewal of approval of the approved unit and IDP report will be submitted in the format given as **Annexure VIII**.

5.0 Monitoring and Control

5.1 Monitoring by establishment/management

5.1.1 It is the primary responsibility of the processor to ensure compliance to the requirements of the notification and to ensure safety and wholesomeness of the product.

5.1.2 Processor shall exercise all controls required as per notification and maintain records thereof in respect of the following broad areas.

- Ante & post mortem Inspection.
- Hygienic requirements relating to the premises
- Structure and layout.
- Pest control (Prevention, extermination, use of chemical).
- Maintenance
- Cleaning and sanitation
- Personnel hygienic
- Rest rooms
- Water management
- Chemicals
- Lighting and ventilation
- Waste disposal including effluent treatment
- Good Manufacturing Practices (GMP)

5.1.3 The processing plant shall ensure compliance with the requirements of clauses 5.1.2 above. Unit should also comply the requirements of plant layout, condition of abattoir, slaughter

hall, carcass washing, storage , civil construction, lighting & ventilation, supply of water and other general conditions as per Schedule I , order SO 203, and Cl. 3, SO: 204 both dated 15 January 1993. The process control and process inspection shall be conducted by the competent personnel of the plants.

- 5.1.4 Applicant unit should have integrated slaughterhouse or procure carcass (raw material) from an approved slaughterhouse which is approved by any Government Veterinary Inspection Authority. This will be a prerequisite requirement for approval of an applicant unit..
- 5.1.5 Routine laboratory testing of process control samples/finished products samples/ sanitation control samples shall be carried out in the laboratory of the processing plant or in any laboratory approved by the Competent Authority as per Schedule II, Cl. 5, Order SO: 203 dated 15 January 1993.

Finished product should be tested for microbiological parameter in routine as following :

<i>S. No</i>	<i>Parameters</i>	<i>Specification</i> colony/ gm sample
1	Total Plate Count (TPC)	10 ⁷ / gm
2	Escherichia Coli	100 / gm
3	Salmonella	Absent in 25 gm sample

- 5.1.6 Testing of Raw Meat (Chilled / Frozen) plants shall exercise suitable control on quality of incoming raw products as Antemortem, Post-mortem examination in their premises by a approved veterinarians (in case of integrated slaughter hose). In addition to these, unit should take care to the quality of packing material, equipments and workers hygiene.
- 5.1.7 If any requirement of the Notification is taken care of by alternate measures, the same would need to be approved by the Competent Authority.

5.2 *Surveillance by EIC/EIAs*

A three-tier surveillance system will be followed to check compliance of laid down requirements by the approved unit.

5.2.1 *Monitoring by EIA*

- 5.2.1.1 EIA will carry out monitoring visit by deputing an officer(s) to include an empanelled veterinarian at a frequency of minimum once in three months depending upon the performance of the unit based on
- report of previous monitoring visits.
 - test report of analysis of samples of previous monitoring visits
 - quality complaints received from importing countries
- 5.2.1.2 The monitoring will broadly cover all the points given under clause 5.1.2 & 5.1.6 and will be reported in the monitoring visit report as given at **Annexure-IX** including :
- Verification of the records
 - Verification of the process control, sanitation and hygienic practices

- Verification, whether parameters as specified in the notification are within the tolerance limit
- Drawing samples of finished products for ensuring safety and wholesomeness of the product
- The verification of the results of testing in EIA lab with that of observed by the processing unit

5.2.2 Responsibility of Empanelled Veterinarians:

Empanelled veterinarian will advise EIAs on the technical aspects such as ante and post mortem examination of animal, identification of species of animal and any other infectious disease animal etc.

5.2.3 Supervisory Visit by EIA

The Supervisory visit will be carried out by the officer of the level of Deputy Director along with empanelled veterinary doctor at a frequency of once in six months. The supervisory officer will verify the documentation and compliance of the unit with respect to the requirements of the notification and also quality of monitoring visits carried out earlier. The supervisory officer will submit its report to the concerned EIA Incharge in the format given at **Annexure-X**. Report should be signed by empanelled veterinary doctor also.

5.2.4 Corporate Audit

Audit of each EIA under the corporate audit mechanism of EIC will be carried out at the frequency of at least once in a year in technical guidance of empanelled veterinarian. This will comprise of:

- Examination of records pertaining to the processor maintained by the EIA, like reports of supervisory visits, lab report etc.
 - Visit by the audit team to at least 10 % of the approved units
 - The auditing team will comprise of at least two officers not below the rank of Deputy Director drawn from outside the EIA being audited including outside experts, whenever needed.
- The audit team will submit its report as per the format given at **Annexure-XI** to the Director (I & QC).

5.3 Issuance of certificate of inspection

The approved units shall issue “Certificate of Inspection” for every export consignment. Blank Certificates books may be obtained from the concerned Export Inspection Agency at a cost of Rs.20/- per set of certificate form. EIA’s will issue blank certificate forms (format attached at **Annexure-XII**) to the approved units.

5.4 Validity of certificate of inspection

The inspection certificate shall be valid for a period of five days in respect of chilled meat and ninety days for frozen meat and twenty one days for vacuum pack chilled meat from the date of passing of the consignment. If more than one consignment approved on

different days is presented in one application , the validity of the certificate shall be reckoned for the earliest day of approval

5.5 Revalidation of certificate of inspection

If the consignment is not shipped within the period of validity of the inspection certificate, the exporter will be permitted to reissue certification for the consignment, remitting a fee @ 0.05 % of FOB or Rs. 1000 whichever is maximum in EIA account. In such cases, the validity will be extended for a further period of three days for chilled meat and thirty days for frozen meat.

6. Payment of Fee to EIAs

- 6.1 Every approved unit must have a passbook system operating with the nearest office of EIA. No blank form of Certificate of Inspection will be issued to the approved unit unless there is a positive balance in the passbook account of the processing unit.
- 6.2 As and when Certificate of Inspection is issued, the approved unit may itself debit the monitoring fee in its passbook and enter the balance credit on the third copy before forwarding it to the nearest office of EIA.

7. Issue of Health Attestation and Health Certificate

EIA will issue health certificate based on surveillance reports of unit, in the format given at **Annexure-XIII** or any other format certifying additional condition. On request by the processor subject to the submission of the following documents

- Copy of the Certificate of Inspection for the concerned consignment issued by the processor
- Testing data of the parameters described in Notification.
- Laboratory test report for the additional parameters to be indicated in the health certificate clearly indicating about compliance of the consignment as per the requirement of importing country

A fee of Rs. 200/- is being charged for each health certificate.

8. Appeal

Any exporter aggrieved by the refusal of the Export Inspection Agency to issue the veterinary health certificate of inspection, may, within 10 days of the receipt of the communication of such refusal prefer an appeal which will be referred by the Agency to an appellate panel set up for the purpose. The quorum of panel will be three . The appeal will be disposed of within fifteen days from its receipt. The decision of the panel in such appeal will be final.

APPLICATION FOR APPROVAL

From

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To

The Joint Director In-charge
Export Inspection Agency- Mumbai/Kolkata/Kochi/Delhi/Chennai

Sir,

Please carry out the assessment of our plant as required under the Raw Meat(Chilled / Frozen) (Quality Control & Inspection) Rules, 1992 for processing of Raw Meat (Chilled / Frozen) for export.

We furnish below the information regarding the facilities existing in our plant.

We undertake that our plant meets the requirements stipulated in Raw Meat (Chilled / Frozen) (Quality Control & Inspection) Rules, 1992.

Please find enclosed herewith a Demand Draft / Cheque bearing No.....datedfor Rs. 5000/- towards the application fee.

