

**Standard Operating Procedure  
for  
Export Inspection & Phytosanitary  
Certification of Vegetables & Fruits to  
European Union countries**



Government of India  
Ministry of Agriculture  
(Department of Agriculture & Cooperation)  
**Directorate of Plant Protection, Quarantine & Storage**  
N.H.IV., Faridabad-121001  
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## 1. Document issue and revision:

This document issue and revision is controlled by the Directorate of Plant Protection, Quarantine & Storage [(DPPQS) (NPPO)], N.H.IV., Faridabad-121001 (Tel: 0129-2413985; fax: 2412125; email: [ppa@nic.in](mailto:ppa@nic.in)). As and when a section or a part of section of this document is revised, the revised SOP will be issued in its entirety together with a revision number and the issue date. The revised document will be issued to each of this document copy holders listed in Section 2 of this Document: Upon receipt of a revised SOP, this document copy holder should remove the old version marked as “obsolete” and replace it with revised document together with revision number. This document copy holders are responsible for ensuring that all sections of this manual are at the correct issue status prior to use.

## 2. Manual distribution:

This document distribution and subsequent revisions distribution are controlled and issued by the DPPQS (NPPO). This manual is issued to all those authorized officers of Agricultural and Processed Food Products Export Development Authority (APEDA), Approved Pack house and notified State/Central Government Phytosanitary certification authorities. This document is issued on a controlled copy basis. The only copies of this document that are permitted are those held by the copy holders identified in the table below. This ensures that when changes to this SOP are made, all copy holders receive those changes.

This SOP is currently issued to the following copy holders:

Document Copy No	Copy Holder	Contact Address
1	Joint Secretary (Plant Protection)	Ministry of Agriculture, Krishi Bhavan, New Delhi
2	Plant Protection Advisor	Directorate of PPQ & S, N.H.-IV, Faridabad
3	Director (Plant Protection)	Ministry of Agriculture, Krishi Bhavan, New Delhi
4	Additional Plant Protection Adviser (Plant Quarantine)	Directorate of PPQ & S, N.H.-IV, Faridabad
5	In-charge-Export Unit, PQD	Directorate of PPQ & S, N.H.-IV, Faridabad
6	Chairman (APEDA)	Agricultural and Processed Food Products Export Development Authority (APEDA), 3,Sirifort Institutional Area, August Kranti Marg, (Opp Asiad Village), New Delhi 110016
7-165	All PSC Issuing Authorities	As per list (Annexure-III)
166	Pack houses approved for export of vegetables and fruits to EU	

### **3. Background:**

This document provides guidance and prescribes the standard operating procedures for a national system for export of vegetables & fruits from India to European Union countries.

### **4. Purpose:**

The purpose of this document is to provide guidance for operation of a national system for establishment of requisite facilities including exclusive plant quarantine area for phytosanitary inspection at the point of export and/or approval of pack houses for processing of vegetables and fruits consignments meant for shipment from India to the European Union countries and subsequent inspection & certification by the authorized officials of the DPPQS (NPPO) to ensure effective phytosanitary certification for export of vegetables & fruit consignment to European Union countries.

### **5. Definitions & Terms:**

All technical terms used in this document are as defined in *Glossary of Phytosanitary Terms, ISPM 5 (2006), FAO, Rome.*

### **6. References:**

- 6.1. *SOP for Export Inspection & Phytosanitary Certification of plants/plant products and other regulated articles, D PPQS, Faridabad.*
- 6.2. *Export Certification System, ISPM 7 (1997), FAO, Rome.*
- 6.3. *Glossary of Phytosanitary Terms, ISPM 5 (2006), FAO, Rome.*
- 6.4. *Guidelines for Phytosanitary Certificates, ISPM 12 (2001), FAO, Rome.*
- 6.5. *Guidelines for Inspection, ISPM 23 (2005), FAO, Rome.*
- 6.6. *Methodology for Sampling of consignment, ISPM 31 (2009), FAO, Rome.*
- 6.7. *International Plant Protection Convention, 1997, FAO, Rome.*
- 6.8. *The use of integrated measures in a systems approach for pest risk management, ISPM 14 (2002) FAO, Rome.*

### **7. General Requirements:**

The vegetables & fruits from India can be exported to the European Union countries based on the phytosanitary inspection at the pack houses approved jointly by

NPPO/APEDA where adequate facilities for inspection, examination etc. are available and the produce is packed under the supervision of plant quarantine official.

Phytosanitary status of the inspected consignments will be secured by proper storage in demarcated quarantine area at the pack house, transported by clean & disinfested vehicles. Also, loading of the consignment at exit point will be ensured in clean and disinfested cargo containers preventing cross contamination.

#### **8. Procedure for approval of pack house for export of vegetables & fruits to European Union countries:**

The standards/ guidelines developed by APEDA/NPPO for the recognition of pack houses for horticulture produce will be followed for approval of pack house for export of vegetables & fruits to European Union countries. Approved pack houses will procure fruits & vegetables for export to EU countries only from the farmers registered with the pack house/exporter.

#### **9. Monitoring of approved pack house & Phytosanitary Control System:**

9.1 APEDA on behalf of NPPO will arrange joint inspection of the pack house once in a year for verification of continued compliance with the stipulated requirements.

9.2 The list of approved pack house for vegetables & fruits export to European Union countries will be provided to DG-SANCO by the NPPO. Modification if any, to the list shall be intimated to DG-SANCO, as and when required.

9.3 One annual audit on Phytosanitary control system for export of vegetables and fresh fruits will be conducted. The audit will include:-

**I. Process in each approved pack house:** To verify registration of the pack house, maintenance of list of registered farmers, sufficient primary inspection area, processing area, quarantine area, essential equipments, general hygiene, trained man power, records/ documentation, display of technical material, essential reference material like EC Directives, copy of SOP, etc and response to notification of non-compliances.

**II. Efficacy of PQ inspection:** Qualification and training of Phytosanitary certificate issuing officer, confirmation of dedicated team, sampling regime, inspection methodology, working of inspection/ laboratory equipments, essential reference material like EC Directives, copy of SOP, pest detection manual, etc. and response to notification of non-compliances.

**III. Implementation of SOP:** To verify all requirements envisaged under SOP from inspection at pack house until dispatch including verification of dedicated corridor for certified material at exit points.

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The joint audit team (DPPQ&S and APEDA) will submit its report in prescribed format (Annexure-II)

## **10. Procedure to maintain Phytosanitary status of the inspected consignments before despatch:**

10.1 Consignment once inspected & packed will be stored in a separate designated quarantine area in the pack house to avoid cross contamination.

10.2 Plant Quarantine inspected consignment will be loaded in clean and pest free transportation vehicle. The exporter will ensure cleaning, washing and dis-infestation/ dis-infection of such vehicles before loading and transportation and maintain proper records for the same.

10.3 The consignment will be stuffed only in clean cargo container at Air cargo for export. The agency operating/ managing the perishable cargo centre will ensure cleaning and dis-infestation/ dis-infection of Cargo containers before stuffing of consignment.

## **11. Requirements:**

### **11.1. Legal Authority:**

The Export Inspection & Phytosanitary Certification Unit of PQ Division of DPPQS (NPPO) will have legal mandate and administrative authority on control and issuance of phytosanitary certificates issued by central/state government PSC issuing authorities notified by the Ministry of Agriculture (Department of Agriculture & Cooperation) from time to time. The Export Inspection & Phytosanitary Certification Unit will bear the legal power for its actions and implement safeguards against conflicts of interest and fraudulent use/issue of certificates.

The Export Inspection & Phytosanitary Certification Unit will also have the statutory power to prevent the export of consignments, which do not meet the phytosanitary requirements of the European Union Countries. Appropriate action on receipt of communication of noncompliance to fulfil the international obligations under the IPPC and WTO-SPS Agreement will also be taken.

### **11.2. Resources:**

#### **11.2.1 Trained & Qualified Staff:**

The National Export Certification system will have adequate skilled and trained manpower to efficiently handle the volume of consignments being processed for export inspection and

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phytosanitary certification. The Export Inspection & Phytosanitary Certification Unit of DPPQS (NPPO) will decide the number of technically trained/qualified manpower to be required at each place, and periodically review the requirements of human resources, refresher courses and also specialized trainings for the officials.

Present system of authorizing the PSC issuing authorities has been reviewed and it has been decided to have minimum qualification as graduate in agriculture/ science with five years' experience in plant protection and special in-house hands-on training on phytosanitary inspection and certification or post-graduate in agriculture/science with two years experience in plant protection and special in-house hands-on training on phytosanitary inspection and certification. A dedicated team of officials will perform pre-shipment inspection for export control in order to meet EU import requirements. From time to time, special in-house hands on training on phytosanitary inspection and certification will be imparted to the dedicated teams to ensure that they have adequate knowledge of the EU import requirements and are well trained in all aspects of export inspection and certification process, procedures and protocols including sampling of consignments, testing/ examination of samples as per updated SOP.

Annual refresher hands-on training will be conducted to all inspectors and phytosanitary certificate issuing officers of the dedicated team.

#### **11.2.2. General Facilities:**

The export inspection will be conducted at the approved pack house where adequate facilities are available for inspection, examination etc. Inspection will be carried out only by the officials from the dedicated team having necessary experience and training in line with ISPM-23 and ISPM-31.

