

**STANDARD OPERATING PROCEDURE /GUIDELINES
FOR
ISSUANCE OF QUALITY CERTIFICATE FOR EXPORT OF
‘WHEAT FLOUR (Atta)’**



EXPORT INSPECTION COUNCIL

(Ministry of Commerce & Industry, Govt. of India)
2nd Floor, B-Plate, Block-1,
Commercial Complex, East Kidwai Nagar,
New Delhi-110023
Phone no-011-20815386/87/88
E-mail: eic@eicindia.gov.in
Web: www.eicindia.gov.in

1. INTRODUCTION

- 1.1 Directorate General of Foreign Trade (DGFT) has issued Trade Notice No. 14/2015-2020 dated 18th July, 2022 on the subject “Procedure for submission of requests for seeking IMC’s approval for export of Wheat Flour (Atta).”
- 1.2 The Paragraph 5 of the above referred DGFT’s Trade Notice requires that *“export of all the shipments approved by IMC shall be allowed subject to issuance of Quality Certificate by EIC or its EIAs at Delhi, Mumbai, Chennai and Kolkata only as per the requirements to be notified separately by EIC. The Quality Certificate issued by EIC to the applicants recommended by IMC will be mandatory for export of Wheat Flour (Atta) and the same will have to be produced before the custom authorities for export clearance.”*
- 1.3 Accordingly, the EIC has come out with this document specifying Standard Operating Procedure (SOP)/Guidelines for issuance of Quality Certificate for export Wheat Flour (Atta) in compliance to the DGFT Trade Notice for smooth export of the product.

2.0 PROCEDURE FOR ISSUANCE OF QUALITY CERTIFICATE

- 2.1 The applicant, intending to export Wheat Flour (Atta), after due approval of IMC, shall prepare his consignment of Wheat Flour (Atta) in a manner so as to conform to the requirements specified in these SOP/Guidelines and any other specific requirements of the importing country.
- 2.2 The applicant after satisfying himself in terms of requirements under 2.1 above, shall submit his request for issuance of Quality Certificate, in duplicate, in the prescribed Proforma as per **Annexure-I**, to the nearest office of the Export Inspection Agency-Delhi/Kolkata/Mumbai/Chennai. Such request shall be submitted preferably:
 - (a) at least two days prior to date of inspection/sampling in case the consignment is at the same station/location where the EIA Office is located;
 - (b) at least five days prior to date of inspection/sampling in case the consignment is not available at the same station/location where the EIA office is located.

In order to allow advance action on the part of EIAs, the request can be submitted electronically through email to respective EIA and physical copy of the request along with requisite documents may follow. It may be noted that no action would be taken in case request for Quality Certificate is received without valid IMC approval.

- 2.3 The inspection/sampling shall be carried out by Export Inspection Agency either at the port of shipment or at the premises of the packer or any other premise where the consignment is offered by the applicant/exporter subject to the condition that adequate facilities for the inspection including drawing , preparation and sealing of samples are made available.

