

**EXECUTIVE INSTRUCTIONS
FOR
CONSIGNMENTWISE INSPECTION OF
“COMMON SALT” INTENDED FOR EXPORT**



**Export Inspection Council
(Ministry of Commerce & Industry, Govt. of India)
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1.0 INTRODUCTION:

1.1 Export Inspection Council (EIC), the official export-certification body of the Govt. of India, was established under The Export (Quality Control and Inspection) Act, 1963 for the sound development of export trade of India through quality control and inspection.

1.2 The Department of Commerce, Government of India vide its notification no. 5280 (E) dated 14th November, 2022 designated Export Inspection Agencies as Inspection Agencies for Inspection of Common Salt prior to its export.

1.3 Accordingly, the EIC has prepared this document specifying the procedure to be followed for issuance of Certificate of Inspection for export of “Common Salt” Prior to export.

2.0 Procedure for Issuance of ‘Certificate of Inspection’ through Consignment Wise Inspection (CWI)

2.1 Exporters intending to export common salt shall submit an application for inspection, in the prescribed Proforma as per **Annexure-I** to the nearest Office/ Sub Office of the Export Inspection Agency located at Delhi/Kolkata/Mumbai/Chennai/Kochi.

2.2 Such intimation shall be accompanied with a copy of the export contract. This intimation should be given not less than 20 days before the expected date of shipment.

2.3 The inspection/sampling shall be carried by the respective Export Inspection Agency either at the premises of the manufacturers or at the premises at which the goods are offered by the exporters, provided adequate facilities for inspection including drawing, preparation and sealing of Samples are made available.

2.4 On receipt of request from the applicant, the In-charge of concerned EIA shall nominate suitable officer to get the consignment examined at the earliest possible. During inspection of consignment, representative samples shall be drawn by the nominated officer from each lot offered for inspection, as per specified sampling plan given at **Annexure-II**.

- 2.5 The nominated officer shall prepare a Field Inspection Report (FIR) as per proforma **Annexure- III** in respect of each consignment after completion of inspection/sampling and submit to the concerned EIA
- 2.6 The samples drawn as per 2.4 above shall be mixed homogenously, divided into three parts and filled in sample bags. Sample bags shall be sealed properly. One sample shall be sent to the EIA/EIC recognized laboratory for analysis and out of remaining two samples, one shall be kept at concerned EIA as Reference Sample and other sample shall be given to applicant or his representative as Exporter's Sample. In case of dispute(s), if any, over the test results, re-testing can be allowed using the reference sample, for which the exporter shall submit a written request and also pay the requisite testing charges to the concerned EIA.
- 2.7 The sample of Salt received in the EIA/EIC recognized Laboratory shall be analyzed for the parameters as mentioned below as per S.O. order no dated 02-07-1977 which states that
- 2.7.1 The specifications for common salt as set out in the Annexure to the above mentioned order as the Standard specifications for common salt.
- 2.7.2 The specifications, which may be stipulated for common salt in the export contract concerned between the buyer and the exporter provided that such specifications do not fall below the specifications set out in the said annexure.
- The laboratory shall submit the analysis report to concerned EIA in a time bound manner.
- 2.8 Based on Analysis Report of the EIA Laboratory, if the consignment is found conforming to the prescribed specifications/requirements, the concerned EIA shall issue the Certificate of Inspection, in triplicate, as per **Annexure-IV**. The first two copies i.e. Customs' Copy and Exporter's Copy of the certificate shall be handed over to the applicant/exporter or his representative and the third copy shall be retained in EIA office for official record.
- 2.9 The validity of Quality Certificate shall be 45 days from the date of issuance of certificate.
- 2.10 In case, based on Analysis Report of EIA Laboratory, the consignment is found nonconforming to the specifications/requirements, a rejection letter shall be issued by concerned EIA as per **Annexure-V**

2.11 The testing charges for analysis of samples are to be paid separately by the applicant/exporter to the concerned EIA/EIC recognized laboratory.

3.0 Procedure for Issuance of ‘Health Certificate’ as and when required by the Importing Countries

3.1 The Health Certificate shall be issued for Common Salt for the consignments inspected and found in compliance to the requirements of importing country.

3.2 The processor/exporter shall request for health certificate from the controlling office of EIA with the following:

- a) Copy of online application applied on the website of Export Inspection Council.
- b) Requisite online fee receipt as per Clause No. 4.0.

3.3 In cases, no specific format is desired by an importing country, the model health certificate placed at **Annexure VI**, may be used for issuance of Health Certificate.

3.4 Health certificate shall be issued online in duplicate, the original for the exporter for forwarding to the importer, other copy for record of local EIA.