#### **12. Traceability:**

The approved pack houses will be responsible to maintain the backward traceability information for the consignment. Further, the exporters will file the application for PSC through the web based Plant Quarantine Information System (PQIS) where history of the case is retrievable. A unique registration number generated for each consignment and printed on the PSC will be source of document traceability for the consignment.

#### **13. Inspection procedure & sampling methodology:**

To avoid entry of heavily infested produce in to the processing area, officials from the dedicated team will ensure preliminary inspection of consignment on arrival in the pack house (holding area) and maintenance of such records. Samples will be drawn by authorised officials from packed consignment as prescribed under ISPM 31 where as

the phytosanitary inspection will be conducted in line with ISPM 23. Each PSC issuing authority will ensure that the members of the dedicated team for inspection of vegetables and fruits for export to EU countries fulfil the following requirements;

- Technically qualified and competent, especially in pest detection.
- Knowledge of relevant ISPMs namely ISPM-7, ISPM-12, ISPM-23 and ISPM-31.
- Written guidelines (such as regulations, manuals etc.)
- Capability to work with objectivity and impartiality.
- Competence to inspect consignments for:
  - Compliance with specified export requirements for EU countries
  - Specified regulated pests
  - Organisms for which the phytosanitary risk has not yet been determined.

### **13.1 Sampling methodology:**

The sampling method will be simple random sampling & selective and/or targeted sampling as per ISPM 31

A consignment may consist of one or more lots. Where a consignment comprises of more than one lot, the inspection to determine compliance may have to consist of several separate visual examinations, and therefore the lots will have to be sampled separately. In such cases, the samples relating to each lot should be segregated and identified in order that the appropriate lot can be clearly identified.

A lot to be sampled should be a number of units of a single commodity identifiable by its homogeneity in factors such as:

- origin
- grower
- packing facility
- species, variety
- exporter
- area of production

In case where multiple commodities are covered in a single consignment, each commodity should be considered as a separate lot.

### **13.2. Sample Unit:**

Sampling involves the identification of the appropriate unit for sampling (for example, a fruit, stem, bunch, unit of weight, bag or carton). The determination of the sample unit is influenced by issues related to homogeneity in the distribution of pests through the commodity, whether the pests are sedentary or mobile, how the

consignment is packaged, intended use, and operational considerations. For example, if determined solely on pest biology, the appropriate sample unit might be an individual plant or plant product in the case of a low-mobility pest, whereas in the case of mobile pests, a carton or other commodity container may be the preferred sample unit. However, when inspection is to detect more than one type of pest, other considerations (for example, practicality of using different sample units) may apply. Sample units should be consistently defined and independent from each other.

### **13.3. Simple random sampling:**

Simple random sampling results in all sample units having an equal probability of being selected from the lot or consignment. Simple random sampling involves drawing the sample units in accordance with a tool such as a random numbers table.

### **13.4. Selective or targeted sampling:**

Selective sampling involves deliberately selecting samples from parts of the lot most likely to be infested, or units that are obviously infested, in order to increase the chance of detecting a specific regulated pest. This method may rely on officials who are experienced with the commodity and familiar with the pest's biology. Use of this method may also be triggered through a pathway analysis identifying a specific section of the lot with a higher probability of being infested. This method is effective if the sole purpose of sampling is to increase the chance of finding a regulated pest(s). Separate samples of the commodity may be required to meet general confidence in detection of other regulated pests. The use of selective or targeted sampling may limit the opportunities to derive information about the overall pest status of the lot or consignment, because sampling is focused on where specific regulated pests are likely to be found not on the remainder of the lot or consignment.

### **13.5. Sample size:**

The sample size is the number of units selected from the lot or consignment that will be inspected or tested. Guidance on determining the sample size is given below:

The inspection will be carried out by an official/member of the dedicated team at the approved pack house facility depending upon specific phytosanitary requirements of the EU countries.

In case of assorted/multiple commodities in a single consignment, each commodity of the consignment will be considered a lot and the sampling regime as mentioned here under in the table will be applied for sampling & inspection.

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**The sample regime for the packages/boxes will be:**

<b>Total No. Of Packages/boxes in a lot</b>	<b>No. of packages/boxes to be sampled</b>
Up to 10	All
11 to 50	Minimum 10 nos.
51 to 100	Minimum 15 nos.
101 to 200	Minimum 20 nos.
201 to 400	Minimum 30 nos.
401 and above	Minimum 40 nos.

A minimum of 300 pieces/units from each lot from randomly selected packages/ boxes will be examined. If lot contains less than 300 pieces/units of fruits and vegetables, all pieces/units will be examined. The number of pieces/units will be picked up for examination evenly (from top, bottom and each corner) from all selected /sampled packages/ boxes. The entire surface area of each unit will be inspected by visual/ magnoscopic examination and the suspected units will be cut open for further investigation. The commodities bearing leaves, stem and calyx should be examined on both upper and lower surfaces. This sampling and inspection process will also be applicable to Fresh cut flowers exported to EU.

**13.6 Handling of suspected fruits/ pest detection:**

During inspection live adults of harmful organism and its immature stages from the surface of the commodities will be collected in glass vials with 70 % alcohol. Suspected fruits with internal feeder such as fruit flies, fruit borers, seed borers or their eggs will also be collected in a self locked polythene bag. All suspected fruits will be observed thoroughly in laboratory by appropriate dissection and observation under stereo microscope for identification. Images will be taken for all pest detections. Images of unidentified pests required to be forwarded to the respective Regional Plant Quarantine Station for further identification.

**13.7 Submission of inspection report through PQIS:**

Findings of the inspection should be reported online through PQIS giving lot wise total number of boxes/units, numbers of boxes/units sampled and number of pieces/units examined.

**13.8 Systematic communication of details of consignment cleared for Phytosanitary certification:**

In case location of the pack house (inspection site) is different from the issuance of Phytosanitary certificate, the plant quarantine official at pack house will communicate details of commodities, quantities and no. of packages etc to the PSC issuing officer through an email or fax for issuance of PSC/attachment as per clause 16 & 17.

## **14. Responsibilities:**

### **14.1 Management Responsibilities:**

The DPPQS (NPPO) will bear overall responsibility for implementation of the SOP. Accordingly, DPPQS will identify the duties and line of communication with all personnel authorized for phytosanitary certification for vegetable & fruit export to European Union countries.

DPPQS (NPPO) in association of APEDA will be responsible for approval of pack house for processing/ sorting and packaging of vegetables & fruits exported to European countries to ensure the effectiveness of the safeguard mechanism in the pack houses.

DPPQS (NPPO) in association of APEDA will be responsible for annual audit of the phytosanitary control system including implementation of SOP, process in each approved pack house and efficacy of PQ inspection.

Supervisory visit of the of pack houses for vegetable & fruit export to European Union countries will be conducted by DPPQS (NPPO) in conjunction with APEDA as and when warranted.

### **14.2 Responsibilities of PSC Issuing Authority and associated inspectors:**

1. Will ensure inspection and certification in approved pack houses in accordance with the “SOP for Export Inspection & Phytosanitary Certification of Vegetables & fruits to European Union countries” and must have a copy of its latest version for reference.
2. PSC to be issued by an authorized officer (as notified) of Central/State Government.
3. Have adequate knowledge of EU import requirements and must have an updated copy of the European Council Directive 2000/29/EC of 8<sup>th</sup> May 2000 and its subsequent amendments for reference.
4. Inspection to be carried out by a dedicated team of officials who have undergone in-house hands-on training on Phytosanitary inspection and certification.
5. Have adequate knowledge of all aspects of export inspection and certification process, procedure and protocols including sampling of consignments, testing/ examination of samples as per SOP for export certification.

6. Ensure availability of inspection kit and pest identification manual at place of inspection.
7. Has undergone special in-house hands-on training on Phytosanitary inspection and certification.
8. Ensure complete and proper additional declarations for the commodity as per the latest amended requirements of EU as contained under Annex IV, Part A, Section I of European Council Directive 2000/29/EC of 8<sup>th</sup> May 2000 and its subsequent amendments.
9. The attachment to PSC should be in line with the provisions of section 1.3 under ISPM12. If the information required to complete phytosanitary certificates exceeds the available space on the form, an attachment will be added. The information in the attachment should only include what is required on the PSC. All pages of attachments will bear the number of PSC, date, signature and stamp in the same manner as required for PSC. The PSC will refer to any attachments in the appropriate section.
10. Maintain records of all the phytosanitary inspections including the level/intensity of sampling for each consignment and rejections if any with the reasons for rejection.
11. Communicate the reported non-compliances to the stake holders including exporter, inspector, pack house, APEDA and others involved in the export chain and follow up for corrective action if any and maintain records.
12. The PSC issuing authorities will be responsible for any non-compliance reported by the EU.
13. Supervise sealing of the vehicle carrying the certified consignment to the airport/ place of final despatch and convey the seal number to the plant quarantine officials at the airport/ place of final despatch for verification.
14. Ensure marking/ affixing "PQ Inspected" on certified consignment before despatch.

