

NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL

LAGOS STATE OFFICE (LSO) DIRECTORATE.

3/5 APAPA-OSHODI EXPRESS WAY, LABOURATORY COMPLEX, OSHODI, LAGOS.

**GUIDELINES FOR PRODUCTION INSPECTION OF MICRO SCALE (MSME's)
FOOD MANUFACTURING FACILITIES IN NIGERIA (NEW APPLICANTS)**

NAFDAC/LSO/INSP/01

EFFECTIVE DATE: 20/01/2019

REVIEW DATE:

GENERAL.

1. These Guidelines are for the public and in particular, individuals intending to engage in the manufacture of package food products on a micro scale.
 - 1.1. Micro scale food enterprises are manufacturing facility with staff strength of 1 to 5 staff and have minor scope and capacity.
 - 1.2. It prescribes the minimum good Hygiene Practice (GHP) requirements for the facilities, controls to be used in manufacturing, processing and packaging of food products to ensure the safety of the product.
 - 1.3. It is necessary to emphasize that no product should be manufactured, advertised sold distributed or used in Nigeria, unless it has been registered in accordance with the provision of Food, Drugs and Related products (Registration ect) ACT Cap F33 LFN 2004.
 - 1.4. A regulated food product should not be manufactured in Nigeria unless the facility has been inspected and certificate of listing is issued to the product by NAFDAC.
 - 1.5. The under listed products are exempted under micro scale enterprise.
 - 1.5.1. Meat and meat products (except dried)
 - 1.5.2. Poultry and poultry products
 - 1.5.3. Fish and fish products (except dried)
 - 1.5.4. Milk and dairy products
 - 1.5.5. Packaged cooked rice, beans or fresh vegetables.
 - 1.5.6. Baked potatoes
 - 1.5.7. Beverages
 - 1.5.8. Packaged water
- 1.6. These products are exempted because they are high-risk products.

Step 1

2. Application

- 2.1. An application for inspection should be made to the Director General NAFDAC, Attention: The Director Lagos Office (LSO). The applicant should provide the exact location address (Not P.O Box), functional email address and telephone number(s) with the following supporting documents.
 - 2.1.1. Evidence of Business Incorporation or Evidence of Business name
 - 2.1.2. Evidence of Trademark Registration
 - 2.1.3. Product Label.

Step 2

3. Procedure for Payment

- 3.1. The application is reviewed to determine payment to be made.
- 3.2. Payment advice for inspection and laboratory is issued by NAFDAC desk officer. OR
- 3.3. Visit:
www.remita.net to generate Remita invoice and print out a copy of the invoice and make payment through any commercial bank.
NAFDAC Accounts department to collect receipt of payment.
- 3.4. Attach photocopy of the receipt of payment to the application to be submit.

Step 3

4. Submission of Application.

- 4.1. The application letter and the under listed documents are submitted at the liaison office of the Director (LOD).
- 4.2. SOP's for production, distribution/Recall, Quality assurance, cleaning of equipment and environment, which will be reviewed during inspection of facilities.
 - 4.2.1 Food handlers certificate/medical fitness certificate for production staff should include the following parameters: Sputum test, stool test, urinary test, widal test, hepatitis B test
 - 4.2.2 List of raw material and their source(s)
 - 4.2.3 Certificate of analysis of raw materials (optional for micro scale)
 - 4.2.4 Certificate of analysis of finished products (optional for micro scale)
 - 4.2.5 Certificate of fumigation
 - 4.2.6 Label/packaging material.
 - 4.2.7 Soft copy of all the documents submitted.

Step 4

5. Vetting of Documents

- 5.1. Upon successful application vetting, the inspection is scheduled.

Step 5

6. Inspection.

- 6.1. The inspection is conducted as scheduled. Where the inspection is unsatisfactory, a Compliance Directive (CD) is issued and communicated to the company. For satisfactory inspection, Registration samples are taken at the end of the inspection for laboratory analysis while the inspection summary reports are forwarded to the Registration Division/Unit.

REQUIREMENTS FOR MICRO SCALE FOOD FACILITY IN NIGERIA

1.0 Personnel.

- 1.1. Personnel strength should be between 1 to 5
- 1.2. Persons engaged in micro-scale food enterprise should have either basic education or adequate training and requisite experience.
- 1.3. Personnel should wear protective apparel such as overall, head cover, nose and mouth mask and hand gloves to protect products from contamination.
- 1.4. Personnel should practice good sanitation and hygiene habits.
- 1.5. Personnel should undergo food handler's test/medical examination at least once a year.
- 1.6. Any person known to suffer from communicable disease or with wounds should be excluded from duty until they are certified medically fit.

2.0 Building/Facilities

- 2.1. Building can either be a purpose – built structure or adapted for purpose.
- 2.2. The production area should not open directly into any source of contamination (Toilet, bathroom, etc.) this should be a standard room or one or more dedicated rooms to suit purpose.
- 2.3. It should be adequate for the orderly placement of equipment and materials to prevent mix-ups between different materials.
- 2.4. Windows and entrance doors should be screened with insect-proof nets and net doors should be self-closing to prevent contaminants.
- 2.5. Adequate ventilation and lighting should be provided.
- 2.6. The facility should be kept clean at all times.
- 2.7. Raw materials and finished products should be stored on pallets or shelves.
- 2.8. Light fixtures should be protected to ensure that materials and products are not contaminated in the case of breakages.
- 2.9. Drains direction should not flow from a contaminated area to a clean area. It should not pass over processing lines and should have capacity efficient to remove expected flow loads

3.0 Equipment.

- 3.1 The parts of the equipment that make contact with food product(s) should be made of non-toxic/ non-reactive material such as food grade stainless steel.
- 3.2 Equipment should be washed and dried before and after use.

4.0 Raw/Packaging Materials and Source

- 4.1 Raw and packaging materials should be purchased from traceable sources.
- 4.2 They should be of good quality and standards.

4.3 All incoming materials should be stored under appropriate storage conditions.

5.0 Environmental Sanitation

5.1 There should be provision for hygiene station to wash and dry hands.

5.2 Waste should be disposed in appropriate manner.

5.3 Fumigation should be carried out quarterly (every four months)

5.4 Toilets and hand-washing facilities should not be permitted in the production area.

6.0 Distribution System

6.1 Record of product distribution network should be properly kept for easy recall of defective products. Distributor's names, addresses, telephone, email addresses, batch number, production date and best before date etc. should be obtained.

7.0 Transportation and Handling.

7.1 Products should be handled and transported under condition that prevents deterioration, contamination, spoilage and breakage to ensure that the product quality is maintained up to the time of delivery to the customer.

8.0 Label

8.1 The product label should comply with extant NAFDAC pre-packaged food Labelling Regulations.

8.2 Products should be labelled adequately in English language and should contain the following composition ingredient(s) Listing, net weight/volume of content, manufacturer's address, batch number, production and best before dates, storage condition, method of preparation/use where necessary and provision for NAFDAC Registration number.

All correspondence should be addressed to:

The Director General (NAFDAC)

Attn.

Director

Lagos State Office

National Agency for Food and Drug Administration and Control.

3/5 Apapa-Oshodi Express Way, Laboratory Complex Oshodi, Lagos

NAFDAC website: www.nafdac.gov.ng

Mail address: lagos@nafdac.gov.ng

For further enquire, pls call 07065086926.