**FORM-I**

**FORM OF APPICATION FOR REGISTRATION/RENEWAL OF PROCESSING UNIT FOR EXPORT OF SESAME SEED TO EUROPEAN UNION**

|  |  |  |
| --- | --- | --- |
| Sr. No | Particulars | Details |
| 1 | Name and address of the FBO |  |
| 2 | Contact person |  |
| 3 | Telephone No. |  |
| 4 | Mobile No. (to which SMS will be sent) |  |
| 5 | E-mail |  |
| 6 | IOPEPC Membership/RCMC No. |  |
| 7 | Core operation of the unit : (Please Tick)  |  CleaningColour SortingR Hulling RoastingPackagingR Others (please specify) |
| 8 | Product for which registration is sought (Please Tick) |  Hulled Sesame seed Natural Sesame seedRoasted/Toasted Sesame seed |
| 9 | List of machinery and equipment including transport vehicles *(please enclose self-attested copy)* |  |
| 10 | In case of Lease arrangement, provide declaration giving details of Lease agreement.  |  |
| 11 | Date of expiry of lease agreement (if applicable) |  |
| 12 | Lay out plan of the premises *(please enclose self-attested copy)* |  |
| 13 | MSME/DIC/EOU License No. and date (please enclose self-attested copy) |  |
| 14 | Copy of FSSAI Registration  |  |
| 15 | Date of expiry of FSSAI Registration |  |
| 16 | In case of Certificate for food safety system such as GMP, HACCP, ISO 2200, BRC, ETC, (Please provide copy of these certificates) | . |
| 17 | Copy of Pest Control Management Contract |  |
| 18 | Details of Application Fee 29500/- (25000 Application fee + 18% GST 4500)Cheque/DD No.\_\_\_\_\_\_\_\_\_\_ Cheque/DD date\_\_\_\_\_\_\_\_\_\_Bank name \_\_\_\_\_\_\_\_\_\_\_\_\_\_NEFT Detail UTR No. \_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_ **Our NEFT Account Details**

|  |  |
| --- | --- |
| NAME | INDIAN OILSEEDS & PRODUCE EXPORT PROMOTION COUNCIL |
| BANK NAME | UNION BANK OF INDIA |
| ACCOUNT NUMBER | 378901010019003 |
| ACCOUNTING TYPE | CURRENT ACCOUNT |
| IFSC CODE | UBIN0537896 |
| BRANCH NAME | MMO BRANCH |
| ADDRESS OF THE BANK | NARIMAN POINT , MUMBAI-400021 |

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**DECLARATION**

1. I/We declare that I/we possess authority and right to process and store Sesame seeds in the above premises and to effect any structural and/or other modifications required conforming to the instructions issued from time to time.
2. I/We also declare that I/we have read and understood the criteria for grant of registration certificate for processing unit 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 registration certificate issued to me.

Signature

(Owner/partner/director/ managing trustee duly authorized)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

**VERIFICATION**

I/We , hereby, declare that to the best of my knowledge and belief, the above information and Processing Unit Infrastructure Data provided below, is complete and correct and that I agree to abide by the conditions laid down by IOPEPC.

