

PROCEDURE FOR GRANT OF REGISTRATION CERTIFICATE TO ABATTOIRS /MEAT PROCESSING PLANTS.

The Directorate General of Foreign Trade (DGFT), Ministry of Commerce & Industry, Govt. of India vide notification No. 12/(2004-2009) dated 21/12/2004, has made it mandatory to have the abattoirs/meat processing plants registered with APEDA prior to export. It has been decided to adopt the following procedure for grant of registration certificate:

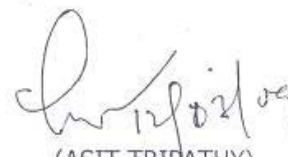
01	APPLICATION FOR REGISTRATION	<p>1.1 All applications may be made to the Chairman APEDA in Form I (Schedule I). A copy of the procedure to be followed can be obtained from the office(s) of APEDA.</p> <p>1.2 The application should be accompanied with meat plant data in Form II (Schedule II).</p> <p>1.3 The application duly completed may be submitted either at the Head Office of APEDA at New Delhi or at any of its regional offices, who will forward the same to the Head office.</p> <p>1.4 Declaration in Form III (Schedule III).</p> <p>1.5 The application should be accompanied by a declaration Form IV (Schedule IV) that the manufacture/exporter has complied with the sanitary and other requirements of meat processing plants as laid down under the Export of Raw Meat (Chilled/Frozen) (Quality Control & Inspection) Rules, 1992.</p> <p>1.6 The application should be accompanied by a fee of Rs. 15,000/- by way of demand draft in favour of APEDA alongwith the application.</p> <p>1.7 The following additional documents should be submitted allongwith the application :</p> <p>a) Lay out of the premises.</p> <p>b) Names and addresses of owners/partners/directors/trustees etc. alongwith documentary evidence.</p>
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		<p>c) No objection/clearance certificate from the Pollution Control Board of the State in which the plant is situated.</p> <p>d) Permission from the local /municipal body to run the processing unit for meat and meat products.</p> <p>e) Copy of the lease agreement in case the processing unit is being run on lease basis.</p> <p>f) Declaration in Form III (Schedule III) and Form IV (Schedule IV) .</p> <p>g) Confidential reports issued by financial institutions/banks mentioning the status of the manufacture /exporters</p> <p>1.8 The application should be signed by the owner/partner/director/managing trustee duly authorized for the purpose and a documentary evidence/power of attorney/copy of the resolution, as the case may be, must accompany the application.</p>
02	PLANT REGISTRATION PROCEDURE	<p>2.1 Preliminary scrutiny of the application will be carried out by APEDA and in case the application is in order, will forward the papers to the Plant Registration Committee, authorized for the purpose, for registration of the processing plant.</p> <p>2.2 Physical inspection of the processing plant will be carried out for registration by a Plant Registration Committee constituted by Chairman, APEDA, comprising of the following:</p> <ol style="list-style-type: none"> 1. One representative from APEDA, who shall be convener of the Committee. 2. One representative from Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture. 3. One representative from Department of Animal Husbandry & Dairying of the State Government. 4. One representative from Export Inspection Council (EIC). 5. One of the following reputed veterinary Scientists: <ul style="list-style-type: none"> ➤ Representative from Indian Veterinary Research Institute (IVRI), Izzatnagar, U.P. ➤ Secretary, Veterinary Council of India, Pusa, New