3.5 Health certificates shall be printed only on secured stationary available at each EIA.

3.6 The health certificate shall be valid for 45 days from the date of issue, unless otherwise stated. However, the term of validity shall be extended by the time taken by the voyage for transport by ship, as declared by the processor/exporter,(can be changed) with the approval of Agency In Charge.

4.0 The fee to be paid by exporter prescribed below:

FOB value (Rs.) of Consignment	Fees+ GST as applicable
5 lakh and below	Rs. 1500
Above 5 lakh and upto 10 lakh	Rs. 2500
Above 10 lakh and upto 25 lakh	Rs. 5500
Above 25 lakh and upto 40 lakh	Rs. 7500
Above 40 lakh	Rs 8000
Issue of Health Certificate	Rs. 500/-
Issuance of corrigendum or addendum or clarification to Health Certificate	Rs. 500/-

5.0 Complaints from importing countries

5.1 In case a Foreign Complaint is received to EIC, the same shall be forwarded to concerned EIAs. Based on the repeated complaints against an FBO, further decision on export permission shall be taken by the Competent Authority, EIC.

5.2 EIA will initiate following actions;

5.2.1 Collection of information of the consignment in question

5.2.2 Issuance of Internal Alert letter to the concerned FBO

5.2.3 Assessment visit by the EIA Officer to the concerned unit to find the root cause of the contamination within 5 working days.

5.2.4 Submission of Assessment report to EIC with in 7 working days.

5.3 EIC will initiate following actions;

5.3.1 Assessment of the concerned laboratory who was involved in the testing of concerned consignment in question.

5.3.2 Examination of Assessment report received from concerned EIA.

5.3.3 Update the importing country with regard to the complaint in question based on assessment of investigation report received from EIA and Laboratory Assessment report.

6 APPEAL

Any applicant aggrieved by the decision of the EIA for refusal of Certificate of Inspection, may prefer an appeal, within 10 days of the receipt of the communication of such refusal. Such appeal shall be addressed to the Director (I&QC), EIC, New Delhi. The appeal shall be disposed of within 30 days from date of its receipt. The decision of Director (I&QC), EIC shall be final.

Application for Inspection under CWI system**Annexure -I**

Exporter's Name & Address 1			Invoice No. Dated 10	Exporter's Ref. 11
Manufacture's Name & Address 2			Buyer's Order No. & Date 12	
Details of the Manufacture's Seal, if any 3			To, 13 The (Name & Address of the Inspection Authority) Please inspect the consignment and issue a Certificate of inspection.. The fee receipt of Rs.having transaction ID no is enclosed herewith as inspection fee. Date Signature of Exporter	
			Address where consignment is to be inspected 14	
			Inspection required on 4 Weekly Holiday 5	
			Vessel/Flight No. 6 Port of Loading 7	
Probable Date of Loading 8 Date of Sealing Flight 9				
Marks & Nos. 15	No. & Kind of Pkgs. 16	Description of Goods 17	Quality as declared 18	FOB Value (in Rs.) 19
Technical requirement including specification/approved samples with its characteristics as stipulated in the export contact. 20				
<p>Other Relevant information</p> <p>Declaration: Certified that the goods mentioned above have been manufacture/produced to satisfy the conditions relating to quality control/inspection and consignment conforms to the specification.</p> <p>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.</p> <p>Certified that no additional technical or quality requirement other than mentioned above have been stipulated by the overseas buyer.</p> <p style="text-align: right;">Signature & Date</p>				

Annexure -II**Sampling :**

General Requirements of sampling :In drawing, storing, preparing and handling test samples the following precautions shall be observed :

- The samples shall be taken on as it & where is basis
- The sampling instruments and the containers for samples shall be protected from adventitious contamination.
- Samples from the salt heaps offered for export shall be drawn from different points to ensure a representative character
- The samples shall be placed in suitable, clean, dry and air-tight glass containers/polythene bags/containers
- Each sample container shall be sealed air-tight after filling and marked with full details of sampling such as code no. date of sampling etc.

Lot :

For packages :All the packages in a single consignment of common salt of the same grade drawn from a single batch of manufacture shall constitute a lot. If the consignment is declared to consist of different batches, the batches shall be marked separately and the group of containers in each batch constitute separate lots.

For heaps and wagons : Common salt for edible/industrial purposes may be offered for inspection in heaps or wagons. In such cases each individual heap or wagon shall constitute a lot.

