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EXECUTIVE INSTRUCTIONS FOR APPROVAL AND MONITORING OF ANIMAL CASINGS FOR EXPORT

Export Inspection Council

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CONTENTS

1. INTRODUCTION

The requirements for the approval of the establishments to process animal casings products meant for export have been notified vide GOI Order and Notification S.O. 2947 and SO 2948 both dated 3rd Nov. 1997 and amended vide Notification S.O. 1315(E) dated 8th June 2012, on the basis of which the establishments processing animal casings products meant for export are being approved by the Competent Authority (Export Inspection Agencies established under Section 7 of the Export (Quality Control and Inspection) Act, 1963).

The Primary responsibility for meeting the health requirements of importing countries and also those specified in the GOI Notifications lies with the processing establishments themselves, for which these establishments are required to plan and implement detailed HACCP based process control (own check system) and to maintain necessary records. The role of Export Inspection Council of India (EIC) and Export Inspection Agencies (EIAs) is to exercise official control by approving the establishments and implementing an effective surveillance system.

1. PROCEDURE FOR APPROVAL OF ESTABLISHMENT

2.1 Application for approval

1.1.1 The establishment intending to process animal casings for export shall submit the application for approval in the prescribed format placed at **Annexure I (Page No: 18)** in duplicate along with documents given at 2.1.3 to the nearest office of EIA under whose jurisdiction the establishment is situated.

1.1.2 Application fee as given in Annexure II shall be paid by the applicant by way of demand draft drawn in favor of the Export Inspection Agency concerned along with the application form.

1.1.3 The application shall be accompanied by documents' as stated in **Annexure I.**

2.2 Processing applications for approval:

2.2.1 Applications received shall be scrutinised by the EIA office where it has been received and the discrepancies/ shortcomings observed shall be immediately communicated to the applicants for rectification within seven days.

2.2.2 Applications complete in all respect, along with HACCP documentation shall be forwarded by the Agency to the Convener of Assessment Panel of Experts (APE) for arranging assessment of the establishment.

2.3 Assessment of the establishment

2.3.1 The Convener of APE shall ensure that assessment of applicant establishment is carried out within fifteen working days of receipt of their application complete in all respect. Based on the satisfactory assessment report of the APE, the approval shall be granted to the establishment by the Competent Authority.

2.3.2 The composition of APE shall be as constituted by EIC from time to time.

2.3.2.1 Members of the APE will be decided by the In-charge of the Export Inspection Agency from the composition of APE as constituted by EIC. The EIA representative of the APE (convener) shall be an officer at the level of Deputy Director, having background (qualification/experience) of Food Schemes.

Note: 1. The present APE comprises representatives from EIA, EIC, MoFPI, DMI, BIS, APEDA, State Animal Husbandry Department, Ministry of Agriculture and FSSAI.

2.3.2.2 The quorum of APE shall be two.

The prescribed Assessment Report Format placed at **Annexure III (Page No: 41)** shall be used for reporting its observations.

In case the APE finds any deficiency during its assessment, the same shall be recorded in the nonconformity report (NCR), which shall be counter signed by the representative of the establishment as a token of acceptance as per **Annexure IV (Page No: 56)** The copy of the NCR may be handed over to the establishment along with any observations for improvement.

The APE convener shall submit the assessment report and recommendations of the APE to the In-charge of Export Inspection Agency within three working days of completion of the visit to the applicant's establishment. In case verification of rectifications of the deficiencies is needed, the same may be undertaken as per the time frame prescribed by the Panel (maximum three months from the date of intimation of deficiencies to the establishment).

The verification report shall be submitted to the Agency In-charge within three working days of verification. The recommendations of the Panel shall clearly state whether the applicant's establishment is recommended for approval or not. Also the same shall be communicated to the establishment by official letter by EIC. The full approval will be given for a period of two years.

2.3.3 EIAs shall allot an approval number to the establishment in the following manner

- EIA-Mumbai – AC/01/Establishment No. / Year of Approval
- EIA-Kolkata – AC/02/Establishment No. / Year of Approval
- EIA-Kochi – AC/03/Establishment No. / Year of Approval
- EIA-Delhi – AC/04/Establishment No. / Year of Approval
- EIA-Chennai – AC/05/Establishment No./ Year of Approval

("Establishment No" shall be allotted in serial order i.e., 001, 002 etc.)

For example: for the first approved establishment at EIA-Mumbai in the year 2012, the establishment shall be allotted approval No. "AC/01/001/2012".

Open a file with 4 parts: Part A, Part B, Part C and Part D.

"Part A" shall bear the Approval Number followed by suffix "A" (e.g. "AC/01/001/2012- A"). This file shall contain approval documents such as application for approval/renewal, APE assessment reports, approval of additional facilities and other correspondence relating to the establishment.

"Part B" file shall bear the approval number followed by suffix 'B'. (e.g. "AC/01/001/2012-B") This file shall contain copies of monitoring reports, supervisory visit reports, NCR (Non Conformity Report), suggestions for improvements and laboratory test reports.

"Part C" file shall bear approval number with suffix 'C' (e.g. "AC/01/001/2012-C") and shall have copies of Certificate for Export (CFE) issued by the establishment and Health Certificates issued by EIA.

"Part D" file shall bear approval number with suffix 'D'(e.g. "AC/01/001/2012-D") and have details of foreign complaints including all relevant papers and details of action taken regarding "On Alert" etc.

All records of file A and D shall be kept as permanent records. However records of File B and C shall be kept for at least three years.

2.3.4 The establishment shall be allowed to process animal casings in their establishment for all destinations including EU after grant of approval. However, actual export to the countries of the EU shall commence only from the date of EIC approval, based on the EC notification. EIA concerned shall start issuing health certificate for the export to EU to the establishment on behalf of EIC from the date of EC notification. In the meantime, the establishment shall be allowed to process and export animal casings to countries other than EU.

2.3.5 Once the In-Charge of Agency grants the approval to the establishment, the existing list of the establishment(s) shall be updated by including the name of this establishment by EIC and a copy of the updated list along with specific recommendation for approval shall be submitted to EC, with copies to EOI Brussels, Customs, EIA concerned and MoC&I.

3. PROCEDURE FOR RENEWAL OF APPROVAL/ APPROVED ESTABLISHMENT

3.1 The approved establishments seeking renewal approval shall submit their application as per **Annexure – I (Page No: 22)** same in case of fresh approval. However documents submitted before may be considered as applicable. For renewal of the approval of the establishment has to apply at least 90 days in advance with prescribed fees and related documents and the process of the same shall be completed within 30 before the expiry of the approval. The renewal of approval will be given for a period of two years. APE shall use the assessment format as per **Annexure III (Page No: 41)**

4. RESPONSIBILITIES OF THE APPROVED ESTABLISHMENT

A. General requirements for food premises

1. Premises

(a) The premises are to be kept clean and maintained in good repair and condition.

(b) It shall have defined cartilage.

(c) All the roads in the premises shall be concreted / tarred or turfed to prevent windblown dust.

(d) There shall not be any swamps, stagnant water or signs of any rodent harborage inside the premises.

(e) The surroundings shall be reasonably free from objectionable odors, smokes, dust and other contaminants.

2. The layout, design, construction of the establishment shall

(a) permit adequate maintenance, cleaning and/or disinfection, avoid or minimize air-borne contamination, and provide adequate working space to allow for the hygienic performance of all operations;

(b) be such as to protect against the accumulation of dirt, contact with toxic materials, the shedding of particles into food and the formation of condensation or undesirable mould on surfaces;

(c) permit good food hygiene practices, including protection against contamination and, in particular, pest control; and

(d) provide suitable temperature-controlled handling and storage conditions of sufficient capacity for maintaining foodstuffs at appropriate temperatures and designed to allow those temperatures to be monitored and, where necessary, recorded.

(e) have Chill rooms/storage of adequate size with mechanical refrigeration system to maintain temperature at the required level.

(f) have the layout of different sections such as to facilitate smooth and orderly flow of work and to prevent possible cross contamination and backtracking.

(g) have separate stores for wet and dry items and separate lockable store for the chemicals/ disinfectants.

(h) have packing material store shall be of adequate size with adequate facilities to prevent contamination.

(i) have the building to provide sufficient protection against the entry and harborage of rodent, insects, birds, other animals etc.

(j) have non–operative areas inside the establishment shall be properly cordoned off to avoid possible cross contamination.

3. An adequate number of flush lavatories are to be available and connected to an effective drainage system. Lavatories are not to open directly into rooms in which food is handled.

4. Washing facilities

(a) An adequate number of washbasins are to be available, suitably located and designated for cleaning hands.

(b) Liquid soaps, disinfectants, nailbrushes, single use towels / hand dryers etc. shall be provided in sufficient quantities at all hand washbasins.

(c) Foot-operable waste bins shall be provided for collecting used towels.

5. Ventilation

There shall be suitable and sufficient means of natural or mechanical ventilation.

6. Food premises are to have adequate natural and/or artificial lighting.

7. Drainage facilities - be adequate for the purpose intended.

8. Changing facilities

(a) Where necessary, adequate changing facilities for personnel are to be provided.

(b) The toilets shall have self-closing doors and there should be adequate hand wash facility

(c) There shall be lockable cupboards and facility for keeping gumboots/footwear, collected soiled clothes, street clothes, etc.

(d) Suitable arrangements shall be made by the establishment to launder the working clothes of the workers.

(e) The changing room facility shall be integrated into the plant layout.

9. Cleaning agents and disinfectants are not to be stored in areas where food is handled.

B. Specific requirements in area where foodstuffs are prepared, treated or processed

1. The area where food is prepared treated or processed the design and layouts are to permit good food hygiene practices, including protection against contamination between and during operations.
2. Floor - surfaces are to be maintained in a sound condition and be easy to clean and, where necessary, to disinfect.
3. Walls- surfaces are to be maintained in a sound condition and be easy to clean and, where necessary, to disinfect.
4. Windows, ventilators and other openings. These are to be constructed to prevent the accumulation of dirt.
5. Doors- They are to be easy to clean and, where necessary, to disinfect.
6. Surfaces (including surfaces of equipment)- The surfaces in areas where foods are handled and in particular those in contact with food are to be maintained in a sound condition and be easy to clean and, where necessary, to disinfect.
7. Equipment cleaning Facility- Adequate facilities are to be provided, where necessary, for the cleaning, disinfecting and storage of working utensils and equipment.