#### **14.3 Responsibilities of pack house for vegetable & fruit export to EU countries:**

1. Design of pack house should be appropriate to handle inflow to outflow of the commodities in a unidirectional manner with no chances of cross infestation/contamination. For example, absolute isolation is required between stacking/holding area; grading, sorting and packing area; PQ inspection area and post inspection storage area. Door should be of sliding type with strip curtain.

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2. Will procure fruits & vegetables only from the farmers registered with the pack house/exporter and the list of such farmers will be maintained for records.
3. Shall maintain log book for general hygiene and cleanliness in Pack House.
4. Shall keep Pack House free from cracks and crevices in floors and walls as also cobwebs etc on walls to avoid shelter to harmful pests.
5. Shall apply prophylactic treatment in and around the pack house, periodically.
6. Shall maintain a copy of "SOP for Export Inspection & Phytosanitary Certification of Vegetables & fruits to European Union countries."
7. Have latest amended copy of the European Council Directive 2000/29/EC of 8<sup>th</sup> May 2000 and its subsequent amendments for reference.
8. Shall safeguard to prevent infestation/ re-infestation during all steps of the sorting/grading/packing processes.
9. Shall provide exclusive area for plant quarantine inspection.
10. Shall provide proper inspection table with sufficient light and magnifier.
11. Possess required equipment's/items (as per **Annexure-I**).
12. Shall provide separate storage area for finally packed and inspected consignments.
13. Shall have insect proof net/wire mesh on the windows and other opening in the pack house.
14. Install traps for fruit fly, white fly and thrips. All the traps must be numbered and their records to be maintained with periodic observations for insects catch to be recorded in writing.
15. As far as possible, packing boxes shall have insect proof mesh on the aeration holes to prevent cross infestation.
16. The finally packed boxes after inspection shall be pasted with a sticker/stamp "**Plant Quarantine Inspected**" after the inspection. The pack house will provide such sticker seal and vehicle seal duly numbered to be monitored by PSC issuing authority.
17. Ensure that all the requisite registers viz; Commodity inflow register containing details of source material, preliminary inspection register, insect monitoring/ trap register, general hygiene register, commodity rejection register, consignment sealing register, vehicle cleanliness/seal register, commodity outflow register are maintained.

18. Has all the signage/ display material particularly the commodities being handled in the pack house and related pests/ damage signs required for implementation of SOP.
19. Shall declare in writing the capacity/ quantum of commodity that can be handled through the pack house per working day such as grading, sorting, packing and PQ inspection.
20. Ensure cleanliness/ general hygiene of the vehicle used for transporting the certified material and maintains records.
21. Ensure the disposal of infested/infected/left over material after inspection of each consignment/ lot .and a record to be maintained in this regard.
22. Must have a master register wherein list of all documentation/registers is mentioned.
23. Ensure that pack house is capable in addressing all issues pertaining to SOP for export inspection and certification of fresh fruits and vegetables to EU.
24. All the personals are well informed/ trained about the activities of the pack house and their responsibilities along with maintenance of .relevant documentation.
25. The semi-skilled labourers engaged by the pack house in sorting/ grading and packing of the fruits and vegetables will be trained on symptoms/ damage signs of major pests of the commodities processed by the pack house.

**14.4 Responsibilities of exporter for vegetable & fruit export to European Union countries:**

1. The exporter shall be responsible for organizing the phytosanitary inspection of vegetable and fruit consignment in the exclusive plant quarantine area at the approved pack house.
2. The exporter or his authorized representative shall produce the consignment for phytosanitary inspection at approved pack house sufficiently before its departure.
3. The exporter shall be responsible for cleaning/disinfestations of the vehicle used for transportation of the consignment.
4. To employ competent/qualified staff for sorting/pre-inspection of vegetables & fruits at pack house for quality and pest free status.
5. The exporter has to apply to the concerned notified PSC issuing authority (Annexure-III) fulfilling specifically conditions 2, 4 and 7 as under 14.2 of the SOP, for inspection, certification and issuance of PSC for each consignment

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prior to export through web based online PQIS system (<http://plantquarantineindia.nic.in>).

6. Should have a copy of “SOP for Export Inspection & Phytosanitary Certification of Vegetables & fruits to European Union countries.”
7. Should have latest amended copy of the European Council Directive 2000/29/EC of 8<sup>th</sup> May 2000 and its subsequent amendments for reference.
8. Will cooperate in investigating the non-compliance.

#### **14.5 Responsibilities of Perishable Cargo Centre (Air Cargo Complex) at exit point for vegetable & fruit export to European Union countries:**

The maintenance of Phytosanitary security of the certified consignment is critical for pest free export. In this context, the perishable cargo centre at the point of exit has to establish minimum requisite facilities. Therefore, the agencies handling the perishable cargo centre have to be responsible for the following:

1. The agency shall maintain the cleanliness and hygiene of the perishable cargo centre and maintain proper records for the same.
2. Shall provide dedicated entry and passage for pre-certified perishable cargo and such pre-certified cargo will not be mixed/ stored with uncertified material at any point in the cargo centre.
3. The floor and walls of the perishable cargo centre should be free from cracks and crevices to rule out the harbouring of pests.
4. Shall provide sufficient light and space for plant quarantine work.
5. Shall ensure cleanliness and hygiene of the air containers used for transportation before stuffing of certified perishable cargo.

#### **15. Establishment and monitoring of backward linkage for production and procurement of vegetables & fruits:**

A backward linkage system for production and procurement of fresh vegetables and fruits up to farm level has to be established to ensure pest free procurement and export to EU. This can be achieved by establishing a national system for registration of farmers and farms intending to export vegetables and fruits and having a monitoring system for pests and diseases. The roles and responsibilities for various stakeholders along with the procedure for its implementation are detailed in **Annexure-IV**.

## **16. Issuance of Phytosanitary Certificate (PSC):**

16.1 Inspection & certification will be carried out in approved pack houses for export of vegetable & fruit to European Union countries only in accordance with the SOP for export certification.

16.2 Inspection will be carried out by a dedicated team of officials who have undergone special in-house hands on training on Phytosanitary inspection & certification to ensure that they have adequate knowledge of EU import requirements and all aspects of export inspection & certification process, procedure & protocols including sampling of consignments, testing examination of samples as per SOP for export certification.

16.3 PSC will be issued by an authorised officer of Central/ State Government having minimum qualification as graduate in agriculture with five years' experience in Plant Protection & having undergone special in-house hands on training on Phytosanitary inspection and certification or post-graduate in agriculture with 2 years' experience in Plant Protection & having undergone special in-house hands on training on Phytosanitary inspection and certification.

16.4 PSC issuing Officer will issue Phytosanitary certificate based on the communication received as email or fax about details of the consignment from the plant quarantine official at pack house in case the PSC issuing is not present at pack house.

## **17. Attachments to phytosanitary certificates:**

The attachment to phytosanitary certificate should be in line with the provisions of section 1.3 under ISPM 12. If the information required to complete phytosanitary certificates exceeds the available space on the form, an attachment will be added. The information in the attachment should only include what is required on the phytosanitary certificates. All pages of attachments will bear the number of the phytosanitary certificates, date, signature and stamp in the same manner as required for the phytosanitary certificates. Phytosanitary certificates will refer to any attachments in the appropriate section.

**LIST OF ITEMS/EQUIPMENTS REQUIRED WITH EACH**

**PLANT QUARANTINE UNIT OF PACK HOUSE**

**A. EQUIPMENTS**

1. Illuminated magnifier (Magnoscope) 20 X	2No*
2. Stereo binocular microscope with cold light source with camera	1No
3. Inspection Table clear top (steel make 2.5'X6')	2 No*
4. Desktop Computer with internet	1No
5. Printer (24 Pin dot matrix)	1No
6. UPS for computer with sufficient power back up	1No

**B. INSPECTION KIT**

1. Kit bag	1No.
2. Knife (pointed)	2No.
3. Magnifier glass- 20 X with provision of light	2No.
4. Camel brush-(small/medium)	2No.
5. Scissor	2No.
6. Torch with cell	2No.
7. Forceps	2No.
8. Marker pen- (Red & Black)	2No.
9. Pencil &Sharpener	2No.
10. Stapler With pin	1No.
11. Cello tape-	1No.
12. Rexene sheet/ White paper / Black paper sheet	Need based
13. Marking slip-	Need based
14. Specimen vials -	20 Nos.
15. Poly bags-	20Nos.
16. Needle-	1No.
17. Calculator-	1No.
18. Hand Gloves-	Need based
19. White enameled Tray (solid type)	4 Nos.
20. Apron	Need based
21. Tissue paper	Need based