1.	General Information	
1.1	Name and address of the plant seeking approval with Fax no. and E-mail address	
1.2	Name of the Chief Executive (MD/Mg. Partner/Proprietor)	
1.3	Is the processing plant owned or leased by the applicant	Owned/leased
1.4	If leased, name of the plant owner, plant name and address	
1.6	Does unit has own slaughter house?	
1.6	Does unit procure raw material (carcass) from any other slaughter house?	
1.7	Year of Construction	
1.8	Year of last major alteration	
1.9	Approval requested for export to (Countries)	
1.10	Approval requested for export of (Product)	
1.11	Additional activities, if any	

1.12	Annual production during the previous year raw meat (chilled/frozen) Others related items (Specify)	
1.13	Total export in the previous year (a) Name (s) of countries to which export made	
1.14	Whether all year production or seasonal production	
1.15	No. of working hours per day	
1.16	No. of working days per week	
2.	Slaughterhouse	
2.1	Does Unit has own integrated slaughterhouse?	
2.2	Does unit perform antemortem examination?	
2.3	Does unit perform post-mortem examination?	
2.4	Is ante and post- mortem is done by veterinary doctor?	
2.5	Is relevant records are maintained	
	If unit does not have own slaughterhouse	
2.6	list the slaughter houses from where carcass supplied ?	
2.7	Are they approved by authorities?	
2.8	List those authorities	
2.9	Is raw material (carcass) is supplied with ante and post- mortem reports?	
2.10	Does processing unit has any mechanism to ensure the carcass disease free?	
3	Information about personnel	
3.1	No. of veterinarian/technologists available in the establishment	
3.2	Name and qualification of the veterinarian/technologist(s) supervising the processing and related operations (Attach separate as Annexure)	
3.3	Name and qualification of the veterinarian /technologist(s) conducting microbiological and chemical analysis	
3.4	No. of supervisors	
3.5	No. of male workers	
3.6	No. of female workers	
3.7	No. of shifts per day	
4.	Raw Material (Carcass) / Animal	
4.1	Source of Raw Material	
4.2	Mode of transport of raw material from source to pre-processing plant	
4.3	Are continuous chilling facilities available?	
4.4	If separate, give address (es) and approval No.	
4.5	Is the pre-processing hall under the control of the establishment?	
4.6	Are there any arrangements for traceability of the raw material, if so, details of the same?	
4.7	Are the records for the above maintained	

	properly?	
4.8	Distance of collection centre from processing plant	
4.9	Is there any infrastructure for educating farmers on clean raw meat(chilled/frozen)production	
5	Surroundings	
5.1	Do the premises have defined curtilage?	
5.2	Are the premises clean?	
5.3	Is there any area within the premises of the establishment, which is non-operative?	
5.4	If so, is it cordoned off effectively?	
5.5	Are there any swamps, stagnant water or dumps nearby?	
5.6	Are the roads in the premises concerted /tarred or turfed to prevent wind blown dust?	
5.7	Are there signs of any rodent harbourage nearby? Or accumulation of trash, garbage or similar waste in or around the plant.	
5.8	Are the surroundings reasonably free from objectionable odours, smoke, dust and other contamination?	
5.9	Are the refuse collecting containers of self-closing type.	
6.	Construction and Layout	
6.1	Is the building construction of permanent nature?	
6.2	Is the design and layout such as to preclude contamination?	
6.3	Does the layout facilitate free flow of work and avoid backtracking?	
6.4	Is the facility kept in good repair?	
6.5	Is there proper maintenance schedule?	
6.6	Does the building provide sufficient protection against the entry and harbourage of rodent, insects, birds etc.	
6.7	Does the layout ensure sufficient space in different sections for machinery, equipment, personnel etc. without congestion?	
6.8	Is there clear separation between processing and living areas?	
7.	Plant Facilities	
7.1	Is there separate storage for inedible material, disinfectants and insecticides?	
7.2	Is there a facility for separate storage of wet and dry items? Storing packaging material? Rest Room for workers? Changing room for workers?	

7.3	Vehicle washing facility?	
7.4	Water treatment plant?	
7.5	Alarm system to give warning in case of emergency.	
7.6	Generator	
7.7	Lockable Room for Veterinary Doctor	
7.8	Toilets	
7.9	Space to collect waste	
8.	Raw Material Receiving Section	
8.1	Is there a raised platform with sides and top sufficiently protected to prevent contamination while unloading the raw material?	
8.2	Is the raw material receiving section sufficiently separated from processing area to prevent contamination	
8.3	Are there signboards directing the employees to wash and sanitise hands and feet before entering and after each absence?	
8.4	Is air curtain/Pest-o-flash (fly killer) provided to prevent the entry of flies when the door is opened?	
9.	Washing and Sanitising facility	
9.1	Is suitable washing and sanitising facility for feet and hands provided at the entry points?	
9.2	Is the hand washing facility located at a convenient place?	
9.3	Are the wash basins provided with non-hand operable taps?	
9.4	Are liquid soaps, disinfectants, nailbrush and single use towels provided in sufficient quantities?	
9.5	Are waste bins provided for collecting used towels and are these foot operated?	
9.6	Is hand dip facility with chlorinated water provided near the entrance?	
10.	Doors	
10.1	Are the doors clean and sufficiently wide, made of durable material other than wood?	
10.2	Are the doors kept clean?	
10.3	Are the doors self-closing types?	
10.4	Are the doors close - fitting to prevent entry of flies and pests?	
11.	Windows	
11.1	Are the windows of adequate size, made of non-absorbent material other than wood?	
11.2	Does the window sill, if any, slope inwards.	
11.3	Are the windows at least one metre above the floor?	
12.	Floor	
12.1	Is the floor made of hard surface,	

	impermeable, smooth, free from pits and crevices?	
12.2	Is the floor cleanable and having sufficient slope?	
12.3	Is the slope of floor opposite to the flow of work or side ways?	
12.4	Are pallets made of non-absorbent material other than wood provided on the floor for keeping containers of ice and raw material?	
13.	Drainage	
13.1	Is drainage facility adequate?	
13.2	Is open end of the drain protected against entry of rodents?	
13.3	Is there facility for carrying waste water into the drains so as to maintain the floor dry?	
13.4	Are the drains of adequate size having sufficient slope and easily clearable?	
13.5	Is the slope of drain opposite to the flow of work/material?	
14	Walls	
14.1	Are the floors to wall and wall to wall junctions properly rounded off?	
14.2	Are the walls smooth, light coloured and without crevices?	
14.3	Are the walls washable(Minimum 2 Meters)?	
14.4	Are the switches and other installations on the wall water proof and cleanable?	
15.	Washing and Cleaning	
15.1	Are suitable hand washing and sanitising facilities provided inside the hall?	
15.2	Are the wash basins provided with non-hand operable taps?	
15.3	Are all water taps non-hand operable?	
15.4	Are the water taps serially numbered?	
15.5	If hoses are used as outlet for water, whether facility is provided to keep it rolled up when not in use?	
16.	Ceiling	
16.1	Is the ceiling in good repair condition and cleanable?	
16.2	Do overhead rafters offer any runway for lizards, cockroaches etc.	
16.3	Are there beams, trusses, pipes or other structural elements and fittings suspended below the ceilings?	
16.4	If so, whether there is protection from falling debris, dust or dripping?	
16.5	Is rodent and fly proofing satisfactory?	
17.	Lights	

17.1	Is there adequate lighting shifting i.e. 540 Lux in all inspection area and 220 lux in work room and walls.	
17.2	Are the lights sufficiently protected?	
17.3	Are the lights clean?	
18	Ventilation	
18.1	Is there adequate ventilation?	
18.2	Is mechanical ventilation/exhaust fan provided in areas where air stagnation, condensation of fluids etc. are present?	
18.3	Is opening of ventilation/exhaust fan provided with fly proofing?	
18.4	Is such fly proofing clean?	
19	Utensils and Equipment	
19.1	Are all receptacles, trays, tanks, cutting equipments and utensils used made of non-corrodible material, other than wood and have smooth surface free from cracks and crevices	
19.2	Are they easily cleanable?	
19.3	Is any rusted galvanised iron, vessel, bamboo baskets, wiremesh containers, enamelled or painted wares used for handling the product?	
19.4	Are weighing scales and weights certified by the designated authority?	
19.5	Is proper disinfection facility available?	
20.	Chill Room	
20.1	Is a chill room provided for storing raw material?	
20.2	Is it kept clean and maintained at temperature range of 0 to 4 °C?	
20.3	Is it provided with pallets made of non-absorbent material other than wood for keeping containers of raw material and ice?	
21.	Processing Section	
21.1	Are their signboards directing the employees to wash and sanitise hands and feet before entering the processing hall and after each absence?	
21.2	Are air curtain/Pesto-o-Blast (fly killer) provided to prevent the entry of flies when the door is opened?	
21.3.	At what temperature raw material kept (4° C or 6° C) and the time for which it is kept.	
21.4	Whether General Conditions meet the requirement as laid down as per the notification?	
21.5	Whether special Conditions for approval of slaughterhouses are as per Annexure-II of the notification?	
22	Tables, Utensils and Equipment	

