

NSPM-23

Guidelines for Phytosanitary Service Agency and Phytosanitary Service Provider for Inspection of Plants/ Plant Products & other Regulated Articles in Export



Government of India

Ministry of Agriculture & Farmers' Welfare

Department of Agriculture, Cooperation & Farmers' Welfare

Directorate of Plant Protection, Quarantine & Storage

N.H-IV, Faridabad-121001

June 2020

Endorsement

This standard entitled '***Guidelines for Phytosanitary Service Agency (PSSA) and Phytosanitary Service Provider (PSSP) for Inspection of Plants/ Plant Products & other Regulated Articles in Export***' prepared by the Directorate of Plant Protection, Quarantine & Storage, Faridabad-121001 is for rendering guidance in Phytosanitary Service Provider for Export Inspection, Phytosanitary Certification of Plants/ Plant Products & other Regulated Articles as per provisions given in IPPC & related ISPMs.

This standard is duly approved for adoption and shall come into force from June, 2020.

(Rajesh Malik)

Plant Protection Adviser

Directorate of Plant Protection, Quarantine & Storage,
NH-4, Faridabad-121001

Review & Amendment

This standard will be subject to periodic review and amendment as may be decided by the Plant Protection Adviser (PPA). This standard shall be updated and revised with the advancement of techniques and need of the hour, if necessary. The holders of this standard shall ensure that the current edition of this standard is being used.

Control & Distribution of the standard

The master copy of this standard shall be held by PPA, Dte of Plant Protection Quarantine & Storage, Faridabad. This standard will be hosted on Directorate's website <http://plantquarantineindia.nic.in> for access to all the stakeholders. The standard can be freely reproducible for official use and any alterations and modifications to this standard shall be made only with the written approval of PPA. Any enquiries regarding this standard shall be made to the Additional Plant Protection Adviser (APPA), PQ Division, Directorate of Plant Protection, Quarantine & Storage, Faridabad-121001.

INTRODUCTION

Scope

This standard sets out guidelines for Phytosanitary Service Agency (PSSA) and Phytosanitary Service Provider (PSSP) for Inspection of Plants/ Plant Products & other Regulated Articles in Export.

Background

Directorate of Plant Protection, Quarantine & Storage, NH-4, Faridabad is a sub office under Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India acts as National Plant Protection Organization (NPPO) of India and has the responsibilities to look after activities of NPPO given in IPPC.

Major Activities of NPPO as per Article IV of IPPC

Some of the major activities of the NPPO are as under:

- a) The issuance of certificates relating to the phytosanitary regulations of the importing contracting party for consignments of plants, plant products and other regulated articles.
- b) The surveillance of growing plants including both areas under cultivation (inter alia fields, plantations, nurseries, gardens, greenhouses and laboratories) and wild flora, and of plants and plant products in storage or in transportation, particularly with the object of reporting the occurrence, outbreak and spread of pests, and of controlling those pests, including the cooperate in the exchange of information on plant pests, particularly the reporting of the occurrence, outbreak or spread of pests that may be of immediate or potential danger, in accordance with such procedures as may be established by the Commission.
- c) **The inspection of consignments of plants and plant products moving in international traffic and, where appropriate, the inspection of other regulated articles, particularly with the object of preventing the introduction and/or spread of pests.**
- d) The disinfestations and disinfection of consignments of plants, and plant products moving in international traffic, to meet phytosanitary requirements.
- e) The protection of endangered areas and the designation, maintenance and surveillance of pest free areas and areas of low pest prevalence.

- f) To conduct of pest risk analysis.
- g) To ensure through appropriate procedures that the phytosanitary security of consignments after certification regarding composition, substitution and re-infestation is maintained prior to export.
- h) Training and development of staff.
- i) The distribution of information within the territory of the contracting party regarding regulated pests and the means of their prevention and control.
- j) Research and investigation in the field of plant protection.
- k) The issuance of phytosanitary regulations.
- l) The performance of such other functions as may be required for the implementation of this Convention.

