

समुद्री उत्पाद निर्यात विकास प्राधिकरण

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)
एम पी ई डी ए भवन, पनंपिल्ली एवन्वू
डाक पेटी सं. 4272, कोच्ची-682036, भारत

The Marine Products Export Development Authority

(Ministry of Commerce & Industry, Govt. of India)
MPEDA House, Panampilly Avenue
P.B. No. 4272, Kochi-682 036, India



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Ref: REG/GC/OR/1/2020

Date: 20.11.2020

C I R C U L A R



Sub: Inspection for registration / renewal of entities with MPEDA-reg.

It has been noted that when MPEDA officials alone are doing inspection for renewal of seafood processing units, they are not following the inspection report format prescribed for APE visit to record the observations and findings. Chairman has expressed concern about the effectiveness of the inspections to renew the registration of processing entities and has instructed that an elaborated format in the lines of report of APE visit format shall be filled in by the inspecting officers while recommending the renewal of registration of the inspected entity and the following instructions were strictly adhered to:

- (1) 10% of the units shall be subjected to an 'enabling or supervisory audit' by the officer-in-charge or next superior, as the case may be, in the event unit is inspected by a subordinate officer. The superior officer shall maintain surprise element while subjecting the unit to 'enabling or supervisory audit'.
- (2) Both major as well as minor non-conformities observed by the MPEDA officers during the inspection, including 'enabling or supervisory audit', shall be conveyed to the unit in writing prescribing a time frame to rectify the non-conformities. The registration / renewal / endorsement shall be subjected to compliance to the rectification of non conformities reported by the unit.
- (3) The inspection report, correspondence regarding NCs and compliance report from the unit shall be uploaded on the e-mpeda portal.

A format of inspection report in lines of APE report is enclosed for your use.

This is for your information and strict compliance.



Digitally signed by MOHANCOTTAGE
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All Field Offices

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परिपत्र

विषय: एमपीईडीए के साथ संस्थाओं के पंजीकरण/ नवीकरण के लिए निरीक्षण - संबंधी

यह नोट किया गया है कि जब एमपीईडीए के अधिकारी अकेले ही समुद्री खाद्य प्रसंस्करण इकाइयों के नवीकरण के लिए निरीक्षण करते हैं, तो वे टिप्पणियों और निष्कर्षों को रिकॉर्ड करने के लिए एपीई मुआयने के लिए निर्धारित निरीक्षण रिपोर्ट प्रारूप का अनुपालन नहीं कर रहे हैं। अध्यक्ष ने प्रसंस्करण संस्थाओं के पंजीकरण को नवीनीकृत करने के लिए निरीक्षणों की प्रभावशीलता के बारे में चिंता व्यक्त की है और निर्देश दिया है कि निरीक्षण इकाई के पंजीकरण के नवीकरण की सिफारिश करते समय निरीक्षण अधिकारियों द्वारा एपीई मुआयना प्रारूप की रिपोर्ट की तर्ज पर एक विस्तृत प्रारूप भरा जाएगा और निम्नलिखित निर्देशों का कड़ाई से पालन किया गया हो

- (1) इकाई का निरीक्षण एक अधीनस्थ अधिकारी द्वारा किए जाने की स्थिति में, 10% इकाइयों की "समर्थकारी या पर्यवेक्षी लेखा परीक्षा" को प्रभारी या अगले वरिष्ठ अधिकारी; इसमें से जो भी हो, द्वारा किया जाएगा। वरिष्ठ अधिकारी इकाई की 'सक्षम या पर्यवेक्षी लेखा परीक्षा' करते हुए एक अप्रत्याशित तत्व बनाए रखेगा।
- (2) "समर्थकारी या पर्यवेक्षी लेखा परीक्षा" सहित निरीक्षण के दौरान एमपीईडीए अधिकारियों द्वारा देखे गए दोनों प्रमुख और साथ ही साथ छोटी गैर- अनुरूपताओं को, एक समय सीमा निर्धारित करते हुए गैर- अनुरूपताओं को सुधारने के लिए लिखित रूप में इकाई को अवगत कराया जाएगा। इकाई द्वारा सूचित गैर अनुरूपताओं के सुधार के अनुपालन के अधीन पंजीकरण/ नवीनीकरण/पृष्ठांकन किया जाएगा।
- (3) निरीक्षण रिपोर्ट, एनसी से संबंधित पत्राचार और इकाई की अनुपालन रिपोर्ट को ई- एमपीडा पोर्टल पर अपलोड किया जाएगा।

एपीई रिपोर्ट की तर्ज पर निरीक्षण रिपोर्ट का एक प्रारूप आपके उपयोग के लिए संलग्न है।