22.1	Are the work table tops constructed of stainless steel or any other non-corroding, non contaminating, non-reacting and non-absorbent material (specify)?	
22.2.	Are the tables so constructed and installed that the top and under surface can be easily cleaned?	
22.3	Are the table tops smooth, free from corrosion, pits and crevices which may prevent satisfactory sanitation?	
22.4	Is any wood used in the fabrication of worktables?	
22.5	Are all receptacles trays, vats and utensils used made of non-corrodible material, other than wood and have smooth surfaces free from cracks and cervices?	
22.6	Is any rusted galvanised iron vessel, bamboo baskets, wire mesh containers, enamelled or painted ware used for handling the product?	
23	Water	
23.1	Is there a documented water management system?	
23.2	Whether plumbing diagram of the water supply system available with the outlets identified and serially numbered?	
23.3	If the source of water is other than protected water supply, specify?	
23.4	Whether potability certificate produced for each source of water?	
23.5	Whether water used for cleaning equipment floors, etc is of potable quality	
23.6	Is there a water treatment plant?	
23.7	If so, is it a adequate to provide sufficient quantity of water for processing?	
23.8	If hoses are used as outlet for water whether effective measures are taken to prevent contamination through back suction?	
23.9	Is there a water storage tank and if so, whether it is protected from outside contamination?	
23.10	Is there easy access to the water tank for cleaning?	
23.11	What is the capacity of the water storage tank?	
23.12	Is the water supply sufficient in relation to the maximum daily production?	
23.13	Is it cleaned and disinfected periodically?	
23.14	What is the frequency?	
23.15	Whether there is a documented procedure for cleaning water tank (s)	
23.16	Is water brought from external source in mobile water tankers?	

23.17	If so, are the water tankers cleaned and disinfected periodically; what is the frequency?	
23.18	Whether there is documented procedure for water tanker cleaning?	
24	Freezing & Chilling	
24.1	Type of freezing employed	
24.2	Tunnel freezing Contact freezing Any other types (Specify)	
24.3	Is the freezing method employed appropriate to product requirements?	
24.4	Total number of freezers and their individual capacities?	
24.5	Is there a prescribed procedure/schedule for maintenance, cleaning and disinfection of freezers?	
24.6	Are temperature recording devices of required accuracy, calibrated at specified intervals and record thereof maintained?	
25	Packaging	
25.1	Is separate area provided for packing?	
25.2	Does the packing room have rodent control system ?	
25.3	Whether filling, sealing & packaging is carried out automatically?	
25.4	Is wrapping or packaging reused?	
26	Cold Storage	
26.1	Whether special conditions for the approval of cold storage are met as per the notification.	
26.2	Whether ante room is kept in good conditions?	
26.3	Is the thermograph/ self recording device functional?	
26.4	Are the sensors of the thermograph stationed at the warmest place in the cold storage?	
26.5	Are the cold storage workers bearing clean protective clothing?	
26.6	Are the packed materials stacked properly having enough space near the wall for effective air circulation?	
26.7	Check for Duplex Cartons and/ or Master cartons with out marking or having marking of other processors with out proper records of storage.	
27	Toilet Facilities	
27.1	Are numbers of toilets provided sufficient in relation to the total number of workers?	
27.2	Are the toilets located away from the processing area to prevent contamination?	
27.3	Whether the toilet rooms have walls washable, ceiling smooth and floors constructed of	

	impervious material and easy to clean and sanitise?	
27.4	Are the toilets well lit?	
27.5	Are they provided with self-closing doors, fly-proofing and flushing arrangements?	
27.6	Are hand washing and sanitising facilities, with washbasins, soap, single use towels, nail brushes and adequate water supply provided near the toilets?	
28	Personal Hygiene	
28.1	Whether Hygiene of staff as per notification.	
28.2	Who is responsible for maintenance of personal hygiene of employees?	
28.3	Are the workers apparently free from any form of communicable diseases, open sores and wounds or any other sources of contamination?	
28.4	Are the workers medically examined periodically and are individual health cards showing that the individual is fit to work in raw meat(chilled/frozen)processing plant maintained?	
28.5	Are prophylactic injections being administered to the plant employees and records included in the individual cards?	
28.6	Has it been made obligatory for all employees to notify incidents of typhoid, dysentery, diarrhoea or any other communicable diseases in their homes?	
28.7	Are workers medically examined after each absence due to illness from any contagious disease?	
28.8	Are the workers provided with sufficient sets of clean dress and headgears?	
29	Cleaning and disinfection of Plant, equipment and utensils	
29.1	Is there a documented procedure for cleaning and disinfection of plant, equipment and utensils?	
29.2	Is the cleaning schedule exhibited prominently?	
29.3	Is there an area earmarked for cleaning and disinfection of utensils and equipment?	
29.4	Are facilities of cold/hot water/ steam under pressure, wherever appropriate, provided for cleaning and disinfection?	
29.5	How absence of residual cleaning chemical ensured?	
29.6	Who is responsible for supervising this work?	
29.7	Is the effectiveness of cleansing verified	

	periodically through laboratory tests?	
30	Facilities of steaming, drying, curing, smoking, cooking, frying, seasoning, or any other method for the production satisfactory?	Yes/ no
31	Change Room	
31.1	Are separate change rooms provided for male and female workers? How many?	
31.2	Is changing room is integrated into the plant layout properly?	
31.3	Does the changing room have smooth walls, floors and washbasins with soaps, disposable towels, nail brushes and non-hand operable taps?	
31.4	Is there arrangement for : 1. change of footwear 2. keeping street cloths separately 3. lockable cupboards 4. collection of soiled working clothes 5. gumboots 6. headgear and wherever necessary gloves / mouth cover	
31.5	Is there suitable in-house arrangement to launder the working clothes of the workers?	
31.6	Is the changing room provided with flush lavatories? Is it kept clean and sanitised?	
31.7	Does the door of the lavatory open directly to processing area?	
32.	Effluent Treatment	
32.1	Is the unit having an efficient effluent treatment system?	
32.2	Does it comply with the statutory requirements	
32.3	Does the effluent cause any problem to neighbourhood	
33.	Maintenance Schedule	
33.1	Is there a documented maintenance procedure for different sections / equipment / machinery, laboratory items etc. Give documents no.	
33.2	Whether maintenance records are kept?	
33.3	Are all equipment marked with identification number?	
34	HACCP	
34.1	Has the own check system based on HACCP been implemented?	
34.2	Has HACCP been certified? If so, by whom ? Please submit evidence.	
34.3	If so, has the HACCP manual been submitted to the competent authority for approval?	
34.4	Whether records are maintained for this purpose?	
34.5	Whether the frequency of monitoring of	

