Directives on
EXPORT- IMPORT INSPECTION
AND QUALITY CERTIFICATION SYSTEM IN NEPAL

Government of Nepal

MINISTRY OF AGRICULTURE AND COOPERATIVES

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Preamble

Quality control in food production, export and import has been the concern of Nepal for last several years. Unprecedented level of concerns is arising to the quality standards of food products and quarantine concerns of plant and animal products in recent years. Though the quality concerns of goods were raised in earlier trades too, the advent of the global trade body, the World Trade Organization (WTO) and its agreements particularly, the Agreement on the Application of Sanitary and Phytosanitary (SPS) measures and the Agreement on the Technical Barriers to Trade (TBT) authorize the importing countries to put restrictions if the imports fail to comply with the quality standards and other sanitary and phytosanitary measures set by the importing countries. The importing country, however, cannot set the standards arbitrarily. It should either base its standards on the international standards or have scientific justifications for the need of the standards. The international standards are those set by the global bodies, namely, Codex Alimentarius Commission (CAC), International Office of Epizootics (OIE) and International Plant Protection Commission (IPPC) including their guidelines and recommendations.

In this background, our trading partners are also adopting several standards and rules for the agricultural products they import. The international trade partners generally show concerns on a kind of inspection, sampling, testing and certification system existing or being adhered in Nepal, so that the concerned agency in the importing country can be assured on required quality of the product that is being imported. They conduct several inspection, sampling and laboratory testing with added costs on exporters. This also makes the process of export lengthy and cumbersome. To minimize the costs and time of such testing procedures WTO members are encouraged to harmonize the standards. Harmonization is not an easy job. To reach to the final goal of harmonization we have to develop mutual recognition and equivalence among the members first. Nevertheless, for any endeavor to reach to the mutual recognition and equivalence that we need to have a set and acceptable system of testing and certification in the country.

As a member of WTO Nepal has rights to inspect and test the imports whether they have some risk of affecting the health and life of plant, animal and human within the country. The procedure and technology we use for such inspection and testing needs to be made transparent to all the members of WTO. Moreover, Nepal is in the process of harmonizing national quality standards or specifications for food and food products with that of Codex Alimentarius Commission. Internationally accepted testing methods are being adopted; well-trained and qualified inspectors and analysts have been employed. In other words, Nepal may have competency to perform the job of inspection and certification as per international norms. Nevertheless, how to prove it is the big question. At present, Nepal does not have a transparent and integrated written system of quality certification for the export and import. Such document is very much in need to provide preliminary assurance to the importer and to fetch general information on how it is being exercised and implemented in Nepal. To be precise, each component of inspection, sampling, testing and certification procedures along with the calibration procedure are to be specifically narrated to satisfy the customer or the concerned government authority of the importing country. Realizing this ardent need, the "Export Import Certification System" is developed to fulfill such obligations and also to

minimize the hassles of traders at the same time protecting the health and life of plants, animals and human in the country.

This export import system will be applicable after notification to the WTO and entertaining the suggestions of the trading partners within a reasonable time. The list of the commodities covered under this certification system will be as notified in the Nepal gazette by Ministry of Agriculture and Cooperatives from time to time.

PART I: EXPORT CERTIFICATION SYSTEM

By using the power conferred by Food Act 1966, Plant protection Act 1972 and Livestock Services Act 1998 and Rules and directives made there-under, and keeping in mind the requirements of the export market where Nepalese products are to be exported, Government of Nepal has adopted following voluntary system of the export certification. The export certification system will not be mandatory and the producers and exporters have choice whether to be certified under this system.

Chapter 1: Certification of Food Safety and Quality Management System

The Food Production or Processing Units, or exporters registered within Nepal or their authorized representative (hereafter called proponent) desiring to export their products may apply to get their products certified under "Certification of Food Safety and Quality Management System (C.F.S.Q.M.S.)" from a competent certification agency. For such certification, the proponent must assure the quality of the products they produce or export.

Quality food production in compliance with the required norms is the first and foremost responsibility of the manufacturer. It will also be the responsibility of the manufacturer to facilitate certifying agency on the inspection and certification procedure in general. The producer must create such an atmosphere in the premises so that whole system of inspection, monitoring, testing, and certification procedure becomes shorter and easier for the authorized personnel.

The Department of Food Technology and Quality Control (hereafter called DFTQC) or any other agencies authorized by the government of Nepal shall perform the functions of food testing and certification. The certifying agency must implement quality management system (QMS) as per international standards and norms. To begin with, Quality Manual must be written and then implemented for the day-to-day activities (Annex I , II & III).

The certifying agency must confirm that it has adopted all the essential steps of food safety and quality control management system. The agency shall inspect and monitor the food producing establishments in order to confirm that the establishments concerned have adopted food safety and quality management system adequately. While inspecting and monitoring the production units the agency must follow the standards, guidelines and recommendations of Codex Alimentarius Commission and all existing laws of the nation. Upon the confirmation of the system adopted by the establishment, the agency issues a certificate of approval. Each product will require a separate certification.

1. 1 Application Procedure for Approval

1.1.1 The proponent seeking Certification of Food Safety and Quality Management System (C.F.S.Q.M.S.) shall submit an application in the form specified in Annex IV with all necessary attachments to the DFTQC or the authorized agency.

1.1.2 The proponent seeking the approval and certification should pay the inspection fees as determined by the DFTQC or the authorized agency.

1.1.3 The proponent seeking the certification should agree on the periodic monitoring of its product under certification and pay monitoring fees as specified.

1.1.4 If the product intended to export is of livestock origin, it is responsibility of the proponent to get approval from the concerned department as per the Livestock Service Act and rules under it.

1.2 Processing of the Application for Approval

1.2.1 The submitted application is scrutinized by the concerned agency. If the application is incomplete, the applicant is immediately informed to complete it with necessary information and documents.

1.2.2 Within 15 days of the application submitted, a technical panel of certification agency will visit the production unit and inspect all the essential components related to the product concerned.

1.2.3 During the inspection process, the inspection panel will draw requisite samples for the product at different stages of production line.

1.2.4 The inspection panel will submit the samples to concerned laboratory on its return. For the type of the analysis demanded by the proponent, the laboratory analysis fees will be borne by the proponent.

1.2. 5 The inspection panel will submit the report of inspection as given in Annex V within 3 working days of returning to the office with its recommendations whether the production process of the product in consideration meets the criteria of certification.

