

**RAJASTHAN STATE SEED & ORGANIC PRODUCTION CERTIFICATION
AGENCY, JAIPUR**
INSPECTION REPORT CUM EVALUATION CARD FOR THE RANKING/ CATEGORIZATION
REGISTRATION/RENEWAL OF PROCESSING PLANTS

RSSOPCA..... (Name of unit) Year.....

Name of Inspecting Officer

Designation.....

Name & address of Processing plant with Telephone No.....

.....

.....Alloted Processing Plant No.....

Location.....

Operating

Agency.....

Capacity of Processing Plant.....Qtl/hour, Total capacity.....per season.

Tentative seed production already organised and likey to be organised.....

Previous Year Plan for future

Kharif-- Kharif-- Details Of Registration/Renewal fee

Rabi..... Rabi..... DD No./Cheque

No.....Date.....

Zaid..... Zaid..... Amount.....(Incusive all Tax)Name of Bank.....

S.N.	Requirement	Alloted Marks (Max.)	Marks obtained in evaluation	Remark
A	<u>BUILDING REQUIREMENT</u>			
1	Spaceous processing Plant building as per capacity of processing of processing plant			
1(i)	Well constructed building with Pucca Floor,Plastered wall,RCC/Asbestose/IronSheet Roof . (Size of Building-----)	5.0		
(ii)	Processing Plant building with sufficien light facility inside & outside the building,sufficient Exhaust & Ceiling fans and proper aeration/ventilation.	5.0		
(iii)	Sufficiet working space to provide proper storage of raw seed around the machine,to keep the graded seed of a shift in vicinity of machine	5.0		

	for packing, stiching & for free movement of working personals.			
	Total	15.0		
B	<u>STORAGE ARRANGMENTS</u>			
1	Sufficient & Separate/Marked storage space as per the capacity of plant, Mention Size/Space ear marked(Reserved) for quantity to be stored for each catagory-			
a.	Raw seed storage.(Size.....Quantity.....)	1.0		
b.	Graded seed storage(Size.....Quantity.....)	1.0		
c.	Packed seed storage(Size.....Quantity.....)	1.0		
d.	Undersize seed storage(Size.....Quantity.....)	1.0		
e.	Failed Seed Lots storage (Size.....Quantity.....)	1.0		
f.	For packing of passed seed storage (Size....Quantity.....)	1.0		
g.	Chemical & other Hazardous material(Size.....)	1.0		
h.	Sieves/Screens, Tools & other spare parts(Size.....)	1.0		
i.	Processing material Storage Fresh(Size.....) Condonmed(Size.....)	1.0		
j	Breeder seed Storage (Size.....Quantity.....) Foundation Seed Storage (Size.....Quantity.....) Carry over Seed Storage (Size.....Quantity.....)	1.0		
k.	Label Seed Seed Storage (Size.....Quantity.....)	1.0		
l.	Seperate stake for seperate crop/variety & class of Seed	3.0		
m.	Farmerwise code No.on raw seed /undersize seed bags	1.0		
n.	Moisture of raw seed recorded or not in the intake register.	1.0		
	Total	16.0		
C	Proper open of law seed should be recoreded in the frce movement of transporation vehicles.	1		
D	<u>FACILITY FOR CERTIFICATION STAFF</u>			
1	Separatc room/Cabin	1.5		

2	Almira & big box for safe storage of tags, Certification records & Guard samples.	1.5		
3	Proper sitting arrangement like Chair & Table	1.0		
4	Proper aeration (Ceiling/table fan etc.)	1.0		
	Total	5.0		
E	Separate & proper toilet for gents & ladies	1.0		
F	Drinking water arrangement for staff & labours	2.0		
G	Machines & other equipments in working condition with all safety measures for working staff			
1	Pre-cleaner/Scalper (Type/condition.....Capacity.....) (Available no.....Make/model)	3.0		
2	Seed Grader (i) Two screen: (Available no..... Capacity.....) (Make/modelType/condition.....) or (ii) Four or more screens : (Available no..... Capacity.....) (Make/modelType/condition.....)	3.0 or 5.0		
3	Indenty cylinder : (Available no..... Capacity.....) (Make/modelType/condition.....)	2.0		
4	Gravity separator : (Available no..... Capacity.....) (Make/modelType/condition.....)	2.0		
5	Moisture meter : (Available no..... Capacity.....) (Make/modelType/condition.....)	2.0		
6	Vacuum/Air compressor: (Available no.....Make/model.....Type/condition.....)	2.0		
7	Weighing Machine Typ[e & condition: c. Tripod balance Number.... d. Pan balance Number.... With proper number of weights duly stamped by Weight & Measurement department (Valid upto.....)	4.0		
8	Bag closers at least 2: (Make/model available numbers.....) (Type/condition.....)	2.0		
9	Sufficient number of sieves/screens for all relevant seed crops with marked/number of sieve size			