	critical units at CCP is adequate?	
34.6	Whether there is a system of internal auditing of HACCP?	
34.7	Whether breakdowns and mal function are recorded.	
34.8	Whether there is a provision to review any revised procedure and frequency?	
35	Rodent / Vermin Control	
35.1	Is there any documented procedure for vermin control?	
35.2	Whether responsibility has been fixed for this work?	
35.3	Whether vermin / rodent control carried out by own arrangement or through outside agency?	
35.4	Whether bait map showing serially numbered bait stations has been provided?	
35.5	Whether chemical / rodenticides are approved by the competent authority?	
36	Transportation	
36.1	Whether transport conditions are as laid down in the notification.	
36.2	Is the unit having adequate facilities for transport of raw material and finished products?	
36.3	Are the vehicles insulated / refrigerated?	
36.4	If non-insulated covered vehicles are used for transport of raw material for short distances, whether covered containers are provided?	
36.5	Are they constructed in such a way to facilitate easy cleansing and sanitation?	
36.6	Are the vehicles cleaned and disinfected periodically?	
36.7	Is there a documented procedure for cleaning the vehicles?	
36.8	No. of vehicles the establishment has for transportation of raw material, finished products, ice and water (if applicable) , capacity and registration number of; Refrigerated Vehicle Insulated Vehicle Non-insulated vehicles Three wheelers Water Tanker	Number Capacity Regn. No
36.9	Does the establishment hire outside vehicles?	
37	Inspection and testing	
37.1	Is the unit having in-house facilities for inspection and testing?	
37.2	Is the unit having separate qualified and competent personnel for conducting physical, chemical and microbiological tests? Details to	

	be provided.	
37.3	Are there separate technologists for supervision of processing and for conducting laboratory tests?	
37.4	List of parameters tested in routine	
37.5	Are the testing is according to Notification ?	
37.6	Any other relevant information?	

Yours faithfully,

Signature

Name

Designation

Company Seal

Place:

Date:

Check list of enclosures.

ASSESSMENT REPORT BY IDP

1.	General Information	
1.1	Name and address of the plant seeking approval with Fax no. and E-mail address	
1.2	Name of the Chief Executive (MD/Mg. Partner/Proprietor)	
1.3	Is the processing plant owned or leased by the applicant	Owned/leased
1.4	If leased, name of the plant owner, plant name and address	
1.6	Does unit has own slaughter house?	
1.6	Does unit procure raw material (carcass) from any other slaughter house?	
1.7	Year of Construction	
1.8	Year of last major alteration	
1.9	Approval requested for export to (Countries)	
1.10	Approval requested for export of (Product)	
1.11	Additional activities, if any	
1.12	Annual production during the previous year raw meat (chilled/frozen) Others related items (Specify)	
1.13	Total export in the previous year (a) Name (s) of countries to which export made	
1.14	Whether all year production or seasonal production	
1.15	No. of working hours per day	
1.16	No. of working days per week	
2.	Slaughterhouse	
2.1	Does Unit has own integrated slaughterhouse?	
2.2	Does unit perform antemortem examination?	
2.3	Does unit perform post-mortem examination?	
2.4	Is ante and post- mortem is done by veterinary doctor?	
2.5	Is relevant records are maintained	
	If unit does not have own slaughterhouse	
2.6	list the slaughter houses from where carcass supplied ?	
2.7	Are they approved by authorities?	
2.8	List those authorities	
2.9	Is raw material (carcass) is supplied with ante and post- mortem reports?	
2.10	Does processing unit has any mechanism to ensure the carcass disease free?	
3	Information about personnel	
3.1	No. of veterinarian/technologists available in the establishment	

3.2	Name and qualification of the veterinarian/technologist(s) supervising the processing and related operations (Attach separate as Annexure)	
3.3	Name and qualification of the veterinarian /technologist(s) conducting microbiological and chemical analysis	
3.4	No. of supervisors	
3.5	No. of male workers	
3.6	No. of female workers	
3.7	No. of shifts per day	
4.	Raw Material (Carcass) / Animal	
4.1	Source of Raw Material	
4.2	Mode of transport of raw material from source to pre-processing plant	
4.3	Are continuous chilling facilities available?	
4.4	If separate, give address (es) and approval No.	
4.5	Is the pre-processing hall under the control of the establishment?	
4.6	Are there any arrangements for traceability of the raw material, if so, details of the same?	
4.7	Are the records for the above maintained properly?	
4.8	Distance of collection centre from processing plant	
4.9	Is there any infrastructure for educating farmers on clean raw meat(chilled/frozen)production	
5	Surroundings	
5.1	Do the premises have defined curtilage?	
5.2	Are the premises clean?	
5.3	Is there any area within the premises of the establishment, which is non-operative?	
5.4	If so, is it cordoned off effectively?	
5.5	Are there any swamps, stagnant water or dumps nearby?	
5.6	Are the roads in the premises concerted /tarred or turfed to prevent wind blown dust?	
5.7	Are there signs of any rodent harbourage nearby? Or accumulation of trash, garbage or similar waste in or around the plant.	
5.8	Are the surroundings reasonably free from objectionable odours, smoke, dust and other contamination?	
5.9	Are the refuse collecting containers of self-closing type.	
6.	Construction and Layout	
6.1	Is the building construction of permanent nature?	

6.2	Is the design and layout such as to preclude contamination?	
6.3	Does the layout facilitate free flow of work and avoid backtracking?	
6.4	Is the facility kept in good repair?	
6.5	Is there proper maintenance schedule?	
6.6	Does the building provide sufficient protection against the entry and harbourage of rodent, insects, birds etc.	
6.7	Does the layout ensure sufficient space in different sections for machinery, equipment, personnel etc. without congestion?	
6.8	Is there clear separation between processing and living areas?	
7.	Plant Facilities	
7.1	Is there separate storage for inedible material, disinfectants and insecticides?	
7.2	Is there a facility for separate storage of wet and dry items? Storing packaging material? Rest Room for workers? Changing room for workers?	
7.3	Vehicle washing facility?	
7.4	Water treatment plant?	
7.5	Alarm system to give warning in case of emergency.	
7.6	Generator	
7.7	Lockable Room for Veterinary Doctor	
7.8	Toilets	
7.9	Space to collect waste	
8.	Raw Material Receiving Section	
8.1	Is there a raised platform with sides and top sufficiently protected to prevent contamination while unloading the raw material?	
8.2	Is the raw material receiving section sufficiently separated from processing area to prevent contamination	
8.3	Are there signboards directing the employees to wash and sanitise hands and feet before entering and after each absence?	
8.4	Is air curtain/Pest-o-flash (fly killer) provided to prevent the entry of flies when the door is opened?	
9.	Washing and Sanitising facility	
9.1	Is suitable washing and sanitising facility for feet and hands provided at the entry points?	
9.2	Is the hand washing facility located at a convenient place?	
9.3	Are the wash basins provided with non-hand operable taps?	

9.4	Are liquid soaps, disinfectants, nailbrush and single use towels provided in sufficient quantities?	
9.5	Are waste bins provided for collecting used towels and are these foot operated?	
9.6	Is hand dip facility with chlorinated water provided near the entrance?	
10.	Doors	
10.1	Are the doors clean and sufficiently wide, made of durable material other than wood?	
10.2	Are the doors kept clean?	
10.3	Are the doors self-closing types?	
10.4	Are the doors close - fitting to prevent entry of flies and pests?	
11.	Windows	
11.1	Are the windows of adequate size, made of non-absorbent material other than wood?	
11.2	Does the window sill, if any, slope inwards.	
11.3	Are the windows at least one metre above the floor?	
12.	Floor	
12.1	Is the floor made of hard surface, impermeable, smooth, free from pits and crevices?	
12.2	Is the floor cleanable and having sufficient slope?	
12.3	Is the slope of floor opposite to the flow of work or side ways?	
12.4	Are pallets made of non-absorbent material other than wood provided on the floor for keeping containers of ice and raw material?	
13.	Drainage	
13.1	Is drainage facility adequate?	
13.2	Is open end of the drain protected against entry of rodents?	
13.3	Is there facility for carrying waste water into the drains so as to maintain the floor dry?	
13.4	Are the drains of adequate size having sufficient slope and easily clearable?	
13.5	Is the slope of drain opposite to the flow of work/material?	
14	Walls	
14.1	Are the floors to wall and wall to wall junctions properly rounded off?	
14.2	Are the walls smooth, light coloured and without crevices?	
14.3	Are the walls washable(Minimum 2 Meters)?	
14.4	Are the switches and other installations on the wall water proof and cleanable?	
15.	Washing and Cleaning	