- 2.4 On receipt of request from the applicant, the In-charge of concerned EIA shall nominate suitable officer to get the consignment examined at the earliest possible. During inspection of consignment, representative samples shall be drawn by the nominated officer from each lot offered for inspection, as per specified sampling plan given at **Annexure-II**.
- 2.5 The nominated officer shall prepare a Field Inspection Report (FIR) as per proforma **Annexure- III** in respect of each consignment after completion of inspection/sampling and submit to the concerned EIA.
- 2.6 The samples drawn as per 2.4 above shall be mixed homogenously, divided into three parts and filled in sample bags. Sample bags shall be sealed properly. One sample shall be sent to the EIA laboratory for analysis and out of remaining two samples, one shall be kept at concerned EIA as Reference Sample and other sample shall be given to applicant or his representative as Exporter's Sample. In case of dispute(s), if any, over the test results, re-testing can be allowed using the reference sample, for which the exporter shall submit a written request and also pay the requisite testing charges to the concerned EIA.
- 2.7 The sample of Wheat Flour(Atta) received in the EIA Laboratory shall be analyzed for the parameters as mentioned in **Annexure –IV** and the laboratory shall submit the analysis report to concerned EIA in a time bound manner.
- 2.8 Based on Analysis Report of the EIA Laboratory, if the consignment is found conforming to the prescribed specifications/requirements, the concerned EIA shall issue the Quality Certificate, in triplicate, as per **Annexure-V**. The first two copies i.e. Customs' Copy and Exporter's Copy of the certificate shall be given to the applicant/exporter or his representative and the third copy shall be retained in EIA office for official record.
- 2.9 The validity of Quality Certificate shall be 45days from the date of issuance of certificate.
- 2.10 In case, based on Analysis Report of EIA Laboratory, the consignment is found non-conforming to the specifications/requirements, a rejection letter shall be issued by concerned EIA as per **Annexure- VI**.
- 2.11 The fee as prescribed below, shall be paid online by the applicant against their request for Quality Certificate by visiting EIC website www.eicindia.gov.in to concerned EIA:

FOB value (Rs.)	Fees+ GST as applicable
Up to 5 lakh	Rs. 1500
Above 5 lakh and upto 10 lakh	Rs. 2500
Above 10 lakh and upto 25 lakh	Rs. 5500
Above 25 and below 40 lakh	Rs. 7500
Above 40 lakh	Rs. 8000

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

3. APPEAL

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

Annexure – I**Request for issuance of Quality Certificate**

1	Name & Address of the Applicant/ Exporter (including Contact No. and valid e-mail id)	
2	Invoice No. and Date	
3	Buyer's Order No. and Date	
4	Manufacturer's Name and Address	
5	IMC Approval Number and Validity	
6	Copy of Receipt toward confirmation of online submission of fees	
7	Probable date of loading	
8	Description of Goods	
9	Quantity	
10	FOB Value	
11	Location of the consignment	
12	Name of the importing country	
13	Copy of the Technical requirements as per export contract (If any)	
14	Any other relevant information	

I hereby declare that information given above is true and correct to the best of my knowledge and belief. Any discrepancy found later on, I shall be solely held responsible and liable for action as per rules/regulations.

(Signature of Authorized Signatory)
Name and Seal

Enclosures:

1. Self-certified Copy of the Invoice
2. Self-certified Copy of IMC Approval
3. Self-certified Copy of Buyer's Contract / Buyers' s specifications (if any)
4. Receipt of payment

Annexure – II**Sampling Plan**

For the purpose of drawing sample of the consignment of Wheat Flour (Atta), the Sampling Officer of EIA shall take sample at random according to the scale of sampling given below:

Scale of sampling for Wheat Flour (Atta) in bags

No. of bags in the lot	No of bags to be sampled
Up to 30	All
31 to 300	30
301 to 1000	50
1001 to 2000	100
2001 and above	5%

Scale of sampling for Wheat Flour (Atta) in bulk

Quantity of Wheat Flour (Atta) (Tonnes)	Number of the spots to be sampled
Up to 3000 tonnes	30
301 to 1000 tonnes	50
1001 tonnes and above	100

The selection of bags/spots for sampling shall be done at random and should cover bags/spots from various positions and depths in the stack.

For drawl of primary sample from each selected bag, an appropriate sampling equipment shall be used. The sampler shall be inserted diagonally in such a way that it reaches to the centre of the bag. All the primary samples so drawn from the lots/spots shall be thoroughly mixed to form a homogeneous composite sample. The composite sample shall be divided into final samples **weighing each 1kg**.

Note:- For more details Codex guidelines for sampling CAC/GL 33-1999 may be referred.