Provision for outsourcing phytosanitary activities in IPPC

Except for the issuance of phytosanitary certificates, non-governmental personnel may be accredited by the NPPO to carry out specified certification functions. To be accredited, such personnel should be qualified and skilled, and responsible to the NPPO. To ensure independence in their exercise of official functions, they should be subject to restrictions equivalent to those for government officials and have no financial interest in the outcome.

(Clause 3.1 of ISPM 7)

GENERAL REQUIREMENTS

1.1. Accreditation Authority:

The Plant Protection Adviser (PPA) shall be authority for accreditation of Phytosanitary Service Agency (PSSA) and personnel employed for inspection purpose will be Phytosanitary Service Provider (PSSP) for exportable plants, plant products & other regulated articles.

The registered Phytosanitary Service Provider shall carry out phytosanitary inspection of the plant & plant products intended for export **within jurisdiction approved by the Plant Protection Adviser.**

1.2. Registration Protocols:

The Directorate of Plant Protection, Quarantine & Storage (DPPQS), N.H-IV, Faridabad-121001 will establish a central register of PSSA&PSSP as per the format prescribed in **Appendix-I**. In order to register with the DPPQS, the Phytosanitary Service Provider must have technical qualification and have undergone training as per Clause 2.1.2 of this standard. PSSA & PSSP will be allotted a unique registration number. The PSSA must record the registration / certificate number in all correspondences with the Dte of PPQS, N.H-IV, Faridabad-121001.

PSSA will apply to PPA for accreditation of agency & agent (PSSP) in prescribed format given in **Annexure-II**. A fee of **Rs. 5,000/-** will be submitted through Bharatkosh for PSSA with one PSSP. Rs. 5,000/- will be deposited for each additional PSSP. If PSSA apply accreditation of additional PSSP in separate occasion other than at the time of accreditation, a fee of **Rs. 5,000** will have to be submitted.

PSSA should apply for accreditation to PPA only when it has qualified & trained person as per this standard to become PSSP and have sufficient infrastructure. If during audit basic requirement is not found, application will be cancelled and fee amount will be forfeited & will have to make fresh application.

PPA will nominate two officers in the discipline of (Entomology/Plant Pathology/Weed Science) for assessment after the receipt of application. The inspection team shall carry out detailed physical inspection/ audit/ assessment of the PSSA and technical competency of PSSP and will submit detailed report in **Annexure-III** along with supporting documents to PPA. The certificate to PSSA&PSSP will be issued after receipt and review of inspection report if satisfied, in the prescribed format given in **Appendix-IV & V**. A list of certified PSSA & PSSP shall be maintained by DPPQS and updated from time to time. The list will be hosted in official website.

The accreditation of PSSA&PSSP shall be granted initially for a period of **two years** and thereafter revalidated for every **two years**.

The accredited PSSA & PSSP shall apply for renewal **at least 45 days** prior to expiry of registration in the same format as prescribed in **Appendix-II**, along with original registration certificate to PPA with details of activities undertaken in the past two years, as the case may be, and renewal fee of **Rs. 5,000/-**. PPA will nominate two Officers in the discipline of (E/PP/WS) for renewal audit within 15 days from the receipt of application. The nominated assessment team will conduct renewal assessment as per procedures laid down in the standard **within 45 days**. If PSSA&PSSP not submitted request for renewal of certificate to the PPA in stipulated time, registration shall be treated as cancelled from the date of expiry. Once the registration is cancelled, the PSSA&PSSP may not be eligible for any inspection for minimum of three months until renewal certificate is issued.

1.3. Qualifying percentage of Marks during Assessment of PSSP

Applicants will be examined for their technical competence through written, practical and oral examinations. To qualify the test applicants must secure at least 75% marks in each of the said examination. If any candidate fails to qualify the test, he may re-appear for the said examination for second time but not earlier than 3 months of 1st assessment.

1.4 Conditions for transfer of agency from one place to another within a State or from one State to another State:

Agency is allowed to transfer the whole set up of the agency including staff from one place to another place within a State or from one State to other State with prior approval of Plant Protection Adviser. However, the Agency will have to submit necessary documentary proof of facilities at new place along with the application for approval. Facility at new premises / site will be verified by a team of officers nominated by the PPA before granting approval. The application of transfer should be accompanied with online fee of Rs. 5,000/-.