1.2.6 Based on the detail of the inspection report and the results of laboratory tests, if any, the certifying agency decides whether to issue the certificate to the proponent not later than 7 days of the report submitted. If the proponent's request for certification is accepted, the certificate will be issued immediately (as prescribed in Annex VI). The validity of the certification is up to one year from the date of issuance.

1.2.7 If the panel report and tests indicate that the production/processing unit has to take some corrective measures in some points of manufacturing system, the matter will be notified (as specified in Annex VII) to the proponent within 3 days in order to correct the shortcomings indicated.

1.2.8 After taking proper corrective measures on the shortcomings pointed out by the certifying agency, the proponent can request the certifying agency for re-inspection in the form prescribed in Annex VIII. The proponent has again to pay the inspection fees and the charges of laboratory testing if any. The panel inspects the measures taken to correct the shortcomings during the period of re-inspection and gives its report stating clearly whether the proponent deserves to get a certificate.

1.2.9 If the re-inspection panel finds that the correction measures taken by the producer/processor is not adequate for the certification, then the certifying agency again notifies the matter in writing to the proponent.

1.2.10 If such proponent who fails to get certification upon re-inspection, s/he can re-apply for the certification in third and more times with inspection fees specified. This time, one level higher authority than the previous panels in case of the public certification agency will lead the inspection team. If the certification agency belongs to the private sector, the third and further inspection panels should include at least one representative of the public certification agency.

1.2.11 If there are more than one certification agencies working in the country, the records of certification and rejection of certification shall be shared among them every week.

1.2.12 If a proponent feels to meet the requirement for certification even upon the inspection made as per section 2.10 above, the proponent shall not apply for certification not later than 6 months from the date of third time notification from the concerned authority.

1.3 Monitoring and Control

1.3.1 Internal Monitoring by the Certificate Holder

The proponent has to develop quality manual in its establishment that ensures quality system within the establishment.

1.3.2 It is the primary responsibility of the establishment itself to ensure safety in all the essential steps of production and to simultaneously maintain the quality standard of the product complying with the quality standards laid down under the Food Act and Regulation by government of Nepal.

1.3.3 The establishment has to take care of the following items in terms of control and maintenance and keep updated records thereof:

a) Hygiene and cleanliness of the premises
b) Structure and layout
c) Pest control
d) Maintenance
e) Cleaning and sanitation
f) Personnel hygiene
g) Rest room
h) Water treatment
i) Chemicals
j) Lighting and ventilation
k) Waste disposal including effluent treatment
l) Good Manufacturing Practice (GMP)
m) Packing
n) Other items as directed by certifying agency.

1.3.4 The production/processing plant shall be operated and maintained as per the standard laid down under Food Act, Regulation and guidelines including related instructions, orders and code of conduct issued under Food Act, Regulation.

1.3.5 Routine laboratory testing of raw materials, intermediate products and finished product shall be carried out at its own laboratory or any other public laboratory.

1.3.6 The establishment has to adopt suitable measures in order to control and monitor of the quality of raw materials, packaging materials and equipments of the processing line.

1.3.7 The approved production/processing unit can affix 'Q' mark on the packet of specified product as an indication of certified product for export.

1.4 Monitoring by the Certifying Agency

1.4.1 Within the validity period of the certificate, the certification agency must monitor the products periodically. The frequency of the monitoring depends on the nature of the product, requirement of the export market and the records of the findings of past monitoring. The certifying agency can charge a specified amount of monthly fee to meet the monitoring costs. The recipient of the certificate has to deposit the monitoring fees in advance to refundable account and authorize the certifying agency to debit requisite amount from it.

1.4.2 The certifying agency has to monitor the establishment on the following general indicators. The specific indicators however, depend on the product and the technology.

a) management system of the establishment
b) verification of the records and record keeping
c) verification of the process control, sanitation, hygiene practices
d) quality assurance procedures being followed in the premises
e) conformity assessment procedures applied in the establishment
f) treatment of the non-conforming products
g) corrective actions taken
h) reports of in-house monitoring system applied and its reliability
i) internal quality audit and record keeping
j) verification of the results of in-house laboratory testing at the laboratory of certifying agency or any other public laboratory
k) training of the staff members
l) management review

1.4.3 The monitoring process has to broadly cover all the formats of basic points of GMP, GHP and HACCP, if any, and has to submit thereof as given in Annex IX.

1.4.4 Based on the level of internal quality control, compliance to the quality control guidelines issued by the certifying agency and compliance to international standards, the certifying agency issues either one of the following monitoring reports:

a) A letter of appreciation for quality conformity, or
b) A letter suggesting corrective actions to be taken by the establishment (Annex X), or
c) A letter of warning for "Critical Non-compliance".

1.4.5 If an establishment receives a letter of appreciation, the frequency of monitoring and the monthly monitoring fees shall be reduced to a half. On the other hand, if an establishment receives a letter of warning the frequency of monitoring and monitoring fees shall be doubled with effective from the date of warning letter.

1.5 Renewal of the Certificate

1.5.1 The establishment seeking renewal of the certificate should submit the application **(**Annex XI**)** before 60 days of expiry of the certificate with required documents and application fee.

1.5.2 If a letter of appreciation was issued during the last tenure of the certificate, the certificate will be renewed with a monitoring. The fee of such renewal will be equal to the monitoring fees.

1.5.3 If at least one letter of warning was issued during the last tenure of the certification, the process of new certification specified above (in sections 1 and 2) will be applicable for renewal too.

1.6 Suspension and withdrawal of Approval

1.6.1 If any major deficiency is found from the monitoring, certificate holder of that establishment shall be advised to suspend production and export until rectification is done.

1.6.2 If an establishment receives letters of warning in three consecutive monitoring, the certification shall be invalid. In such case, the certifying agency will inform the matter to all other certifying agencies in the country and the government agency, which has registered the establishment.

1.6.3 If a certificate holder no longer desires to continue to keep the certificate, s/he can apply in written to the certifying agency for cancellation of the certificate. After the cancellation of the certificate, the remaining monitoring fees will be refunded.

1.7 Issuance and Validity of Certificate of Inspection

1.7.1 The establishment which has received certificate under this manual shall issue a certificate of inspection (as set in Annex XII) for every consignment to be exported. The certifying agency shall provide the blank pad of certificate at the fee specified.

1.7.2 The inspection certificate issued under 6.1 shall be valid for a period of forty-five days. If more than one consignment for export is approved on different days is presented in one application, the validity of certificate shall be calculated from the earliest day of approval.