		<p>Delhi</p> <ul style="list-style-type: none"> ➤ Representative from Animal Science Division, ICAR, Krishi Bhawan, New Delhi. ➤ Director, National Research Centre on Meat, Hyderabad ➤ Professor, Department of Livestock Products Tech. College of Veterinary University, Hyderabad. ➤ Professor or University Head of veterinary public health from Bombay Veterinary College, Mumbai <p>2.3 APEDA shall inform the manufacturer/exporter one week in advance of the date of inspection, by such time, the processing unit should be ready with requisite records, as required under Schedule II, for verification of the Plant Registration Committee.</p>
03	ISSUE OF PLANT REGISTRATION CERTIFICATE	<p>3.1 In case, the Plant Registration Committee is satisfied that the plant conforms to the standards as prescribed under the Export of Raw Meat (Chilled/Frozen) (Quality Control and Inspection) Rules 1992, and recommends issue of a Plant Registration Certificate, then the same shall be issued by APEDA in the Form V (Schedule V). The certificate will bear a Registration Number issued by APEDA.</p> <p>3.2 The Plant Registration Certificate shall be prominently displayed in the processing unit.</p> <p>3.3 Any change in the lay out, design or capacity of processing unit shall be got approved by APEDA within 60 days of such change.</p> <p>3.4 The registration of the plant will be mandatory.</p> <p>3.5 The date of validity of the Registration shall be specified on the Plant Registration Certificate. In case no specific date is mentioned, the certificate shall be deemed to be valid up to 31st December of the year succeeding the year in which it is issued.</p> <p>3.6 The meat processing plants shall be re-inspected by the Plant Registration Committee for the purpose of renewal of the certificate. The re-inspection shall be carried out before expiry of validity of the certificate.</p> <p>3.7 In case the processing of meat and meat products</p>

		<p>is carried out in a leased plant, the certificate shall be issued to the manufacturer exporter who may be the leasee and not the owner of the plant. In case the lease agreement expires before the expiry of the certificate, then the validity of the certificate will be limited to the date of expiry of the lease agreement. In case of extension of the lease agreement, the same certificate shall be renewed in terms of clause 3.6 above.</p> <p>3.8 Notwithstanding the fact that the certificate once issued shall continue to be in force till the date specified in the certificate. APEDA may institute surprise checks through its officers in order to ensure that the processing is carried out under hygienic and proper conditions as envisaged at the time of registration. No quorum shall be required for such surprise checks.</p> <p>3.9 The manufacturer/exporter shall also comply with such other instructions as may, from time to time, be issued by APEDA.</p>
04	REFUSAL/CANCELLATION OF PLANT REGISTRATION CERTIFICATE	<p>4.1 Issue of certificate may be refused or, if issued, may be cancelled or suspended:</p> <p>a) If the processing unit does not conform to the prescribed standards.</p> <p>b) If there are adverse reports from the financial institutions/banks/importing countries against any of the owner/ directors/partners/ trustees.</p> <p>c) If there are quality/other complaints from the importing countries against the unit.</p> <p>d) If the plant does not have quality control laboratory.</p> <p>e) If technically qualified personnel are not available to manage the plant.</p> <p>f) In case of unsatisfactory arrangement for disposal of effluents, bones, meat waste, etc.</p> <p>g) In the absence of a valid license from the local bodies and if the Plant Registration Committee feels that the plant is situated at a place where it will be injurious to the inhabitants.</p>

		<p>h) In the case of leased plants, if the lease expires or terminates or if the plant is used for purpose other than processing of meat and meat products.</p> <p>4.2 Refusal of application for certificate or its cancellation/suspension, as the case may be, shall be communicated to the exporter.</p>
05	<p>APPEAL AGAINST REFUSAL/CANCELLATION OF PLANT REGISTRATION CERTIFICATE</p>	<p>5.1 Appeal against refusal/cancellation of certificate shall reach to the Chairman, APEDA within 30 days from the receipt of such order.</p> <p>5.2 In case of cancellation of certificate, the appeal shall be accompanied by the original certificate of plant registration.</p> <p>5.3 Chairman, APEDA will consider the application on merit and, in case, found necessary, order re-inspection of the unit during which time the anomalies pointed out by the Committee should be rectified.</p> <p>5.4 If approved, a fresh certificate shall be issued on payment of a fee of Rs.15,000/-. The intervening period between the cancellation of the certificate and issue of fresh certificate shall be taken to imply that the plant is not registered during this period.</p>
06	<p>ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS OR MUTILATION</p>	<p>6.1 In case of loss or mutilations of any certificate, a duplicate certificate may be issued on payment of Rs.15,000/-. The validity of the duplicate certificate shall be the same as that of the original.</p>


 (ASIT TRIPATHY)
 CHAIRMAN

PLACE: NEW DELHI
 DATE: 3RD March, 2009

FORM - I

APPLICATION FORM FOR REGISTRATION

1. Name and address of the Applicant :
2. Registration-cum-membership no. of APEDA. :
3. Address of the abattoir/processing plant :
4. Factory licence number and date :
5. Name and address of the owner of the plants. If he/it is different from the applicant:
6. Date of expiry of lease agreement, if applicable :
7. Name and address of the financial Institutions/Banks who have financed the plant. :
8. Details of Bank draft :

AUTHORISED SIGNATORY

PLACE :

DATE :

VERIFICATION

I ----- do hereby declare that to the best of my knowledge and belief, the above information is complete and correct and that I agree to abide by the conditions and standards laid down in this behalf.