1.5 Conditions for transfer of accredited PSSP from one branch to another branch by the agency

- (i) Transfer of accredited PSSP from one branch to another branch of the agency is permitted with the prior approval of PPA. The application should be accompanied with a fee of **Rupees 5,000/-** only.
- (ii) Further on transfer, the period of validity of PSSP shall be linked with the validity of branch at which he/she is transferred.
- (iii) When any agency opens a new branch and transfer the PSSP from old branch, the agency will be assessed as per new PSSA&PSSP.

1.6 Revalidation of registration of agency after expiry of validity period.

- (i) If an agency fails to apply for renewal of its registration 45 **days** before the date of expiry of the registration, a penal fee of **Rs. 10,000/-** will be charged for revalidation of the registration of such agency for another 30 days from the date of expiry. If agency fails to apply within stipulated time, agency shall stand terminated. A termination letter will be issued by PPA & name of PSSA&PSSP will be removed from Central Register and Official website.
- (ii) When an agency applies for renewal of registration within stipulated time, but due to the procedural delay, could not get renewal within time, the agency may continue operative work of inspection.
- (iii) Nominated team will conduct renewal audit within 30 days from issuance of nomination letter for renewal of the branch with PSSP. Applicants will be examined for their technical competence as per Clause 1.3. The details will be recorded in **Appendix-VI** and submitted to PPA along with other requisite formats.
- (iv) If infrastructure and manpower of Agency do not justify past inspection activities, the agency shall be put under suspension for falsification of records as per provision in NSPM.

1.7 Responsibilities:

1.7.1 Responsibilities of PSSA

- a) hold a valid accreditation certificate granted by PPA
- b) arrangement of infrastructure, lab facilities, inspection kits etc.
- c) advise the exporter for pest of quarantine concern
- d) advise the exporter about the requirements of importing country
- e) advise the exporter regarding any specific conditions for export
- f) follow the guidelines stipulated in the standard and abide by instructions issued by PPA from time to time
- g) submit the information to Dte. of PPQ&S as & when required
- h) arrange periodical training for supporting staff

1.7.2 Responsibilities of PSSP

- a) hold a valid accreditation certificate granted by PPA
- b) follow the guidelines stipulated in the standard and abide by instructions issued by PPA from time to time
- c) inspect consignment as per the requirement of importing country and related SOPs, NSPMs & ISPMs
- d) draw samples and submit report as per related SOP
- e) laboratory analysis of representative sample for presence of plant pathogens, insect, weed seeds & nematodes.
- f) communicate exporter of pest detection if any, and suggest treatment
- g) advise the exporter about the requirements of importing country
- h) advise the exporter regarding any specific conditions for export
- i) participate in refresher/ hands on training conducted by DPPQS
- j) conduct in-house training to supporting staff

2. SPECIFIC REQUIREMENTS

2.1. Eligibility of PSSP:

2.1.1. Educational Qualifications

The PSSP must have;

Master degree in Agriculture/ Zoology/ Botany/ Plant Protection with specialization in Entomology or Plant Pathology or Nematology or Weed Science or Agronomy.

2.1.2. Training Requirements

The PSSP who is eligible has to undergo training for a period of **at least one month at NIPHM, Hyderabad** which is approved by the Plant Protection Adviser. The training programme shall be as per curriculum approved by PPA and should be structured to impart technical skills and competency in performance of phytosanitary inspection and certification. Apart from this PSSP require to attend Refresher/ hands on training arranged by DPPQS.

2.1.3 Age limit for PSSP

The Entry age– not more than 45Years.

2.2 Assessment of office & laboratory facility of PSSA

PSSA must have sufficient office space with minimum laboratory equipment for detection & identification of insect, weed & nematode and detection of fungal & bacterial infection as per list given in **Annexure-VII**. Isolation & identification of pathogen activities can be outsourced. Agency should have related SOPs, NSPMs, ISPMs & lab manuals. Laboratory must have exhibits on process and of important pests of major commodities dealt. Agency must have computer with internet facilities.