C. Transport

Conveyances and/or containers used for transporting foodstuffs are to be kept clean and maintained in good repair and condition to protect foodstuffs from contamination and are, where necessary, to be designed and constructed to permit adequate cleaning and/or disinfection.

D. Equipment requirements

All articles, fittings and equipment with which food comes into contact are to be effectively cleaned and, where necessary, disinfected. Cleaning and disinfection are to take place at a frequency sufficient to avoid any risk of contamination;

E. Food waste

Food waste, non-edible by-products and other refuse are to be removed from area where food is present as quickly as possible, so as to avoid their accumulation.

F. Water supply

There is to be an adequate supply of potable water, which is to be used whenever necessary to ensure that foodstuffs are not contaminated. Water shall be tested as per the standards stipulated in EC Directive No. 98/83/EC or IS: 4251 once in every two year if source of water is not changed. However change in source of water shall attract the testing as per above standards.

G. Personal hygiene

1. Every person working in a food-handling area is to maintain a high degree of personal cleanliness and is to wear suitable, clean and, where necessary, protective clothing.

2. No person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhea is to be permitted to handle food or enter any food-handling area in any capacity if there is any likelihood of direct or indirect contamination.

3. All employees in the establishment shall undergo medical examination periodically by an approved medical officer stating they are fit to handle food products.

4. Individual health cards shall be maintained for all employees.

H. Provisions applicable to foodstuffs

1. A food business operator is not to accept raw intestines, if they are known to be, or might reasonably be expected to be contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the food business operator had hygienically applied normal sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption.

2. Raw materials and all ingredients stored in a food business are to be kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination.

3. At all stages of production, processing and distribution, food is to be protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.

4. Vermin control

(a) Adequate procedures are to be in place to control pests.

(b) Adequate procedures are also to be in place to prevent domestic animals from having access to places where food is prepared, handled or stored (or, where the competent authority so permits in special cases, to prevent such access from resulting in contamination).

5. Cold chain and temperature maintenance

(a) Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are not to be kept at temperatures that might result in a risk to health. The cold chain is not to be interrupted.

6. Salting

(a) The salting of foodstuffs is to be undertaken in such a way as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins in the foods.

(b) During salting, foods are to be subjected to temperatures that would not result in a risk to health.

(c) Where run-off liquid from the salting process may present a risk to health it is to be adequately drained.

(d) Following salting, food is to be handled in such a manner as to minimize the risk of growth of pathogenic microorganisms or the formation of toxins.

7. Hazardous and/or inedible substances are to be adequately labeled and stored in separate and secure containers.

8. The material shall be kept on cleanable pallets other than wood, properly covered away from the walls. There shall be enough space for a person to walk around.

9. Pest and rodent control measures shall also extend to the storerooms.

I. Provisions applicable to the wrapping and packaging of foodstuffs

1. Material used for wrapping and packaging are not to be a source of contamination.

2. Wrapping materials are to be stored in such a manner that they are not exposed to a risk of contamination.

3. Wrapping and packaging operations are to be carried out so as to avoid contamination of the products.

J. Training

Ensure that food handlers are supervised and instructed and trained in food hygiene matters commensurate with their work activity;

K. Maintenance.

1. There shall be a documented procedure for maintenance of all sections, equipment and machineries etc.

2. The machineries/ equipment shall be marked with suitable identification numbers.

L. Implementation of Food Safety Management System.

a) As the sole responsibility in maintaining the quality and safety of the products processed in the establishment lies with approved establishment, they shall develop and implement HACCP based own check system. The establishment shall exercise proper controls at all stages of production starting from raw material procurement to the final despatch of the cargo and maintain records thereof. The establishment shall comply with all the regulatory requirements of the GOI Notifications as well as those specified by the importing country and by EIC from time to time.

b) Traceability of the raw material, permitted chemicals etc. shall be maintained right from the source of production. Test reports pertaining to the quality and safety of the additives/ preservatives used shall be maintained by the processor.

Note: In case of emergency, processor may store the finished product in another approved establishment, which shall be intimated to the concerned EIA at the earliest.

c) Approved establishments shall ensure that Certificate For Export (CFE) blanks supplied to them are not misplaced or misused. They shall also ensure that the monitoring fees and other fees are paid to the concerned EIA and shall submit copies of CFEs used, on fortnightly basis.

d) Establishments shall not purchase / procure pre-processed products from unauthorised centres

M. Records

Proper records shall be maintained by the processor at all stages of production, storage and transportation of animal casings and should be made available to the EIA/EIC officials for verification.

The following basic records shall be maintained by the processor.

a) Traceability records pertaining to the raw material, preservative etc.
b) Raw material receiving and evaluation records (E.g. Pre-processing, Processing, Time Temp Records etc.).
c) Temperature records of cold storage (s), chill room (s) (when in operation) etc.
d) Consolidated daily production records
e) Packing records
f) CCP monitoring records
g) Corrective action and verification records
h) Cleaning and sanitation records
i) AM/PM records or suppliers declaration record
j) Pest Control records
k) Calibration records
l) Maintenance records
m) Training records

N. Testing for microbiological parameters :

The establishment should also maintain the test result of the water, Swabs and finished products as listed in Table 1 of clause 5.1.4 at least once in two months.

O. Testing of Salt:

If salt is used in the establishment for processing, samples shall be drawn for testing Staphylococcus and Sulphite reducing clostridium once in six months.

5. OFFICIAL CONTROL BY THE COMPETENT AUTHORITY

Strict confidentiality shall be maintained in all the official control visits and the establishments should not be given prior information about the visit. The visits shall be conducted unforeseen and unexpected. For proper official control, a three-tier surveillance system will be followed as per details given below:

5.1 Monitoring by EIA officials

5.1.1 Monitoring shall be done by an officer of the level of Assistant Director / Technical Officer and each officer shall normally be assigned to establishments as per discretion of the controlling officer.

5.1.2 Frequency of monitoring: On initial approval of establishments, monitoring visits shall be carried out once in three months. If the performance of the establishment is satisfactory for a year and in the absence of any foreign rejection/complaint, the frequency of monitoring shall be reduced to once in six months. After satisfactory performance for further one year on the basis of surveillance visits and in the absence of foreign rejection/complaint, the frequency of monitoring shall be reduced to once in a year.

5.1.3 Areas of monitoring: The monitoring of the approved establishment to be carried out as per Annexure –V (Page No: 54).

5.1.4 The monitoring officials shall also draw one sample of each below for testing microbiological and chemical parameters in EIA approved lab at the frequency stated below:

(Table: 1)

Sr. No.	Parameters	Products/ Stage	Frequency	Max. Limit
1.	Total aerobic count	Finished products	Every monitoring visit	$5.0X10^6$ cfu/gm
	Enterobacteriaceae			1.0×10^4 cfu/gm
	Staphylococcus aureus			1.0×10^3 cfu/gm
	Sulphite reducing Clostridium – spores			1.0×10^3 cfu/gm
2.	Coliforms.	Water		absent/ 100 ml (MPN)
3.	Coliforms	Swabs from contact surfaces		absent/cm2
4.	Coliforms,	Swabs from worker's hand		Absent/cm^2
	S.aureous			Absent/cm^2

5.2 Supervisory visit

Supervisory visit shall be carried out by an officer of the level of Deputy Director and above from the concerned Agency having adequate experience in operation of Animal Casings Scheme/other Food Scheme and qualifications in Veterinary Science/Meat Technology, Food Science/Technology, Agriculture or Chemistry. The frequency of supervisory visits shall be once in a year. The pro-forma of Supervisory visit Report is given in **Annexure VI (Page No: 60)**

5.3 Corporate Audit

Audit of each Agency under the corporate audit mechanism of EIC shall be carried out at the frequency of at least once in every two year as per format specified at **Annexure VII (Page No: 62)**

6. Reporting system:

After completing the visit, the report shall be prepared in the appropriate pro forma along with the Non Conformity Report (NCR) and suggestions for Improvement and be submitted to the controlling office of EIA within 3 days of

the visit. In case of failure of samples, the same shall be intimated to the processor for taking corrective actions.

7. Guidelines For Dealing With Unsatisfactory Monitoring Or Other Visit Reports And / Or Test Reports And Violations

7.1 Deficiencies

A The deficiencies which do not affect the wholesomeness (food safety) of the products shall be considered as minor deficiencies and those which affect the safety of the food product shall be considered as major deficiencies..

B. A number of minor deficiencies or repeated minor deficiencies indicating a system failure would also be treated as major deficiency.

a. Actions to be taken in case of deficiencies observed

i. .In case of minor deficiencies observed during the visit, the corrective actions, shall be communicated to the processor through the NCR and shall be verified by the officer conducting the subsequent visit. However, if the processor fails to rectify the defects within the agreed time period, then the action specified at 7.2.2 shall be followed.

ii. In case of major deficiencies observed during the visits, the explanation of the processor may be called with time frame for rectification. Further, any one or more of the following actions may be taken depending on nature of deficiencies, with approval of the Agency In charge.

(i) The processor may be placed under consignment-wise inspection until the rectification is done and verified to EIAs satisfaction by a visit by DD - level officer.

(ii) The processor may be advised to suspend production and export until rectification is done and verified by a visit of a DD-level Officer. (for EU and Non EU).

(iii) In case of failure in critical parameters such as, microbiological etc. the next 5 consecutive consignments shall be tested and got cleared for the specific contaminant. The defective codes will not be permitted for export. The cost of the testing shall be borne by the processor (for EU and Non EU).

b. Action against violations

In case of violations, such as

(i) misuse of Certificates for Exports (CFEs)

(ii) storing of Animal Casings at un-authorised premises

(iii) non-payment of monitoring fee

(iv) pre-processing of Animal Casings in unauthorised centres

(v) major failure in meeting GMP/GHP/HACCP etc.,

have been detected, the following penalties shall be imposed on the defaulting establishment by the Competent Authority with the approval of the Agency In charge.

(a) A show - cause notice is to be issued by the EIA to the concerned establishment, for which the establishment has to submit a reply within one week along with a statement of stock declared as on date. Meanwhile, the production of the establishment would be suspended from the date of the issuance of the letter by the Competent Authority to the approved establishment No production is allowed during that period. However, stock in hand may be allowed to be exported in special cases after due consideration with the written permission of the C.A.