15.1	Are suitable hand washing and sanitising facilities provided inside the hall?	
15.2	Are the wash basins provided with non-hand operable taps?	
15.3	Are all water taps non-hand operable?	
15.4	Are the water taps serially numbered?	
15.5	If hoses are used as outlet for water, whether facility is provided to keep it rolled up when not in use?	
16.	Ceiling	
16.1	Is the ceiling in good repair condition and cleanable?	
16.2	Do overhead rafters offer any runway for lizards, cockroaches etc.	
16.3	Are there beams, trusses, pipes or other structural elements and fittings suspended below the ceilings?	
16.4	If so, whether there is protection from falling debris, dust or dripping?	
16.5	Is rodent and fly proofing satisfactory?	
17.	Lights	
17.1	Is there adequate lighting shifting i.e. 540 Lux in all inspection area and 220 lux in work room and walls.	
17.2	Are the lights sufficiently protected?	
17.3	Are the lights clean?	
18	Ventilation	
18.1	Is there adequate ventilation?	
18.2	Is mechanical ventilation/exhaust fan provided in areas where air stagnation, condensation of fluids etc. are present?	
18.3	Is opening of ventilation/exhaust fan provided with fly proofing?	
18.4	Is such fly proofing clean?	
19	Utensils and Equipment	
19.1	Are all receptacles, trays, tanks, cutting equipments and utensils used made of non-corrodible material, other than wood and have smooth surface free from cracks and crevices	
19.2	Are they easily cleanable?	
19.3	Is any rusted galvanised iron, vessel, bamboo baskets, wire mesh containers, enamelled or painted wares used for handling the product?	
19.4	Are weighing scales and weights certified by the designated authority?	
19.5	Is proper disinfection facility available?	
20.	Chill Room	
20.1	Is a chill room provided for storing raw material?	

20.2	Is it kept clean and maintained at temperature range of 0 to 4 °C?	
20.3	Is it provided with pallets made of non-absorbent material other than wood for keeping containers of raw material and ice?	
21.	Processing Section	
21.1	Are their signboards directing the employees to wash and sanitise hands and feet before entering the processing hall and after each absence?	
21.2	Are air curtain/Pesto-o-Blast (fly killer) provided to prevent the entry of flies when the door is opened?	
21.3.	At what temperature raw material kept (4° C or 6° C) and the time for which it is kept.	
21.4	Whether General Conditions meet the requirement as laid down as per the notification?	
21.5	Whether special Conditions for approval of slaughterhouses are as per Annexure-II of the notification?	
22	Tables, Utensils and Equipment	
22.1	Are the work table tops constructed of stainless steel or any other non-corroding, non contaminating, non-reacting and non-absorbent material (specify)?	
22.2.	Are the tables so constructed and installed that the top and under surface can be easily cleaned?	
22.3	Are the table tops smooth, free from corrosion, pits and crevices which may prevent satisfactory sanitation?	
22.4	Is any wood used in the fabrication of worktables?	
22.5	Are all receptacles trays, vats and utensils used made of non-corrodible material, other than wood and have smooth surfaces free from cracks and cervices?	
22.6	Is any rusted galvanised iron vessel, bamboo baskets, wire mesh containers, enamelled or painted ware used for handling the product?	
23	Water	
23.1	Is there a documented water management system?	
23.2	Whether plumbing diagram of the water supply system available with the outlets identified and serially numbered?	
23.3	If the source of water is other than protected water supply, specify?	
23.4	Whether potability certificate produced for	

	each source of water?	
23.5	Whether water used for cleaning equipment floors, etc is of potable quality	
23.6	Is there a water treatment plant?	
23.7	If so, is it adequate to provide sufficient quantity of water for processing?	
23.8	If hoses are used as outlet for water whether effective measures are taken to prevent contamination through back suction?	
23.9	Is there a water storage tank and if so, whether it is protected from outside contamination?	
23.10	Is there easy access to the water tank for cleaning?	
23.11	What is the capacity of the water storage tank?	
23.12	Is the water supply sufficient in relation to the maximum daily production?	
23.13	Is it cleaned and disinfected periodically?	
23.14	What is the frequency?	
23.15	Whether there is a documented procedure for cleaning water tank (s)	
23.16	Is water brought from external source in mobile water tankers?	
23.17	If so, are the water tankers cleaned and disinfected periodically; what is the frequency?	
23.18	Whether there is documented procedure for water tanker cleaning?	
24	Freezing & Chilling	
24.1	Type of freezing employed	
24.2	Tunnel freezing Contact freezing Any other types (Specify)	
24.3	Is the freezing method employed appropriate to product requirements?	
24.4	Total number of freezers and their individual capacities?	
24.5	Is there a prescribed procedure/schedule for maintenance, cleaning and disinfection of freezers?	
24.6	Are temperature recording devices of required accuracy, calibrated at specified intervals and record thereof maintained?	
25	Packaging	
25.1	Is separate area provided for packing?	
25.2	Does the packing room have rodent control system ?	
25.3	Whether filling, sealing & packaging is carried out automatically?	
25.4	Is wrapping or packaging reused?	
26	Cold Storage	
26.1	Whether special conditions for the approval of	

	cold storage are met as per the notification.	
26.2	Whether ante room is kept in good conditions?	
26.3	Is the thermograph/ self recording device functional?	
26.4	Are the sensors of the thermograph stationed at the warmest place in the cold storage?	
26.5	Are the cold storage workers bearing clean protective clothing?	
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29.5	How absence of residual cleaning chemical ensured?	
29.6	Who is responsible for supervising this work?	
29.7	Is the effectiveness of cleansing verified periodically through laboratory tests?	
30	Facilities of steaming, drying, curing, smoking, cooking, frying, seasoning, or any other method for the production satisfactory?	Yes/ no
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34.2	Has HACCP been certified? If so, by whom ? Please submit evidence.	
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36.7	Is there a documented procedure for cleaning the vehicles?	
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37.1	Is the unit having in-house facilities for inspection and testing?	
37.2	Is the unit having separate qualified and competent personnel for conducting physical, chemical and microbiological tests? Details to be provided.	
37.3	Are there separate technologists for supervision of processing and for conducting laboratory tests?	
37.4	List of parameters tested in routine	
37.5	Are the testing is according to Notification ?	
37.6	Any other relevant information?	

Recommendations of the IDP members:

Signatures of IDP members			
Name with Designation			
Organization			
Date:			

Check list of enclosures.

FORMAT OF LETTER OF APPROVAL TO THE UNIT

Letter No.

Dated

To
M/s

Sub:
Ref:
Sir,

With reference to your application No..... Dated..... for approval of your establishment for processing and packing of Raw (Chilled / Frozen) Meat for exports as required under the Export of Raw Meat (Chilled / Frozen) (Quality Control & Inspection) Rules, 1992 and based on the report of Assessment of your establishment by Inter Departmental Panel (IDP) on.....(Date), it has been decided to grant approval to your establishment for a period of one year up to and including..... as per the following details:

1. Name & Address of the establishment:
 - a) Address of the establishment
 - b) Address of the Regd. Office
2. Approval No.
3. Scope of approval (Items covered)

The approval number allotted to your establishments is Raw Meat- . This approval number shall be legibly printed/stencilled on all export packages of raw meat(chilled/frozen)for which approval is granted.

The establishment shall, henceforth, come under the preview of monitoring by EIA- , as per the Export of Raw Meat (Chilled / Frozen) (Quality Control & Inspection) Rules1992. You are also advised to adopt Own Checks.

You should ensure that adequate balance is always maintained in your deposit account for payment of monitoring fee and the two copies of the "Certificate of Export" is submitted to this office within a month's time on a regular basis for debiting of the required monitoring fee.

The validity of inspection certificate issued by the establishment shall be 5 days – Chilled meat
90 days -- Frozen Meat
& 21days -- Vacuum packed Chilled meat
from the date of issuance.