PART II: IMPORT CERTIFICATION SYSTEM

By using the power conferred by Food Act 1966, Plant protection Act 1972 and Livestock Services Act 1998 and Rules and guidelines made under them and pursuant to the powers given under the Agreement on the Application of Sanitary and Phytosanitary measures to protect human, animal and plant life and health in the country, Government of Nepal has adopted following mandatory system of import certification for the import of food products, plants, plant products, live animals, livestock products and inputs for livestock in Nepal. This import certification system is adopted to clarify the procedural matters of the said acts, regulations and guidelines. In addition, the importer has to comply with the other obligations enforced by the existing laws.

The import certification will not discriminate among the trading partners having the consignments with the same level of risk. In other words, it shall be ensured that there will be no arbitrary or unjustifiable discriminations among the consignments originating from different trading partners.

Chapter 2: Import Certification of Food

2.1 Application for Import Permit of Food and Food Products

2.1.1 The business firm, company or individual seeking certification for the import of processed, semi processed or raw food products from abroad including India shall require to submit an application in the format as given in Annex XIII to the Department of Food Technology and Quality Control (DFTQC) for import certification with details of importer and the product quality and quantity to be imported.

2.1.2 The firm, company or individual seeking the import certification shall have to pay an inspection fee and laboratory test charges as specified.

2.1.3 The applicant under section 18.1 shall attach the copies of the following documents with the application:

a) Name and address of the owners/ major shareholders:
   1. ……..
   2. ……..
   3. ……..

b) Registration No. of the firm:

c) Validity of the registration:

d) The brief description of the commodity to be imported:

- Name of the commodity:
- Brand name:
- Exporting country:
- Name and address of the processors:

- GMP/ HACCP/ ISO 9000 certification of the processing unit (if existing):

e) Copy or print of the label of the product:

f) Quality certificate issued by authorized institution of the exporting country for the consignment to be imported.

g) A copy of analysis report of the sample or a well-protected pack of sample.

h) Copy of inspection report, issued by the authority of the government of exporting country or any agency accredited by it, as inspected not before six months from the date of application submitted to DFTQC.

i) Copy of the license of the manufacturing unit issued from the government authority of the exporting country or any agency accredited by it.

j) Copy of Export Certificate document issued by accredited authority of the exporting country of agency accredited by it.

2.1.4 The applicant should submit packs of sample in duplicates with the application form which should be representative of the lot of commodity to be imported. The packs of sample submitted should be well intact and properly protected. Alternately, the applicant can attach a copy of the analysis report of the sample representative of the product issued by an accredited laboratory. In case, if the applicant submits a sample with the application form, the applicant has to pay an amount of fees for the analysis of submitted samples. The amount is charged as according to the prevailing rate of analysis of food samples already approved by Government of Nepal and implemented by DFTQC.

2.1.5 If the commodity to be imported is of livestock origin, the importers shall be required to obtain approval from the concerned authority of the government of the exporting country and the Government of Nepal as per the laws of the respective countries.

2.2 Processing of the Application and Issuing Import Permit

2.2.1 The application submitted pursuant to section 18 is to be scrutinized by DFTQC. If some important and documents are lacking with the submitted application, the applicant should be immediately informed to furnish such information and documents.

2.2.2 If the applicant submits samples instead of analysis report to DFTQC, the application shall be proceeded forward only after the completion of the analysis. The due course of analysis depends upon the parameters to be analyzed. If the analysis report fails to comply with the standards laid down for the product by Government of Nepal, the process of certification will be suspended and the matter is notified to the applicant. The application is further processed only after the compliance of the standards.

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2.2.3 The concerning unit of DFTQC shall submit the application along with the necessary documents to the Director General within seven days of analysis completed. The Director General may consult with SPS expert as per necessity. If the Director General is satisfied with the documents that the applicant meets the requirements for import, he may make a decision to grant permit for import. The import permit shall be issued in the format of Annex XIV. The letter shall be issued within 7 days of sample analysis completed.

2.2.4 If some matter regarding the risk from the consignment is not clear, DFTQC shall enquire such matter from the National SPS Enquiry Point of the exporting country. If such correspondence is initiated, the matter will be informed to the applicant.

2.2.5 Upon receiving the duly addressed clarification or explanation of the enquiries made, the concerning unit of DFTQC notifies the matter to Director General. Based on the reply and information reciprocated for the enquiries, Director General decides whether the importation of the applied consignment is to be permitted or not. In this case, the notification of the final decision to the applicant is given within 3 days.

2.2.6 Upon arrival of the product to the custom point, the food or custom inspection authority will draw samples from the lot of the consignment arrived. The lot approaching at the custom port should be verified according to the detail of description as mentioned at the time of application. Any alteration in quality and quantity from that mentioned in the application is considered a violation of Food Act and Regulation.

2.2.7 The validity of the permission will be for 6 months from the date of the issuance of letter of permission

2.2.8 If the import proposed is not in the favor of protecting plant, animal and human health and life in the country, the import permission will not be granted and the applicant will be informed of the matter in the format as specified in Annex XV.

2.3 Withdrawal of Permission

2.3.1 In case of some incidences, which occurred at and around the territory of export or during the time of goods in transit affecting plant, animal and human life and if its implication to the imported product is considered risk prone and detrimental to the plant, animal and human life of Nepal, the import permission issued can be immediately withdrawn without prior notice. In such circumstances, the sole liability of the losses arising because of such accidental and disaster factors goes to the importing firm itself. However, this will not contradict with the process of insurance claim by the importing firm.

2.3.2 If the samples drawn on the custom point, upon inspection and analysis, found not to conform to the quality standards specified by Government of Nepal or found different that the test report or sample submitted with the application, such consignments will not be allowed to enter into the country. In such cases, the disposal of the consignment is the responsibility of the importers. In such case, the import permission is automatically cancelled.

2.3.3 If the laboratory test of the sample submitted with the application form or the sample drawn from custom point fails to comply with the specified food standards of Nepal five times, the import of that product from that country will be suspended. In such a case, all the permissions to import that particular commodity from that country will be automatically cancelled.

2.3.4 If any importer feels that the suspended commodity from the country specified has been improved and believe that it will conform to the standards set by Nepal, he/she can apply for risk analysis. The full cost of risk analysis, including that for visit of the expert team to the production site will be borne by the importer. Based on the risk analysis and report of the visit of the production site, the Director General of DFTQC takes the decision within 7 days whether the permission of the particular product from the country specified will be allowed to import or not.