(b) If the same malpractice is observed for a second time in the same establishment, the establishment would be suspended from production and exports for a period of three months.

(c) If the same malpractice is reported for a third time, the approval granted to the establishment may be withdrawn by the Competent Authority.

(d) When the show cause notice is issued by the EIA, processor may contact the competent authority, if he/she wishes so, to explain his/her side

8. EXPORT CERTIFICATION

8.1 Certificate for Export (CFE)

8.1.1 Procedure

Since all the consignments of Animal Casings meant for export should undergo quality control and inspection prior to shipment and shall be accompanied by a Certificate for Export (CFE),the approved processing establishments shall issue a Certificate for Export (validity for which is 45 days from the date of issue for every export consignment.

Blank Certificate books shall be obtained from EIAs at a cost of Rs.20/- per certificate. Each certificate will consist of original (in white) intended for Indian Customs; duplicate (in pink) to be forwarded to the nearest office of EIA and

the last two copies (in green and blue) for the use of the processing establishment. EIAs shall maintain proper records of issuance of blank CFEs and their utilisation by the establishments.

The responsibility for the maintenance and proper utilisation of the CFEs issued to them lies with the approved establishment. They shall issue CFEs only for those animal casings products that are processed in their approved establishment and have undergone all the quality checks specified. The establishment is liable for penal action for the misuse of CFEs issued to them.

Only persons authorised by the establishment shall be allowed to sign the CFEs and the list of persons authorised to sign CFEs shall be made available to the EIA.

If the CFE is expired then the same can be revalidated up to another 45 days and the monitoring fee will not be charged again, if there is no upward revision in FoB value. However no refund will be given in case of downward revision in FOB value. Further establishment has to submit the original of the cancelled CFE to EIA, with other three copies (full set) and original HC (if already issued) pertaining to the concerned CFE. The EIA shall issue the health certificate in lieu of the previous one.

8.1.2. Fortnightly Statement on CFE issued

1. Every approved establishment shall submit to the controlling EIA office a monthly statement on Certificates **enclosing the pink copy** of CFE issued.
2. If no CFE was issued during the month, a "Nil" statement shall be sent to the EIA office.
3. If any CFE is cancelled for any reason, such cancelled CFE (in full set) shall be surrendered to EIA.
4. Every approved processing establishment must have a Pass Book system operating with the nearest office of EIA. The processor shall ensure that adequate balance is maintained in their deposit account with EIA to cover the monitoring fees. CFEs shall not be issued unless there is sufficient balance in their account.
5. In case of lost certificates, exporter shall submit an affidavit to that effect to the concerned EIA stating that the same have not been presented to any place. Further, Customs shall be informed not to accept those specific certificates in future.

9. Health Certificate.

9.1 Procedure for issuance of Health Certificate to countries of the European Union

All consignment of animal casings exported to the EU are required to be accompanied by a numbered original health certificate, comprising a single sheet in accordance with the model **Annexure VIII (Page No:64)** duly completed, signed and dated.

Note: If Health Certificate is lost in transit or otherwise, the establishment may request for issuance of a duplicate health certificate by submitting an indemnity bond in a non-judicial stamp paper stating clearly that if found later, the same will not be reused for any further export but shall be surrendered to EIA for further action. Under such circumstances a duplicate health certificate may be issued in lieu of the lost health certificate.

i. The Health Certificate shall be issued only for animal casings processed in establishments approved and monitored by the EIA.

   The processor/exporter shall request for health certificate from the controlling office/sub-office of EIA concerned in the prescribed application form furnishing all necessary information along with

   a) The pink copy of the Certificate for Export (validity for which is 45 days from the date of issue) relating to the consignment issued by the approved processor.

   b) Fees as applicable

   c) Analysis report of the finished product (batch wise) for all parameters mentioned in Table -1 from EIC approved lab.

   d) AM/PM report or Supplier declaration for raw materials.

   e) Invoice and Packing List

ii. Each health certificate shall bear the name, designation and signature of the official veterinarian and the official stamp of EIC in a colour different from that of other endorsements. While issuing health certificate, the issuing officer must ensure that the colour of the signature is different from the colour of the printing of certificate. Since the certificate is printed in black, the signature must not be in black colour. The signature shall be in blue or red colour on the original of the certificate. The copies of the certificate shall have the carbon impression of the signature.

iii. The health certificate shall be issued in a form, which contains the language of the destination port/country. However, the entries to be made

shall be in English. Entries in the Health Certificate may also be made in the language of the destination port/country if correct words in the language are available for completing the health certificate.

iv. Reference number of health certificate:

Since no two certificates issued from India should have the same number, the given below system shall be followed for giving the reference number: Each Sub-office shall give serial number for each health certificate issued prefixed by Agency/Sub-Office codes.

For Example financial year 2012-13 the certificate No:- for EIA Delhi EIA/DEL/AC/2012-13/0001and for Sub office Ludhiana EIA/DEL- LDH/AC/2012-13/0001

v. The Animal Health Certificate shall be valid for a maximum period of 90 days in the case of dried animal casings or 45 days in the case of salted animal casings or as prescribed by the importer, whichever is earlier.

vi. If the consignment is not shipped within the period of validity of the certificate, the exporter shall be permitted to present the Certificate for revalidation. In such a case, the validity shall be extended for a further period of 45 days in the case of direct animal casings or 15 days in the case of salted animal casings or up to the last shipment date prescribed by the importer.

9.2 Procedure for issuance of Health Certificate for Non-EU countries

The Health Certificate for consignments of animal casings meant for export to Non-EU countries shall be issued by the concerned EIA in the prescribed format mentioned at **Annexure IX (Page No: 66)** All other documents required are same as in case of EU. The reference no. will be same as in case of EU.

9.3 If the exporter requests for 2nd/ 3rd/ 4th etc. copy of Health Certificate in addition to Original Health Certificate, it shall be issued by concerned EIA with original signature and and shall be stamped as 2nd/ 3rd/ 4th copy as applicable.

10 FEE STRUCTURE:

Fees shall be changed as per the **Annexure –II (Page No: 40)**

11. POWER TO RELAX: In case any situation arises, which is not covered by the executive instructions, EIAs may make a suitable recommendation to EIC for decision by Director (I&QC).

Annexure –I

APPLICATION FOR APPROVAL/ RENEWAL OF APPROVAL

From

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To
Export Inspection Agency-

Sir,

Please carry out the assessment of our establishment for processing of animal casings for export to European Union/Non-EU countries. We furnish below the information regarding the facilities existing in our establishment. Please find enclosed herewith a Demand Draft bearing No. . . . . dated . . . . . for Rs.5,000/- towards the application fee.

1.	**General Information**	
1.1.	Name and address of the Establishment seeking approval	
1.2.	Name and Address of the Registered office	
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.	Approval requested for export to (Countries)	European Union Countries other than EU.
1.7.	Scope of approval applied for	
1.8.	Additional activities, if any	

1.9.	Annual production during the previous year (a)Animal casings (b)Others (specify)
1.10.	Total exports during the previous year (a) Destination (b) Quantity in Kg. (c) FOB Value in Rs.
1.11.	Whether all year production or seasonal production
2.	**Information on Structure of the Establishment**
2.1.	Whether pre-processing facilities integrated to the main establishment?
2.2	Number of workers employed.
2.3.	Is it sufficient in relation to the total production capacity of the establishment?
2.4.	A Number and capacity of the chill room(s) b Number and capacity of the cold Storage(s)
2.5	Is the cold storage integrated to the establishment?
2.6	Is it sufficient in relation to the total production and frequency of shipments?
2.7.	If not, does the establishment utilise external cold storage facility?
2.8.	If so, the address (es) of such cold stores

2.9.	Are such cold stores approved by the Competent Authority?			
2.10.	No. of vehicles the establishment has for transportation of raw material, finished products, and water (if applicable) No., capacity and registration number of :	Number	Capacity	Regn. No.
	(a) Vehicles			
	(b) Three wheelers			
	(e) Water Tanker			
2.11.	Does the establishment hire outside vehicles? (Give details)			

3. Information about personnel

3.1.	Name and qualification of manpower supervising the processing and related operations

4. Raw Material

4.1.	Name and address of slaughter house from where raw materials are received.
4.2.	Mode of transportation of raw material from source to processing establishment.
4.3.	Are the raw material maintained appropriate temperature during procurement / transportation and receiving at the establishment?
4.4	Whether the arrangements have been made to ensure that the slaughter house from where raw material are being procured, are doing Supplier declaration/ AM/PM examination?

4.5 Are the records for supplier declaration/AM/PM for the above maintained properly?

5. Surroundings

5.1. Whether the premises have defined curtilage?

5.2. Are the premises clean?

5.3. Are there any swamps, stagnant water or dumps nearby?

5.4. Whether rubbish and offal are collected and disposed off properly?

5.5. Are the roads in the premises concreted/tarred or turfed to prevent windblown dust?

5.6. Are there signs of any rodent harborage nearby?

5.7. Is there a documented system, including the bait map, for rodent control?

5.8. Are the surroundings reasonably free from objectionable odours, smoke, dust and other contamination?

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. Does the building provide sufficient protection against the entry and harborage of rodent, insects, birds etc.?

7. Plant facilities

Are there adequate facilities for the following:

7.1. Storing inedible material, disinfectants and insecticides?

7.2. Whether there is separate facility for storage of wet and dry items?

7.3. Storing packaging material?

7.4. Rest Room for workers?

7.5. Changing room for male & female workers?

7.6. Generator

7.7. Sufficient No. of toilets

8. Raw Material Receiving Section

8.1. Is the raw material receiving section sufficiently separated from processing area to prevent contamination

8.2	Is air curtain or any other device provided at the chute to prevent the entry of flies when the door is opened?
8.3	Are fly killers provided?
9.	**Entry Points**
9.1.	Is suitable washing and sanitizing facility for feet and hands provided at all the entry points?
9.2.	Are the washbasins provided with foot-operated taps?
9.3.	Are liquid soaps, disinfectants, nailbrush and single use towels/hand dryers provided in sufficient quantities?
9.4	Whether fly killer are provided?
9.5.	Whether air curtain are provided at all entry points.
10.	**Doors (All sections)**
10.1.	Are the doors of all sections clean and sufficiently wide, made of durable material other than wood and are kept clean?
10.2.	Are the doors self-closing type & tight fitting without any gaps?
11.	**Windows (All sections)**

11.1.	Are the windows in all sections of adequate size, made of non-absorbent material other than wood and kept clean?
11.2.	Does the window Sill, if any, sloped inwards?
11.3.	Are the windows at least one meter above the floor and have fly proofing nets to prevent the entry of flies?