2.3 Assessment of organization & manpower

PSSA must have sufficient supporting staff for office and laboratory works. PSSA should have an organizational chart with clear job descriptions. At a minimum level, it shall have a General Manager or equivalent, who shall have authority and resources to carry out assigned administrative jobs for up-keep of the office and a technical personnel (PSSP), who shall be responsible for actual inspection activities. Laboratories should have lab assistants (if required).

2.4 Assessment of PSSA & PSSP

Nominated team will assess infrastructure & laboratory facility and manpower availability to carry out inspection & laboratory testing of plant & plant products intended for export.

PSSP will be assessed for technical competency through written, practical & oral examination to carry out inspection & laboratory testing of plant & plant products intended for export. Mock inspection will be arranged by the agency in the nearby warehouses/ pack houses/ processing units for practical demonstration. Inspector has to pass the test with 75% marks in each exam. During renewal audit only practical & oral assessment will be carried out for PSSP.

PSSP should be assessed for;

- ❖ technical knowledge and competencies in pest detection
- ❖ knowledge on identification of pests, plants and plant products and other regulated articles
- ❖ access to appropriate inspection facilities, tools and equipment
- ❖ knowledge of the operation of other related regulatory agencies where appropriate
- ❖ knowledge on phytosanitary requirement of importing countries
- ❖ knowledge on regulated quarantine pest of importing countries
- ❖ Knowledge on related SOPs, NSPMs & ISPMs.

2.5 Audit protocol

DPPQS shall establish an audit system outlined as below to measure the performance of PSSA & PSSP, against the requirements established by DPPQS. The audit will be carried out by the nominated officers of DPPQS based on the following criteria and as per the checklist provided in **Appendix-VIII**. At the end of each audit, the auditor shall list out non-conformities under the following three categories:

- **Critical non-conformity:** Occurs as the result of collection and analysis of objective evidence, it is concluded that the PSSA/ PSSP has grossly violated the regulatory requirements and the requirements of the Standard established by DPPQS and Accreditation Scheme.
- **Major non-conformity:** A deviation or multiple deviations from the documented procedures that is confirmed through the collection of objective evidence that shows discrepancies or lapses in compliance relating directly to either the Standard and/ or regulatory requirements and which may compromise the overall effectiveness of the Accreditation Scheme.
- **Minor non-conformity:** A deviation from the documented procedures that is confirmed through the collection of objective evidence that shows minor discrepancies or lapses in compliance relating to the Standard and that do not compromise the overall effectiveness of the Accreditation Scheme.

Even one critical non-conformity will result in immediate suspension of the PSSA & PSSP. Major nonconformity will result in corrective actions and an additional announced audit. Minor non-conformity will result in corrective actions and no additional audit will be required.

The audit team will notify PSSA & PSSP in writing on the spot about the nonconformities and advise of subsequent compliance action to be taken. PSSA shall submit a Corrective Action Report to the PPA within 30 days in the format prescribed in **Appendix-VI**.

2.5.1 Surprise Audit: PPA or officer authorized by him can make surprise audit to PSSA & PSSP.

2.6 Suspension and Reinstatement Protocol

2.6.1 Phytosanitary Service Provider will be suspended on following conditions;

2.6.1.1 Receipt of noncompliance of live infestation from importing country-

In such cases show-cause notice will be served as to why they should not be suspended and if satisfactory reply not received within 15 days. The officer authorized by PPA will investigate reason for noncompliance. Based on investigation following action will be taken:-

If investigation reveals gross violation by the PSSP, he will be suspended for at least three months. Gross violation will be:

(1) Submitting report without conducting inspection- This can be ascertained by proof of absence of commodity or PSSP on the said date/ place of inspection.

(2) PSSP has not inspected consignment as per related Standard Operating Procedures and not inspected minimum number of units as per prescribed sampling regime.

(3) Hiding of pest detection- If during investigation, it reveals that PSSP detected pest during the inspection but did not report due to influence of exporter or his Agency or for any other benefits.