Annexes

Annex I: Installation of Quality System Manual

Quality System Manual is a document stating Quality Policy and describing quality System of an organization. This document serves following purposes.

1) The system becomes transparent having a written document.
2) It formalizes the way the staff members carry out their day-to-day work providing transparent practices and feed back on actions.
3) It provides a format of standard practices and results in consistency with management decisions.
4) It helps to provide degree of conformances in practice.
5) It facilitates to trace back troubles in process.
6) It provides to demonstrate conformance to internationally accepted practices in line with ISO 9000, hence helps to get recognition by third party or customer.
7) It provides to project the company's image and customer satisfaction.
8) It defines and clarifies the functions of quality assurance departments and provides opportunities to modification after review.
9) It provides guidelines for a system of audit – internal as well as external.

Annex II: Quality Manual for the manufacturing establishment

Quality Manual differs as according to the nature of the product and to the necessity of the establishment but does specifically address at least following main components in general.

1. Organization
2. Responsibility of the top management
3. Quality system
4. Objective and quality goal
5. Staff members including qualification and responsibilities
6. Documentation and document control
7. Purchasing
8. Purchaser supplied product
9. Identification and traceability
10. Company standards of quality
11. Standard Operating Procedures
12. Inspection and testing
13. Verification procedures
14. Control of non-conforming product
15. Corrective action
16. Handling, storage, packaging,
17. Quality records
18. Internal quality audit
19. Management review meetings
20. Reporting
21. Training and refreshing
22. Supervision and monitoring

Depending upon the nature of the production, components like Good Manufacturing Practices (GMP), Good Hygienic Practices (GHP) and Hazard Analysis and Critical Control Point (HACCP) procedures will also be included.

Quality System Manual will be separately prepared and installed in the premises. This will be made accessible to all concerned staff.

Annex III: Quality Manual for Certifying Agency

The certifying agency must have written document of quality manual and have installed in. This manual will also include requirements laid down in ISO/IEC guide 17025 i.e. General requirements for the competence of testing and calibration laboratories and will have following main components.

1. Organization
2. Supervisor or Compliance Officer
3. Staff members including qualification and responsibilities
4. Harmonization of technical specifications and methods of testing
5. Conformity Assessment Procedures
    - Inspection
    - Sampling and sample preparation and sample dispatch
    - Testing
    - Calibration of equipments with traceability
    - Analysis of data
    - Measurement uncertainty
    - Control of non-conforming testing
    - Proficiency testing program
    - Laboratory accreditation
6. Preparation and issuance of report
7. Complaints handling procedures
8. Corrective actions and preventive measures
9. Safety and other environmental factors along with waste disposal
10. Sub-contracting
11. Fees
12. Management reviews
13. Training
14. Accreditation

Laboratory Quality Manual will be separately prepared and implemented. This document will be complementary to the main document of Export-Import Certification Scheme.

Annex IV: Application form requesting for export certification

To,
(The name and address of the Certification Agency)

Subject: Application for Export Certification

Madam/Sir,
We are the producers/exporters of ……. and intended to export our product to ---------- (countries) which requires compliance to the standards specified in attachment 1. The particulars of the producer(s) are produced in the attachment 2. Accordingly, we wish to seek approval under the export certification procedure.

We hereby authorize you to carry out visit and inspection of production units, stores and transport vehicles, conduct sampling, testing or any other measures required for the certification. Enclosed herewith is the receipt/demand draft No. …… dated …….. for NRs. ……towards the inspection fee. We understand this fee does not include the fees of laboratory testing if any.

Yours faithfully,

Signature: Company Seal
Name: Place
Designation: Date

Approval of Producers/processors if different from the proponent

Signature
Name
Seal

Check list of enclosures:

1. Attachment 1: Requirement of the export markets
2. Attachment 2: Description of the producer/processor
3. Receipt/demand draft of inspection fees
4. Layout map of the production/processing plant
5. Description of the machineries.
6. GMP/HACCP Certification (if existing)
7. Details about the quality of the water including the method of treatment.
8. Brief report about the total manpower of the industry
9. Details about quality control personnel.

Attachment 1: Requirement of the export markets

	Description of the requirement	Standard/value

Note: Please fill up a separate page for each intended country where you want to export.

Attachment 2: Description of the producer/processor (Separate sheet for each producer/processor)

1.	**General Information**	
1.1	Name and address of the producer/processor with Fax No. and E-mail address.	
1.2	Name of the Chief Executive (MD/Mg. Partner/ Proprietor)	
1.3	Is the processing plant owned or leased by the applicant	Owned / Leased
1.4	If leased ,name of the plant name and address	
1.5	Year of Construction	
1.6	Year of last alteration	
1.7	Approval requested for export of (product)	
1.8	Annual production during the previous year. Others related (specify)	
1.9	Total export during the previous year (a) Name (s) of the countries to which export made	
1.10 1.11	Whether all year production or seasonal production. Details of licenses/certificate issued by any competent authority.	
2	**Water**	
2.1	Is there documented water management system?	
2.2	Whether it is safe for processing and for human consumption?	
2.3	Is any scientific quality assurance is existing for water management?	
3	**Information about personnel**	
3.1	No. of technologists available in the establishment	
3.2	Name and qualification of technologist(s) supervising the processing and related operations (Attach separate as Annexure)	
4.	**Raw material**	
4.1	Source of Raw material	
4.2 4.3	Are there any arrangement for traceability of other raw materials, if so, details of the same? Records of the above mentioned activities are properly maintained	
4.4	Quality control system of raw materials?	

5.	**Surroundings**	
5.1	Is the surrounding neat & clean and safe for processing?	
5.2	Surroundings are free from any contamination	
6.	**Construction and layout**	
6.1	Is the building construction of permanent nature?	
6.2	Is the design and layout as per scientific norms?	
7.	**Plant Facilities**	
7.1	Is there following facilities are available|	
	• Vehicle washing facility?	
	• Water treatment plant?	
	• Alarm system to give warning in case of emergency	
	• Generator	
	• Transportation	
	• Lockable Room for Technicians	
	• Change Room	
	• Toilets	
	• Space to collect waste	
8.	**Raw Material Receiving Section**	
8.1	Are there adequate facilities available in raw material receiving section?	
9.	**Washing, cleaning and Sanitizing facility**	
9.1	Whether washing, cleaning and sanitizing facilities are adequate to support safe processing.	
10.	**Doors/Windows/Floor/Ceiling/Walls**	
10.1	Are they clean and sufficiently wide, made of durable material, which is safe for processing plant facilities?	
11.	**Drainage**	
11.1	Are the drains of adequate size having sufficient slope and easily clearable and sufficient as per hygienic conditions?	
12.	**Lights and ventilation**	
12.1	Are these adequate and as per the requirements of standards.	
13.	**Utensils and Equipment**	
13.1	Are all receptacles, trays, tanks, cutting equipment and utensils used made of non-corrodible material other than wood and have smooth surface free from cracks and crevices	
13.2	Are the utensils made of food grade material?	
14.	**Packaging**	
14.1	Are the packing facilities adequate?	
14.2	Are the label are as per Food Act & Rules.	
15.	**Storage**	
15.1	Is the storage condition safe and designed scientifically, considering food safety norms?	