AUTHORISED SIGNATORY

DATE :

PLACE :

FORM – II

MEAT PLANT DATA

- 1. NAME OF THE ABATTOIR/PROCESSING PLANT:**

- 2. ADDRESS :**

- 3. EXTERNAL INSPECTION :**
 - I. Surroundings (clean / unclean) :
 - II. Whether situated near obnoxious industry like fish canning, tanneries, chemical plants, fertilizer plants releasing Hydrogen sulphide etc. :
 - III. Whether the plant is used for processing material other than meat. :
 - IV. Condition of approach, service roads :
 - V. Whether boundary wall provided :
 - VI. Presence of birds, crows, vultures, etc., if any :
 - VII. Condition of drainage system whether open or permanently installed underground :
 - VIII. Arrangement for disposal of waste material :
 - IX. Whether wash and change room for workers provided. if provided, number of toilets for each sex of workers and provision for water, soap, towels, etc. :
 - X. Whether the external walls are properly plastered and free from crevices, holes, dampness. :
 - XI. Whether separate loading docks for

- edible and inedible products are provided and whether the loading docks are covered to avoid exposure of material to vultures, dropping of birds, flies and rough weather. :
- XII. Whether the entry is restricted and the entries and exits are provided with double doors having fly proofing and self closing devices. :
- XIII. Whether the windows are fly proof :
- XIV Whether incinerator for disposal of condemned carcasses/waste material exists. :
- XV. Whether rendering plant exists in working condition :
 If answer to the above is yes, products manufactured in the same and purpose for which they are used :
 If answer to the above is no, method for disposal of solid waste :
- XVI. Whether antiseptic/disinfectant foot wash is provided at the entrance :
- XVII Whether the unit has effluent treatment plant (ETP) :
 in working condition
 ➤ If answer to the above is yes state
 I) BOD level –
 ii) COD level –
 iii) Capacity of ETP-
 If answer to the above in no, state method of disposal for liquid waste
- XVIII. Provision for pest control measures :
- XIX. In case pest control measures are out sourced, detailed report about the measures and cross-checking the same with internal arrangement. :

4. **INTERNAL INSPECTION**

- I Whether the walls and ceilings are properly white washed. :
- II. Whether the floors, walls and ceilings and properly plastered with impervious material :
- III. Conditions pertaining to Fissures, holes and crevices, dampness. :
- IV. Whether the walls are tiled up to a height of 1.5 meters. Whether the windows are at a sufficient height and away from working platform/ tables to avoid contamination by dust, accidentally broken glass panes. :
- V. Whether adequate foot operated faucets with hot and cold water supply provided alongwith liquid soap at every entry point. :
- VI. Whether sufficient care is being exercised to ensure that each worker before entering and leaving the factory, washes his/her hands properly. :
- VII. Whether sufficient signboards indicating "do not spit/smoke" in the premises are displayed prominently :
- VIII. Whether adequate lighting arrangements provided in the working area. :
- IX. Whether adequate exhaust fans provided :
- X. Whether the processing area free from cow webs and spiders. :

5. **WATER SUPPLY :**

- SOURCE : MUNICIPAL OR OPEN WELLS OR TUBE WELLS :
- I. Whether adequate potable water supply with pressure is provided . :
 - II Whether hot water (82 degree C) is available for sterilization of equipments. :

- III. Condition of overhead storage tank. :
- IV. If water is treated separately, if so, system followed :
- V. If water is treated regularly for its potability, the frequency of testing :