Place: Signature-

Date: Name

Designation

**PROCESSING UNIT INFRASTRUCTURE DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Item | To be filled by applicant  | To be verified by IOPEPC |
|  | **EXTERNAL INFORMATION** |
| 1 | Surroundings (clean/unclean) |  |  |
| 2 | Information on obnoxious industry like fish canning, tanneries chemical plants, fertilizer plants releasing hydrogen sulphite etc. in vicinity |  |  |
| 3 | Condition of approach, service roads |  |  |
| 4 | Ventilation arrangement |  |  |
| 5 | Cattle trap system, if any |  |  |
| 6 | Pest, insect, rodent proofing |  |  |
| 7 | Condition of drainage system whether open or permanently installed underground and maintenance of drainage system |  |  |
| 8 | Arrangements for disposal of waste material |  |  |
| 9 | Whether wash and change room for workers provided. |  |  |
| 10 | Whether the external walls are properly plastered and free from crevices, holes, dampness |  |  |
| 11 | Arrangement for prevention of contamination from outside |  |  |
|  | **INTERNAL INFORMATION** |
| 12 | Whether the walls and ceilings are properly white washed |   |  |
| 13 | Whether the floor, walls and ceilings are properly plastered with impervious material |  |  |
| 14 | Whether sufficient signboards in dual language indicating "do not spit/smoke" are prominently displayed in the unit |  |  |
| 15 | Whether adequate protected lights (not covered with glass) have been provided in the working area |  |  |
| 16 | Whether the processing area is free from cob-webs and spiders |  |  |
|  | **GENERAL** |
| 17 | Condition of floor, walls and roof |  |  |
| 18 | Lighting arrangement |  |  |
| 19 | Cleanliness in processing area and storages |  |  |
| 20 | Procedure for Annual Maintenance/Calibration Of Equipment *(Please provide copies of manuals/procedures)* |  |  |
|  | **WATER SUPPLY & SOURCE** |
| 21 | Source of water |  |  |
|  | **POWER SUPPLY** |  |  |
| 22 | If own power generation capacity |  |  |
| 23 | If state/private run power source, amount of sanctioned/allocated load |  |  |
| 24 | Capacity of standby generators in case of power failure |  |  |
|  | **GENERAL STORAGES** |  |  |
| 25 | Storage arrangement for gunny bags, packaging material for raw material  |  |  |
| 26 | Storage arrangement for gunny bags, packaging material for finished material |  |  |
| 27 | Storage arrangement of finished material |  |  |
|  | **RECORDS** |  |  |
| 28 | Medical record history sheet for each individual staff member and separate periodic medical check up register |  |  |
| 29 | Record of Periodic maintenance of equipment and premises *(enclose copy of manual)* |  |  |
| 30 | Receipt and dispatch record of the produce in unit |  |  |
|  | **LABORATORY** |  |  |
| 31 | Whether a laboratory exists |  |  |
| 32 | Tests performed |  |  |
| 33 | Person in-charge of the lab, his/her name and qualifications |  |  |
| 34 | List of equipment in-house laboratory |  |  |
|  | **IN-HOUSE STAFF** |  |  |
| 35 | Personnel, administrative/organization Chart |  |  |
| 36 | Managerial/supervisory staff |  |  |
| 37 | Technical/mechanical/maintenance staff |  |  |
| 38 | Semi-skilled workers |  |  |
| 39 | Unskilled workers |  |  |
| 40 | Whether the staff is periodically examined for medical fitness, if so, periodicity |  |  |
| 41 | Whether the nails and hairs are properly trimmed *(use of nail polish to be prohibited)* |  |  |
| 42 | Whether clean attire, aprons, gloves, caps etc. are provided to workers |  |  |
| 43 | Whether educated to observe personal hygiene |  |  |
| 44 | Whether informed that smoking, chewing, spitting in the processing area is prohibited |  |  |
|  | **LAVATORIES** |  |  |
| 45 | No. of toilets for each sex of workers |  |  |
| 46 | Cleanliness |  |  |
| 47 | Provision for potable water, wash basins, soap, towels, etc. |  |  |

PLACE:

DATE:

AUTHORISED SIGNATORY

**CHECKLIST FOR SESAME SEED PROCESSING UNITS**

1. Whether the Unit 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 especially in those places where grading, hand picking etc. are carried out.
2. Whether footwear worn by personnel are removed and feet washed when they arrive before entering processing area
3. 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)
4. Whether the factory premises including compound have rodent and pest control policy
5. Whether equipment which can trap pest and rodents are provided (Bait Station Plan & Pest Control Contract/Procedure for Pest Control)
6. Whether effective control mechanism in processing and storage area for insects, rodents and pest has been set up (Through Pest o Flash or flier catcher etc.)
7. Whether cracks and holes in the walls and Floor are sealed to avoid likely entry & Infestation of rodents, birds or insects.
8. Whether the unit and storage area are damp-proof and properly ventilated.
9. Whether sufficient light reaches in the Unit & Storage area.
10. Whether the roofing is of RCC or asbestos sheets or any other materials.
11. Whether all windows and light fittings in production or storage areas are protected (as per glass policy).
12. Whether the cargo is being properly stacked by leaving At least 1 foot of space between the wall of the godown and the stack. At least 1 foot free space made available in between two stacks
13. Minimum of 2 feet is left between the ceiling of the godown and the top of the stack.
14. 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).
15. Whether the finished goods in bags are placed on wooden crates/pallets/tarpaulin at the time of stacking to avoid floor seepage.
16. Whether the empty bags to be used for packing the cargo are fumigated including the strings used for stitching.
17. Whether the containers on arrival are inspected for any perforation or damage and are export worthy whether the container is cleaned, dried prior to stuffing and is fumigated after stuffing.
18. Whether the rejected goods are kept separately in the store room with identification mark "REJECTED" so that the same do not mix up with accepted goods.
19. Whether there are separate rooms to store packing materials to avoid them getting contaminated/spoil with dust, insect infestation, and harborage by rodents.
20. Whether different commodities or materials which give off odors are stored separately to avoid cross contamination.
21. Whether First Aid Boxes are available at suitable places.
22. Whether workers engaged in handling, processing and packing are provided with apron - headgears, cover for mouth, hand gloves and shoe cover while working in the processing unit.
23. Whether the unit/warehouse 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 is kept ready in the units/warehouses and staff is adequately trained to use the same.