12. Floor (All sections)

12.1	Is the floor in all sections 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 sideways?
12.4.	Are pallets made of non-absorbent material other than wood provided on the floor for keeping containers of raw/process material?

13. Drainage (All sections)

13.1	Is drainage facility at all sections adequate?
13.2	Is open end of the drain protected against entry of rodents?\
13.3	Is there facility for conveying 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 cleanable?
13.5.	Is the slope of drain opposite to the flow of work/material?

14.	**Walls (All sections)**
14.1.	Are the floor to wall and wall-to-wall junctions properly rounded off in all sections?
14.2.	Are the walls smooth; light colored and without crevices?
15.	**Washing and Cleaning**
15.1.	Are suitable hand washing and sanitizing facilities provided inside the processing & preprocessing halls?
15.2.	Are the washbasins provided with foot-operated taps?
15.3.	Are the water taps serially numbered?
16.	**Ceiling (All sections)**
16.1.	Is the ceiling at all sections in good repair and cleanable?
17.	**Lights (All sections)**
17.1.	Is there adequate lighting?
17.2.	Are the lights sufficiently protected & kept clean?
18.	**Ventilation (All sections)**
18.1.	Is there adequate ventilation/ air conditioner?

18.2.	Is mechanical ventilation/exhaust fan provided in areas where air stagnation, condensation of fluids etc. are present?
19.	**Utensils and Equipment's**
19.1.	Are all receptacles, trays, tanks, vats and utensils used made of non-corrodible material and have smooth surface free from cracks and crevices?
19.2.	Are they easily cleanable & disinfect able?
19.3.	Is any rusted galvanized iron vessel, bamboo baskets, wire mesh containers, enameled or painted wares used for handling the product?
20.	**Chill Room (s)**
20.1.	Are chill room (s) provided for storing raw/process material?
20.2.	Is it kept clean and maintained at appropriate temperature?
21.	**Pre-processing Section**
21.1.	Are there signboards directing the employees to wash and sanitize hands and feet before entering the pre-processing hall and after each absence?
21.2.	Is air curtain/fly killers provided to prevent the entry of flies when the door is opened?
21.3	Is the pre-processing hall has sufficient lightening and ventilation?
21.4	**Tables, Utensils and Equipment**

21.4.1	Are the work table tops constructed of stainless steel or any other non-corroding, non-contaminating, non-reacting and non-absorbent material (specify)?
21.4.2	Are the tables so constructed and installed that the top and under surface can be easily cleaned?
21.4.3	Are the table tops smooth, free from corrosion, pits and crevices and can be cleaned easily?
21.4.4	Are they easily cleanable?
22.	**Processing Section**
22.1.	Are there signboards directing the employees to wash and sanitize hands and feet before entering the processing hall and after each absence?
22.2	Is air curtain/fly killer provided to prevent the entry of flies when the door is opened?
22.3	Is the processing hall is so designed to have easy flow of work?
22.4	Is the processing hall has sufficient lighting & ventilation?
22.5	Is it having sufficient tables made of non-corrosive, non-absorbent materials?
22.6	**Flow of Work**
22.6.1	Is the layout of workflow unidirectional?

22.6.2 Is there any chance of cross contamination/ backtracking?

22.6.3 Is the high risk area, if any, precluded from low risk area?

22.6.4 Are there separate workers for low risk and high risk areas, if the processing condition warrants such arrangements?

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. What is the source of water?

23.4. Whether water used for processing meets the standards stipulated in EC Directive No. 98/83/EC or IS: 4251 (tested once in a year)

24. Salt / Chemicals / Additives

24.1. Are records maintained regarding the traceability and purity of additives/chemicals used in processing?

25. Packaging and Storage

25.1. Is separate area provided for packing?

25.2. Is the capacity of cold storage adequate?

25.3. Is cold storage provided with self-recording thermograph?

26. Toilet Facilities

26.1. Is the number of toilets provided in relation to the total number of workers?

26.2. Are the toilets located away from the processing area to prevent contamination?

26.3. Are hand washing and sanitizing facilities, with wash-basins, soap, single use towels, nail brushes and adequate water supply provided near the toilets?

27. Personal Hygiene

27.1. Has any person been made responsible for maintenance of personal hygiene of employees?

27.2. Are the workers apparently free from any form of communicable diseases, open sores and wounds or any other sources of contamination?

27.3. Are the workers medically examined periodically and whether individual health cards showing that the individual is fit to work in animal casings processing plant maintained?

28.	Cleaning and Disinfection of plant, equipment and utensils	
28.1.	Is there a documented procedure for cleaning and disinfections of plant, equipment and utensils?	
28.2.	Is the cleaning schedule exhibited prominently?	
29.	**Changing Room**	
29.1.	Are separate changing rooms of adequate size proportionate to the number of workers provided for male and female workers?	
29.2.	Whether changing room is integrated into the plant layout properly?	
30.	Effluent Treatment	
30.1.	Is the establishment having an efficient effluent treatment system?	
30.2.	Does it comply with the statutory requirements?	
31.	Maintenance Schedule	
31.1.	Whether there is a documented maintenance procedure for different sections/equipment/ Machinery, laboratory items etc.	

32.	HACCP
32.1.	Has the own check system based on HACCP implemented?
32.2.	If so, has the HACCP manual been submitted to the competent authority for approval?
32.3	Whether all the SSOPs are included in the HACCP manual ?
32.4	Whether process flow charts with products description and manufacturing details are given in the HACCP manual.
32.5	Whether Plumbing diagram of water showing serially numbered taps is given in the HACCP manual?
32.6.	Whether persons responsible have been identified?
32.7.	Whether records are maintained for this purpose?
33.	Rodent/Vermin Control
33.1.	Is there any documented procedure for vermin control?
33.2.	Whether responsibility has been fixed for this work?
34.	Transportation
34.1	Is the establishment having

adequate facilities for transport of raw material and finished products?

35. Inspection and Testing

35.1. Is the establishment having in-house facilities for inspection?

35.2. Is the establishment having trained and competent personnel for conducting physical tests?

36. Any other relevant information

Yours faithfully,

Signature :

Name :

Designation :

Company Seal:

Place :

Date:

Check list of enclosures
(1) Fees as applicable
(2) Up-to-date layout plan of establishment
(3) Plumbing diagram
(4) Organizational Chart of the establishment
(5) Certified Copy of the legal identify of establishment.
(6) Certified copy of Lease Deed, if applicable

(7) Attested copy of Portability certificate of water (As per the Directive No.98/83/EC) for EU establishment and as per IS4251 except radiological parameters for Non EU establishment.
(8) HACCP Manual
(9) Attested copy of the order allotting Importer-Exporter Code (IEC) Number.
(10) Attested copy of the consent letter issued by the State Pollution Control Board.
(11) Guarantee and undertaking
(12) Copy of Suppliers Declaration/AM/PM report for raw material.

Annexure IA

Undertaking

(To be submitted in duplicate on company's letter head along with application for approval of processing establishments.)

To

Date:

The Export Inspection Agency- ----------,
(address)

Sub: Application for approval

Sir,

With reference to our application ref. No. --------- dated ----------, we hereby undertake the following in respect of the processing of animal casings in our establishment.

We handle, process, store and transport animal casings under proper hygienic conditions so as to meet the health requirements laid down by the Government of India/Importing Countries.

HACCP system has been established and implemented by us.

Level of additives, where applicable, is monitored in accordance with the requirements of the importing country.

Yours faithfully,

Signature of Authorised Signatory

Name :
Designation:
Date :

Strike whichever is not applicable.

Annexure 1B

Guarantee

(To be submitted in duplicate on company's letter head along with application for approval of processing establishments to the concerned EIA)

To

The Export Inspection Agency----------(address)

Sub: Guarantee

Sir,

We hereby guarantee the following:
HACCP system has been established and implemented by us.
We will not obtain Health Certificates for our export consignments from authorities other than the Export Inspection Agency- ---------.

We will not use raw materials, semi-processed or processed products coming from an unapproved establishment/slaughter house. We shall provide to the Competent Authority and its representatives free access, at all times, to all parts of the establishment and to the records pertaining to production/quality of products being processed by us.

If the results of checks carried out by us or any information at the disposal of our personnel reveal the risk of health or suggest that such a risk might exist, we shall inform you immediately and take corrective actions under your official supervision.

We shall not carry out activities other than those for which we have been specifically approved without prior approval by you. We will not store the animal casings of the other establishments in our premises without prior permission from the concerned EIA.We will not misuse the CFEs issued to us and will maintain proper records of the same. We are aware that approval granted to our establishment for processing of animal casings may be withdrawn by you in case any of the above guarantees are violated by us.

Signature

Date :

Place:

Annexure II

Fee Structure

The prescribed fee shall be paid in the form of Demand draft in favor of Export Inspection Agency concerned or through the deposit account held at the Export Inspection Agency concerned as applicable.

