**FORM-I**

**FORM OF APPICATION FOR RECOGNITION/RENEWAL OF SESAME GODOWN/STORAGE/CFS**

|  |  |  |
| --- | --- | --- |
| Sr. No. | Particulars | Details |
| 1 | Name and address of the FBO (Applicant). |  |
| 2 | Contact person |  |
| 3 | Telephone No. |  |
| 4 | Mobile No. (to which SMS will be sent) |  |
| 5 | E-mail |  |
| 6 | IOPEPC Membership No., if obtained |  |
| 7 | Name and Address of Godown/Storage/ CFS |  |
| 8 | Total Capacity (in MT) of the Godown/Storage/CFS |  |
| 9 | Copy of the lease agreement in case the Godown/Storage /CFS is being run on lease basis (please enclose self-attested copy) (If Applicable) |  |
| 10 | Date of expiry of lease agreement (if applicable) |  |
| 11 | MSME/DIC/EOU License No. and date (If Applicable) |  |
| 12 | Copy of permission/license from MSME/DIC/EOU to run Godown/Storage /CFS (please enclose self-attested copy) (If Applicable) |  |
| 13 | In case of Certificate for food safety system such as GMP, HACCP, ISO 2200, BRC, ETC, (If obtained, Please provide copy of these certificates) |  |
| 14 | Copy of Pest Control Management Contract |  |
| 15 | Details of Fees 29500/- (25000 Application Fee + 18% GST 4500).  Cheque/DD No.\_\_\_\_\_\_\_\_\_\_\_  Cheque/DD date\_\_\_\_\_\_\_\_\_\_  Bank name \_\_\_\_\_\_\_\_\_\_ |  |

**DECLARATION**

I/We declare that I/we possess authority and right to sesame godown/storage in the above premises and to effect any structural and/or other modifications required conforming to the instructions issued from time to time.

I/We also declare that I/we have read and understood the criteria for grant of registration certificate for sesame godown/storage and have complied with the same in respect of the above stated unit facility. I/we understand that non-compliance will entail cancellation of the recognition certificate issued to me.

Place: Signature\*

Date: Name

Designation

\* owner/partner/director/ managing trustee duly authorized

**UNDERTAKING**

I/We, undertake to always maintain the above mentioned unit as per the

Standards prescribed in the “Procedure for Control of Contamination of Salmonella in Sesame Seeds for Export to EU”,, to abide by any instructions that may be issued by IOPEPC in this respect from time to time and to get the unit inspected whenever called upon to do so by IOPEPC. I also undertake to demarcate area specifically meant for sesame seed to avoid cross contamination with other agriculture products.

**VERIFICATION**

I/We , hereby, declare that to the best of my knowledge and belief, the

above information and sesame godown/storage infrastructure data provided below is complete and correct and that I agree to abide by the conditions laid down in this behalf.