2.6.1.2 Complain of mala-fide practices by PSSP

If any complain received of mal practices such as submission of report without inspection/ lab testing etc., complain will be investigated by the officer authorized by PPA. If investigation reveals gross violation by the PSSP, he will be suspended for at least three months.

2.6.2 Phytosanitary Service Agency will be suspended on following conditions;

2.6.2.1 Suspension of all PSSP

2.6.2.2 Involvement of Agency on grass violation

2.6.2.2 Complain of mala-fide practices by Agency: As per clause 2.6.1.2

2.6.2.3 Observation of nonconformity during renewal/ surprise audit: As per clause 2.5

2.6.3 In case of thrice or more **suspension** within **2-year period**, the PSSA & PSSP will be **blacklisted**.

2.6.4 Reinstatement Protocol

Removal of suspension will be subject to Reinstatement Audit. After suspension, Phytosanitary PSSP has to undergo 03 days refresher training at RPQS. PSSA will apply for reinstatement audit with details of measures taken to avoid reoccurrences of noncompliance along with refresher training details of PSSP.

A team of two officers nominated by PPA will conduct verification audit & based on their audit report, PPA will revoke suspension.

Suspended PSSP will not be allowed to join another PSSA for the period of two years from the date of suspension.

2.7. Appeal and Revision Protocol:

If PSSA & PSSP believe that there were extenuating circumstances in respect to the occurrence of non-conformity, the PSSP and the PSSA may appeal against the decision of PPA.

For this purpose, PSSA shall apply a memorandum of appeal against the decision to the Joint Secretary, in-charge of Plant Protection Division, Department of Agriculture, Cooperation & Farmers' Welfare, Krishi Bhavan, New Delhi-110001, within seven working days of the communication of decision. The memorandum of appeal should clearly set out the grounds for appeal. The decision on the appeal will be communicated in writing within 30 working days of the receipt of all available facts relating to the matter.

Joint Secretary (Plant Protection) may call for all the records relating to the decision from the Plant Protection Adviser for the purpose of satisfying himself to the legality or propriety of any such decision passed by the PPA before any such order as deemed fit shall be passed.

2.8. Documents/Records of phytosanitary inspection:

The Phytosanitary Service Agency must ensure that the following records and documents relating to inspection and testing of compliance with the procedures are maintained in prescribed format and kept up to date.

- Phytosanitary inspection details
- Record of Servicing of Equipments & Replacement of Accessories
- Record of Accredited Phytosanitary Service Provider
- Copy of Job order (Online)
- Equipment stock register

2.9 Refresher training for PSSP

PSSP will attend 03 days refresher training at respective Regional Plant Quarantine Station at least once in two years.

2.10 Jurisdiction for inspection

PSSP will inspect consignments within 100 km radius of the Agency office. Number of consignments in a day should be as per physically possible to do inspection considering travelling time & time required for inspection based on commodity and quantity.

2.11 Phytosanitary Inspection fee

Inspection fee (including basic lab testing for freedom from inspect pests, nematode, weed seeds & symptoms of pathogen) will be charged up to @ Rs. 500/- per consignment

Register of Accredited Phytosanitary Service Agency (PSSA) & Phytosanitary Service Provider (PSSP)

[illegible]

Application for Registration/Renewal of Phytosanitary Service Agency and Phytosanitary Service Provider for Inspection of Plants/ Plant Products & other Regulated Articles in Export

1.	Phytosanitary Service Agency Name	
2.	Address (including Tel/ Mobile/ Fax/ e-mail)	
3.	General Manager /Branch Manager of the Phytosanitary Service Agency	
4.	Description of organizational structure of the company/ branch (Attach a copy of organization chart)	

Details of technical personnel employed by the company/branch

Name	Date of Employment	Designation	Qualifications	Job Work

Particulars of Phytosanitary Service Provider for whom the registration sought

Name	Applicant's Father Name	Date of Employment	Qualifications (Degree/ University/ Subject)	Phytosanitary Inspection training details (Dates/Place)