\* may vary with work load

## Checklist for conducting audit of pack house for export of fresh fruits & vegetables to EU countries

<b>Name &amp; address of the pack house</b>				
<b>Contact details</b>	Ph:	Email:		
<b>Name of Manager</b>		Mobile: Email:		
<b>Name of PSC issuing Officer with qualification and experience</b>		Mobile: Email: Working since:		
<b>Name of Inspectors with qualification and experience and working since (date)</b>				
<b>Date of Audit</b>				
<b>Audited by</b>	1.  2.			
<b>Sl. No.</b>	<b>Facility/ Activity</b>	<b>Yes</b>	<b>No</b>	<b>NC Level</b>
<b>Related to Pack house</b>				
1.	Does the pack house is free from cracks and crevices and maintained on regular basis?			Major
2.	Does sanitation/ hygiene of pack house maintained? (Check housekeeping register)?			Major
3.	Disinfectant is used for cleanliness of mild nature and has no residual toxicity to the commodities?			Major
4.	Does pack house managers know his/her responsibilities?			Major
5.	Does pack house have separate/ proper consignment holding area?			Critical
6.	Does pack house have separate packing area with proper tables & light in shorting/ grading area?			Critical
7.	Does pack house have separate inspection area with proper inspection table with sufficient light & equipment's (Annexure-I)?			Critical
8.	Does the pack house possess isolated and safe stacking area for PQ inspected commodities?			Critical
9.	Does the flow of consignment processing is uni-directional?			Critical
10.	Is there any overlapping in movement of commodities/consignments in the pack house, if yes any chance of getting cross infestation?			Critical
11.	Any possibility of getting entry of pest from sorting/ packing area to PQ inspection area?			Critical
12.	List of registered farmers with other relevant details maintained at pack house?			Major
13.	Does the pack house sought approval for quantum to be processed and presented for P Q inspection?			Major
14.	Does the frequency of cleanliness matches with the frequency of consignment processed/certified?			Major

15.	Does the pack house have effective arrangements to quickly remove the infested/infected lot of the commodity?			Major
16.	Effective arrangements for timely disposal of infested material from the premises of the pack house (verify with record)			Major
17.	Does the different areas in pack house well defined by display boards?			Minor
18.	Packing material/ its storage area is free from pest contamination?			Major
19.	Does any hands on training to improve skill of workers to help sorting out of infected/ infested material is given regularly, if yes the skill level of workers associated with sorting/ packing is good (check with their training record)?			Major
20.	Does various responsibilities in the pack house is being performed by skilled employees? (ask questions to know if they are aware about their responsibilities and how they achieve it)			Major
21.	Does all persons enter pack house with proper apron, shoe/ head cover, etc?			Major
22.	Does the entry in the pack house is restricted only for authorized persons especially in the PQ inspection area?			Major
23.	Does all the inspected boxes sealed with “ <b>Plant Quarantine Inspected</b> ” sticker which is duly numbered and being recorded exporter-wise?			Major
24.	Does cleanliness of vehicle verified before loading of inspected commodities?			Major
25.	Does the vehicle sealed with un-tempered unique number seal?			Major
26.	Does the vehicle de-sealed at Air Cargo by the PQ official?			Major
27.	Does entire process of export inspection and certification is documented?			Major
28.	Does the non-compliance are properly documented and timely response submitted to the concerned authorities?			Major
29.	Whether appropriate action (timely) has been taken on notification of non-compliance reported to the pack house and exporters?			Major
<b>Phytosanitary Inspection and Certification</b>				
30.	Does the PSC issuing authority possess relevant qualification and experience as per SOP?			Critical
31.	Does the PSC issuing authority received Hands on Training and demonstrates sufficient knowledge on relevant technical issues including sampling regime, pest detection, documentation, banned commodities, EC Directives and knowledge of appropriate additional declaration to be endorsed in the PSC, use of equipment's etc?			Critical
32.	Does the inspecting officials received Training and demonstrates sufficient knowledge on relevant technical issues including sampling regime, pest detection, documentation, banned commodities, EC Directives and use of equipment's etc?			Critical
33.	Is the consignment holding area subject to preliminary inspection/observation by the PQ Official (verify with record)?			Major
34.	Does the sampling (method/ regime) is being done as per requirement of SOP?			Critical
35.	Were all inspecting officials able to demonstrate the required level of knowledge & skill in pest detection during inspection and relevant documentation?			Critical

36.	Does the PSC issuing authority maintain and countercheck all the requisite facilities and documents before issue the PSC?			Critical
37.	Does all PQ officials are equipped with inspection kit, copy of SOP/pest detection manual/relevant ISPMs, etc?			Critical
38.	Does the entry in to PQ inspection area/ PQ laboratory is restricted strictly to the authorized personals?			Major
39.	Is there record of rejection with suitable evidence? (see record)			Major
40.	Is there mechanism to transmit such rejection to the exporter or his/her representatives? (see proof)			Major
41.	Whether appropriate timely action has been taken by the PSC issuing officer/inspector on notification of non-compliance reported to them? (see record)			Major
42.	Packing seal being verified before loading of consignment in the vehicle?			Major
43.	Does the vehicle seal verified before issuance of PSC (document proof)?			Major
44.	Does the de-sealing of vehicle by the PQ official at Air Cargo verified (document proof)?			Major
45.	Whether traps for monitoring of fruit flies (in the premises), thrips & white flies (in the processing area) are installed & any schedule for monitoring/ recording of data being followed?			Major
46.	Display of suitable technical material for improving inspection, pest detection skill, certification, etc.?			Major
47.	Any log book is maintained to check the pack house system and to ensure follow up action for improvements suggested by the PQ Officer?			Major
48.	Any efforts made to improve knowledge and skill of PQ inspectors through weekly meetings?			Minor
49.	Does the PQ officer has knowledge that exporter should unload the certified material at Air Cargo through dedicated unloading Bay and confirm its entry through dedicated corridor			Major
<b>Other important observations essential to be recorded:</b>				
Name & Signature of pack house manager with date				
Name & Signature of Plant Quarantine Incharge with date				
Name & Signature of Auditor(s) with date		1.  2.		

**Note:**

1. One critical & two major non compliances will result dis- approval of pack house
2. Two major non compliances will result of re-visit if undertaking given to comply within one week otherwise will result dis-approval of the pack house.
3. One major non compliances decision will be taken on the basis of nature of non compliance by audit team.
4. Non conformity of minor nature will be closed after verifying the facts telephonically/ photographic evidence.

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**List of Officers notified by the Government of India, Ministry of Agriculture, New Delhi  
to grant Phytosanitary Certificate for export of Plants and plant materials  
(Updated up to Jan., 2009)**

**Notification No. 8-97/91-PP.I, Dt.26.11.93**

**I. CENTRAL GOVERNMENT**

1. Plant Protection Adviser to the Govt. of India, Ministry of Agriculture, New Delhi or any person duly authorized by him on his behalf.  
{Code No. 'C' (PPQS) 1}

**Officers authorized by Plant Protection Adviser to the Govt. of India**

- (i) The Officer-in-charge, Regional Plant Quarantine Station, Ajnala Road, Near Air Force Station, Raja Sansi Airport, Amritsar, Punjab.  
{Code No. 'C' (PPQS) 1(1)}
- (ii) The Officer-in-charge, Plant Quarantine Station, 25-A, Hariyala Plot, Down Area, Bhavnagar, Gujarat.  
{Code No. 'C' (PPQS) 1(2)}
- (iii) The Officer-in-charge, Regional Plant Quarantine Station, Haji Bunder Road, Sewri, Mumbai-400015.  
{Code No. 'C' (PPQS) 1(3)}
- (iv) The Officer-in-charge, Plant Quarantine Station, Sukanta Park, 24 Parganas, Bongaon –744335 (West Bengal).  
{Code No. 'C' (PPQS) 1(4)}
- (v) The Officer-in-charge Regional Plant Quarantine Station, FB-Block, Sector-3, Salt Lake City, Kolkata-97, West Bengal.  
{Code No. 'C' (PPQS) 1(5)}
- (vi) The Officer-in-charge, Plant Quarantine Station, Illingon Island, Cochin-682003.  
{Code No. 'C' (PPQS) 1(6)}
- (vii) The Officer-in-charge, Plant Quarantine Station, Dhamala Building, Rinking Pong Road, P.O. Kalimpong, District Darjeeling, West Bengal.  
{Code No. 'C' (PPQS) 1(8)}
- (viii) The Officer-in-charge, Regional Plant Quarantine Station, G.S.T. Road, Meenambakkam, Chennai-27.  
{Code No. 'C' (PPQS) 1(9)}
- (ix) The Officer-in-charge, National Plant Quarantine Station, Rangpuri, New Delhi-110037.  
{Code No. 'C' (PPQS) 1(10)}
- (x) The Officer-in-charge, Plant Quarantine Station, Panitanki, Naxalbari, Rath Khola, P. O. Naxalbari, District Darjeeling, West Bengal.  
{Code No. 'C' (PPQS) 1(12)}
- (xi) The Officer-in-charge, Plant Quarantine Station, Airport, Tiruchirappalli, Tamil Nadu.  
{Code No. 'C' (PPQS) 1(13)}
- (xii) The Officer-in-charge, Plant Quarantine Station, 335, Beach Road, Tuticorin-628001, Tamil Nadu.  
{Code No. 'C' (PPQS) 1(14)}

- (xiii) The Officer-in-charge,  
Plant Quarantine Station, 38,  
Subashnagar, Vallakadavoo Post,  
Trivandrum-695008.  
{Code No.'C' (PPQS) 1(15)}
- (xiv) The Officer-in-charge, Plant Quarantine  
Station, The Harbour, Vishakapatnam-  
35.  
{Code No.'C' (PPQS) 1(17)}
- (xv) The Officer-in-charge,  
Central Integrated Pest Management  
Centre Jaivik Bhavan"Kannamangala,  
Post via Kadudongi, Bangalore-560067.  
{Code No.'C' (PPQS) 1(18)}