16.	**Personal Hygiene**	
16.1	Whether staff has been given enough training in this regard?	
16.2	Is personal hygiene is maintained?	
17.	**Effluent Treatment**	
17.1	Is the unit having an efficient effluent treatment system?	
17.2	Does it comply with the statutory requirements	
18.	**Maintenance Schedule**	
18.1	Is there a document maintenance procedure for different sections/ equipment/ machinery/ laboratory items etc? Give documents no.	
18.2	Whether maintenance records are kept?	
19.	**HACCP**	
19.1	Whether the unit is certified with HACCP and or ISO 9000 Quality System, if yes name the certifying agency.	
20.	**Rodent/Vermin Control**	
20.1	Whether adequate rodent and pest control facilities are maintained?	
21.	**Inspection and testing**	
21.1	Are there in-house facilities for inspection and testing?	
21.2	Test of finished products are carried out as per Food Act and Rules.	

Annex V: Assessment Report by Inspection Team for Approval and Renewal

The inspection panel has assessed the unit to verify the declarations given by applicant unit for verification as per Food Act and Rules, and GMP/GHP. Following observations/ discrepancies in different areas are listed:

Date and Day of Inspection Panel Visit: ……..

All the information given under following heads is correct as per Annex-IV and Food Act and Rules. If not, the Discrepancies observed by the inspection team are as:		
1.	**General Information**	**Correct/incorrect**
1.1	Name and address of the plant seeking approval with Fax No. and E-mail address.	
1.2	Name of the Chief Executive (MD/Mg. Partner/ Proprietor)	
1.3	Is the processing plant owned or leased by the applicant	
2	**Water**	**Satisfactory / Not Satisfactory**
2.1	Is there documented water management system?	
2.2	Whether it is safe for processing and human consumption?	
2.3	Does any scientific quality assurance exist for water management?	
3	**Information about personnel**	**Satisfactory / Not Satisfactory**
3.1	No. of technologists available in the establishment	
3.2	Name and qualification of technologist(s) supervising the processing and related operations (Attach separate as Annexure)	
4.	**Raw material**	**Satisfactory / Not Satisfactory**
4.1	Source of Raw material	
4.2	Is there any arrangement for traceability of other raw material, if so details of the same?	
4.3	Are the records for the above maintained properly?	
4.4	Quality control system of raw materials?	
5.	**Surroundings**	**Satisfactory / Not Satisfactory**
5.1	Is the surrounding neat & clean and safe for processing?	
5.2	Surroundings are free from any contamination	
5.3	Are the surrounding is free from any toxic/ chemical producing industry?	

6.	**Construction and layout**	**Satisfactory / Not Satisfactory**
6.1	Is the building construction of permanent nature?	
6.2	Is the design and layout as per scientific norms?	
6.3	Which standards are used for designing?	
7.	**Plant Facilities**	**Satisfactory / Not Satisfactory**
7.1	Plant Facilities are adequate and as per Annex-I.	
7.2	Are the facilities enough to produce safe food for human consumption?	
8.	**Raw Material Receiving Section**	**Satisfactory / Not Satisfactory**
8.1	Are there adequate facilities available in raw material receiving section?	
8.2	Is raw material storage separated by finished product storage?	
9.	**Washing, cleaning and Sanitizing facility**	**Satisfactory / Not Satisfactory**
9.1	Whether washing, cleaning and sanitizing facilities are adequate to support safe processing.	
9.2	Sanitizers/ chemicals are labeled and stored separately?	
10.	**Doors/Windows/Floor/Ceiling/Walls**	**Satisfactory / Not Satisfactory**
10.1	Are they clean and sufficiently wide, made of durable material, which is safe for processing plant facilities?	
10.2	Are the windows are wire meshed to protect flies?	
10.3	Are floor, ceiling and walls are properly plastered, painted and tiled as per requirements?	
11.	**Drainage**	**Satisfactory / Not Satisfactory**
11.1	Are the drains of adequate size having sufficient slope and easily clearable and sufficient as per hygienic conditions?	
11.2	Whether unit has proper waste disposal system?	
12.	**Lights and ventilation**	**Satisfactory / Not Satisfactory**
12.1	Are these adequate and as per the requirements of standards.	
12.2	Are the lights are properly covered?	
12.3	Are the ventilators properly wire meshed?	
13.	**Utensils and Equipment**	**Satisfactory / Not Satisfactory**
13.1	Are all receptacles, trays, tanks, cutting equipment and utensils used	

	made of non-corrodible material other than wood and have smooth surface free from cracks and crevices	
13.2	Are the utensils made of food grade material?	
13.3	Whether proper cleaning system is in practice?	
14.	**Packaging**	**Satisfactory / Not Satisfactory**
14.1	Are the packing facilities adequate?	
14.2	Are the label are as per the Food Act & Rules.	
14.3	Whether food grade packing materials are used?	
15.	**Storage**	**Satisfactory / Not Satisfactory**
15.1	Is the storage condition safe and designed scientifically, considering food safety norms?	
15.2	Whether wall sealing and floor are properly plastered?	
15.3	Whether products are kept on pellets to maintain proper distance from floor and wall?	
16.	**Personal Hygiene**	**Satisfactory / Not Satisfactory**
16.1	Whether staff has been given enough training in this regard?	
16.2	Is personal hygiene is maintained?	
16.3	What is unit plan to achieve more hygiene environment of unit?	
17.	**Effluent Treatment**	**Satisfactory / Not Satisfactory**
17.1	Is the unit having an efficient effluent treatment system?	
17.2	Does it comply with the statutory requirements	
18.	**Maintenance Schedule**	**Satisfactory / Not Satisfactory**
18.1	Is there a document maintenance procedure for different sections/ equipment/ machinery/ laboratory items etc? Give documents no.	
18.2	Whether maintenance records are kept?	
18.3	Whether unit has preventive maintenance schedule?	
19.	**HACCP**	**Satisfactory / Not Satisfactory**
19.1	Whether unit is certified with HACCP and or ISO 9000 Quality System, if yes, by whom? Is Quality Manual is in place?	