यह आपकी सूचना एवं सख्त अनुपालन के लिए है।

(डॉ राम मोहन एम के)
संयुक्त निदेशक (गु नि) & प्रशासन प्रभारी

परिचालन:

सभी फील्ड कार्यालय

प्रति :- प्र वि - ई-एमपीईडीए में आवश्यक प्रावधान बनाने के लिए।



**THE MARINE PRODUCT DEVELOPMENT AUTHORITY
(Ministry of Commerce, Govt. of India)**

**ASSESSMENT REPORT OF PRE-PROCESSING UNIT (INDEPENDENT / DETACHED) / PROCESSING UNIT
/ ESTABLISHMENT FOR RENEWAL OF REGISTRATION
RD /SRD**

Date of Visit :

Type of Visit :

Name of the Officer & designation:

1.	General Information	
1.1.	Name and address of the facility (PPC/ processing establishment) seeking renewal of approval	
1.2.	MPEDA registration number & validity a. Pre-processing unit b. Processing unit c. Cold Storage	
1.3.	EIA Approval Number & validity	
1.4.	Name of the Chief Executive (MD/Mg. Partner/Proprietor)	
1.5.	Is the facility owned or leased by the applicant	Owned / Leased
1.6.	If leased, name of the facility owner, facility name and address:	
1.7.	Nature of activities for which the establishment is approved (Strike off inapplicable ones)	Packing of Fresh /Chilled F&FP/ Freezing of raw Frozen F&FP (IQF/Block / IF) Freezing of blanched /Cooked F&FP Freeze drying of fishery products Canning/ Retort Pouch Packing of F&FP Packing of acidified Fishery products Drying / salting & drying of F&FP Drying of fish maws Any other (Specify) Pre-processing of F&FP for supplying pre-processed F&FP to its main establishment /approved units
1.8.	Approval status to process Fish & Fishery Products for export to (countries)	1.All Countries including the EU 2. Russian Federation

		3.Countries other than EU & Russia						
1.9.	Additional activities, if any							
1.10	No. of working hours per day							
1.11	No. of working days per week							
2.	Information on Structure of the Establishment							
2.1.	Number of pre-processing facilities/units							
2.2.	Whether the pre-processing facility is integrated to the main establishment?							
2.3.	If separate, give address (es) and distance from the establishment							
2.4.	Whether the unit has acquired any additional pre-processing facility during last two years.							
2.5.	Whether the pre-processing facility is under the control of the establishment?							
2.6.	Does the establishment have own ice plant?							
2.7.	If so, is it integrated?							
2.8.	If separate, give address(es) and distance from the establishment							
2.9.	Total capacity (Type-wise- Flake/Tube/Block etc.) of approved ice plants under the control of the establishment							
2.10	Number and capacity of the chill room(s)							
2.10 a)	Number and capacity of the Frozen Storage(s)							
2.11	Is frozen storage integrated to the unit?	:						
2.12	Number of vehicles the establishment has for transportation of raw material, finished product, ice and water. a) Refrigerated Vehicle b) Insulated Vehicle c) Non – Insulated Vehicle d) Three Wheeler e) Water tanker	<table border="1"> <thead> <tr> <th>Number</th> <th>Capacity</th> <th>Regn. number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Number	Capacity	Regn. number			
Number	Capacity	Regn. number						
2.13.	Does the establishment hire outside vehicles?							

2.14.	Whether any structural additions have been made since last registration / renewal of approval? If so, give details:			
3.	Information about personnel			
3.1.	No. of EIA approved technologists			
3.2.	Whether the No. of technologists adequate?			
3.3	Technologist details	Sl. No.	Name of technologist	Qualification
3.4.	No. of Supervisors	Pre-processing Processing		
3.5.	Total No. of Male Workers			
3.6.	Total No. of Female Workers			
3.7.	No. of work shifts per day			
3.8	Duration of each shift:			
4.	Raw Material			
4.1	Specify the type of raw materials other than fishery products, if any, used with source & quantity used/day			
4.1(a)	Specify the ingredients/ additives used			
4.1.(b)	Source of raw material of fishery products	Marine / Culture / Others (Specify)		
4.2.	Mode of transport of raw material from source to pre-processing			
4.3.	Elaborate the arrangement for traceability of raw materials?			
5.	Surroundings			
5.1.	Whether the conditions of registration are still maintained satisfactorily *	Yes / No		
5.2.	If not, what are the deficiencies?			
6.	Construction and Layout			
6.1.	Whether the conditions of registration are still maintained satisfactorily?			