**Notification No.8-97/91-PP.I,Dt.25.11.97**

- (xvi) The Assistant Director (E),  
CIPMC, New Secretariat Building,  
IInd floor, East Wing, Civil Line,  
Nagpur, Maharashtra.  
{Code No.'C' (PPQS) 1(19)}
- (xvii) The Officer-in-charge (Plant Quarantine),  
National Plant Protection Training  
Institute, Rajendra Nagar, Hyderabad.  
{Code No.'C' (PPQS) 1(20)}

**Notification No.8-217/04-PP.I(pt.),11.05.05**

- (xviii) The Officer-in-Charge, CIPMC,  
16,Professor Colony, Bhanwar Kuan,  
Main Road, Indore-452001 (MP)  
{Code No.'C' (PPQS) 1(21)}
- (xix) The Officer-in-Charge,  
Plant Quarantine Station,  
Agartala, Tripura.  
{Code No.'C' (PPQS) 1(22)}
- (xx) The Officer-in-Charge,  
CIPMC, Madgaon, Goa.  
{Code No.'C' (PPQS) 1(23)}

**Notification No.8-217/04-PP.I(pt.),20.06.05**

- (xxi) The Officer-in-Charge  
CIPMC, Sector E, Jankipuram Ring  
Road, Near Engg. College Crossing,  
Lucknow-226021 (UP)  
{Code No.'C' (PPQS) 1(24)}
- (xxii) The Officer-in-Charge  
CIPMC, Khajani Road, Gurouli Bujurg,  
P.O. Chhapia, Gorakhpur-273016 (UP)  
{Code No.'C' (PPQS) 1(25)}
- (xxiii) The Officer-in-Charge,  
CIPMC, House of Sh. Upendra Prasad  
Singh, PO Bihar Veterinary College,  
Jagdev Path, Patna-800014 (Bihar)  
{Code No.'C' (PPQS) 1(26)}

**Notification No.8-217/04-PP.I(pt)Dt.08.12.05**

- (xxiv) The Officer-in-Charge,  
Plant Quarantine Station, Kandla,  
Gujrat.  
{Code No.'C' (PPQS) 1(27)}
- (xxv) The Officer-in-Charge,  
Plant Quarantine Station, Mangalore,  
Karnataka  
{Code No.'C' (PPQS) 1(28)}
- (xxvi) The Officer-in-Charge, Plant Quarantine  
Station, International Airport, Trichy,  
Tamil Nadu  
{Code No.'C' (PPQS) 1(29)}
- (xxvii) The Officer-in-Charge, Plant Quarantine  
Station, Guwahati, Assam  
{Code No.'C' (PPQS) 1(30)}
- (xxviii) The Officer-in-Charge, Plant  
Quarantine Station, Bangalore,  
Karnataka  
{Code No.'C' (PPQS) 1(31)}

**Notification No.8-217/04-PP.I (pt. II), Dt. 26.12.11**

- (xxix) The Officer-in-Charge, Plant Quarantine Station, Banbasa, Champawat, Uttarakhand  
{Code No.'C' (PPQS) 1(43)}
- (xxx) The Officer-in-Charge, Plant Quarantine Station, Raxaul, East Champaran, Bihar  
{Code No.'C' (PPQS) 1(33)}
- (xxxi) The Officer-in-Charge, Plant Quarantine Station, Jogbani, Araria, Bihar  
{Code No.'C' (PPQS) 1(34)}
- (xxxii) The Officer-in-Charge, Plant Quarantine Station, Rupadiha, Bahraich, Uttar Pradesh  
{Code No.'C' (PPQS) 1(35)}
- (xxxiii) The Officer-in-Charge, Plant Quarantine Station, Sonauli, Maharajganj, Uttar Pradesh  
{Code No.'C' (PPQS) 1(36)}
- (xxxiv) The Officer-in-Charge, Plant Quarantine Station, Kakinanda, Andhra Pradesh  
{Code No.'C' (PPQS) 1(37)}
- (xxxv) The Officer-in-Charge, Plant Quarantine Station, Calicut, Kerala  
{Code No.'C' (PPQS) 1(38)}

**Notification No.8-217/04-PP.I (pt.-I) Dt. 16.02.2013**

- (xxxvi) The Officer-in-Charge,  
Plant Quarantine Station, Jamnagar  
(Gujarat)  
{Code No.'C' (PPQS) 1(39)}

- (xxxvii) The Officer-in-Charge,  
Plant Quarantine Station, Mundra  
(Gujarat)  
{Code No.'C' (PPQS) 1(40)}

- (xxxviii) The Officer-in-Charge,  
Plant Quarantine Station, Pipava  
(Gujarat)  
{Code No.'C' (PPQS) 1(41)}

**Notification No. 8-97/91-PP.I, Dt. 26. 11. 93**

- i) Head of the Division of Forest Protection,  
Forest Research Institute,  
Dehradun, (Uttaraanchal).  
{Code No.'C' (FRI) 2}
- ii) Director, Central Rice Research Institute, Cuttack, Orissa.  
{Code No.'C' (CRRI) 3}
- iii) Head,  
Plant Quarantine Division,  
National Bureau of Plant Genetic Resources, PUSA Campus, New Delhi-12.  
{Code No.'C' (NBPGR) 4 (1)}
- iv) The Officer-in-charge,  
Plant Quarantine Regional Station,  
National Bureau of Plant Genetic Resources, Rajendra Nagar,  
Hyderabad-500030.  
{Code No.'C' (NBPGR) 4 (2)}
- v) Director of Research,  
Central Coffee Research Institute,  
Coffee Research Station,  
Chikmagalur-577117.  
{Code No.'C' (CRS) 5 (1)}

vi) Joint Director (Research) & Head of the Division of Plant Pathology, Central Coffee Research Institute, Coffee Research Station, Chikmagalur-577117.  
{Code No.'C' (CRS) 5 (2)}

vii) Head (Plant Pathology)  
Central Potato Research Institute,  
Shimla, H.P.  
{Code No.'C' (CPRI) 6}

viii) Scientist-SD (Entomologist),  
Institute of Forest Genetics & Trees  
Breeding, Forest Campus, R. S. Puram,  
Post-Coimbatore-641002. Tamil Nadu.  
{Code No.'C' (IFGTB) 7}

**Notification No.8-33/03-PP.I,Dt.07.06.2004**

(Authorised for Certification of Tissue Culture Plants)

ix) Head, Advance Center for Plant Virology,  
Indian Agriculture Research Institute,  
Pusa, New Delhi.  
{Code No.'C' (IARI) 8}

x) Head, Division of Plant Pathology,  
Indian Institute of Horticulture  
Research, Hasargatta, Bangalore-  
560089.  
{Code No.'C' (IIHR) 9}

xi) Head, Institute of Himalayan Bio-  
resources Technology, Palampur,  
Himachal Pradesh.  
{Code No.'C' (IHBT) 10}

**Notification No. 8-97/91-PP.I,Dt.26.11.93**

**II. STATES/ UTS :  
ANDHRA PRADESH**

(i) Joint Director of Agriculture (PP) and  
Principal Agriculture Staff Training  
Institute, Old Malakpet, Hyderabad-30.  
(AP) {Code No.'S' (AP) 1}

(ii) Assistant Director of Agriculture (Ent.),  
Agriculture Staff Training Institute, Old  
Malakpet, Hyderabad(AP)  
{Code No.'S' (AP) 2}

(iii) Deputy Director of Horticulture (Fruits),  
Dte. of Horticulture, Public Garden,  
Hyderabad. (AP)  
{Code No.'S' (AP) 3}

(iv) Asstt. Director of Horticulture  
(Vegetables) Dte. of Horticulture, Public  
Garden,Hyderabad. (AP)  
{Code No.'S' (AP) 4}

(v) Asstt. Director of Horticulture,  
Thatichetlapalem, Saligrampuram (Post)  
Vishakapatnam Dist  
Visakapatnam.(AP)  
{Code No.'S' (AP) 5}

(vi) Asstt. Director of Horticulture,  
East Godawari District,  
Rajahmundry.(AP)  
{Code No.'S' (AP) 6}

**Notification No. 8-70/98-PP.I,Dt.30.9.99**

(vii) Assistant Director of Agriculture (PTL),  
Collectorate Compound, Guntur-  
522004 (AP)  
{Code No.'S' (AP) 7}

(viii) Assistant Director of Agriculture  
(PTL), Collectorate Compound,  
Guntur-522004 (AP)  
{Code No.'S' (AP) 8}

(ix) Deputy Director of Horticulture (AEZ)  
Chittoor,  
Department of Horticulture,  
Government of Andhra Pradesh,  
Old Collectorate, Greams Pet,  
Chittoor-517002  
{Code no. 'S' (AP) 9}

- (x) Deputy Director of Horticulture (AEZ)  
Chittoor,  
Department of Horticulture,  
Government of Andhra Pradesh,  
40-9-62/A, Kalanagar, Central bank  
bazaar,  
Near Benz Circle, Vijayawada-520010  
{Code no. 'S' (AP) 10}