Sampling Scale : If not otherwise specified in the export contract, the scale of sampling shall be in accordance with the table below :-

Lot Size (N)	Approximate Qty. in each Heap	No. of Samples to be selected
Up to 50	Up to 5000 tonns	6
51 to 100	5001-10000	7
101 to 150	10001-15000	8
151 to 300	15001-20000	9
300 & above	Above 20000	10

Note : The package shall be selected at random from the lot in order to ensure randomness of selection .

Preparation of test samples :

For Heaps and Wagons :

From each heap or wagon, draw with an appropriate sampling instrument, several portions of the material from different parts, for example, the front, middle and back, and at different depths, collect about 20 Kg. of the material in this manner. Spread out the material so collected on a level, clean and hard surface, flatten it out and scoop the mass into a cone. Flatten the heap again and take a sample by removing two diagonally opposite quadrants with the scoop. To this add some more material from the middle of each of the remaining quadrants and again form the material into a cone. Repeat this process until finally about 4 Kg. material is left. This shall be called the composite sample.

The samples shall be collected from a depth not less than 2 feet from the exposed surface.

For package :

From each of the packages selected according to the table given above a portion of the material about 200 gm. shall be drawn with the help of a sampling instrument.

Out of these portions, equal quantities of the material shall be taken and mixed thoroughly to form a composite sample of about 600 gm. The composite sample shall be divided into three parts, one for the laboratory, and another for the exporter and the third to be used as reference sample. All the samples shall be sealed and labeled with full identification particulars.

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

FIELD INSPECTION AND QUALITY CONTROL REPORT (FIR)

Annexure -III

Intimation No. dt.

Invoice no. dt.

1. Name and address of exporter :
2. Name & address of packer :
3. Product & Type :
4. Type of Packages :
5. No. of packages and quantity :
6. No. of samples analysed :
7. Application No./Lot No. :
8. Shipping mark :
9. Country of Destination :
10. Details of Inspection carried out & outcome :
11. Hygienic condition of the premises :
where consignment is stored
12. EIC Seal No :

Place:

Signature:

Date:

Designation:

Time:

CERTIFICATE FOR INSPECTION**Annexure IV**

Exporter's Name Address 1		Invoice No. & Date 6		
Manufacturer's Name & Address 2		Buyer's Order No. & Date 7		
1. Details of Manufacturer's Seal, if any 3		8 EXPORT INSPECTION AGENCY KOLKATA/KOCHI/DELHI/MUMBAI/CHENNAI (Ministry Of Commerce) Government Of India Address of the concerned EIA Valid up to and including.....		
Details of Seal of Inspection authority, if any 4		Certificate No. 9		
Specification Reference 5				
Marks & Nos. 10	No. and kind of Pkgs. 11	Description of Goods 12	Quantity 13	FOB Value (in Rs.) 14
Remarks, if any 15 Stamp for FOB value				
CERTIFICATION UNDER INSPECTION SYSTEM It is hereby declared that the consignment as per details given above has been inspected as required under the EIC's Executive Instructions for Salt. It satisfies the conditions as applicable to it and is certified export worthy. Date of Inspection..... <div style="text-align: right;"> SEAL OF THE ISSUING AUTHORITY Signature Name Designation Date </div>				

EXPORT INSPECTION AGENCY -----

Annexure V

By Registered Post and E-mail

LETTER OF REJECTION No.

EIA/ Date:

To

M/s -----

Sub: Pre-shipment Inspection of -----

Ref: Your Request/Intimation No. ----- dated -----

Dear Sir,

With reference to your above mentioned request for Quality Certificate for consignment of Salt , this is to inform you that the consignment of Salt , Lot No., Invoice No. was inspected on and it has been found non-conforming to the specifications/requirements given in Document No. Document No. EIC/Executive Instructions/Salt /December 2022 /Issue -1.It is, therefore, regretted that the Certificate of Inspection cannot be issued against the above consignment due to the following reason(s):

Reason (s) for rejection

- 1)
- 2)
- 3)
- 4)
- 5)

Yours faithfully
For Export Inspection Agency

ANNEX – VI

HEALTH CERTIFICATE

Book No.....

Sl. No.

Country of despatch: India

Competent Authority: Export Inspection Council, 2nd Floor, B- Plate, Block-1, Commercial Complex, East Kidwai Nagar, New Delhi -110023, India , Phone: +91-11-20815386/87/88, ☐-☐☐☐/E-mail: eic@eicindia.gov.in

1. Details identifying the products

Description

Quantity

Type of Packaging

No. of packages

Temperature required during storage and transport

Manufacturing date

Expiry Date

2. Provenance of products

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 products

a. The products 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 products described above have been processed as per i) importing country Specifications ii) Buyer's Specifications, iii) National Standards stored and Transported under hygienic conditions and found confirming to laid down standards. This product is fit for human consumption