***Attach documentary proof in respect of qualifications/training/apprenticeship**

	Whether the company/ branch is applying for the registration for the first time?	Yes/No
	Is the application for renewal of registration of Phytosanitary Service Agency? If so, give the particulars of Regd. Number/date of issue/valid up to (Attach original Registration Certificate)	Yes/No
	Is the application for renewal of accreditation of Phytosanitary Service Provider? If so, give the particulars of accreditation number/date of issue/valid up to(Attach original Certificate)	Yes/No
	Is the application for additional accreditation Phytosanitary Service Provider? If so furnish the list of accredited Phytosanitary Service Provider with the registered PSSA (Attach list).	Yes/No
	Whether the PSSA has all the essential equipments for undertaking Phytosanitary Inspection as per the Standard? (Attach list of essential equipments procured by the Phytosanitary Service Agency along with specifications /Number of units)	Yes/No
	Whether noncompliance received since last audit (For renewal) If Yes, attach list	Yes/No
	Whether compliance agreement enclosed?	Yes/No
	Name & Signature of Phytosanitary Service Provider applying for Registration of Phytosanitary Service Agency with Date	
	Name & Signature of General Manager/ Branch Manager with Date & Seal	

ASSESSMENT REPORT FOR REGISTRATION OF PSSA&PSSP		
Name of PSSA Assessed:		
Date (s) of Assessment		
Name of General Manager / Branch Manager:		
Name of PSSP Assessed:		
Details of Assessment of PSSA		
1.	Organizational structure & Technical Resources for undertaking phytosanitary inspection ☐ Adequate ☐ Inadequate	
	Comments:	
2.	Management Responsibilities/ Commitments to meet the requirements of phytosanitary inspection ☐ Adequate ☐ Inadequate	
	Comments:	
3.	Stocking of Essential Equipments ☐ Adequate ☐ Inadequate	
	Comments:	
4.	Maintenance of records of the following	
	Equipment purchase and calibration (if applicable) records ☐ Yes ☐ No	Internal Training records ☐ Yes ☐ No
	Comments:	
Details of Assessment of PSSP		
5.	Possess qualification & training as per Standard ☐ Adequate ☐ Inadequate	
6.	Knowledge about regulatory requirements phytosanitary inspection ☐ Adequate ☐ Inadequate	
	Comments:	
7.	Awareness of Responsibilities of PSSP ☐ Adequate ☐ Inadequate	
	Comments:	
8.	Awareness about use of tools of inspection kits during inspection ☐ Adequate ☐ Inadequate	
	Comments:	
9.	Awareness about SOPs related to export certification ☐ Adequate ☐ Inadequate	
	Comments:	
10.	Awareness about pest detection of perishable commodity ☐ Adequate ☐ Inadequate	
	Comments:	
11.	Awareness about pest detection of grain of cereals, pulse & oil seed & other stored product ☐ Yes ☐ No	
	Comments:	
12.	Awareness about detection of weed seeds ☐ Yes ☐ No	
	Comments:	

13.	Awareness about isolation & detection of nematodes ☐ Yes ☐ No
	Comments:
14.	Awareness about detection of disease symptoms ☐ Yes ☐ No
	Comments:
15.	Awareness about inspection & sampling ☐ Adequate ☐ Inadequate
	Comments:
16.	Secured more than 75% marks in Written, Practical & Oral assessment ☐ Yes ☐ No
	Comments:
17.	Additional Comments on past performance (where applicable)
18.	Recommendation regarding PSSA with PSSP ☐ Recommended for accreditation along with PSSP ☐ Recommended for corrective action ☐ Recommended for suspension
Name & Signature of Assessors with Date: 1. 2.	