Place: Signature -

Date: Name

Designation

**FORM - II**

**SESAME GODOWN/STORAGE /CFS INFRASTRUCTURE DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Item | Information by Applicant | IOPEPC  Verification |
| 1 | Dimensions of the Godown/ Storage /CFS (feet/ meters) |  |  |
| 2 | Type of flooring (Tiles/Concrete) |  |  |
| 3 | Type of walls |  |  |
| 4 | Any leakage in Floors/ walls/Roof |  |  |
| 5 | Whether properly ventilated |  |  |
| 6 | Whether the ventilators are covered |  |  |
| 7 | Whether windows are covered with Mesh |  |  |
| 8 | Type of storage (on Floor/ Tarpaulin/Pallets) |  |  |
| 9 | No of Doors/shutters |  |  |
| 10 | Whether Doors/shutters covered with plastic curtains or air curtains |  |  |
| 11 | Whether in and exit of material are separate |  |  |
| 12 | Type of compound wall |  |  |
| 13 | Any threat of flooding inside WH (Normal monsoon) |  |  |
| 14 | Is the Godown/Storage/CFS Clean |  |  |
| 15 | Whether the processing area is free from cob-webs and spiders |  |  |
| 16 | Whether adequate protected lights (not covered with glass) have been provided in the working area |  |  |
| 17 | Whether sufficient signboards in dual language indicating "do not spit/smoke" are prominently displayed in the unit |  |  |
| 18 | Whether sufficient no. of fly catchers /Rodent Traps are installed /placed or not |  |  |
| 19 | Whether using Stack Cards |  |  |
| 20 | Whether maintaining inward and outward registers |  |  |
| 21 | Whether Fire Fighting arrangements available |  |  |
| 22 | If Yes, No. of Fire Extinguishers |  |  |
| 23 | Expiry Date of Fire Extinguishers |  |  |
| 24 | Insurance of Godown/Storage/Stock |  |  |
| 25 | Managerial/Supervisory staff |  |  |
| 26 | Technical/Mechanical/Maintenance staff |  |  |
| 27 | Semi-skilled workers |  |  |
| 28 | Unskilled workers |  |  |
| 29 | Schedule of training to staff |  |  |
| 30 | Medical record for each individual staff member and periodic medical checkup by MBBS doctor. |  |  |
| 31 | Whether the nails and hairs are properly trimmed |  |  |
| 32 | Whether clean attire, aprons, gloves, caps etc. are provided to workers |  |  |
| 33 | Whether educated to observe personal hygiene |  |  |
| 34 | Whether informed that smoking, chewing, spitting in the warehousing/Storage/CFS area is prohibited |  |  |
| 35 | No. of toilets for each sex of workers |  |  |
| 36 | Cleanliness of toilets |  |  |
| 37 | Provision for potable water, wash basins, soap, towels, etc. |  |  |
| 38 | Waste disposal arrangements |  |  |
| 39 | Maintenance of drainage system |  |  |
|  |  |  |  |

PLACE:

DATE:

AUTHORISED SIGNATORY

**CHECKLIST FOR SESAME SEED GODOWNS/ STORAGE/CFS**

1. Whether the Godown/Storage /CFS has Signboards in English as well as in local languages displaying in bold letters regarding strictly prohibition of smoking, pan chewing, spitting etc. in the premises.
2. Whether there is a provision at doors, windows to prevent entry of rodents, birds and insects by providing at least wire/plastic mesh/net (Dust Plastic Flaps at main Entry/Air Curtains)
3. Whether the Godown/Storage/CFS premises including compound have rodent and pest control policy
4. Whether equipment which can trap pest and rodents are provided, (Bait Station Plan & Pest Control Contract/Procedure for Pest Control)
5. Whether effective control mechanism in Godown/Storage/CFS area for insects, rodents and pest has been set up (Through Pest o Flash or flier catcher etc.)
6. Whether cracks and holes in the walls and Floor are sealed to avoid likely entry & Infestation of rodents, birds or insects.
7. Whether the Godown/Storage/CFS area are damp-proof and properly ventilated.
8. Whether sufficient light reaches in the Godown/Storage/CFS area
9. Whether the roofing is of RCC or asbestos sheets or any other materials
10. Whether all windows and light fittings in Godown/Storage/CFS areas are protected
11. Whether the cargo is being properly stacked by leaving
12. At least 1 foot of space between the wall of the Godown and the stack.
13. At least 1 foot free space made available in between two stacks
14. Minimum of 2 feet is left between the ceiling of the Godown and the top of the stack.
15. Whether sufficient passage for moving about for inspection and disinfestations and also for facilitating movement of bags has been provided. (Pathway Identification & Area Identification Sign Board)
16. Whether the finished goods in bags are placed on wooden crates/pallets/tarpaulin at the time of stacking to avoid floor seepage.
17. Whether the empty bags to be used for packing the cargo are fumigated including the strings used for stitching.
18. Whether the containers on arrival are inspected for any perforation or damage and are export worthy
19. Whether the container is cleaned, dried prior to stuffing and is fumigated after stuffing.
20. Whether the rejected goods are kept separately in the Godown/Storage/CFS with identification mark "REJECTED" so that the same do not mix up with accepted goods.
21. Whether different commodities or materials which give off odors are stored separately to avoid cross contamination.
22. Whether First Aid Boxes are available at suitable places.
23. Whether the Godown/Storage have separate toilets for gents and ladies with water taps, wash basin, sufficient quantity of water and soap for cleaning hands and legs.
24. Whether sufficient Firefighting equipment’s are kept ready in the Godown/Storage /CFS and staff is adequately trained to use the same.