10	Wooden/Iron pallets for total available quantity of seed	3.0		
11	Seed Treator (Type/condition.....) (Make/model	2.0		
12	Chemical sprayer machine : (Type/condition.....) (Make/model	1.0		
13	Fumigation facility a. Fumigation/Tarpaulins cover b. Go-down fumigation facility	3.0		
14.	Sufficient number of masks and gloves for the workers as per need	1.0		
15.	Seed Sample triers	1.0		
16.	Fire extinguishers in validity period in sufficient no. Available Numbers..... Validity date.....	2.0		
17.	First Aid Box with all required medicenes in validity period	1.0		
18	Alternate power arrangement with capacity	2.0		
	Total	40.0		
H	DISPLAY BOARD:			
1.	Board Showing Seed processing /Seed Producer Name with Alloted registration Number	0.5		
2.	No Smoking at appropriat places	0.5		
3.	Police Station No.	0.5		
4.	Fire Brigade Telephone no.	0.5		
5.	Ambulance/Hospital Te. No,	0.5		
6.	O/I residence and mobile numbers	0.5		
7.	Other Legal requiremets as per law/directions	0.5		
	Total	4.0		
I	OTHER DESIRED REQUIREMENT			
1.	Qualified technical staff like M.Sc.Botany/B.Sc.Ag./ITI trained persons	3.0		
2.	Height of seed stake should not be more than 8-10 bags for Soybean & 15 bags for other crops, More height observed: In Soybean, (No. of Stakes.....) In Other Crops (No. of Stakes.....) Proper staking(Like proper distance from godown wall,easy removal of particular lot etc.)	4		
3.	Stake card on each stake	1.0		
4.	Fumigation and Chemical Spray Charts	1.0		
5.	Raw seed intake register at processing Plant	1.0		
6.	Hygenic Working Condition for all working personals			
7.	Cleanness in Seed storage, processing plant &	5.0		

	around the storage and processing plant (including identification, disposal of unservicable/ junked material and invalid / valid /expired chemicals). Present & previous year performance of plant, Eco friendly arrangement surrounding the plant.			
	Total	15.0		
	Grand Total	100.0		
<u>ESSENTIAL REQUIRMENTS</u>				
<p>These are some compulsory/prequisite requirments for the registration/ renewal/ rating of processing plant</p> <ol style="list-style-type: none"> 1. Covered building (Pucca) with sufficient space for processing and storage 2. Grader with required screens. 3. Indent cylinder (For Wheat & Barley) 4. Moisture meter 5. Wooden/Iron pallets 6. Exhaust/Ceiling fans in required number 7. Toilets & Drinking water facilities. 8. Facility for Certification Staff. 9. Weighing machines & required weights duly stamped (within validity) by W/M Deptt. 10. Farmers Code No. on raw & under size seed bags. 11. Seed Treator 12. Vaccum cleaner/Air compressor 13. Bag closer 14. Pre-cleaner 15. Gravity separator 				
<u>NEGATIVE MARKING</u>				
If following conditions which affect the quality of seed are observed at the processing plant negative marks shall be allotted to concerned plant.				
1	Different varieties and class of seed stored in same stack		(-) 05	
2	Stack size more than recommended height		(-) 05	
3	Seed stored without pallets		(-) 05	
4	Raw seed/undersize seed stored without code no. on bags Comments of Inspection authority Date of Inspection		(-) 05	
Signature of Plant Manager/Officer Incharge Inspection			Signature of	
Recommendation of Officer Incharges of Unit concerned for approval/Renewal				
<u>Allotment of rating to the processing plant</u>				
Total marks allotted to the plant	Negative marks if any	Actual marks obtained by the plant	Category /rank of the plant	
Observation of Officer Incharges concered.....				

Date....		
Signature of Officer Incharge		
Ranking/Rating model		
S.no.	Category/Rank	Required Marks
1	AAA	Above -90
2	AA	80-90
3	A	70-79
4	B	60-69
5	C+	50-59
<p>Note:- 1 b rank is the minimum rank for regisration/renewal of processing plant. 2 C+ rank holder can be given a grace period of 15 days to fulfill the minimum requirement.</p>		