Certificate of accreditation of Phytosanitary Service Agency	
 सत्यमेव जयते	Government of India Ministry of Agriculture & Farmers Welfare (Department of Agriculture, Cooperation & Farmers' Welfare) Directorate of Plant Protection, Quarantine & Storage N.H-IV, Faridabad-121001
Accreditation Number:	Date of Issue: 00/00/0000 Valid up to : 00/00/0000
Phytosanitary Service Agency Address	
Terms & Conditions: 1. The Phytosanitary Service Agency (PSSA) shall display this certificate in a prominent place in the office premises and the accreditation number shall be quoted in all correspondence with Directorate of Plant Protection, Quarantine & Storage. 2. PSSA shall be responsible to ensure phytosanitary inspection & laboratory analysis of sample by accredited PSSP. 3. PSSA shall be responsible for forwarding of inspection and lab report to PSC issuing authority for issuance of PSC 4. PSSA shall be responsible for maintenance of laboratory equipment. 5. The certificate of registration granted is valid for a period of two years unless otherwise revalidated and is valid only for PSSP working with the specified Agency unless endorsed by the competent authority. 6. The Certificate of registration granted shall be liable to be withdrawn/cancelled, in case Phytosanitary Agency is involved in making false records. 7. The certificate is not transferable and should be surrendered to competent authority in the event of registered PSSA decide to close the agency.	
Endorsements: Revalidated/suspended/cancelled on by:	
Reinstated on by	
Copy to:	

Certificate of accreditation of Phytosanitary Service Provider		
 सत्यमेव जयते	Government of India Ministry of Agriculture & Farmers Welfare (Department of Agriculture, Cooperation & Farmers' Welfare) Directorate of Plant Protection, Quarantine & Storage N.H-IV, Faridabad-121001	
Accreditation Number:		Date of Issue: 00/00/0000 Valid up to : 00/00/0000
Name of Phytosanitary Service Provider:		Affix stamp size photo
Phytosanitary Service Agency/branch/Address		
Terms & Conditions: 1. The Phytosanitary Service Provider must carry the Accreditation card (see annex) at the site of the Phytosanitary Inspection for ready recognition, whenever any Inspection performed. 2. He shall be responsible for undertaking Phytosanitary Inspection in accordance with requirements of importing country and procedures laid down in related SOP. 3. He shall be responsible for submission of Phytosanitary Inspection report and ensure that consignment meets requirement of importing country. 4. He shall be responsible for drawing of representative sample for further lab analysis. 5. He shall be responsible for laboratory analysis of representative sample for presence of insect, weed seeds, plant pathogens & nematodes. 6. The certificate of registration granted is valid for a period of 2 (Two) years unless otherwise revalidated and is valid only for working with the specified Agency unless endorsed by the competent authority. 7. The Certificate of registration granted shall be liable to be withdrawn/cancelled, in case Phytosanitary Service Provider is involved in making false records. 8. The certificate is not transferable and should be surrendered to competent authority in the event of registered Phytosanitary Service Provider retiring or leave aforesaid agency.		
Endorsements: Revalidated/suspended/cancelled on by: Reinstated on by		
Copy to:		

Annex to Appendix-V

Accreditation Card		
Affix Stamp size Photo (Signature of PSSP) Contact Number: 0000 000 000000	Accreditation No.:	
	Date of Issue: 00.00.0000	Valid Up to: 00.00.0000
	Name of Phytosanitary Service Provider: Mr./Ms. Xxxxx Yyyyy Zzzzzz	
	Father's Name of Phytosanitary Service Provider Mr. Xxxxx Yyyyy Zzzzzz	
	Phytosanitary Service Agency Address:	
	Issued by: Plant Protection Adviser	

APPENDIX-VI

Corrective Action Report				
Name of Phytosanitary Service Agency with Address:				
Sl. No.	Details of Non-conformity	Clause	Corrective Action to be taken	Proposed date for rectification
Name & Signature of Authorized Signatory of Company with Date				
Name & Signature of Auditors		1. 2.		