Sr. No.	Activity	Fee (Rs.)
1	Application for approval / renewal of approval of establishment	5000.00
2	Monitoring fee	@ 0.2% of FOB value of exports or Rs. 2000/- whichever is higher
3	Consignment wise inspection	@ 0.4% of FOB value of exports or Rs. 2000/- whichever is higher
4	Issue of Health Certificate	500.00
5	Issuance of corrigendum or addendum or clarification to Health Certificate or duplicate certificate	500.00
6	Certificate for Export (CFE) blanks	20/- per set

Annexure – III

ASSESSMENT REPORT FOR ANIMAL CASINGS

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

Date of Visit:

Type of Visit: Assessment Panel of Experts (APE)

Scope of visit: On- site verification to adjudge the suitability of the infrastructure and equipment facilities and to assess the implementation of HACCP based food safety based management system for processing, handling and storage of animal casings

COMPOSITION OF APE

S. No.	Name of expert	Designation	Organization	Opening meeting (Sign)	Closing meeting (Sign)

S. No.	Name of representative of establishment	Designation	Organization	Opening meeting (Sign)	Closing meeting (Sign)
1.					

1.	**General Information**	
1.1.	Name and address of the Establishment seeking approval	
1.2.	Name and Addressed of the Registered office	
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.	Year of Construction	
1.7.	Year of last major alteration	
1.8.	Approval requested for export to (Countries)	European Union Countries other than EU.
1.9.	Scope of approval applied for	

1.10.	Additional activities, if any	
1.11.	Annual production during the previous year (a) Animal Casings (b)Others (specify)	
1.12.	Total exports during the previous year 1. Destination 2. Quantity in Kg. 3. FOB Value	
1.13.	Whether all year production or seasonal production	
1.14.	No. of working hours per day	
1.15.	No. of working days per week	
2.	**Information on Structure of the Establishment**	
2.1	Does the establishment have separate room/section for cleaning of the raw intestine?	
2.2	Is there chill room/chill storage for storage of raw intestines?	
2.3	Number and capacity of the chill room.	
2.4	Is the chill room integrated to the establishment?	
2.5	Is it sufficient in relation to the total production and frequency of shipments?	
2.6	If not, does the establishment utilise external chill room. cold storage facility?	
2.7	If so, the address (es) of such cold stores	
2.8	Are such cold stores approved by the Competent Authority?	
2.9	No. of vehicles the establishment has for transportation of raw material, finished products and water (if applicable) No., capacity and registration number of :	Number Capacity Regn. No.
	(b) Insulated Vehicles	
	(c) Non-insulated Vehicles	
	(d) Three wheelers	
	(e) Water Tanker	
2.10	Does the establishment hire outside vehicles ?	

	(Give details)	
3.	Information about personnel	
3.1	No. of manpower	
3.2	No. of shifts per day	
4	**Raw material**	
4.1	Name and address of slaughter house from where raw materials are received.	
4.2	Mode of transportation of raw material from source to processing establishment at appropriate temperature.	
4.3	Whether the arrangements have been made to ensure that the slaughter house from where raw material are being procured, are doing AM/PM examination/ Supplier declaration.	
4.4	Are the records for the above maintained properly?	
5.	**Surroundings**	
5.1	Are the premises clean?	
5.2	Are there any swamps, stagnant water or dumps nearby?	
5.3	Whether waste material is collected and disposed off properly?	
5.4	Are the roads in the premises concreted/tarred or turfed to prevent windblown dust?	
5.5	Is there a documented system, including the bait map, for rodent control?	
5.5	Are there any animals housed nearby?	
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	Does the building provide sufficient protection against the entry and harborage of rodent, insects, birds etc.?	
7.	**Plant facilities**	
	Are there adequate facilities for the following:	

7.1	Storing inedible material, disinfectants and insecticides?	
7.2.	Whether there is separate facility for storage of wet and dry items?	
7.3.	Storing packaging material?	
7.4.	Rest Room for workers?	
7.5.	Changing room for male & female workers?	
7.6.	Whether separate salt room is provided?	
7.7	Generator	
7.8	Sufficient No. of toilets	
8.	Raw Material Receiving Section	
8.1	Whether raw material is sufficiently protected to prevent contamination while unloading?	
8.2	Is the raw material receiving section sufficiently separated from processing area to prevent contamination	
9.	**Entry Points**	
9.1	Is suitable washing and sanitizing facility for feet and hands provided at all the entry points?	
9.2	Is the hand washing facility located at a convenient place?	
9.3	Are the washbasins provided with foot-operated taps?	
10.	**Doors (All sections)**	
10.1	Are the doors of all sections clean and sufficiently wide, made of durable material other than wood and are kept clean?	
10.2.	Are the doors self-closing type & tight fitting without any gaps?	
11.	**Windows (All sections)**	
11.1	Are the windows in all sections of adequate size, made of non-absorbent material other than wood and kept clean?	
12.	**Floor (All sections)**	
12.1	Is the floor in all sections made of hard surface, impermeable, smooth, free from pits and crevices?	

12.2	Is the floor cleanable and having sufficient slope?	
13.	**Drainage (All sections)**	
13.1	Is drainage facility at all sections adequate?	
14.	**Walls (All sections)**	
14.1	Are the floor to wall and wall to wall junctions properly rounded off in all sections?	
14.2	Are the walls smooth, light colored and without crevices?	
15.	**Washing and Cleaning**	
15.1	Are suitable hand washing and sanitizing facilities provided inside the processing & preprocessing halls?	
15.2	Are the washbasins provided with foot operated taps?	
15.3	Are the water taps serially numbered?	
16.	**Ceiling (All sections)**	
16.1	Is the ceiling at all sections in good repair and cleanable?	
17.	**Lights (All sections)**	
17.1	Is there adequate lighting?	
17.2	Are the lights sufficiently protected & kept clean?	
18.	**Ventilation (All sections)**	
18.1	Is there adequate ventilation?	
19.	**Utensils and Equipment's**	
19.1	Are all receptacles, trays, tanks, vats and utensils used made of non-corrodible material and have smooth surface free from cracks and crevices?	
19.2	Are they easily cleanable & disinfect?	
20.	**Chill Room (s)**	
20.1	Are chill room (s) provided for storing raw/process material at appropriate temperature.	
21.	**Pre-processing Section**	
21.2	Is air curtain/fly killers provided to prevent the entry of flies when the door is opened?	
21.3	Is the pre-processing hall has sufficient lighting and ventilation?	

21.4	Is the pre-processing section well separated from other sections?	
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 they easily cleanable?	
23.	**Processing Section**	
23.1	Is air curtain/fly killer provided to prevent the entry of flies when the door is opened?	
23.2	Is the processing hall is so designed to have easy flow of work?	
23.3	Is the processing hall has sufficient lighting & ventilation?	
23.4	Is it having sufficient tables made of non-corrosive, non-absorbent materials?	
24	**Flow of Work**	
24.1	Is the layout of work flow unidirectional?	
24.2	Is there any chance of cross contamination/ backtracking?	
24.3	Is the high risk area, if any, precluded from low risk area?	
25.	**Water**	
25.1.	Is there a documented water management system?	
25.2.	What is the source of water?	
25.3.	Whether water used for processing meets the standards stipulated in EC Directive No. 98/83/EC or IS 4251	
25.4.	Whether relevant test records available?	
25.5.	Whether water used for cleaning equipment, floors, etc. is of potable quality?	
25.6.	Is there a water storage tank and if so, whether it is protected from outside contamination?	

26.	**Salt/Chemicals/Additives**	
26.1.	Does the HACCP Plan suitably address the purity and other requirements of salt/chemicals/additives?	
27.	**Packaging and Storage**	
27.1.	Is separate area provided for packing?	
27.2.	Does the packing room have rodent control system?	
28.	**Is the capacity of chill room adequate?**	
28.1	Is chill room provided with self-recording thermograph?	
28.2.	Is the thermograph calibrated at laid down frequency?	
28.3.	Is the floor of the chill room waterproof, easy to clean and disinfect?	
28.4.	Is there adequate lighting with protective covers?	
29.	**Toilet Facilities**	
29.1.	Is the number of toilets provided in relation to the total number of workers?	
29.2.	Are the toilets located away from the processing area to prevent contamination?	
30.	Personal Hygiene	
30.1.	Has any person been made responsible for maintenance of personal hygiene of employees?	
30.2	Are individual health cards maintained for all employees?	
31.	**Cleaning and Disinfection of plant, equipment and utensils**	
31.1.	Is there a documented procedure for cleaning and disinfections of plant, equipment and utensils?	
31.2.	Is the cleaning schedule exhibited prominently?	
31.3.	Are facilities of cold/hot water/steam under pressure, wherever appropriate, provided for cleaning and disinfection?	
31.4.	Is any person made responsible for supervising this work?	

32.	**Changing Room**		
32.1.	Are separate changing rooms of adequate size proportionate to the number of workers provided for male and female workers?		
32.2	Whether there is arrangement for :		
	a)	Change of footwear	
	b)	Keeping street clothes separately	
	c)	Lockable cupboards	
	d)	Collection of soiled working clothes	
	e)	Gumboots	
	f)	Headgear and wherever necessary gloves/ mouth cover	
33.	Maintenance Schedule		
33.1.	Whether there is a documented maintenance procedure for different sections/equipment/ Machinery items etc.		
34.	Whether maintenance records are kept?		
35.	**HACCP**		
35.1.	Whether the, HACCP manual has been submitted to the competent authority for approval?		
35.2.	Whether persons responsible have been identified?		
36.	**Rodent/Vermin Control**		
36.1.	Is there any documented procedure for vermin control?		
36.2.	Whether vermin/rodent control carried out by own arrangement or through outside agency?		
36.3.	Whether bait map showing serially numbered bait stations has been provided?		
37.	**Transportation**		
37.1.	Is the establishment having adequate facilities for transport of raw material and finished products?		
38	Provisions applicable to foodstuffs		
38.1	Does the establishment accept raw materials or ingredients, other than food, or any other material used in processing products, even though they are known to be, or might reasonably be expected to be, contaminated		

	with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the establishment applies normal hygienic sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption?	
39	**Food Waste**	
39.1	Are the food waste, non-edible by- products and other refuse removed as quickly as possible from rooms where food is present so as to avoid their accumulation and the waste handling Equipment/containers kept clean and maintained in good repair and condition?	
40.	**Process flow diagram(s) and layout plan**	
40.1	Whether the flow chart (s) for each product roduct group) has been prepared by the ACCP team and whether the following are ddressed?	
40.2	Plant facilities and pre-requisites of HACCP	
40.3	Hygienic conditions of the personnel (pre-requisite)	
40.4	Whether yearly verification of the flow chart and layout has been conducted?	
41.	**Hazard Analysis.**	
41.1	Has the organization / (HACCP team made a risk analysis as per identified hazard(s)?	
41.2	Are in the risk analysis (if applicable) practical experiences, experimental data, literature etc. included?	
41.3	Whether the identification of all the potential biological, chemical and physical	