6. **PERSONNEL**

- I Whether the staff is periodically examined for medical fitness by a qualified doctor if so, what is the periodicity :
- II. Date of last medical Examination :
- III. Whether the nails and hairs are properly trimmed (use of nail polish to be prohibited) :
- IV. Whether clean uniforms, caps, hand gloves and gum boots provided. :
- V. Whether educated to observe personal hygiene. :
- VI. Whether informed that smoking, chewing spitting in the processing area is prohibited. :
- VII. Whether regular training is being given to the workers and supervisors on handling of meat and equipments :

If answer to the above is yes, frequency of the training and date of last training should be mentioned. :

7. **EQUIPMENT :**

- I. Condition of working equipments, e.g. knives, hooks, containers for storage of meat, tables and other cutting tools :
- II. Whether the equipments are clean and disinfected daily. If so frequency and process i.e., by chemical/ by heat treatment :
- III. Whether equipment, utensils, trollies used for inedible/waste material are properly marked so that they are not used for edible meat :

**8. CONDITION OF THE COLD STORAGE,
CHILLING ROOMS AND FREEZERS**

- I Numbers, capacity and temperature maintained for cold storage chilling rooms, blast freezers and plate freezers should be mentioned (use separate sheet, if required) :
- II. Cleanliness and lighting :
- III. Condition of floors, walls and ceilings :
- IV. Whether provided with thermometers to record the temperatures. :
- V. Meat properly stored or not :
- VI. Alarm system and it's working condition. :
- VII. Cold storage licence no. :

9. LABORATORY :

- I. Whether a laboratory exists :
- II. Names of tests performed :
- III. Person in-charge of the laboratory his name and qualification :
- IV. Whether the unit has provision for in house calibration of equipments / temperature control devices. :
- V. Whether working sheet is kept in laboratory along with the test results :

10. LAIRAGE

- I. Condition of Lairage :
- II. Facility for washing of animals and drinking water :
- III. Provision for keeping the animals sick/ unfit for slaughter :
- IV. Availability and number of State Govt. Veterinarians for carrying out ante-mortem examination of animals prior to slaughter :

11. SLAUGHTER FACILITIES

- I. Whether provision for stunning of animals exists if :
so, the method of stunning .
- II. Whether provision for killing box exists. :
- III. Method of slaughter :
- IV. Whether Halal method for slaughter of animals :
practiced properly.
- V. Whether record about number of animals slaughtered
kept by the representatives of the Islamic
organization also. :
- VI. Whether ante-mortem and post-
mortem examinations facilities exists. :
- VII. Number of veterinary officers for carrying
out ante- mortem and post-mortem examination :
- VIII. Whether adequate facilities exist for
dressing on the rails :

12. CAPACITY OF THE UNIT

- I. Slaughter capacity per day
 - A. Buffaloes :
 - B. Sheep / Goat :
 - C. Other :
- II. Processing capacity per day :
 - A. Chilling room :
 - B. Blast freezer :
 - C. Plate freezer :
 - D. Canning unit :

13. TRANSPORTATION

- I. Number and capacity of each insulated/reefer truck :
- II. In case meat / carcasses are sourced from outside
sources, the name and addresses of the abattoirs
from where meat /carcasses are sourced. :
- III. Transportation distance from abattoirs and mode
of transportation of meat/carcasses from abattoirs :

IV. Mode of transportation of finished product :

14. HACCP Certification

I. Whether unit has HACCP Certification

If Yes

(i) Enclose copy of the certificate :

(ii) Provision and periodicity for surveillance audit :

If no, steps taken by the unit for HACCP certification:
and likely date of receiving the certification

FORM – III

DECLARATION

I/ we declare that I/we possess the full authority and right to process/store meat and meat products in the above premises and to effect any structural and/or other modifications required to conform to instructions issued by the Authority from time to time.

SIGNATURES OF THE APPLICANT

PLACE :

DATE :

FORM –IV

DECLARATION

I, ----- declare that I have read and understood the Export of Raw Meat (Chilled/Frozen) (Quality Control and Inspection) Rules, 1992, and have complied with the same in respect of my abattoir/ meat processing plant located at-----
-----.