**Notification No. 8-97/91-PP.I,Dt.26.11.93**

**ARUNACHAL PRADESH**

- (i) Seed Testing Officer, Seed Testing  
Laboratory, Sonajuli.  
(Arunachal Pradesh)  
{Code No.'S' (ARUNAP) 1}
- (ii) Entomologist, State Horticulture Farm,  
Sergaon, West Kameng District.  
(Arunachal Pradesh)  
{Code No.'S' (ARUNAP) 2}
- (iii) Director of Horticulture, Govt. of  
Arunachal Pradesh, Itanagar.  
(Arunachal Pradesh)  
{Code No.'S' (ARUNAP) 3}

**ASSAM**

- (i) Joint Director of Agriculture(PP), Dte.  
of Agriculture, Gauhati. Assam)  
{Code No.'S' (A) 1}

**ANDAMAN AND NICOBAR ISLANDS**

- (i) Director of Agriculture, Andaman and  
Nicobar Islands,  
Port Blair. {Code No. 'UT' (A&N) 1}
- (ii) Joint Director of Agriculture (C),  
Andaman and Nicobar Islands  
, Port Blair.  
{Code No. 'UT' (A&N) 2}
- (iii) Joint Director of Agriculture(P&S),  
Andaman and Nicobar Islands, Port  
Blair.  
{Code No. 'UT' (A&N) 3}

**Notification No. 8-217/04-PP.I, (pt.),**

**Dt.08.12.05**

**(Change of Designation)**

- (iv) Plant Protection Officer (HQ)  
UT of Andaman & Nicobar  
Administration, Port Blair.  
{Code No. 'UT' (A&N) 4}

**BIHAR**

- (i) Joint Director of Agriculture (Plant  
Protection), Bihar, Patna.  
{Code No.'S' (B) 1}
- (ii) Head of Plant Pathology,  
Virma Agriculture University,  
Ranchi, Bihar.  
{Code No.'S' (B) 2}
- (iii) Director of Horticulture,  
Government of Bihar,  
New Secretariat,Patna-800015.  
{Code No.'S' (B) 3}

**Notification No.8-217/04-PP.I(pt.),20.06.05**

- (iv) Deputy Director (Plant Protection)  
Department of Agriculture,  
Patna.  
{Code No.'S' (B) 4}
- (v) Deputy Director (Horticulture),  
Department of Horticulture,  
Patna  
{Code No.'S' (B) 5}

**Notification No. 8-97/91-PP.I,Dt.26.11.93**

**CHANDIGARH**

- (i) Director of Agriculture & Horticulture,  
UT of Chandigarh, Chandigarh.  
{Code No.'UT' (C) 1}

**Notification No. 8-86/2000-PP.I, Dt. 06. 11. 2001**

**CHHATISGARH**

- (i) Joint Director (PP), Deptt. of Agriculture, Directorate of Agriculture, Government of Chhatisgarh, Raipur. (Chhatisgarh)  
{Code No.'S' (CHH) 1}
- (ii) Joint Director (Horticulture), Deptt. of Horticulture, Government of Chhatisgarh, Raipur.  
{Code No.'S' (CHH) 2}

**Notification No. 8-97/91-PP.I,Dt.26.11.93**

**DELHI**

- (i) Joint Director of Agriculture, Delhi Administration, Delhi.  
{Code No.'UT' (DEH) 1}
- (ii) Director of Horticulture, C/o Joint Director of Agriculture, 11<sup>th</sup> floor, MSO Building, IP Estate, New Delhi  
{Code No.'UT' (DEH) 2}

**DADAR AND NAGAR HAVELI**

- (i) Director of Agriculture, UT of Dadar & Nagar Haveli, Silvasa.  
{Code No.'UT' (DDH) 1}
- (ii) Director of Horticulture, UT of Dadar & Nagar Haveli, Silvasa.  
{Code No.'UT' (DDH) 2}

**GUJARAT**

- (i) Deputy Director of Agriculture (Pest), Deptt. of Agriculture, Krishi Bhawan, Sec.10 A,Gandhi Nagar, Gujarat.  
{Code No.'S' (GUJ) 1}

- (ii) Deputy Director of Agriculture (PQ), Plant Quarantine Station, Jamnagar.(Gujrat)  
{Code No.'S' (GUJ) 2}
- (iii) Director of Horticulture, Govt. of Gujarat,Krishi Bhavan, Paldi, Ahmedabad – 380 006.  
{Code No.'S' (GUJ) 3}

**GOA, DAMAN & DIU**

- (i) Director of Agriculture, Govt. of Goa, Panaji, Goa.  
{Code No.'S' (GOA) 1}

**HARYANA**

- (i) Joint Director of Agriculture, Deptt. of Agriculture, Haryana, Chandigarh.  
{Code No.'S' (H) 1}

**Notification No. 8-217/04-PP.I pt., Dt.08.12.05**

**(Change of Designation)**

- (ii) Deputy Director Agriculture (Plant Protection), Haryana, Chandigarh.  
{Code No.'S' (H) 2}

**HIMACHAL PRADESH**

- (i) Joint Director of Agriculture, Deptt. of Agriculture, H.P. Administration, Simla Hills, Shimla. (HP)  
{Code No.'S' (HP) 1}
- (ii) Director of Horticulture, Directorate of Horticulture, Navbhar, Shimla (Himachal Pradesh)  
{Code No.'S' (HP) 2}

### **JAMMU & KASHMIR**

- (i) Director of Agriculture, Kashmir, Srinagar – 180001.  
{Code No. 'S' (J&K) 1}
- (ii) Director of Agriculture, Jammu, Jammu. (J&K)  
{Code No. 'S' (J&K) 2}
- (iii) Director of Horticulture, Planning & Marketing, Govt. of Jammu & Kashmir, Srinagar(J&K).  
{Code No. 'S' (J&K) 3}

### **KARNATAKA**

- (i) Deputy Director (Entomology), Directorate of Agriculture, Seshadri Road, Bangalore. (Karnataka)  
{Code No. 'S' (KAR) 1}
- (ii) Deputy Director (PP), Directorate of Agriculture, Seshadri Road, Bangalore. (Karnataka)  
{Code No. 'S' (KAR) 2}
- (iii) Director of Horticulture, Govt. of Karnataka, Lalbagh, Bangalore. (Karnataka)  
{Code No. 'S' (KAR) 3}

### **Notification No.8-217/04-PPI(pt.)Dt.9.1.06**

- (iv) Deputy Director of Horticulture (ZillaPanchayat), Bijapur, Department of Horticulture, Government of Karnataka.  
{Code No. 'S' (KAR) 4}
- (iv) Deputy Director of Horticulture (ZillaPanchayat), Belgaum, Department of Horticulture Government of Karnataka.  
{Code No. 'S' (KAR) 5}

- (vi) Deputy Director of Horticulture (ZillaPanchayat), Koppal, Department of Horticulture, Government of Karnataka.  
{Code No. 'S' (KAR) 6}

- (vii) Deputy Director of Horticulture (ZillaPanchayat), Haveri, Department of Horticulture, Government of Karnataka.  
{Code No. 'S' (KAR) 7}

### **KERALA**

- (i) Joint Director of Agriculture (Plant Protection), Deptt. of Agriculture, Trivandrum (Kerala).  
{Code No. 'S' (KER) 1}

### **LAKSHADWEEP**

- (i) Director of Agriculture, Union Territory of Lakshadweep, Kavaratti.  
{Code No. 'UT' (L) 1}

### **MADHYA PRADESH**

- (i) Director of Agriculture, Dte. of Agriculture, Bhopal. (MP)  
{Code No. 'S' (MP) 1}
- (ii) Director of Horticulture, Dte. of Horticulture, Bhopal. (MP)  
{Code No. 'S' (MP) 2}

### **MAHARASHTRA**

- (i) Agriculture Officer (Plant Protection) O/o Commissionerate of Agriculture, Pune. (Maharashtra)  
{Code No. 'S' (MAH) 1}
- (ii) Agriculture Officer, Office of the District Superintendent Agriculture Officer, District Nasik. (Maharashtra)  
{Code No. 'S' (MAH) 2}

- (iii) Agriculture Officer,  
Office of the District Superintendent  
Agriculture Officer,  
District Solapur-Maharashtra  
{Code No.'S' (MAH) 3}
- (iv) Agriculture Officer,  
Office of the District Superintendent  
Agriculture Officer , District  
Sangli.(Maharashtra)  
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- (v) Deputy Director of Agriculture,  
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- (vi) Deputy Director of Agriculture,  
Office of the District Superintendent  
Agriculture Officer,  
Distt. Nashik – (Maharashtra).  
{Code No.'S' (MAH) 6}
- (vii) Deputy Director of Agriculture,  
Office of the District Superintendent  
Agriculture Officer,  
Distt. Solapur (Maharashtra).  
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- (viii) Deputy Director of Agriculture,  
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Agriculture Officer,  
Distt. Sangli (Maharashtra).  
{Code No.'S' (MAH) 8}

**Notification No. 8-97/91-PP.I,Dt.25.11.1997**

- (ix) Deputy Director of Agriculture,  
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{Code No.'S' (MAH) 9}