19.2	Whether the unit applies GMP/ GHP in processing facilities?	
19.3	Whether GMP/ GHP are as per Codex requirement?	
20.	**Rodent/Vermin Control**	**Satisfactory / Not Satisfactory**
20.1	Whether adequate rodent and pest control facilities are maintained?	
20.2	Whether pest control facilities are maintained by unit or contracted?	
20.3	Is there any mechanism to verify pest control effectiveness?	
21.	**Inspection and testing**	**Satisfactory / Not Satisfactory**
21.1	Are there in-house facilities for inspection and testing?	
21.2	Harmonization of technical specification and test methods. Test of finished products are done as per Food Act and Rules.	
21.3	Does unit have enough equipment required for testing as per Food Act?	
21.4	Is the in-house test results are verified with those of DFTQC? (for other than DFTQC)	

Recommendations of the Inspection Panel:

Approval may be granted (renewed)/ may not be granted (renewed) (strike out which is not applicable) to above establishment under the Voluntary Certification Scheme of Nepal to process the export to ……..…… (Country).

Reasons (in case of non-approval/ non-renewal)

Suggestions for improvement, if any:

Signatures of Inspection Panel Members			
Name with Designation Organization			
Date:			

List of enclosures:

Annex VI: Format of Letter of Approval / Approval of Renewal

Letter No.: **Date:**

To,
M/S

Sub.: Approval/ Approval of renewal of approval to process ……. for export to ……(country).

Ref.: Your application Number……..dated …….

Madam/Sir,
With reference to your application for approval / renewal of your …… (Product) for export to …… (country) under Voluntary Certification Scheme, this agency, based on the Assessment of related aspects including the production units, technology and product, grant an approval to you for a period of one year. The approval is subject to cancellation at any time if your product is found not in conformity to the approved standards.

1. Name and Address of the producer/processor/exporter:

2. Approval No.
3. Scope of approval (items covered)

The approval number allotted to your establishments is NB/NT/NL ……. …… This approval number shall be legibly printed on all export packages of ……. for which approval is granted. Besides, you will also affix "Q" mark as per design enclosed.
The establishment shall, henceforth, come under the purview of monitoring by this agency, as per the Voluntary Certification Scheme for Nepal.

You should ensure that adequate balance is always maintained in your deposit account for payment of monitoring fee and the two copies of the "Certificate of Export" are submitted to this office within a month's time on a regular basis for debiting of the required monitoring fee.

The validity of inspection certificate issued by the establishment shall be 45 days.
You should apply for renewal of approval at least 60 days in advance from the date of expiry.
Please acknowledge receipt.

Yours faithfully,

…….
Executive Head of the Certifying Agency

CC:

1) Director General, Department of Food Technology and Quality Control, Babar Mahal (if different)
2) Director General, Department of Commerce, Babar Mahal
3) ……
4)

Annex VII: Format for the Letter of non-Approval / non-Renewal

No.: **Date:**

To,
M/S

Dear Madam/Sir,

Sub.: Non-approval/non-renewal of process …… for export.
Ref.: Your application dated ……or Approval No ----------

The Inspection Panel has observed lapses or inadequacies in your processing establishments or products (a copy of the report of the inspection team attached).

In view of the nature of the lapses or inadequacy, you are informed that your request for export certification of ---------- (product) to export to ---------- (country) cannot be approved.

However, you may apply for re-inspection (in the format attached) after the rectification of all the lapses or inadequacies reported by the inspection team.
Please acknowledge receipt.

Yours faithfully,

Executive Head of the Certifying Agency

Encl: As stated.
Copy to :

Annex VIII: Re-Inspection Request Form

To,
(The name and address of the Certification Agency)

Subject: Request for Re-Inspection for Export Certification

Madam/Sir,
In connection with my/our application dated --------- for export certification of ……(product) I/we have made necessary improvements (as in the attachment 1) to comply with the suggestions of inspection team dated ----------. Now I/we request for re-inspection.

We hereby authorize you to carry out visit and inspection of production units, stores and transport vehicles, and conduct sampling, testing or any other measures required for the certification. Enclosed herewith is the receipt/demand draft No. …… dated …….. for NRs. ……towards the re-inspection fee. We understand this fee does not include the fees of laboratory testing if any.

Yours faithfully,

Signature: Company Seal
Name: Place
Designation: Date

Attachment 1: Suggestions of inspection team and improvements

	Suggestions of inspection team	Corrections made	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Annex IX: Monitoring Visit Pro -fo rma

1. Date of the Monitoring Visit
2. Name of the P rocessing Plant
3. Approval Number
4. Scope of the approval (Product Name)
5. Product being Processed at the time of Visit
6. Name and Designation of the monitoring Officers last visited

Serial No	Details to be Verified	Conforming "C" /non-conforming "NC"	Remarks
1	**Management Responsibility**		
1.1	Whether the plant supervisor is designated		
1.2	Whether the quality control officer is designated		
1.3	Records are maintained for all relevant components including non-conformities and actions taken for immediate correction		
1.4	Quality Manual is in place and is being implemented at all levels		
1.5	Raw material control is in place with required traceability		
1.6	Internal Quality Report and Management Review		
1.7	Complaint handling		
1.8	Handling, Packing, Storing, and dispatch		
2	**Pest Control**		
2.1	Whether area is free from harborage and pest		
2.2	Whether pest control measure are effective in Unit		
2.3	Whether area within the processing plant is safe for processing		
2.4	Whether area surrounding the processing plant is safe enough to prevent entry of external pests		
3	**Structure and layout**		
3.1	Whether ground condition safe to prevent contamination to entry the facility		