List of Essential Equipments and Accessories for Phytosanitary inspection

A. EQUIPMENTS		
1.	Illuminated magnifier (Magnoscope) 20 X	
2.	Stereo binocular microscope with cold light source with camera	
3.	Inspection Table clear top (steel make 2.5'X6')	
4.	Computer with internet	
5.	UPS for computer with sufficient power back up	
6.	Compound binocular microscope •	
7.	Microscopic slides & Cover slips	
8.	Refrigerator	
9.	Insect storage cabinets/mounting boards	
10.	Nematode Extraction Unit (Baerman funnel, sieve sets)	
11.	Glassware (beakers, conical flasks, measuring cylinders, pipettes, Petri dishes, test tubes, etc.)	
B. INSPECTION KIT (One set for each inspector & one set at Laboratory)		
1.	Kit bag	
2.	Sieves	
3.	Knife (pointed)	
4.	Magnifier glass- 20 X with provision of light	
5.	Camel brush-(small/medium)	
6.	Scissor	
7.	Torch with cell	
8.	Forceps	
9.	Marker pen- (Red & Black)	
10.	Pencil & Sharpener	
11.	Stapler With pin	
12.	Cello tape	
13.	Rexene sheet/ White paper / Black paper sheet	
14.	Marking slip	
15.	Specimen vials	
16.	Needle	
17.	Hand Gloves	
18.	White enameled Tray (solid type)	
19.	Tissue paper	
20.	Sampling triers (Slotted tube sampler/Nobbe sampler/Deep bin probes)	

* may vary with work load

Optional Equipment (used for pathological investigation and can be outsourced by Agency)

C. EQUIPMENTS		
1.	Laminar flow	
2.	BOD Incubator	
3.	Autoclave	
4.	Hot air oven	
5.	Digital top pan balance	
6.	Analytical Balance	
7.	Hot Plate with Magnetic Stirrer	
8.	Table top centrifuge	
9.	Wrist action shaker	
10.	pH meter	
11.	Blender	
12.	Thermometer	
13.	Temperature Probes	
14.	Haemocytometer	
15.	Inoculation loop or needle	
16.	UV fluorescent lamp	
17.	Distilled Water Unit	
18.	Deep freezer (-20C)	
19.	Compound trinocular microscope fitted with Photomicrographic Equipment	
20.	A set of laboratory chemicals (for preparation of media/stains/reagents etc.)	
21.	Micropipettes (varying volumes)	
22.	Micro plates (for ELISA Test)	
23.	ELISA kit (reader, washer, reagents)	
24.	Immuno-diagnostic reagents (Specific Antisera/Enzymes/substrate/buffers)	
25.	Nitrocellulose membrane (for DIBA)	
26.	PCR	
27.	PCR Tubes	
28.	Horizontal Gel Electrophoresis Unit with power pack	
29.	Hybridization Oven	
30.	Gel Documentation Unit with printer	
31.	Microcentrifuge with Eppendorf tubes	
32.	Nucleic Acid Chemicals (Specific Primers/TAQ DNA Polymerase/C-DNA probes/buffers/stains etc)	
33.	Ranse Kit	

APPENDIX-VIII

Onsite Audit Checklist of PSSA&PSSP for audit			
Name & Address of PSSA			
Name of the General/Branch Manager			
Name of Accredited PSSP			
Date (s) of Audit			
Audited by			
Activity	Yes / No	Clause	Non-Conformity
Does the PSSA have adequate organizational Structure, and staff resources to carry out phytosanitary inspection and other relevant activities?	Yes / No	2.3	Major
Does the PSSP has the necessary qualifications & training?	Yes / No	2.1	Critical
Does the PSSA have all the essential equipment for carrying out phytosanitary inspection as per the Standard?	Yes / No	2.2	Critical
Does the PSSA have proper record keeping system?	Yes / No	2.6	Minor
Is the accredited PSSP able to demonstrate the knowledge of the Standard & Accreditation Scheme?	Yes / No	1.3	Major
Is the accredited PSSP undertaking all responsibilities for which he has been accredited?	Yes / No	1.7	Major
Are the equipment calibration records are maintained? (Wherever applicable)	Yes / No	2.6	Minor
Does infrastructure support past activity carried out?	Yes / No	1.6	Critical
Does the PSSA have all the relevant SOPs, NSPMs, ISPMs & lab manuals?	Yes / No	2.2	Major
Does PSSA display exhibits on process & important pests of major commodity generally inspected?	Yes / No	2.2	Minor
Does PSSA maintain record of noncompliance and action taken on corrective action?	Yes / No	2.4	Major
Name & Signature of Auditee with date (Authorized Signatory of Company)			
Name & Signature of Auditor (s) with date 1. 2.			