	hazards has been conducted?	
42	**Critical Control Points**	
42.1	Has the organization (HACCP team) reviewed all the steps in the process to identify CCP (CCP determination)?	
42.2	Whether the HACCP team applied a logical approach (decision tree) for identifying the CCPs	
42.3	Whether the identification of CCPs is proper and adequate?	
42.4	Has the organization (HACCP team) drawn up and implemented control measures for the elimination or reduction of the risk to an acceptable level?	
43.	**Critical Limits**	
43.1	Whether the establishment has established critical limits for each measure intended to control each hazard?	
43.2	Whether for each CCP the critical parameters and critical marginal values laid down?	
43.3	Whether the following have been laid down?	
43.4	Whether the critical limits comply with the regulations and / or recommended by appropriate codes on GMP?	
43.5	Whether the critical limits are validated regularly?	
44	**Monitoring Procedures**	
44.1	**Specify :** The monitoring procedure adopted by the establishments	
44.2	Whether an efficient and effective monitoring system for guarding of the CCPs drawn up and	

	implemented?	
44.3	What is the frequency of monitoring (sampling plan)?	
44.4	How the monitoring is implemented and records maintained?	
45	Are the results of monitoring recorded by the means of: ▪ Monitoring reports (dated and signed) ▪ Registration of deviation occurred (marginal values and critical marginal values) and corrective measures	
46	**Corrective Actions**	
46.1	Whether corrective action measures have been laid down, if the marginal value exceeds?	
46.2	Is a recall procedure laid down	
46.3	Is traceability established at all stages of production and documented	
47.	**Verification of HACCP System**	
47.1	Is a plan laid down for the verification for maintaining the HACCP system?	
47.2	Describe the verification procedures of the establishment.	
47.3	Does the verification frequency depend on the individual process circumstances as per the location of the establishment?	
47.4	What is the frequency of the verification followed?	
47.5	Validity of the verification procedure.	
48.	**Record Keeping System**	
48.1	Monitoring reports/ results	

48.2	Record pertaining to deviations occurred and corrective action taken	
48.3	Audit reports (verification report)	
48.4	Records pertaining to education/training of employees dealing with HACCP	
48.5	Record pertaining to HACCP modifications	
48.6	Record pertaining to the determination of CCPs	

CHECKLIST ON GMP, GHP AND OTHER PRE-REQUISITES OF HACCP

Sr.No	Component of Assessment	
49.0	**Raw Material**	
49.1	Type of raw materials used	
49.1(a)	Source of Raw Material	
49.1(b)	Source of raw materials other than raw intestines, if any	
49.2	Are the raw materials procured, transported & stored in smooth containers **so designed to prevent contact with melted ice**	
49.3	Mode of transportation of raw material from source to pre-processing	
49.4	Are the raw material maintained below 4°C during procurement / transportation and receiving at the establishment	
49.5	Are the raw materials being inspected at the time of receiving and the same is addressed in the HACCP manual?	
49.6	Is there any arrangement for traceability of the finished product up to slaughter house? (Give detail)	
49.7	Are the records for the above maintained properly?	
50.0	**Water**	
50.1	Whether the requirements and quality management of water have been addressed in the HACCP manual.	

50.2	Whether the above has been implemented properly?	
50.3	Whether the establishment is having or made arrangements for sufficient quantity of **potable water** for the production of animal casings.	
50.4	Is the **water supply** sufficient in relation to the maximum daily production?	
50.5	What is the frequency of cleaning & disinfection of the water tanks?	
50.6	Whether there is a documented procedure for cleaning & disinfection of water tank(s)?	
50.7	Is water brought from external source in mobile water tankers?	
50.8	If so, are the water tankers cleaned and disinfected periodically; what is the frequency?	
50.9	Whether there is documented procedure for water tanker cleaning?	
51.	**Salt/Chemicals/Additives**	
51.1	Specify the additives, preservatives, other chemicals etc. used in the establishment	
51.2	Are the additives, chemicals etc. are approved by Competent Authority?	
51.3.	Does the HACCP Plan suitably address these requirements?	
52	**Storage & Transportation**	
52.1	Whether the establishment has adopted good storage and transportation practices?	
52.2	Are the packing materials stored away from the walls, ceiling in such a way as to allow a person to move around for inspection?	
52.3	Are the packing materials stored without touching the ceiling & walls and covered properly to prevent dust contamination?	
52.4	Is the packing material store provided with pallets made of non-absorbent material **other than wood** or any other suitable arrangement to prevent packing material being placed directly on the floor?	
53	**Hygiene & Sanitation**	
53.1	Are the hygiene & sanitation practices adopted	

	by the establishment satisfactory?	

Any other relevant information

Recommendations of the Assessment Panel of Experts (APE)	
Name of the Establishment	
Location	
Nature of activities of the establishment	
The above processing establishment may not be approved to process animal casings for export under Export of Animal Casings (Quality Control, Inspection and Monitoring) Rules, 1997. The deficiencies observed are given in the attached sheet.	
Or	
The above processing Establishment may be approved to process animal casings for export under Export of Animal Casings (Quality Control, Inspection and Monitoring) Rules, 1997, subject to rectification of the minor deficiencies given in the enclosed observation sheet within a maximum period of three month from the date of this assessment and subsequent an on-site verification of the rectifications, by APE-Convener.	
Or	
The above processing Establishment may be approved to process animal casings for export under Export of Animal Casings (Quality Control, Inspection and Monitoring) Rules, 1997.	
Countries to which the above establishment is eligible to process animal casings for export	All countries including the European Union (EU) Countries other than EU.
Type of animal casings which may be allowed to be processed in the above establishment	
Operational capacity of the establishment	
Other remarks, if any:	

Signature ....

Name	.....	.....	.....
Designation	.....	.....	.....
Organization	.....	.....	.....
Date	.....	.....	.....

Annexure – IV

EXPORT INSPECTION AGENCY – _____

NON-CONFORMITY REPORT (NCR)

For surveillance visits

Name of the establishment :

Approval No:

Nature of inspection :

Date of Visit :

Name and Designation of EIA officer(s)

Name and Designation of the representative of the establishment

1. Earlier ***NCR*** pending for rectification

2. Details of deficiency/non-conformity observed along with the details of the major NCR

3. Comments / Agreed action:

---

i. Acknowledgement of report copy

ii. Deficiencies/non-conformities have been fully explained and understood by the establishment

iii. Confirmation of agreed or proposed corrective actions to be made to EIA within (7/15/30 etc.) days

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

Note: It is advised that a copy of this report be pasted by the establishment in the establishment inspection register for necessary follow up action and future reference.

Annexure : V

EXPORT INSPECTION AGENCY – DELHI
MONITORING REPORT

Date of Visit :
Name of the Processing Establishment :
Approval No. :
Product being processed at the time of visit :

Sl. No.		Observations/suggestions
(1)	(2)	(3)
General		
1.	Name and Designation of Monitoring officer(s) last visited	
2.	Whether defects pointed out earlier have been rectified by the establishment	
3.	Mention deficiencies that are not rectified	
4.	Whether any time frame given for rectification	
5.	Results of samples tested in the previous visit	
6.	Action taken in case of failure of test results	
Facility Checks *(Record observations on the maintenance of infrastructure facilities and sanitary / hygienic conditions at each section mentioned below)*		
1	Premises	
2.	Animal casing receiving and inspection area.	
3.	Workers entry points, Change room, toilet	
4.	Processing section (Salting, grading, packing etc.)	
5.	Cold storage	
6.	Tables and utensils	
7.	Lights and ventilations	
8.	Floor, walls and roof	
9.	Drainage	

10.	Effluent treatment plant	
HACCP Implementation of the Establishment		
1	Whether the identified CCPs monitored properly and recorded?	
2	Whether all control measures are in place?	
3	Whether appropriate corrective actions as stipulated in the HACCP plan taken in case of deviation from Critical limits?	
4	Whether the monitoring and corrective actions, if any, recorded and verified at laid down frequency by the responsible person(s)?	
5	Whether validation is being done regularly?	
Own Check system (give details on the following controls exercised by establishment)		
1.	AM/PM or suppliers declaration for raw material	
2.	Product controls	
3.	Process controls including cleaning, salting, grading, packing etc.	
4.	Quality management of water	
5.	Pest control	
6.	Personal hygiene	
Verification of records		
1.	Traceability records	
2.	Process control records like salting drying grading etc.	
3.	Storage and transportation records	
4.	Calibrations records	
5.	Sanitary and hygiene records	
6.	Water test reports	
Additional Checks (Verify and record the observations)		
1	**Time/Temperature of the Products Product**	
A)	Temperature of raw intestine at the time of entry	
B)	product during storage	
2.	**Temperature of the facilities**	
a)	store or Chill rooms/ Storage	

Details of samples drawn during monitoring		
1.	Finished product for microbiology analysis	
2.	Sanitation and hygiene control samples including water samples	
Any other relevant information		
Recommendation		

- Overall Rating – Satisfactory / Unsatisfactory

- Deficiency reported to the establishment
(As per Non Conformity report)

Remarks of the Controlling Officer

Signature :
Name :
Designation:
Date & Place:

Signature :
Name :
Designation:
Date & Place:

Annexure VI

SUPERVISORY VISIT REPORT

EXPORT INSPECTION AGENCY – ----------

1. Date of visit :
2. Approval No. :
3. Name of the Processing Establishment:
4. Product being processed at the time of visit:
5. Assessment of Establishment

Sl.No,	Area	Satisfactory	Details of deficiencies, if any/Remarks
1.	Surroundings		
2.	Raw intestine Unloading/Receiving area		
3.	Inspection get cleaning area		
4.	Processing Sections like clearing salting, drying, grading etc.		
5.	Personal Hygiene		
6.	Change Room and facilities		
7.	Chill Room/storage		
8.	Processing like salting ,drying etc. and controls		
9.	Water/Chemical/Additives		
10.	Cold Storage/ other storages		
11.	Rodent/Vermin Control		
12.	Effluent Treatment		
13.	Own Checks/HACCP system		
14.	Maintenance of records		
15.	Packaging/Storage/Transportation		
16.	Inspection and Testing		
17.	Any other relevant information i) Quality of the monitoring ii)Area of focus in which detailed assessment was done		

6. MVs since last SV :

Sl. No.	Date	MvO	Satisfactory / Unsatisfactory	Lab. Results	Deficiencies observed	Action by Processor

7. Results of Water :

8. Recommendations :

- ☐ Overall Rating – Satisfactory / Unsatisfactory
- ☐ ***NCR***

Signature :

N a m e :

Designation :

Date : Place:

Remarks of the Agency In-charge

Signature :

Name and Designation :

Date and Place:

Note: MV= Monitoring Visit, SV=–supervisory Visit, MvO= Monitoring Officer, NCR= Non-Conformance Report

Annexure : VII

CORPORATE AUDIT REPORT

EXPORT INSPECTION COUNCIL, New Delhi

(MINISTRY OF COMMERCE)

GOVERNMENT OF INDIA

1.	Auditee	
2.	Dates of Audit	
3.	Activity under Audit	
4.	Scope of Audit	
5.	Audit Team	
6.	Audit Schedule	
(i)	Opening Meeting	
(ii)	Closing Meeting	
7.	Observations	
8.	Non Conformities	
9.	Any other Remarks	

7. OBSERVATION FORM

S. No.	Element	Observation	Reference
1			
2.			
3.			
4.			

8. NON-CONFORMITY REPORT (NCR)

S. No.	Non-Conformity observed	Doc.Ref	Type of NC Major/Minor
1.			
2.			
3.			
4.			

9. General Observations

1.	