- (x) Deputy Director of Agriculture,  
office of the District Superintendent  
Agriculture Officer, Distt. Ratnagiri  
(Maharashtra).  
{Code No.'S' (MAH) 10}
- (xi) Deputy Director of Agriculture,  
Office of the District Superintendent  
Agriculture Officer, Distt. Sindhudurg  
(Maharashtra).  
{Code No.'S' (MAH) 11}

**Notification No. 8-97/91-PP.I,Dt.26.11.1993**

**MANIPUR**

- (i) Director of Agriculture, Govt. of  
Manipur  
, Imphal (Manipur).  
{Code No.'S' (MAN) 1}
- (ii) Director of Horticulture, Govt. of  
Manipur,  
Imphal (Manipur).  
{Code No.'S' (MAN) 2}
- (iii) Officer- in-charge, Plant Quarantine  
Centre,  
Deptt. of Agriculture, Moreh,  
(Manipur).  
{Code No.'S' (MAN) 3}

**MEGHALAYA**

- (i) Director of Agriculture  
, Meghalaya, Shillong(Meghalaya).  
{Code No.'S' (MEG) 1}

**Notification No. 8-86/2001-PP.I,Dt.30.05.2002**

- (ii) Director(Horticulture), Govt. of  
Meghalaya  
, Shillong.(Meghalaya)  
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**Notification No. 8-97/91-PP.I,Dt.26.11.1993**

**MIZORAM**

- (i) Director of Agriculture,  
Aizwal(Mizoram)  
{Code No.'S' (MIZ) 1}
- (ii) Officer-in-charge,  
Plant Protection Station,  
Government of Mizoram, Department  
of Agriculture (Crop Husbandry),  
(Indo-Myanmar Border Trade Centre),  
Zokhawthar,  
Champhai District-796431 (Mizoram)  
{Code No.'S' (MIZ) 2}
- (iii) Director of Horticulture,  
Govt. of Mizoram, Aizwal.  
{Code No.'S' (MIZ) 3}

**NAGALAND**

- (i) Director of Agriculture, Govt. Of  
Nagaland,  
Kohima(Nagaland).  
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**ORISSA**

- (i) Deputy Director (PP),  
Dte. of Agriculture, Bhubaneswar-  
751001. Orissa,  
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- (ii) Director of Horticulture,  
Government of Orissa  
, Bhubaneswar - 751001.  
{Code No.'S' (ORI) 2}

**PUNJAB**

- (i) Additional Director of Agriculture  
(Plant Protection),  
Punjab, Chandigarh.  
{Code No.'S' (PB) 1}

- (ii) Director of Horticulture, Govt. of  
Punjab,. Chandigarh.  
{Code No.'S' (PB) 2}

**PONDICHERRY**

- (i) Joint Director of Agriculture  
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{Code No.'UT' (POND) 1}

**RAJASTHAN**

- (i) Joint Director (Plant Protection),  
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- (ii) Director of Horticulture,  
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{Code No.'S' (RAJ) 2}

**Notification No. 8-217/04-PP.I (pt.)  
Dt.08.12.05**

- (iii) Joint Director of Agriculture,  
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- (iv) Joint Director of Agriculture,  
Directorate of Agriculture, Govt. of  
Rajasthan,Kota(Ext.), Rajasthan  
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- (v) Joint Director of Agriculture,  
Directorate of Agriculture, Govt. of  
Rajasthan,Sriganganagar(Ext.),  
Rajasthan  
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- (vi) Joint Director of Agriculture,  
Directorate of Agriculture, Govt. of  
Rajasthan,Jaipur(Ext.), Rajasthan  
{Code No.'S' (RAJ)6}

- (vii) Joint Director of Agriculture,  
Directorate of Agriculture, Govt. of  
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- (viii) Joint Director of Horticulture,  
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#### **SIKKIM**

- (i) Director of Agriculture, Govt. of  
Sikkim, Krishi Bhawan,  
Todong-Sikkam.  
{Code No.'S' (SIK) 1}

#### **TAMIL NADU**

- (i) Directorate of Agriculture, Chennai,  
Tamil Nadu.  
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- (ii) Additional Director of Agriculture  
(Inputs),  
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#### **TRIPURA**

- (i) Joint Director, Directorate of  
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- (ii) Director of Horticulture, Govt. of  
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#### **UTTAR PRADESH**

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- (iii) Pathologist,  
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- (iv) Director of Horticulture,  
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#### **Notification No. 8-86/01-PP.I,Dt.06.05.2002**

- (v) Head, Plant Pathology,  
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- (viii) Deputy Director (Plant Pathology),  
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**Notification No.8-217/04-PP.I(pt.),20.06.05**

- (x) Joint Director (Horticulture),  
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- (xii) Deputy Director (Plant Protection),  
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**Notification No.8-217/04-PP.I(pt.),11.05.05**

**UTTARANCHAL**

- (i) Joint Director, Quality Control,  
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Paudi, Uttaranchal.  
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- (ii) Director,  
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{Code No.'S' (Uttaranchal) 2}
- (iii) Head, Plant Pathology,  
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**Notification No. 8-97/91-PP.I,Dt.26.11.1993**

**WEST BENGAL**

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{Code No.'S' (WB)
- (ii) Mycologist, Govt. of West Bengal,  
State Agricultural Research Institute,  
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{Code No.'S' (WB) 2}
- (iii) Horticulturist,  
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23-B, Netaji Subhash Regent Part,  
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**Notification No.8-217/04-PP.I(pt.),20.06.05**

- (iv) District Agriculture Officer,  
Govt. of West Bengal,  
District Nadia, (W.B.)  
{Code No.'S'(WB)4}

**Role and responsibilities of stakeholders in production and procurement of vegetables and fruits for export to European Union**

**Objective:**

To establish a system for strengthening backward linkage and traceability in fresh vegetables and fruits at various levels up to farms to ensure pest free procurement and export to EU. This can be achieved by establishing a national system for registration of farmers and farms intending to export vegetables and fruits and having a monitoring system for Pest and Diseases and their management in the registered farms.

**Stakeholders:**

1. APEDA
2. NPPO
3. State Deptt of Agriculture/ Horticulture
4. Exporters
5. Farmers
6. Approved Pack house
7. Treatment provider

**Responsibilities:**

**APEDA:**

1. To establish a national system for registration of farmers/ farms intended to export fresh vegetables and fruits to EU
2. To maintain a national register of farmers/ farms approved for export of fresh vegetables and fruits to EU
3. To liaise with State Governments for registration of farmers/ farms intended to export of fresh vegetables and fruits to EU
4. To organize (in association with the NPPO and State Government) capacity building programmes for exporters, farmers and other stake holders towards establishment and strengthening of backward linkage
5. To conduct periodical audit of the farmers and farms registered for export of fresh vegetables and fruits to EU in association with NPPO and State Government.

**NPPO:**

1. To associate with APEDA and State Govt. for periodical audit of registered farmers/farms.
2. To verify that the vegetables and fruits processed in approved pack house are procured from registered farmers/farms.

3. To advise state Government on IPM Package and Practices for the pests of EU concern at field level.
4. To communicate the non-compliances received from EU to the concerned stake holders for necessary action.
5. To accredit/renew the treatment facilities (Hot Water Dip Treatment, Vapor Heat Treatment etc.) to be used for export of fresh fruits and vegetables to EU wherever applicable.
6. To standardize the treatment protocols, wherever required.

**State Department of Agriculture/ Horticulture:**

1. To register farmers/farms intended to export fresh vegetables and fruits to EU on the request of the farmer or exporter.
2. The registration of the farm will be for one crop season/one year.
3. To monitor status of pests and diseases in the registered farms on fortnightly basis and ensure that their record is maintained at the registered farm along with the record of the control measures/ plant protection measures
4. To advise appropriate plant protection measures for control of pests and diseases specially the pests of concerns to EU as referred in EC Directives.
5. To ensure maintenance and monitor the records at farm level on the management practices of the crop from sowing to harvesting.
6. To organize training of the approved farmers on production of pest free crops especially management of pests concerns to EU.
7. To ensure availability of IPM/GAP inputs (eg. light/sticky/pheromone traps, tricho cards, bio-pesticides, etc.) to the registered farmers.

**Exporters:**

1. To request State Department of Agriculture/Horticulture for registration of a farmer/farm.
2. To provide information to the State Department of Agriculture/Horticulture about the farmers/farms to be registered, crops grown, area/location of the farm and tentative production during the crop season.
3. To procure the fresh fruits and vegetables from the registered farmers only.
4. To provide technical support to the registered farmers so as to ensure procurement of pest free produce for export.
5. To provide information related to each consignment with registered farm no. to the pack house.
6. To ensure safe transport of the produce from farm to the pack house without mixing with produce of unregistered farms.

**Farmers:**

1. To request State Department of Agriculture/Horticulture for registration of the farm intending export to EU.
2. To maintain status of pests and diseases in the registered farms on fortnightly basis along with the record of the control measures/ plant protection measures undertaken during the crops season.
3. To maintain the records of each crop in the registered farm on the management practices from sowing to harvesting.
4. To follow the advice from State Department of Agriculture/Horticulture or technical support from exporter on pest management practices, waiting period for pesticides etc.