You should apply for renewal of approval at least 60 days in advance from the date of expiry.
Please acknowledge receipt.

Yours faithfully,

Incharge, EIA

CC:

1. Director (I&QC), EIC, New Delhi
2. Joint Director I/C, EIA-Mumbai/Kolkata/Kochi/Delhi/Chennai

EXPORT INSPECTION COUNCIL OF INDIA

*Ministry of Commerce & Industry
Govt. of India
Certificate of Approval*

In exercise of the powers conferred by the Export of fresh Raw Meat (Chilled / Frozen) (Quality Control and Inspection) Rules, 1992 vide Notification No. S.O. 204, dated 15 January, 1993 published in the Gazette of India, Part II, Section 3, Sub Section (ii), dated 30 January, 1993.

(Name of the Plant)

having their registered office at _____

(Address of the registered office)

is hereby approved /granted renewal of approval for a period of one year

valid up to and including _____ under Approval No. _____

for processing of _____

_____ for export

(Scope of Approval)

in its plant situated at _____

(Location of the Plant)

subject to the conditions that the plant should continue to meet the requirements of GOI Notification No S.O. 204, dated 15 January, 1993 effective from dated 30 January, 1993

Place: New Delhi
Date:



Signature

Name : Ms Shashi Sareen
Designation : Director (I & QC)

New Delhi, YMCA Building, 3rd Floor
1 Jai Singh Road , New Delhi-110001
Tel :0091-11-23748188, 23748189, Fax: 0091-11-23748024
E-mail: eic@eicindia.org
website: <http://www.eicindia.org>

Format of Non-Approval of the unit letter

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

No. : EIA/

Date :

To:

--

Dear Sirs,

Sub: Non approval to process Raw Meat (Chilled / Frozen) for export
Ref.: Your application dated.....

The Inter Departmental Panel (IDP) of experts visited your processing establishments, particularly of which are given below, for adjudging its suitability for approval under the Raw Meat (Chilled / Frozen) (Quality Control & Inspection) Rules, 1992

Name & Location of the Establishment	Approval No. (if any) Allotted by EIA	Date of IDP Visit

The IDP has observed certain defects/deficiencies in your processing establishments, which are given in the annex. In view of the nature of defects/deficiencies, it is informed that your processing establishment cannot be approved to process Raw Meat (Chilled / Frozen) for export.

You may, however, rectify all the defects/deficiencies, and apply afresh for Approval of your establishment. Please acknowledge receipt.

Yours faithfully

EIA-In Charge

Encl : As stated.

Copy to: Director (I&Q/C), EIC

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

No. EIA/

Date:

Sir(s),

Subject: Approval of Veterinarian

The following person of your establishment has been approved as veterinarian by the Export Inspection Agency- under Export of Raw Meat (Chilled / Frozen) (Quality Control and Inspection) Rules, 1992 to perform the prescribed duties.

- 1) Name of the person with qualification)
who has been approved as veterinarians)
- 2) Date of assessment)
- 3) Name & address of the establishment)
which is the duty of the approved
veterinarian
- 4) Approval No. of the establishment)
- 5) Nature of activity of the establishment)

If, in future, the performance of the veterinarian is found not satisfactory, the Export Inspection Agency- reserves the right to withdraw the approval granted to him/her to function as the approved veterinarian.

If any of the approval veterinarian ceases to be under your employment at the above duty station, the matter should be immediately informed to the Export Inspection Agency in writing.

Please acknowledge receipt.

Yours faithfully,

JOINT DIRECTOR

Copy to:

FORMAT FOR APPLICATION FOR RENEWAL OF APPROVAL OF PLANT

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

To

The Joint Director-In-charge,
Export Inspection Agency-Mumbai/
Kolkata/Kochi/Delhi/Chennai

Sir,

It is to inform you that our establishment is approved under the Export of Raw Meat (Chilled / Frozen) (Quality Control & Inspection) Rules 1992 vide your letter no. dated..... as granted approval is getting expiry of..... We furnish the following details for renewal of the approval along with application fee of Rs. 5,000 through demand draft/cheque no.-..... dated..... and request you to do the needful at the earliest for renewal of approval.

1. Approval no
2. Volume of Export during the last one year
3. Annual production during the last one year
4. Fee paid to EIA during the last one year
5. No. of complaints from importing country during last one year
 - If yes, attach details.
6. Recognition during past one year from every Government bodies.
 - DGFT code no.
 - APEDA registration no.
7. Details of change in management, if any
8. Name of Head of the Organization
9. Water potability certificate no. (attach copy)
10. ETP consent for operation number & its validity
11. Copy of HACCP manual if revised
12. No. of Veterinarian
13. No of Veterinarians approved
14. Layout changes in past one year
15. Sectional facilities/equipment in past one year
 - Raw materials procurement facilities
 - Processing
 - Packaging
 - Storage
 - Transportation
 - On floor and lab. Facilities
16. Any other relevant information

It is hereby certified that the aforesaid information is true to the best of my knowledge.

Thanking you

Yours faithfully

Signature of the Head of the Organization
Along with seal of the Company

Place:
Date:

ASSESSMENT REPORT OF ESTABLISHMENT FOR RENEWAL OF APPROVAL

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

Date of Visit :

Type of Visit: Inter Departmental Panel (IDP)

1. General Information

1.1	Name and address of the establishments seeking renewal of approval Registered office address	
1.2	Approval No.(Processor Code)	
1.3	Name of the Chief Executive (MD/Mg.Partner/Proprietor)	
1.4	Is the processing plant owned or leased by the applicant.	Owned/Leased
1.5	If Leased, Name of the plant owner, plant name and address	
1.6	Expiry date of validity of approval.	
1.7	Nature of activities for which the establishment is approved	
1.8	Approval sought to process Raw (Chilled / Frozen) Meat Products for export to countries.	
1.9	Additional Activities, if any	
1.10	No. of working hours per day	
1.11	No. of working days per week	
2.	Information on Structure of the Establishment	
2.1	No. of pre-processing facilities/units	
2.2	Whether the pre-processing facilities is integrated to the main establishment	
2.3	If separate, give address (es) and distance from the establishment	
2.4	What is the total capacity of the pre-processing facility (Quantity in toons per day of raw meat(chilled/frozen)that can be handled} b)Whether all facilities provided at the	

	time of capacity fixation are still available.	
2.5	Whether the pre processing facility is under control of the establishment	
2.6	Does the establishment have own ice plant	
2.7	If so, is it integrated	
2.8	If separate, give address (es) and distance from the establishment	
2.9	Total capacity	
2.10	a)Number and capacity of the chill room(s) b)Number and Capacity of the Frozen Storage(s)	
2.11	Is frozen storage integrated to the unit?	
2.13	Does the establishment hire outside vehicle	
2.14	Whether any structural additions have been made since last approval? a) b) c)	
3.	Information about personnel	
3.1	No. of approved veterinarians/technologists	
3.2	Whether the no. of veterinarians / technologists adequate	
3.3	Sl.No. Name of approved veterinarians / technologists	Qualifications
	1. 2. 3. 4. 5.	
3.4	No. of Supervisors	Processing Pre-Processing
3.5	Total no. of male workers	
3.6	Total no. of female workers	
3.7	No. of work shifts per day	
4.	Raw Material	

4.1	Source of raw material	
4.2	Mode of transport of raw material from source to pre-processing	
4.3	Is there any arrangement for traceability of raw material	
5.	Surroundings	
5.1	Whether the conditions of approval are still maintained satisfactorily	Yes/No
5.2	If not, what are the deficiencies?	
6.	Construction and layout	
6.1	Whether the conditions of approval are still maintained satisfactorily	
6.2	If not, what the deficiencies?	
7.	Plant facilities	
	Are there adequate facilities for the following	
7.1	Storing inedible material, disinfectants and insecticides	
7.2	Separate storage for wet and dry items	
7.3	Storing packing material	
7.4	Rest rooms for workers	
7.5	Changing rooms for workers	
7.6	Vehicle Washing	
7.7	Water treatment plant	
7.8	Alarm system to give warning when power fails	
7.9	Generator	
7.10	Toilets	
8.	Raw material receiving sections	
8.1	Whether the conditions of approval are still maintained satisfactorily?	
8.2	If not, what are the deficiencies	
9.	Chill Room	
9.1	Is chill room provided for storing raw material/pre processed material”	
9.2	Is it maintained as required	
10.	Pre-processing section	
10.1	Whether the conditions of approval are still maintained satisfactorily?	