2.	
3.	
4	
5.	
6.	

Team Leader Auditor

Proposed Corrective actions

Probable Date of Completion

Auditee

NC cleared/downgraded/statuesque

Auditor Team Leader

Annexure – VIII

Health Certificate Format to EU

L 151/66 EN Official Journal of the European Union 30.4.2004

ANNEX

'ANNEX IA

ANIMAL HEALTH CERTIFICATE

(for animal casings intended for dispatch to the European Community)

Model CAS

1. Consignor (name and address in full)	ANIMAL HEALTH CERTIFICATE for animal casing for importation into the European Community No (1) ORIGINAL
2. Consignee (name and address in full)	3. Origin of the animal casing 3.1 ISO code and name of Country:..... 3.2 Territory (2):.....
5. Intended destination of casings 5.1 EU Member State:..... Name, number and address of the establishment (3)	4. Competent Authority 4.1 Ministry:..... 4.2 Service:..... ..... 4.3 Local/Regional level:..... ....
	6. Place of loading for exportation ....
7. Means of transport and consignment identification (3) 7.1 [Lorry]/[Rail-wagon]/[Ship]/[Aircraft] (3) 7.2 Registration number(s), ship name or flight number:.....	7.3 Consignment identification details (3): ....

8. Identification of the animal casing

8.1 Casings from: ..... *(animal species).*

8.2 Identification of the casings included in this consignment:

Description (3)	Treatment (7)	Address and approval number of the establishment(s)	Number of packages/pieces	Net weight(kg)
		Total		

9. **Animal Health attestation**

I, the undersigned official veterinarian, hereby certify, that the animal casings described above

(a) come from plants approved by the competent authority;

(b) have been cleaned, scraped and:

either

[salted with NaCl for 30 days] (3)

or

[bleached] (3)

or

[dried after scraping] (3)

(c) have undergone all precautions to avoid recontamination after treatment.

Official stamp and signature

Done at ..... on .....

(signature of official veterinarian) (4)

(stamp) (5)

(name in capital letters, qualifications and title)

Notes

(1) Issued by the competent authority.

(2) The registration number(s) of rail-wagon or lorry and the name of the ship should be given as appropriate. If known, the flight number of the aircraft.

In case of transport in containers or boxes, the total number, their registration and seal numbers, if present, should be indicated under point 7.3.

(3) Keep as appropriate.

(4) Complete if appropriate.

(5) Complete as appropriate.

(6) The colour of the signature shall be different to that of the printing. The same rule applies to stamps other than those embossed or watermark.

(7) Treatment that has been applied from the options listed in the Animal Health attestation in Section 9b.

Annexure – IX

Health Certificate Format to Non-EU

Country of destination	:	
Reference number of the health certification	:	
Exporting country	:	INDIA
Responsible Ministry	:	Ministry of Commerce & Industry, Govt. of India
Certifying Department	:	Export Inspection Council, New Delhi
I. IDENTIFICATION OF CASINGS		
Casings of	:	
Nature of packaging	:	
Number of packages	:	
Net Weight	:	
II. ORIGIN OF CASINGS		
Address (es) and Approval No. of the approved establishment(s)	:	
III. DESTINATION OF CASINGS		
The casings will be sent from	:	
By the following means of transport	:	
Number of the Seal (*)		

Name and address of consignor		
Name and address of consignee		

IV. ATTESTATION :

The undersigned official veterinarian certifies that the casings described above:

(a) Come from plants approved by the competent authority

(b) Have been cleaned scraped and salted with Sodium Chloride for 30 days
Or
Bleached
Or
Dried after Scraping
(c) Have undergone all precautions to avoid recontamination after treatment

Date:

Place : Delhi Signature

Stamp (X) Name and Designation of EIA official

The certificate is valid for 90 days from the date of issue.

(*) Optional

(-----) Delete as appropriate

(X) The signature and the stamp must be in a colour different to that of the printing

Fax : 011-23748024
E-mail : eic@eicindia.gov.in
Web. : www.eicindia.gov.in
ग्राम : निर्यातगुण
Grams : SHIPMENTQUALITY
दूरभाष : 23365540, 23341263, 23748189
Phone :

भारतीय निर्यात निरीक्षण परिषद्

(आई एस ओ 9001:2008 प्रमाणित संस्थान)
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)
तीसरी मंजिल, एन.डी.वाई.एम.सी.ए. कल्चरल सेंन्टर बिल्डिंग)
1 जय सिंह रोड़, नई दिल्ली-110 001

EXPORT INSPECTION COUNCIL OF INDIA

(An ISO 9001:2008 Certified Organisation)
(Ministry of Commerce & Industry, Govt. of India)
3rd Floor, NDYMCA Cultural Centre Building,
1 Jai Singh Road, New Delhi - 110001

सं.निनिप/डी (क्यू/सी)
No. EIC/D (Q/C) T- 1 (Animal Casings) /2012/

दिनांक :
Dated : November 22, 2012

To,

Joint Director (I/C)
EIA-Kolkata / Mumbaii / Delhi

Deputy Director (I/C)
EIA-Chennai Kochi

SUB : Amendment no. 1 to the Executive instruction for export of Animal Casings Document No. EIC / AC/Ex. Inst./November /2012/issue 1

Sir,

Please find enclosed herewith the Amendment no. 1, duly approved by Director, EIC for information and compliance.

The said document is also available on the official website of EIC. The information may be desiminated to all sub offices and the stakeholders.

Yours faithfully,

(R.M.Mandlik)
Deputy Director

Encl as stated above.

Amendment no. 1 to the Executive Instructions for approval and monitoring of Animal Casings for export

After the Clause 9.3, the Clause 9.4 shall be added to the Document no. EIC/ AC/Ex. Inst./November /2012/ Issue 1.

9.4 For export to Non-European Union countries, Competent Authority shall ensure that every consignment of animal casings conforms to the standards specifications recognised by the Central Government, by undertaking the consignment-wise inspection.

9.4.1 Establishments intending to export animal casings shall follow all the regulatory requirements specified in the Govt. of India (Department of Commerce, Ministry of Commerce & Industry) Order & Notification vide S.O. 2947 and S.O. 2948 both dated 3rd November 1997 and Notification amendment S.O. 1315 (E) dated 8th June 2012.

9.4.2 While maintaining the minimum regulatory requirements of the GOI Notification, the requirements and standards of the importing country and those specified in the contractual specification of the buyer shall also be satisfied during the preparation and quality control of animal casings for export.

9.4.3 The processor / exporter intending to export animal casings shall submit an application in the prescribed Performa **(Annexure X)** in duplicate to the nearest office of the EIA along-with the demand draft / bankers cheque for the required inspection fee, invoice and the purchase order with the contractual specifications, if any, at least three days before the date of shipment.

9.4.4 After proper scrutiny of the application, by an officer, not below the rank of Technical officer shall be deputed to carry-out the quality control and inspection of the consignment offered.

9.4.5 The quality control and inspection of animal casings shall be carried out at the exporter's premises, which shall be well lighted and maintained in good sanitary and hygienic condition.

9.4.6 The exporter shall provide all the necessary facilities to carry out the inspection. The officer shall not claim any TA from EIA to that effect.

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

9.4.8 The officer authorized to undertake the inspection of the animal casings shall verify the lot to satisfy that the same is conforming as per the requirements.

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

9.4.10 The Laboratory Samples and Reference Samples shall be sent to laboratory along with a covering note as per the prescribed Performa **(Annexure – XI)**.

9.4.11 The finished product sample shall be drawn and tested for the parameters as stated at **Table 1 of Clause 5.1.4.** The cost of sampling and testing shall be borne by the exporter.

9.4.12 A field inspection report as per **Annexure XII** shall be submitted to the in-charge of the sub-office or the Deputy Director-In-charge of the scheme, as the case may be.

9.4.13 Laboratory Samples received shall be analyzed for relevant factors mentioned in the covering note and the analytical results are recorded in the prescribed Performa **(Annexure XIII).** The report of analysis shall be prepared by the laboratory in triplicate – two copies of which shall be forwarded to the office concerned, while retaining the third copy for the records of the laboratory.

9.4.14 In case, exporters disagree with the laboratory results, the reference sample shall be subjected laboratory analysis on the specific request of the exporter. The tests results of the Reference Samples shall be considered for deciding the export worthiness or otherwise of the Lot.

9.4.15 On receipt of the analytical report, the authorized officer shall, after decoding and co-relating with the concerned field inspection report(s), decide the export worthiness or, other wise of the lot.

9.4.16 If the lot(s) offered for inspection are found to conform to the standards on the basis of the field inspection and laboratory examination reports, a certificate of inspection shall be issued to the exporter in the prescribed pro-forma **(Annexure XIV).**

9.4.17 The certificate of inspection shall be prepared in quadruplicate out of which the first three copies shall be made available to exporter-the original for the customs use, the second copy for the use of foreign buyer and the third copy for exporters use, the fourth copy will be retained in the office for records.

9.4.18 If the lot(s) found not conforming to the specification, a rejection letter shall be prepared as per the prescribed pro-forma **(Annexure XV),** the original of which shall be made available to exporter.

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

9.4.20 In case the consignment of animal casings not exported within the validity period mentioned above the exporter shall be permitted to revalidate the certificate as per Clause 9.1 vi.