**Approved Pack house:**

1. To accept the produce only from registered farms for processing.
2. To maintain record for each inbound consignment with the quantity received name of the farmer and registration no of the farm.

**Treatment providers:**

1. To apply to NPPO for accreditation/renewal of the treatment facility.
2. To process produce only from registered farms.
3. To treat the produce as per SOP brought out by the NPPO.
4. To maintain the records pertaining to each treatment with the temperature log, name of the exporter, quantity treated etc.
5. To issue a treatment certificate to the exporter.

**Procedure for implementation:**

1. Exporter/ Farmer intended to export of fresh vegetables and fruits to EU will request State Department of Agriculture/Horticulture for registration of a farmer/farm on prescribed proforma (**Appendix-A**).
2. State Department of Agriculture/Horticulture will verify the facts as stated by the farmer/ exporter before registration.
3. State Department of Agriculture/Horticulture will register farmers/farms intended to export of fresh vegetables and fruits to EU on the request of the farmer or exporter on the proforma given at **Appendix -B**.
4. State Department of Agriculture/Horticulture will communicate list of registered farmers/farms intended to export of fresh vegetables and fruits to EU to APEDA for maintaining National Register.
5. State Department of Agriculture/Horticulture will organize training to the approved farmers on production of pest free crops especially management of pests concerns to EU.

6. State Department of Agriculture/Horticulture will monitor status of pests and diseases in the registered farms on fortnightly basis and ensure that their record is maintained at the registered farm along with the record of the control measures/ plant protection measures from showing to harvesting (**Appendix-C**) for control of pests and diseases especially the pests of concerns to EU as referred in EC Directives. Data recorded on pest monitoring and control measures should be shared with concerned pack house at regular interval.
7. Exporter will procure fresh fruits and vegetables from the registered farmers only and ensure safe transport of the produce from farm to the pack house without mixing produce of different registered farms and will provide information related to each lot with registered farm no. to the pack house.
8. Until an online system is established, the farmers of approved field/farm have to furnish an undertaking that \_\_\_\_\_ quantity of the vegetables/ fruits (name of the vegetable/fruits) have been procured by \_\_\_\_\_ exporter (name of the exporter) from his field.
9. The exporter will produce the undertaking as referred in para 8 above, to the pack house along with the consignment. The undertaking must contain the name, address and telephone no. of the farmer to facilitate verification.
10. After receiving produce from the registered farmers (through exporters) pack house will maintain record for each inbound consignment with the quantity received name of the farmer and registration no of the farm.
11. In case the produce requires to undergo phytosanitary treatment in a treatment facility not in the same premises of a pack house, it will be the responsibility of the exporter to ensure phytosanitary integrity of the consignment.
12. NPPO will permit processing of consignment after verifying authenticity of the produce from the registered farmers for issuance of PSC.

#### **Audit surveillance:**

APEDA will conduct surveillance audit of the randomly selected farmers and farms registered for export of fresh vegetables and fruits to EU in association with NPPO and State Government. The frequency of such audit will be needed based depending upon the frequency of pest detection at pack house level.

#### **Capacity building requirements:**

APEDA will co-ordinate with the NPPO, State Government and exporters and take necessary steps for capacity building requirements towards establishment and strengthening of backward linkage. After each audit capacity building requirements to be identified at different levels and efforts should be made to address those.

**Application for Registration/Renewal of farm for the export of fresh vegetables and fruits to EU  
(To be submitted by the farmer/exporter to State Deptt. of Agriculture/Horticulture)**

To,

The Registration Authority & Agriculture/Horticulture Officer

Taluka----- District -----State -----

**Sub: Registration/Renewal of farm for the export of fresh vegetables and fruits to EU-reg**

Dear Sir,

You are requested to kindly register / renew my farm for export of fresh vegetables and fruits to European Union as per details given below:

1.	Full name of the Farmer/ grower	
	Father's /Husband's name	
	Name of partners	
a	Correspondence address	
	Village	
	Taluka	
	District	
	State	
	Telephone No with STD code no.	
	Mobile No.	
	E-mail address	
b	Farm/Plot location address (Survey No/ Plot No.) along with map/layout of the plot with indication of all sides of crop grown. (please attach)	
2.	Farm registration No. ( In case of renewal)	
3.	Total Farm area (in Ha)	
4.	Whether Farm is the Global GAP certified if yes, attach a copy	
	Certificate No.	

	Date of issue						
	Date of validity						
	Name of certification agency						
5.	Number of plots in the farm with area of each plot  No. of net houses/poly houses/green houses, if under protected cultivation.						
Sl. No.	Name of the crop	Area (in Ha)	Survey/plot No	Variety	Date of sowing/ plantation	Date (s) of Harvesting (expected)	Estimated production ( MT)
6.	Name & address of Pack –houses associated with						
7.	Registration/Renewal fee (if applicable)						
8.	Details about previous year export (Produce wise)						
	Quantity in MT						
	Name of Exporter						
	Name of Pack house						
9.	Whether any Non-compliance notification has been received during previous year						

It is certified that the information mentioned above is correct. We hereby undertake to abide by the guidelines/ conditions stipulated in the Standard Operating Procedure (SOP) for Export Inspection & Phytosanitary Certification of Vegetable and Fruits to EU countries.

**Date:**

**Place:**

**(Signature of the Farmer)**

**Name of the Farmer**

GOVERNMENT OF \_\_\_\_\_  
DEPARTMENT OF \_\_\_\_\_

**Certificate of Registration of Farm for Export of Vegetables and Fruits to EU**

This is to certify that \_\_\_\_\_ is here by registered as Vegetable/Fruit Grower with the office of the District Superintending Agriculture/ Horticulture officer, \_\_\_\_\_ in accordance with the SOP for Export Inspection & Phytosanitary Certification of Vegetable and Fruits to EU countries for the year April ,2015 to – March, 2016.

The detail of the registered farmer is as follows:

Name of the Farmer:

Full Address :

Village

Taluk/Mandal

District

<b>Sr.No.</b>	<b>Name of the crop &amp; variety</b>	<b>Survey/GAT No</b>	<b>Plot No.</b>	<b>Area of Plot(Ha.)</b>	<b>Estimated production (MT)</b>	<b>Farm Reg. No.</b>
1						
2						
3						
4						
5						
6						

1. Map Layout enclosed.
2. This Certificate is valid up to \_\_\_\_\_.
3. Have verified the Survey/GAT No. with respect to the registration and to the best of my knowledge, above information is correct.

Place:

Date:

Registration Authority  
(Dept. of Agriculture/Horticulture)

## **Terms & Conditions of Registration of the Farm for Export of Vegetables & Fruits**

- a) To follow only the recommended package of practices.
- b) The Farmer shall not use pesticides other than those allowed for use on vegetables and fruits as recommended by CIB&RC.
- c) Misbranded, Non-recommended or banned pesticides or any harmful chemical shall not be used.
- d) The registered farmer shall maintain record of package of practices followed by them in a prescribed register.
- e) No amendments will be made by them on the registration records or the registration certificate.
- f) Applicant should renew the certificate of registration before due date.
- g) The registered farmer shall follow the guidelines as stipulated in SOP for Export Inspection & Phytosanitary Certification of Vegetable and Fruits to EU countries

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## Appendix-C

### **PROFRMA FOR MAINTAINING THE RECORD (CROP & PLOT-WISE) FOR REGISTERED FARM (To be maintained by the farmer and monitored by State Department of Agriculture/ Horticulture)**

- 1) Farm Registration Number :
- 2) Date of Registration/Renewal of Farm :
- 3) Name and address of the farmer :
- 4) Location of plot (lay out/benchmark) :
- 5) Total area of the registered farm/plot (Ha) :
- 6) Name of crop and variety :
- 7) Date of sowing/planting :

#### **A. Status of the pests:**

Sl. No.	Date of observation (minimum fortnightly)	Crop stage	Name of pest observed	Intensity of the pest	Plant protection measures adopted	Any other information/ Remarks by State Deptt. of Agri./Hort
1.			1.			
			2.			
			3.			
			4.			
			5.			
2.			1.			
			2.			
			3.			
			4.			
			5.			

#### **B. Details of pesticide/chemical used:**

Sl.No.	Date of application	Name of the pesticide/chemical	Dose (ml/lit of water)	Quantity of chemical used	Remark/ Any other information
1.					
2.					
3.					

**C. Details of Harvesting:**

Sl. No.	Date of Harvesting	Quantity (Kg)	Name of the exporter	Name of the Pack house	Remarks by State Deptt. of Agriculture/Horticulture with initials
1.					
2.					
3.					
	<b>Total harvest</b>				

**D. Any other relevant information:****NOTE:**

- The State Department of Agriculture/Horticulture will undertake fortnightly monitoring of each registered field.
- The fortnightly monitoring will constitute examination of 100 plants up to one acre or part thereof for freedom from the pests which may follow pathway in case of vegetables.
- The plants for observation will be randomly selected while walking diagonally in the field with 50 plants from each diagonal.
- The fields having up to 5 infested plants per acre or part thereof will be considered for export whereas the fields with more than 5% infested plants will be rejected.
- The monitoring officer should clearly mention in remarks column of Appendix C whether the field qualify for procurement of vegetables for export to EU