Annexure-III

**EXPORT INSPECTION AGENCY
FIELD INSPECTION REPORT**

- i. Name of the Applicant/Exporter
- ii. Name of the Processor
- iii. Intimation/Request Number & date
- iv. Invoice No./LC/Order No. / date
- v. Description of goods
- vi. Basis of inspection
- vii. Date, place & time in and time out of inspection
- viii. Description of consignment inspected
 - a) Quantity
 - b) No. of packages
 - c) Mode of packing
 - d) F.O.B Value
 - e) Lot number
- ix. Number & Sl. Nos of the packages from which the composite sample has been drawn
- x. Details of shipping
- xi. Marks on the packages
- xii. Physical condition of the consignment
- xiii. Sanitary conditions of the premises where the consignment has been offered for inspection/sampling
- xiv. Details of identification tag on the final sample drawn for laboratory analysis

Signature of EIA Officer

Name -----

Designation -----

Date,-----

Annexure- IV**Parameters to be tested by EIA Laboratory in each consignment of Wheat Flour (Atta)**

Parameters	Limit
Moisture	Not more than 14.0 per cent (when determined by heating at 130-133°C for 2 hours).
Total Ash	Not more than 2.0 per cent (on dry weight basis)
Acid Insoluble Ash (in dilute HCL)	Not more than 0.15 percent (on dry weight basis)
Gluten Content (on dry basis)	Not less than 6.0 per cent
Alcoholic acidity (with 90 per cent alcohol) expressed as H ₂ SO ₄ (on dry weight basis)	Not more than 0.18 per cent
Aflatoxins	Total Aflatoxin -15µg/kg Aflatoxin B1- 10µg/kg
Ochratoxin A	20µg/kg
Deoxynivalenol (DON)	1000µg/kg
Carbendazim (sum of Benomyl and Carbendazim)	0.1 mg/kg
Carbaryl	0.01 mg/kg
Carbofuran (sum of carbofuran and 3-hydroxy carbofuran expressed as carbofuran)	0.03 mg/kg
Chlopyrifos	0.01mg/kg
Cypermethrin (Sum of Isomers)	0.01 mg/kg
Deltamethrin	0.3mg/kg
Dichlorvos	0.25mg/kg
Ethion(Residues to be determined as ethion and its oxygen analogue and expressed as ethion)	0.01mg/kg
Malathion (Malathion to be determined and expressed as combined residues of malathion and malaoxon)	1mg/kg
Monocrotophos	0.01mg/kg
Phenthoate	0.01mg/kg
Phorate (sum of Phorate, its oxygen analogue and their sulphoxides and sulphones, expressed as phorate)	0.01mg/kg
Primiphos-methyl	1.0mg/kg

Annexure – V**Quality Certificate**

Exporter's Name Address 1		Invoice No. & Date 5		
		Buyer's Order No. & Date 6		
Manufacturer's Name &Address 2		7		
		EXPORT INSPECTION AGENCY KOLKATA /DELHI/MUMBAI/CHENNAI (Ministry Of Commerce) Government Of India Address of concerned EIA Valid up to and including -----		
Details of Seal of Inspection authority, if any 3		Certificate No. 8		
Specification Reference 4				
Batch No./Lot No. 9	No. & Kind of Pkgs. 10	Description Of Goods 11	Quantity 12 Gross Weight Net Weight	FOB Value (in Rs) 13
Remarks , if any				
It is hereby declared that the consignment as per details given above has been inspected on(date of inspection) as required under Document No. EIC/SOP/Wheat Flour (Atta) /July 2022 /Issue -1. The consignment satisfies the specifications/requirements as applicable to the product and is certified export-worthy. Date of Issuance:				
		Signature Name Designation		
SEAL OF THE AUTHORITY				

Annexure-VI

EXPORT INSPECTION AGENCY -----

LETTER OF REJECTION

No. EIA/

Date:

To

M/s -----

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

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

Dear Sir,

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

Reason (s) for rejection

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

Yours faithfully,

For Export Inspection Agency,