****

ANNEXURE – X

APPLICATION FOR INSPECTION OF ANIMAL CASINGS

Exporter's Name Address 1		Invoice No. & Date 10	Exporter's Ref 11
			Buyer's Order No. & Date 12
Manufacturer's Name & Address 2		To 13 The (Name & Address of the Inspection Authority) Please inspect the consignment and issue a Certificate of inspection under the Export of Animal Casings (Quality Control and Inspection) Rules 1997. A demand draft/ banker's cheque for Rs. drawn on ..... is enclosed as inspection fee. Please advise us Account Payee Bank Ref. No. enclosed	
Details of the Manufacturer's Seal, if any 3		Date	Signature of Exporter
Inspection Location 4	Bank/Branch 5	Address where consignment is to be inspected 14	
Vessel/Flight No. 6	Port of Loading 7		
Probable Date of Loading 8	Date of Sealing/Flight 9		

Mark & Nos. 15 As declared	No. & Kind of Pkgs. 16	Description of Goods (*) 17	Quantity 18	FOB Value (in Rs.) 19

Technical requirements including specifications as stipulated in the export contract. 20

Other Relevant Information 21

Declarations: Certified that the goods mentioned above have been manufactured/produced to satisfy the conditions relating to quality control/inspection applicable to them under the export of Animal Casings (Quality Control and Inspection) Rules. 1997 and that consignment conforms to the specification Certified that the goods have been offered previously for inspection vide intimation no. ..... Dated ..... and the defects as pointed out earlier have been duly rectified. 22

Certified that no additional technical or quality requirements other than mentioned above have been stipulated by the overseas buyer. Signature & Date

(*) Description should be in brief, grade, size and brand

ANNEXURE – XI

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

Covering note accompanying the samples of Animal Casings

Book No. : **Sl. No.**

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

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

To :

The Laboratory

.....

Signature :

Name :
Designation :

Place :
Date :

ANNEXURE – XII

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

FIELD INSPECTION AND QUALITY CONTROL REPORT OF ANIMAL CASINGS

Book No. :

1. Name and address of the Exporter :
2. Name and address of the Packer :
3. Type of animal casign
4. Type of packing :
5. No. of packages and quantity :
6. No of samples analyzed :
7. Application No./Lot No.
8. Shipping Mark :
9. Country of Destination :
10. Hygienic condition of the premises :
11. Are the conditions as per the requirement of GOI Order & Notification

Place : Signature :

Date : Designation :

Time : Seal

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

ANNEXURE – XIII

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

ANALYTICAL REPORT OF ANIMAL CASINGS

Book No.

Sl. No. :

1. Code / Lot No. :

2. Variety and Type of sample :

3. No. of Samples :

4. Time and Date of receipt of sample :

5. Time and Date of completion of analysis :

Sl. No.	Parameters Tested	Result
1.		
2.		
3.		
4.		
5.		
6.		

Place :

Signature Of Analyst(s) :

Signature of the in-charge of the lab

Date :

Name and Designation :

Name and Designation

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

Signature :

Name :

Designation:

ANNEXURE - XIV

CERTIFICATE OF INSPECTION/QUALITY CONTROL ON ANIMAL CASINGS

Exporter's Name & Address 1	Invoice No. & Date 6
	Buyer's Order No. & Date
Manufacturer's Name & Address 2	EXPORT INSPECTION AGENCY- CHENNAI / DELHI / KOCHI/ KOLKATA/ MUMBAI (Ministry of Commerce) Government of India
Details of the Manufacturer's Seal, if any 3	Valid up to and including.....
Details of Seal of Inspection with date 4	
Specifications & Grades 5	Certificate No 9

Mark & Nos 10	No. & Kind of Pkgs 11	Description of Goods (*) 12	Quantity 13	FOB Value (in Rs.) 14

Remarks, if any. Stamp for FOB Revision 15

** CERTIFICATION UNDER INSPECTION SYSTEM 16

It is hereby declared that the consignment as per details given above has been inspected as required under the Export of Animal Casings (Quality Control and Inspection) Rules , 1997

SEAL OF THE ISSUING AUTHORITY

It satisfies the conditions as applicable to it and is certified export worthy.

Date of inspection .....

or

**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 Animal Casings (Quality Control and Inspection) Rules, 1997.

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

Annexure – XV

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

Book No. :

Sl. No. :

Date :

To :

M/s.....

.....

Sub : Pre-shipment Inspection of Animal Casings

Dear Sirs,

With reference to your application dated .....this is to inform you that your lot no.....consisting of.....packages of.....(Name of variety and type) has on inspection been found not to conform to the specifications prescribed under the Export of Animal Casings (Quality Control & Inspection) Rules, 1997on the following factors :

i)

ii)

iii)

iv)

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

Please acknowledge receipt.

Yours faithfully,

For Export Inspection Agency
CHENNAI / DELHI / KOCHI/ KOLKATA/ MUMBAI

Amendment number 2 to the Document Number. EIC/AC/Ex. Inst. / November /2012/ Issue 1

After the Clause 7.1, the Clause 7.2 shall be added in the Document Number . EIC/AC/Ex. Inst. / November /2012/ Issue 1

7.2	**Complaint Handling Procedure : Procedure to be followed for complaints received from importing countries (EU and Non-EU)**
7.2.1	When a complaint is received from the importing country or a consignment of Animal Casings is detained or specific control measures are imposed by the importing countries on food safety or quality grounds, such as product contamination with microorganisms or with harmful residues or due to other reasons including spoilage, incorrect labelling, temperature abuse etc.; the competent authority (EIC / EIA) will follow the procedure as given below.
7.2.2	Action under the complaint handling procedure is required for Alert Notifications and Border Rejection Notifications issued by the European Commission (EC) under RASFF.
7.2.3	Any "Information Notification" or "News" received from the EC under RASFF which does not warrant official action, will not attract full imposition of this complaint handling procedure on the approved facility concerned. However, the "Information Notification" or "News" received from the EC shall be communicated by the EIA to the approved facility concerned for information, necessary action and its comments. The EIAs shall put the processing facility under internal alert, collect necessary information about the consignment in question from the processor and get the facility assessed by the APE to determine the root cause of the complaint. Based on the APE report in-charge of EIA shall take appropriate action.
7.2.4	If a processor/exporter receives any information regarding rejection of its Animal Casings at the destination before the competent authority (EIC/EIA) receives the same, the processor/exporter shall immediately inform the EIA concerned giving all details of the consignment rejected. The EIA shall communicate the same to EIC immediately.
7.2.5	EIC shall scrutinize the complaint received from the foreign countries or any other source and shall inform the EIA concerned immediately for taking action as per the complaint handling procedure. EIC may seek clarification from the importing country / Health Authorities, if required.
7.3	**Action by EIAs**

7.5.1	In case of rejections due to quality and / or food safety issues, the frequency of monitoring visit shall be increased to one visit per month for **three months**. During this period, special focus of monitoring will be on the factor(s) which caused the rejection.
7.5.2	A fee of Rs. 2,000/- per visit for the additional monitoring visits will have to be borne by the processor. The increased monitoring frequency (i.e. one visit per month) shall be discontinued if **three** monitoring visit reports and test reports are found satisfactory. For any unsatisfactory performance during the 3 monitoring visits, the increased frequency will be continued till such time, two consecutive satisfactory conditions are achieved.
7.6	**Testing of consignments**
7.6.1	In case of rejections from **EU**, the next 5 consecutive consignments meant for export to EU and one in two consignments meant for Non-EU shall be tested by EIA for the specific contaminant(s) at EIA Lab / EIC approved laboratory and got cleared, for which each batch (code) will be treated as a lot and a composite sample shall be tested from each batch (code).
7.6.2	Frequency of testing for **non-EU consignments** will be one in two till such time 5 consecutive consignments to EU or 2 to non-EU are cleared.
7.6.3	If any sample tested fails during the period of testing 5 consecutive consignments meant for EU, two more consecutive consignments will be tested for the specific contaminant (s) in EIA / EIC approved labs, till such time two consecutive consignments get cleared after testing.
7.6.4	Similarly, if any Non-EU consignment fails, testing of Non EU consignments shall continue till two consecutive Non EU consignments get cleared after testing.
7.6.5	The cost of testing on actual basis and a fee of Rs. 2,000/- per visit on account of deputation charges will have to be borne by the processor.
7.6.6	In case of any complaint received from **Non-EU countries,** the **next 5 consecutive** consignments will be tested for the specific contaminant by EIA prior to shipment **irrespective of destination.** The procedure for testing shall be as stated in case of EU rejections.
7.6.7	If any sample fails during testing of 5 consecutive consignments, two more

7.7.9	In the case of rejection for reasons other than food safety/ quality issues and if the performance of the unit is satisfactory based on the assessment report, EIA shall propose to EIC to **revoke the 'Internal alert'** imposed on the EU listed unit. In the case of non-EU listed units, the in-charge of the EIA shall revoke the internal alert under intimation to Director (I & QC).
7.7.10	If the assessment report indicates satisfactory performance of the unit subject to rectification of minor defects to prevent the recurrence of contamination / rejection, EIA shall communicate the defects to the unit for time bound rectification, with a copy marked to EIC. The corrective actions shall be verified by EIA and if satisfied, shall take action as per **Clause 7.7.8 & 7.7.9**
7.7.11	In case the test result of any sample drawn during the assessment is found not in conformity with the requirements applicable for the specific contaminant or quality parameters, next five consecutive consignments meant for export shall be subjected to testing / inspection by EIA for the specific contaminant / quality parameters at EIA lab and the consignments will be permitted for export only after satisfactory test / inspection results. The cost of testing on actual basis and a fee of Rs. 2,000/- per visit on account of deputation charges will have to be borne by the processor.
7.8	**Dealing with returned consignments**
7.8.1	If the processor wants EIC to issue a letter to the concerned Health Authority of the importing country for bringing back the rejected consignment, he may request in writing for the same through the EIA concerned along with full details of rejected consignment, including type of product, quantity, FOB value, container no, Health Certificate no, & date , reason for rejection etc. A copy of invoice and the name and full address with phone number, fax number and email address of the proper officer of the Health Authority of the importing country to whom the letter should be addressed shall also be provided. In such cases, fee of Rs. 2,000/- will have to be borne by the processor. When a consignment has been brought back to India after rejection at the importing country, EIA shall test the consignment for the contaminant in question. Depending upon the outcome of the test result the In-charge of the Agency shall take the suitable decision as deem fit.