I also agree to maintain the plant as per the above standards always and also agree to abide by any instructions that may be issued by APEDA in this respect from time to time and get my above plant inspected whenever called on to do so by the Authority. I also understand that non-compliance will entail cancellation of certificate issued to me under these regulations.

SIGNATURES OF THE APPLICANT

PLACE :

DATE :

FORM – V

**THE AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT
AUTHORITY**

(MINISTRY OF COMMERCE, GOVT. OF INDIA)

CERTIFICATE OF PLANT REGISTRATION FOR MEAT PROCESSING PLANT

This is to certify that the meat processing plant described below has been inspected by a Plant Registration Committee constituted by APEDA and existing facilities are considered adequate to meet the hygienic and sanitary conditions required for export:

1. Name of exporter :
2. Registration No. :
3. Location of the processing Plant :
4. Slaughter capacity per day : a. large animals
b. Small animals.....
- III. Processing capacity per Day : a. Chilling room.....
b. Blast freezer
c. Plate freezer.....
d. Canning unit.....
6. Meat and meat product authorized for exports :
.....
- Certificate valid up to :
.....
for and on behalf of APEDA.

Place : New Delhi

Date :

CHAIRMAN

3, Siri Institutional Area, NCUI Building, August Kranti Marg, New Delhi 110016
Tel: 011-26513204, 26514572, 26513219 Fax: 011-26513167 e.mail: headq@apeda.com

Submit the following documents to enable us to finalize the visit of the Committee.

1. Copies of bio-datas of the veterinarians and lab technologists along with the dates of their joining the organization.
2. Details of the tests being conducted in house laboratory and the period since when these are being done.
3. Details of chillers, blast freezers, plate freezers and cold rooms with capacity of each unit.
4. Self attested photocopies of the valid pollution control certificates with water analysis of ETP.
5. Details of exports made-country wise by your company for the last three years, if any.
6. Copy of HACCP certificate, since when implemented.
7. List of machinery and equipment in the premises and the laboratory.
8. Copy of the lease agreement in case the processing unit is being run on lease basis.
9. Fill the Questionnaire about the facilities in the plant.

QUESTIONNAIRE about the facilities in the plant
(To be filled in by all Exporters)

1.	Name of Plant	
2.	Address of Plant	
3.	Start of Commercial Production (dd/mm/yy)	
4.	Make & Capacity of slaughter Line (per hour)	
5.	Shift timings	
6.	Normally how many shifts the plant is working	
7.	Total no. of chillers, including dimensions of the rooms (length, breadth and height), with individual chiller capacity	
8.	Total no. of deboning halls with dimensions	
9.	Total no. of processing halls with dimensions	
10.	Total no. of frozen packing rooms with dimensions	
11.	Total no. of product chillers with dimensions and capacity	
12.	Total no. of blast freezers with dimensions and individual blast freezer capacity	
13.	Total no. of plate freezers with dimensions and individual plate freezer capacity	
14.	Total no. of Cold Storage with dimensions of each room and total Cold Storage capacity inside the plant	
15.	Make & Capacity of Rendering plant (per hour)	
16.	Name of supplier of the	

	Refrigeration plant system; whether it is PLC controlled or manually operated	
17.	Source of water and total capacity of storage tanks	
18.	Total capacity of the animal quarantine before slaughter in the plant per Sq.m.	
19.	Total no. of people working in the plant (please provide department wise breakup)	
20.	Total no. of Veterinarians in the company	
21.	Whether ante-mortem & post-mortem inspection is conducted by Governmental veterinarians or Private veterinarians?	
22.	Are all the products produced at the facility Halal ?	
23.	Name of the Halal Certifying Body.	
24.	Is the plant ISO/HACCP certified? (Attach copy of certificate)	
25.	Any other information about the Plant or the Company, which may be useful for the delegation visit.	

TECHNICAL DETAILS OF CHILLING UNITS

ITEM/QUESTIONS	BUFFALO	SHEEP
The capacity of the chiller		
No. of carcasses in the chiller		
The dimension of the chiller		
The space between one rail to another rail		
The gap in handling carcasses on the rail		
The air circulation in the chiller in respect of flow of air and volume of chamber		
Temperature of the carcasses maintained in the chiller		
Humidity (RH) maintained in the chiller		