***Annexure - II***

**FORM – I**

**FORM OF APPICATION FOR REGISTRATION OF RICE MILLS/PROCECCING UNITS FOR EXPORT OF RICE TO CHINA BY DIRECTORATE OF PLANT, PROTECTION, QUARANTINE AND STORAGE**

1. **GENERAL INFORMALTION**
2. **Name and address of the applicant (owner) along with complete contact details**

Name Address

Tel with STD Code: Fax with STD Code:

E mail ID :

Mobile :

1. **Name and address of the registered office of the applicant along with complete contact details**

Name Address

Tel with STD Code: Fax with STD Code:

E mail ID :

Mobile :

1.3 **Name of unit with name of Manager and his contact details**

Address :

Name of Manager :

Contact Tele/Mobile No

1. **License no. and date (enclose self-attested copy)**

License No

Issued for

Issued by

Issue Date

Valid Up to

1.5 **If the unit is hired / leased, full address of the owner**

Date of Issue

Valid up to

Leased to:

Name:

Address:

Tel No:

Mobile No.:

1. **Production capacity per month/Storage capacity** 
   1. Quantity
   2. Value
2. Whether the surrounding kept clean. Whether the unit is maintained in good hygienic condition to prevent rodent harborage and infestation?
3. Value of export during preceding three years?
4. A list of machinery and equipment available to be attached.
5. **LABORATORY FACILITY, EQUIPMENT & METROLOGICAL CONTROL**
6. Is there any in house testing facility available?
7. Is the quality control chief aware of phytosanitary requirements for export of Rice to China i.e. control of storage pests like *Prostephanus* *truncatus, Trogoderma granarium, Ditylenchus angustus, Striga angustifolia,**Striga asiatica* and *Striga densiflora.*
8. A What kind of monitoring, instruments and methods including trapping methods are being used to monitor *Prostephanus truncatus, Trogoderma* *granarium* in mills and warehouses (details may be given)
9. B What is the system of the layout of the watch points with the area of the warehouses and ventilation.
10. Is there a documented procedure for control of storage pests like *Prostephanus truncatus, Trogoderma granarium, Ditylenchus angustus, Striga angustifolia,**Striga asiatica* and *Striga densiflora*
11. Whether test conducted and proper records thereof maintained?
12. List of testing equipment.
13. Check a few instruments in relation to their history cards and state whether-
    1. They are accurate
    2. They were calibrated as per laid down frequency
14. **FACILITIES IN THE RICE MILLING OR PROCESSING UNIT /**

**WAREHOUSE.**

1. Is there adequate space for free movement in all the sections units for workers?
2. Whether workers provided with clean working cloth Apron and to prevent contamination of consignment with sweat and dust/dirt.
3. Is there arrangement in all the sections for preventing entry of rodents, birds and pigeons?
4. Are the doors of all sections fitted with fly proofing and self closing device?
5. Is there adequate protection in the unit for loading and unloading of consignment during rainy season?
6. Facilities of toilets / washing for workers with liquid soap, disinfectant and towel.
7. Are the toilets having self closing doors and kept in clean?
8. Whether the walls and floors of the premises are free from pits, crevice peeling off and white washed
9. Whether there is an adequate facility of fumigation.
10. Is there Separate ware house arrangement for finished product?
11. Separate arrangement for ware house of packaging material.
12. Separate ware house arrangement of export rejections.
13. **SANITARY AND PHYTOSANITARY FACILITIES**
14. Whether the surrounding kept clean. Whether the unit is maintained in good hygienic condition to prevent rodent harborage and infestation?
15. Does Mill / Ware house have cleaning schedule with disinfectants used?
16. Frequency of cleaning
17. Whether an exclusive storage area for processed rice for export to China is maintained
18. Whether periodic prophylactic treatments are done in the pre and post-processing/storage area
19. Record maintained for treatments applied
20. Records of fumigation of rice with MBr, if any
21. **INFORMATION ABOUT PERSONNEL**
22. The name/qualification/designation and experience of quality control chief.
23. Number of workers
24. Number of supervisors.
25. Number of technical personnel
    1. Production
    2. Inspection
    3. Testing and analysis
26. **QUALIFICATION**

6.1 The name/qualification/designation and experience of quality control chief.

7. **Raw Material Control**

1. Is there specification laid down for paddy rice?
2. Are inspection and test on paddy/ rice conducted based on laid down sampling plan and procedure?
3. Is there effective method systematically adopted in segregated the rejected items?

8. **PROCESS CONTROL**

8.1 Are detailed process specifications laid down at different stages of processing/

8.2 Are production samples / guides available?

8.3Is there any stage inspection and / or patrol inspection give (details)

9. **PRODUCT CONTROL**

9.1 Are instruments serially numbered and calibrated at laid down frequency?

9 .2 Are final inspection and test conducted on finished rice based on laid down

sampling plan (give details)?

10**. METROLOGICAL CONTROL**

10.1 Are instruments serially numbered and calibrated at laid down frequency?

11**. PRESERVATION AND PACKING CONTROL**

11.1 Are Products well preserved during storage and transit?

11.2 Are there specification laid down for packing and packing material and relevant test carried out on packages?

12. **DOCUMENTATION**

12.1 Are essential records systematically maintained at all the above stage including the following

* 1. Staff training schedule
  2. Quality system records, I (e.g., HACCP /ISO 22000/SQF/BRC)
  3. Medical record / history sheet for each individual staff member
  4. Record of Inspection visits

1. Record of raw rice material arrival
2. Mill material record maintenance
3. Dispatch records
4. Mill /Ware house cleaning records

**(**j) Equipment / temperature control devices calibration records

1. Fumigation related records
2. Trace back / product recall
3. Complaint handling records

(n) Implementation of Good Agricultural Practices by formers

(o) Legal status and compliance to statutory requirements of Government of India

13. **OTHER PARTICULAR / REMARKS, IF ANY.**

1. **Details of the Bank draft towards payment of Fee**

DD No:

Date of issue

Drawn on (bank)

Amount (Rs)

**DECLARATION**

1. I/We declare that I/we posses authority and right to Process/store rice 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 procedure for grant of approval/registration for rice export. I/we understand that non-compliance at any stage will entail cancellation of the registration certificate issued to me/us.

Place : Signature ------------------------

Date : Name ----------------------------

Designation --------------------

**UNDERTAKING**

I/We, --------- undertake to always maintain the milling or processing unit as per the standards prescribed in this document, to abide by any instructions that may be issued by DPPQS from time to time and to get the above mentioned rice milling or processing unit inspected whenever called upon to do so by DPPQS.

Place : Signature ---------------------------

Date : Name -------------------------------

Designation ------------------------

**VERIFICATION**

I/We --------------, hereby, declare that to the best of my knowledge and belief, the above information is complete and correct and that no facts have been concealed. I/We also agree to abide by the conditions laid down in this behalf.

Place : Signature ---------------------------

Date : Name -------------------------------

Designation ------------------------