3.2	Whether facility is properly designed and maintained		
3.3	Design layout or material used cannot be readily cleaned or sanitized does not preclude contamination		
3.4	Insufficient space, which may cause adulterated or contaminated.		
3.5	Equipment and utensils design, construction, location or materials can be readily cleaned or sanitized; does not preclude product contamination.		
4 4.1	**Maintenance** Condition of roof, ceiling, walls, floors or lighting, maintained; lights are protected.		
4.2	Others		
4.3	Lighting is sufficient		
4.4	Equipment and utensils not repair or removed when necessary		
4.5	Product contact surfaces are safe for food handling		
4.6	Others		
5.	**Cleaning and Sanitizing**		
5.1	Product contact surfaces cleaned and sanitized before use.		
5.2	Non-product contact surfaces cleaned before use		
5.3	Housekeeping is an adequate.		
6.	**Personnel**		
6.1	Processing or food handling personnel maintain a high degree of personal cleanliness		
6.2	Processing or food handling personnel take necessary precautions to prevent contamination of food		
6.3	Controls		
6.4	Facility management has effective measures to restrict with known disease from contaminating the product.		
6.5 **7.**	Hand washing and hand sanitizing stations are present or conveniently located **Restrooms**		
7.1	Number of functional toilets is sufficient.		
7.2	Adequate supplies of water soap etc.		
8.	**Water supply**		
8.1 8.2	Safe water supply for processing. Protection against backflow, back-siphon age or other source of contamination.		
8.3	Whether supply of hot water or cold		

	water is adequate.		
9.	**Processing**		
9.1	Product is manufactured as per Food Act & Rules.		
10.	**Chemical**		
10.1	Chemical(s) improperly used or handled.		
10.2	Chemicals(s) improperly labeled.		
10.3	Chemicals (s) improperly stored.		
11.	**Ventilation**		
11.1	Processing area is properly ventilated		
11.2	Areas directly affecting product or packaging material are properly ventilated		
11.3	Adequate air exchangers exist.		
12.	**Waste Disposal**		
12.1	Adequate arrangements are made for disposal of waste water		
12.2	Sewage		
12.3	Processing waste		
	COMPLIANCE TO GMP/GHP PLAN		
1. 1.1	**Records** Records are up to date		
1.2	Records are accurate		
1.3	Records are available during monitoring		
1.4	Any documents or records not conforming to requirements		
2	**Procedure**		
2.1	Preventive measure are followed		
2.2	Preventive procedures are followed		
2.3	Corrective action taken against to fault		
3.	**Other**		
3.1	Any modification in GMP/GHP Plan		
3.2	Procedure is maintained by trained personnel		
3.3	Any other modification		
III	**TESTING STATUS**		
1.	Company Standard has been formulated for required technical specifications		
	Calibration of equipments and other measuring instruments is done in specified frequency and with traceability		
	Accepted sampling methods are followed and representative sample is prepared		

	Samples are dispatched following the required norms		
2.	**Raw Material Testing**		
2.1	Raw material Control is Proper		
3.	**Parameters are tested as per Food Act & Regulation**		
4.	**Finished Product testing**		
4.1	Whether finished product is tested for parameters defined as per Food Act and regulation		
5. 5.1	**In house Laboratory** Whether in house testing facility is available in the plant.		
5.2	Whether testing is according to Food Act and Rules and as per declarations		
5.3	Status of testing and verification mechanism		
5.4	On – line testing facilities		
5.5	Whether proficiency testing mechanism is exercised		
5.6	Whether the measurement traceability is looked upon		
5.7	Non-conforming tests and quality audit		
5.8	Is the laboratory accredited		
5.9	Whether laboratory manual is in place		
1V.	**Testing of sample during visit, if facilities available.**		
V.	**Details of sample drawn during testing and laboratories, which are referred to.**		

The deficiency observed by the monitoring officers during the monitoring visit shall be communicated to the concerned authority of processing establishment in writing for rectification with stipulated time period of the day.

Any other relevant information

Recommendations

-Overall rating – Satisfactory/Unsatisfactory

-Deficiency reported to the establishment
(on deficiency report pro-forma as per annexure IX)
(Please enclose (duplicate countersigned)

Signature:_____

Name:_____
Date : Place: Designation:
_____

Remarks of the certifying agency:

Signature:
Name :
Designation:
Date:
Place:

Annex X: Format for Letter of Corrective Actions

Name of the Certifying Agency: ----------
Name of the processing establishment: ----------
Product handled: ----------

Approval no:
Nature of monitoring: Routine monitoring or Any other----------
Date of monitoring: _____

	Lapses or inadequacies observed **Critical Non-compliances**	Corrective actions proposed	Time frame for corrections
1			
2			
3			
	Major Non-compliances		
1			
2			
3			
	Minor Non-compliances		
1			
2			
3			
4			

1. Acknowledgement of report copy
2. Discrepancies have been fully explained and understood by the processing establishment
3. Confirmation of the proposed corrective actions with the time frame

Signature----------
Name:----------
Designation:----------
(Representative of Certifying Agency)

Signature:----------
Name:----------
Designation:----------
(Representative of the producer/processor)

Note: It is advised that a copy of this report be pasted by the processing establishment on the test record register for necessary follow up actions and future reference.

Annex XI: Format for Application for Renewal of Approval of Plant

To,

(Certifying agency)

Madam/Sir,
It is to request you that I/we are the holder of export certificate of ---------- (product) to export to ---------- (country) under Voluntary export certification scheme of this agency dated ---------- . The approval is expiring on ---------- I/we furnish the following details and request for renewal of the approval.

1. Approval no ----------
2. No of the letter of appreciation received in the last tenure ----------
3. No of the letter of warning received in the last tenure ----------
4. Volume of Export during the last one year ----------
5. Amount of monitoring fees paid during the last tenure Rs ----------
6. No of complaints from importing country during last tenure ----------
   If yes, attach details
7. Recognition during past one year from every government bodies
8. Details of change in management, if any
9. Name of Head of the Organization
10. Water potable certificate no.(attach copy)
11. Copy of HACCP manual if available and revised
12. No. of Technologist/Chemists
13. Layout change in past one year
14. Facilities/equipment added in past one year
    - Raw materials procurement facilities.
    - Processing
    - Packaging
    - Storage
    - Transportation
    - On floor and laboratory Facilities.
15. Any other relevant information

It is hereby certified that the aforesaid information is true to the best of my knowledge.

Thanking you!

Yours faithfully

Signature of the Head of the Processing Unit
Along with seal of the Company.

Place:
Date :

Annex XII: Format for Certificate of Inspection

Exporter's Name & Address:

Invoice No. & Date:
Buyer's Order No. & Date:

Manufacturer's Name & Address:

Government of Nepal
Ministry of Agriculture and Cooperatives
Department of Food Technology and Quality Control.
Babarmahal, Kathmandu

Details of the Manufacturer's Seal, if any

Valid up to and …….