10.2	If not, what the deficiencies	
11.	Processing Section	
11.1	Whether the conditions of approval are still maintained satisfactorily?	
11.2	If not, what the deficiencies	
12.	Water	
12.1	Whether the source of water and water management system are same as at the time of approval	Yes/No
12.2	If not, what are the changes and whether these meets the requirements?	
12.3	Whether water used for processing and ice making is tested regularly	
13.	Salt/Chemicals/Additives	
13.1	Whether salt, chemicals and additives, if used, tested/approved and records maintained as require?	
13.2	If not, what are the deficiencies?	
14.	Freezing	
14.1	Whether the number and type of freezers are the same as at the time of approval?	
14.2	If not, what are the changes	
15.	Packing and Frozen Storage	
15.1	Whether the conditions of approval are still maintained satisfactorily?	Yes/No
15.2	If not, what are the deficiencies?	
16.	Toilet facilities	
16.1	Whether the conditions of approval are still maintained satisfactorily?	Yes/No
16.2	If not, what are the deficiencies?	
17.	Personnel Hygiene	
17.1	Whether the conditions of approval are still maintained satisfactorily?	Yes/No
17.2	If not, what are the deficiencies?	

18.	Cleaning and disinfections of Plant Equipment and Utensils.	
18.1	Whether the conditions of approval are still maintained satisfactorily?	Yes/No
18.2	If not, what are the deficiencies?	
19.	Changing Room	
19.1	Whether the conditions of approval are still maintained satisfactorily?	Yes/No
19.2	If not, what are the deficiencies?	
20.	Effluent Treatment	
21.1	Does the unit have an efficient effluent treatment system?	
21.2	Does it comply with the statutory requirements?	
21.	Maintenance schedule	
21.1	Whether the documented maintenance procedure is adequate and records of maintenance kept?	
21.2	If not, what are the deficiencies?	
22.	HACCP	
22.1	Whether the HACCP system is same as at the time of approval and is maintained as required?	Yes/No
22.2	If not, what are the changes and whether these changes are as required?	
23.	Rodent/Vermin Control	
23.1	Whether the documented rodent/vermin control system is adequate and records maintained?	
23.2	If not, what are the deficiencies.	
24.	Transportation	
24.1	Are facilities for transport of raw material and finished product, and for cleaning and sanitations of transport vehicle satisfactorily?	Yes/No
24.2	If not, what are the deficiencies?	

25.	Inspection and Testing	
25.1	Is the inspection and testing facilities adequate?	Yes/No
25.2	If not, what are the deficiencies?	
26	Ante/Post Mortem Examination	
26.1	Whether Ante Mortem examination is done by a qualified veterinarian ?	
26.2	Whether proper record is available?	
26.3	Whether Post Mortem examination is done by a qualified veterinarian ?	
26.4	Whether proper record is available?	
27.	Recommendation of the IDP	
	Name of the establishment	
	Location	
	EIA Approval No.(Processor Code)	
	Nature of activities of the unit	

The approval granted to the above establishment under the Export of Raw Meat(Chilled / Frozen) (Quality Control, Inspection) Rules, 1992 to process raw meat for export to all countries including the European Union may be renewed for a further period of 1 years from the date of expiry of the last approval.

Or

The approval granted to the above establishment under the Raw Meat (Chilled / Frozen) (Quality Control & Inspection) Rules, 1992 to process Raw Meat for export to all countries including the European Union may not be renewed for the reasons given below:

Reasons:

Suggestions for improvement, if any:

Signatures of IDP members			
Name with Designation			
Organization			
Date:			

Monitoring Visit Proforma

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

1. Date of the Monitoring Visit
2. Name of the fresh Raw Meat (Chilled / Frozen) Processing Plant
3. Approval Number
4. Scope of the approval (Products Name)
5. Product being Processed at the time of Visit
6. Name and Designation of the monitoring Officer(s) last visited

Serial No.	Details to be verified	Conforming / not conforming	Remarks
I	FACILITY & SANITATION		
1	<u>Pest Control</u>		
1.1	Check whether harborage and pest attracting area is present.		
1.2	Pest control measures not effective in		
1.2.1	Area within the processing plant.		
1.2.2	Area surrounding the processing plant to prevent entry of external pests		
2	<u>Structure and Lay Out.</u>		
2.1	Ground condition can permit contamination to enter the facility		
2.2	Facility		
2.2.1	Design, lay out or material used cannot be readily cleaned or sanitised; does not preclude contamination.		

2.2.2	Insufficient separation by space or after mean allows product to be adulterated or contaminated.		
2.3	Equipment and Utensils design, construction, location or materials cannot be readily cleaned or sanitized; does not preclude product contamination.		
3	<u>Maintenance</u>		
3.1	Condition of roof, ceilings, walls, floors or lighting, not maintained; lights not protected.		
3.1.2	Other		
3.2	Insufficient lighting		
3.3	Equipment and utensils not maintained in proper repair or removed when necessary.		
3.3.1	Product contact surfaces.		
3.3.2	Other		
4.	<u>Cleaning and Sanitizing</u>		
4.1	Product contact surfaces not cleaned and sanitized before use.		
4.2	Non-product contact surfaces not cleaned before use.		
4.3	Inadequate housekeeping.		
5.	<u>Personnel</u>		
5.1	Processing or food handling personnel do not maintain a high degree of personal cleanliness.		
5.2	Processing or food handling personnel do not take necessary precautions to prevent contamination of food.		
5.3	Controls		
5.3.1	Facility management doesn't have		

	effective measures to restrict people with known disease from contaminating the product.		
5.3.2	Hand washing and hand sanitizing stations not present or conveniently located.		
6.	<u>Restrooms</u>		
6.1	Insufficient number of functional toilets.		
6.2	Inadequate supplies		
7	<u>Water supply</u>		
7.1	Unsafe water supply.		
7.2	No protection against backflow, back-siphonage, or other sources of contamination.		
7.3	Inadequate supply of hot water or water		
8.	<u>Ice</u>		
8.1	Not manufactured, handled, or used in a sanitary manner.		
9.	<u>Chemical</u>		
9.1	Chemical(s) improperly used or handled		
9.2	Chemical(s) improperly labelled		
9.3	Chemical(s) improperly stored.		
10.	<u>Ventilation</u>		
10.1	Condensation		
10.1.1	Areas directly affecting product or packaging material		
10.1.2	Other.		
10.2	Adequate air exchanger does not exist.		
11	<u>Waste Disposal</u>		

11.1	Improper disposal of		
11.1.1	Sewage		
11.1.2	Processing Waste.		
II	COMPLIANCE TO HACCP PLAN		
1	<u>Records</u>		
1.1.	Records are not up to date		
1.1.1	Records are inaccurate		
1.1.2	Records are not available for monitoring		
1.1.3	Any documents or records are false		
2.	<u>Procedure</u>		
2.1	Preventive measures not followed		
2.2	Monitoring procedures not followed		
2.3	Corrective action not taken		
3	<u>Other</u>		
3.1	Modification to HACCP based plan used without approval		
3.2	Modification to critical limits without approval		
3.3	Trained personnel not available		
III	TESTING STATUS		
1.	<u>Raw Material Testing</u>		
1.	Whether raw fresh Raw (Chilled / Frozen) Meat is tested as per laid down by Notification. Records pertaining to Ante and Post mortem inspection of Animal receive from slaughter as Raw material.		

