



# **National Agency for Food & Drug Administration & Control (NAFDAC)**

## **Food Safety & Applied Nutrition (FSAN) Directorate**

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

## 1. General

- 1.1. These Guidelines are for the general public and in particular, individuals intending to engage in the manufacture of packaged food products on a **micro** scale.
- 1.2. Micro Scale food enterprises are manufacturing facilities with staff strength of 1 to 5 staff and have minor scope and capacity.
- 1.3. It prescribes the minimum Good Hygiene Practices (GHP) requirements for the facilities, controls to be used in manufacturing, processing and packaging of food products to ensure the safety of the product.
- 1.4. It is necessary to emphasize that product should be manufactured, imported, advertised, sold, distributed or used in Nigeria unless it has been registered in accordance with the provisions of Food, Drugs and Related Products (Registration, etc.) Act Cap F33 LFN 2004.
- 1.5. A 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.
- 1.6. The under listed products are exempted under micro scale enterprises:
  - 1.6.1. Meat and meat products (except dried)
  - 1.6.2. Poultry and poultry products
  - 1.6.3. Fish and fish products (except dried)
  - 1.6.4. Milk and dairy products
  - 1.6.5. Packaged cooked rice, beans or fresh vegetables
  - 1.6.6. Baked potatoes
  - 1.6.7. Beverages.
  - 1.6.8. Packaged Water
- 1.7. These products are exempted because they are high risk products

## Step I

### 2. Application

- 2.1. An application for inspection should be made to the Director General, NAFDAC, Attention: The Director, Food Safety and Applied Nutrition (FSAN) Directorate. The applicant should provide the exact location address (NOT P.O. Box), functional e-mail address and telephone number(s) with the following supporting documents.
  - 1.2.1 Evidence of Business Incorporation or evidence of Business name.
  - 1.2.2 Evidence of Trademark Registration.
  - 1.2.3 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 analysis is issued by NAFDAC's desk officer.
- 3.3. Visit:
  - 3.1. www.remita.netto generate Remita invoice and print out a copy of the invoice.
  - 3.2. Any nearest commercial banks for payment.
  - 3.3. NAFDAC Accounts department to collect receipt of payment.
- 3.4. Attach photocopy of the receipt of payment to the application to be submitted.

## **Step III**

### **4. Submission of Application**

- 4.1. The reviewed application letter and the under listed documents are submitted at the Liaison office of the Director (LOD) in Lagos or the nearest NAFDAC office in other States.
- 4.2. SOP Index (list of SOPs i.e. for production, recall, distribution, consumer complain, cleaning of equipment and environment, which will be reviewed during inspection of facilities)
  - 4.2.1. Food handler's 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 materials and their source(s).
  - 4.2.3. Certificate of analysis of raw materials (Optional).
  - 4.2.4. Certificate of analysis of finished products (Optional)
  - 4.2.5. Certificate of fumigation.
  - 4.2.6. Label/packaging material.

## **Step IV**

### **5. Vetting of Documents**

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

## **Step V**

### **6. Inspection**

- 6.1. The Inspection is conducted as scheduled. Where the Inspection is unsatisfactory a Compliance Directive 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 reports are forwarded to Registration and Regulatory Affairs Directorate

for further processing.

## **REQUIREMENTS FOR MICRO SCALE FOOD FACILITY IN NIGERIA.**

### **1. 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 practise 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 diseases or with wounds should be excluded from duty until they are certified medically fit.

### **2. Building/Facilities**

- 2.1. Building can either be a purpose-built structure or part of an existing residential building.
- 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.
- 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 the doors should be self-closing to prevent contamination.
- 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.

### **3. Equipment**

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

### **4. 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. Environmental Sanitation**

- 5.1. There must be provision for hygiene station to wash and dry hands
- 5.2. Waste should be disposed in an appropriate manner.
- 5.3. Fumigation should be carried out quarterly.
- 5.4. Toilets and hand-washing facilities should be appropriately located away from the production area and kept clean.
- 5.5. Eating, drinking and smoking should not be permitted in the production area.

**6. Distribution System**

- 6.1. Record of product distribution network must be properly kept for easy recall of defective products. Distributors' names, addresses, telephone; email addresses, batch number, production date and expiry date etc. should be obtained.

**7. 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 consumer.

**8. Label**

- 8.1. The product label shall comply with Extant NAFDAC Pre-packaged Food Labelling Regulations and any other relevant Regulations.
- 8.2. Product should be labeled 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 NAFDAC Registration Number.

All correspondences should be addressed to;

Director-General (NAFDAC),

**Attn:** The Director

Food Safety and Applied Nutrition Directorate.

National Agency for Food and Drug Administration and Control,

2<sup>nd</sup> Floor, NAFDAC Office Complex

Isolo Industrial Estate

Apapa-Oshodi Expressway, Isolo, Lagos

Review Date: 31/05/2023  
Effective Date: 01/06/2018

Doc. Ref. No: FSAN-GDL-004-01

NAFDAC website: [www.nafdac.gov.ng](http://www.nafdac.gov.ng)

E-mail address: [foodsafety.nutrition@nafdac.gov.ng](mailto:foodsafety.nutrition@nafdac.gov.ng)

Telephone no.: +234 906 095 6907

**All submissions should be made at the Office of the Director, FSAN, 2<sup>nd</sup> Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (outside Lagos).**