Details of seal of inspection authority if any:

	Nature and kind of package	Description goods	Quality	FOB value in Rs.
Remarks, if any		Stamp for FOB Revision		

CERTIFICATION UNDER FOOD SAFETY AND QUALITY MANAGEMENT SYSTEM (FSQMS)

SEAL OF THE ISSUING AUTHORITY

It is hereby certified based on controls carried out that, the commodities as per details given herein are in specifications prescribed under the Voluntary Certification Scheme of Nepal administered by ---------- (name of certification agency).

Signature

Name: ……..

Designation Accordance with the standard
Date: …….

Description should include grade, size and brand, if any

Annex XIII: Format for application for Import Certification

To,

The Director General

Department of Food Technology and Quality Control (DFTQC)

Babar Mahal, Kathmandu, Nepal.

Subjection: Application for Import Certification.

Sir,

I/ we on behalf of …….(a business house/ company) intended to import food product from ---------- (country) apply for the permission of import which requires compliance to Food Act and Regulation of Nepal. The detail of the company, commodity and other related matters are given below:

1. General Information:

1.1 Name and Address of the Company/ Firm:

1.2 Name of the Chief Executive (MD/ GM/ Proprietor):

1.3 Name of the major Share Holders:

1. ……
2. ……
3. ……

1.4 Year of Registration:

1.5 Date of Renewal: Valid up to ……..

1.6 Permission Requested for Import (Product):

1.7 Name, Quantity and Country of the Consignment Imported Last Time:

…… ……..
……

…… ……..
……

1.8 Quantity and Country of the Same Product Imported Last Time:

…… ……..
……

…… ……..
……

1.9 Quantity of the Consignment applied for ……
……

2. Product Detail:

2.1 Name of the Product in English (Nepali): ……. (…….)

2.2 Type of the Product:

2.2.1 Agricultural Product/ Unprocessed

2.2.2 Semi processed / Intermediate Product

2.2.3 Processed Product: Primary/ Secondary/ Tertiary

2.3 State of the Product:

2.3.1 Solid: Pallets/ Granular/ Flakes/ Flours/ Powder

2.3.1 Liquid: Semisolid/ Slurry/ Fluid/ Syrup/ Gel/ Oily/ Greasy

2.3.3 Gas: Jar/ Bottle/ Aerosols/ Spray

3. Packaging and Labeling:

3.1 Weights, Shape and Size of the Retail Pack:

3.2 Type of the Packaging Material:

3.3 Certifying Agency for the Packaging Material to be of Food Grade and Quality:

3.4 Whether the Copy of Quality Certificate of Packaging Material Attached with the Application: Yes/ No

3.5 The Labeling Detail of the Product:

- Languages used for labeling
- Net weight
- Composition
- Date of manufacturing
- Expiry date
- Other important information

4. Shipment:

4.1 Entering into Nepal in the truckload via ……. Port.

4.2 Entering into Nepal through Kolkata-Birganj railroad.

4.3 Other shipment detail:

……
…

5. Manufacturing Unit:

5.1 Country of Manufacturing:

5.2 Detail Address of the Manufacturing Unit:

- Country:
- City:
- Industrial Area:
- Name of the Manufacturing Unit:
- Others:

5.3 Ownership: Government/ Semi government/ Private

5.4 Government Registration Number:

5.5 Types of Products Manufactured:

5.6 The Quality Assurance of Water Used for Manufacturing:

5.7 Number of Technologists in the Establishment:

5.8 Number of Quality Control Personnel:

5.9 Source of Raw Material:

5.10 Quality of Raw Materials:

5.11 Quality Control System of Raw Materials:

5.12 Is the Plant Certified by any Competent Authority: Yes/ No

5.13 Whether GMP/ HACCP is adopted by the Manufacturing Unit:

5.14 Authority Certifying GMP and HACCP System, or ISO 9001-2000:

5.15 Inspection Authority of the Government:

5.16 Schedule of Inspection and the Last Inspected Date:

5.17 Flow Chart of Processing:

5.18 Production Capacity of the Industry:

5.19 Product Testing Facility:

5.20 Routine Testing Parameter:

5.21 Parameters of Some Important Quality Indicator (in terms of analyzed values):

a. Pesticide residues:
b. Heavy metals:
c. Radiation:
d. Mycotoxin:
e. Total Count:
f. Other pathogens:

Annex- XIV: Format of Letter of Permission for Import of Food and Food Products

Letter No.
Date: …….

To,

M/S …….

Sub.: Permission of …….. import from …….

Sir,

With reference to your application no. …… dated ……. for the permission to import …… (commodity) from …… (country) under Import Certification scheme based on the analysis report of the sample and information provided in the submitted documents if has been decided to grant the permission for import of the commodity as state d below:

Name and Address of the Firm:

Name of the Commodity:

Quality in Metric Tons.:

Country Imported From:

Manufacturer's Name:

Brand Name:

Terms and Condition:

1. The validity of the permission will be within 6 months from the date of the issuance of letter of permission.
2. Upon arrival of the above said commodity in the custom point, the food or custom inspection authority can draw samples from the lot of the consignment arrived. The lot approaching at the custom port should be verified according to the detail of description as mentioned at the time of application. Any alteration in quality, quantity than mentioned in application detail is considered a violation of Food Act and Regulation.
3. In case of some incidence occurred at and around of the territory of export or during the time of goods in transit affecting plant, animal and human life and if its implication to the imported product is considered risk prone and detrimental to the plant, animal and human life of destination territory then the import permission issued can be immediately withdrawn without prior notice. In such circumstances, the sole liability of the losses arise because of such accidental and disaster factors goes to the

importing form itself. However, this will not contradict with the process of insurance claim on behalf of the importing form.

4. This permission of import is effective within the domain of Food Act and Regulation and SPS regime. It is importer's responsibility to respond other concerning Act and Regulation of Nepal wherever necessary.

Yours Faithfully,

…….

Director General

DFTQC

Annex XV: Format of Non Approval of Import Permission for Food and Food Products

No.

To,

M/S. …….

Subject: Non approval of permission of import.

Madam/Sir,

Going through the details of documents/ information and analysis report of the sample as you have supplied with the application dated …… seeking permission of import of …….. (Commodity) from …… (Country), the outcome did not comply with the provision of Food Act and Regulation and hence permission of import could not be granted.

Yours Faithfully,

……

Director General

DFTQC