2.0	<p><u>Final Product testing.</u> Whether final product is tested for chemicals as well as bacteriological parameter and conforms to specifications laid down the notification.</p>		
3.	<p><u>In-house Lab</u> Whether in house testing facility is available in the plant.</p> <p>Whether testing is according to notification and as per declaration</p>		

The deficiencies observed by the monitoring officers during the monitoring visit shall be communicated to the processing establishment in writing for rectification with stipulated time period.

Any other relevant information

Recommendations

- Overall Rating – Satisfactory/unsatisfactory

- Deficiency reported to the establishment (on deficiency report proforma)

Signature: _____

Name: _____

Date

Place

Designation: _____

Remarks of Agency :

Signature:

Name :

Designation :

Date :

Place :

SUPERVISORY VISIT REPORT

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

1. Date of visit :
2. Approval No. :
3. Name of the processing establishment
4. Product being processed & Time of the visit:

Sl.No.	Areas to be covered	Satisfactory	Details of deficiencies, if observed/remarks
1.	Structure of the establishment		
2.	Surroundings		
3.	Raw Material Control Records pertaining to Ante and Post mortem inspection of Animal receive from slaughter as Raw material.		
4.	Construction & Lay out		
5.	Personnel		
6.	Plant facilities		
6.1	Storage of Wet & Dry items		
6.2	Water treatment facilities		
6.3	Raw material receiving section		
6.4	Water, Sanitizing & Cleaning facilities		
6.5	Doors & Windows and other openings		
6.6	Floors, Walls & Ceiling		
6.7	Drainage		

6.8	Light & ventilation		
6.9	Utensils & Equipments		
6.10	Chilling/Freezing Room		
7.	Processing Section		
7.1	Adequate facilities to prevent outside contamination		
7.2	Table, Utensils & Equipment		
7.3	Quality & quantity of water supply		
7.4	Chemical & Additives control		
7.5	Freezing		
7.6	Packaging & Storage		
7.7	Cleaning, Disinfection of Plant, Equipment & Utensils		
8	Personnel Hygiene		
8.1	Toilet facilities		
8.2	Change-Room		
8.3	Health status of Employees		
9.	Effluent treatment plant		
10.	Maintenance		
11.	Rodent/Pest Control		
12.	Transportation		
13.	Verification & Testing facilities		
14.	Own Checks and HACCP compliance		
15.	Maintenance of Records		
16.	Any Other Relevant information		

6. Monitoring visits since last Supervisory Visit

Sl.No.	Date	Monitoring Officer	Satisfactory/unsatisfactory	Lab. results	Deficiency observed	Corrective action taken by the processors

7. Testing results with respect to pesticides, drugs & heavy metals in the product :

8. Test Report of water :

9. Details of certificates issued :

9.1 Pink copy of last certificate no. sent to EIA :

9.2 No. of certificates issued till date of monitoring/supervisory visits after 9.1 :

9.3 Details of certificates issued from 9.2 till date of monitoring/supervisory visit :

9.4 Whether pink copy of certificates forwarded to EIA for those issued as per 9.3 above :

9.5 Certificate no. lying unused on the monitoring/supervisory visits :

10. Recommendations :

10.1 Overall rating – Satisfactory/unsatisfactory :

10.2 Corrective action proposed as per corrective action report :

Signature: _____
(Deputy Director)
Name: _____

Signature: _____
(Empanelled Veterinarian)
Name: _____

Designation: _____
Date _____ Place _____

Designation: _____
Date _____ Place _____

Remarks of Agency :

Signature:

Name :

Designation :

Date :

Place :

CORPORATE AUDIT REPORT- FORMAT

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

1. Auditee

2. Dates of audit

3. Activity under audit

4. Scope of audit elements covered
 - (I)

 - (II)

 - (III)

 - (IV)

 - (V)

 - (VII)

 - (VIII)

5. Audit team
 - (I)

 - (II)

6. Audit schedule
 - 6.1** Opening Meeting:
 - (i)

 - (ii)

 - (iii)

 - 6.2** Closing Meeting

7. OBSERVATION FORM

S.No.	Element	Observation	Reference
-------	---------	-------------	-----------

8. **NON-CONFORMITY REPORT (NCR)**

S.No.	Non Conformity Observed	Doc. Ref	Type of NC Major/Minor
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Team Leader

Auditor

Proposed Corrective Actions

Probable Date of Completion

Auditee

Date of completion /verification

NC cleared/downgraded/statusesque

Auditor

9. **ANY OTHER REMARKS:**

Date: -----

(Team Leader)

CORRECTIVE ACTION REPORT (CAR)
Export Inspection Agency-Mumbai/Kolkata/Kochi/Delhi/Chennai

Name of the raw meat(chilled/frozen)processing establishment..

Approval No.

Nature of Inspection
 Routine monitoring/
 Supervisory Surveillance/other:
 Date of Visit:.....

Name and Designation of the Officer	Name of the Representative of the establishment with designation	Department
-------------------------------------	--	------------

i.
 Details of discrepancy / variation observed

ii.
 Comments / Agreed action

1. Acknowledgement of report copy.
2. Discrepancies have been fully explained and understood by the processing establishment.
3. Confirmation of agreed or proposed corrective actions to be made to EIA within 15/30/45 days.

Signature	Signature
Name	Name
Designation	Designation
(EIC/EIA Representative)	(Representative of the establishment)

Note: it is advised that a copy of this report be pasted by the processing establishment on the test record register for necessary follow up actions and future reference.

CERTIFICATE OF INSPECTION

Exporter's Name Address 1		Invoice No. & Date 6		
		Buyer's Order No. & Date 7		
		<div style="text-align: center;"> EXPORT INSPECTION AGENCY- KOLKATA/KOCHI/DELHI/MUMBAI/CHENNAI (Ministry of Commerce & Industry) Government of India Address of the concerned EIA. </div>		
Manufacturer's Name & Address 2		Valid upto and including.....		
Details of the Manufacturer's Seal, if any 3				
Detail of Seal of Inspection authority, if any 4				
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		Stamp for FOB Revision		
** CERTIFICATION UNDER INSPECTION SYSTEM It is hereby declared that the consignment as per details given above has been inspected as required under the Export of Raw Meat (Chilled / Frozen) (Quality Control and Inspection) Rules, 1992. AUTHORITY It satisfies the conditions as applicable to it and is certified export worthy. Date of inspection <div style="text-align: center;">or</div>				SEAL OF THE ISSUING
**CERTIFICATION UNDER IN PROCESS QUALITY CONTROL SYSTEM 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 Raw Meat (Chilled / Frozen) (Quality Control and Inspection) Rules 1992.				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

Book No....

HEALTH CERTIFICATE

Sl. No.

For Raw Meat (Chilled / Frozen) intended for export

Country of despatch: **India**
Competent Authority: Export Inspection Agency-Mumbai/Kolkata/Kochi/Delhi/Chennai
Reference No. of export certificate (issued by Processing Plants):

1. Details identifying the raw meat(chilled/frozen)

Description
Quantity
Type of Packaging
No. of packages
Temperature required during storage and transport
Manufacturing Date
Expiry Date

2. Provenance of Raw (Chilled / Frozen) Meat

Address(es) and number(s) of preparation or processing plant(s) authorised for exports by the competent authority

Approval No. of the plant(s)

3. Destination of the Raw (Chilled / Frozen) Meat

The Raw (Chilled / Frozen) Meat are to be despatched
From (Place of despatch)
To (country and place of destination)
By the following means of transport
.....

Name of address of consignor

Name of consignee and address at place of destination

LC Details

4. Health Attestation

It is hereby certified that the raw meat(chilled/frozen) described above have been handled, processed, stored and transported under hygienic conditions as laid down in the Export of Raw Meat (Chilled / Frozen) (Quality Control & Inspection) Rules, 1992 and found conforming to laid down standards and fit for human consumption and the plant, where the Raw (Chilled / Frozen) Meat have been processed, is approved and regularly monitored by the Export Inspection Agency (Competent Authority)

Place of issue:

Signature of authorized officer

Date of issue

Name :

Designation

Seal