6.2.	If not, what are the deficiencies?	
7.	Plant facility	
7.1	Are there adequate facilities for the following?	
7.1.(a)	Storing inedible material, disinfectants and insecticides	
7.2.	Separate storage for wet and dry items	
7.3.	Storing packaging material	
7.4.	Rest room for workers	
7.5.	Changing room for workers	
7.6.	Vehicle Washing	
7.7.	Water treatment plant	
7.8.	Alarm system to give warning when power fails	
7.9.	Generator	
7.10.	Toilets	
8.	Raw material receiving section	
8.1.	Whether the conditions of registration are still maintained satisfactorily? *	
8.2.	If not, what are the deficiencies?	
9.	Chill Room	
9.1.	Is chill room provided for storing raw material /pre-processed material?	
9.2.	Is it maintained as required?	
10.	Pre-processing Section	
10.1.	Whether the conditions of registration are still maintained satisfactorily? *	
10.2.	If not, what are the deficiencies?	
11.	Processing Section	
11.1.	Whether the conditions of registration are still maintained satisfactorily? *	
11.2.	If not, what are the deficiencies?	
12.	Water & Ice	
12.1.	Whether the source of water and water management system are same as at	Yes / No

	the time of registration	
12.2.	If not, what are the changes and whether these meet the requirements?	
12.3.	Whether water used for processing and ice making is tested regularly?	
12.4.	Whether the source of ice is same as at the time of approval?	
12.5.	If not, what are the changes and whether these meet the requirements?	
13.	Salt/Chemicals/Additives	
13.1.	Whether salt, chemicals and additives, if used, tested/approved and records maintained as required?	
13.2.	If not, what are the deficiencies?	
14.	Freezing	
14.1.	Whether the number and type of freezers are the same as at the time of approval?	
14.2.	If not, what are the changes?	
15.	Packaging and Frozen Storage	
15.1.	Whether the conditions of registration are still maintained satisfactorily?	Yes / No
15.2.	If not, what are the deficiencies?	
16.	Toilet Facilities	
16.1.	Whether the conditions of registration are still maintained satisfactorily? *	Yes / No
16.2.	If not, what are the deficiencies?	
17.	Personnel Hygiene	
17.1.	Whether the conditions of registration are still maintained satisfactorily? *	Yes / N
17.2.	If not, what are the deficiencies?	
18.	Cleaning and Disinfection of Plant, Equipment and Utensils	
18.1.	Whether the conditions of registration are still maintained satisfactorily? *	Yes/No
18.2.	If not, what are the deficiencies?	:
19.	Changing Room	

19.1	Whether the conditions of registration are still maintained satisfactorily?	Yes/No
19.2	If not, what are the deficiencies?	
20.	Effluent Treatment	
20.1.	Does the unit have an efficient effluent treatment system?	
20.2.	Does it comply with the statutory requirements?	
21.	Maintenance Schedule	
21.1.	Whether the documented maintenance procedure is adequate and records of maintenance kept?	
21.2.	If not, what are the deficiencies?	
22.	HACCP	
22.1.	Whether the HACCP system is same as at the time of approval and is maintained as required?	Yes / No
22.2.	If not, what are the changes and whether these changes are as required?	:
22.3	Whether CCPs have been identified correctly and monitored properly?	
22.4	Whether the implementation of HACCP is proper and adequate	
22.5	Whether GMP & GHP is adequate to ensure the safety of the product processed?	
23.	Rodent / Vermin Control	
23.1.	Whether the documented rodent/vermin control system is adequate and records maintained?	
23.2.	If not, what are the deficiencies?	
24.	Transportation	
24.1.	Are the facilities for transport of raw materials and finished products, and for cleaning and sanitization of transport vehicles satisfactory?	Yes / No
24.2.	If not, what are the deficiencies?	
25.	Inspection and Testing	
25.1.	Are the inspection and testing facilities adequate?	Yes / No
25.2	If not, what are the deficiencies?	
25.3	Is the unit testing all the specified parameters as per the laid down	

	frequency?	
25.4	Whether the in-house lab is recommended for approval?	
26.	Recommendations of the APE	
26.1	Name of the PPC/ Establishment	
26.2	Location	
26.3	MPEDA Registration number	
26.4	EIA Approval No. (Processor Code)	
26.5	Nature of activities of the unit	Packing of Fresh /Chilled F&FP Freezing of raw Frozen F&FP (IQF/Block/ IF) Freezing of blanched /Cooked F&FP Freeze drying of fishery products Canning/Retort Pouch Packing of FFP Packing of acidified Fishery products Drying / salting & drying of FFP Drying of fish maws Any other (Specify) Pre-processing F&FP to supply to its main establishment/ approved establishments
26.6	Non conformities noted	
	Major	
	Minor	
26.7	Suggestions for improvement (if any)	

Signature	
Name	
Designation	
MPEDA RD/ SRD	
Date	