



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

Chemical Evaluation & Research (CER) Directorate

GUIDELINES FOR WAREHOUSE INSPECTION

1. General

- 1.1. These Guidelines are for the public and in particular persons for Warehouse Inspection. It prescribes the minimum safety standard for chemical handling, storage documentation, personnel requirement, facility and timeline for warehouse inspection.
- 1.2. Warehouse inspection is a prerequisite to issuance of Chemical Import Permit and Listing certificate (authorization to market chemicals).

Step 1

2. Application

2.1. Application letter on company's letter head paper addressed to the Director-General (NAFDAC), ATTENTION: Director, Chemical Evaluation & Research (CER), 1st Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos State.

- 1.1.1. The application letter should include names of the chemicals, the quantities required and uses for which the chemicals are intended. The Application must be signed by Managing Director/CEO, the Technical Officer or any designated personnel of the company.

The following documents should be attached to the application:

- 2.1.1. Evidence of Business Incorporation or evidence of Business name.
- 2.1.2. Evidence of certified true copy of Memorandum and Articles of Association.
- 2.1.3. Evidence of particulars of Directors (Form C07).
- 2.1.4. A passport photographs of technical officer.
- 2.1.5. Evidence of the appointment letter, acceptance letter and credentials of the technical officer.
- 2.1.6. Standard Operating Procedure (SOP) for storage/handling of chemicals duly signed by Managing Director/CEO, Technical officer or any designated personnel of the company with name and designation.
- 2.1.7. Evidence of payment of rent for a minimum of one year / evidence of ownership of warehouse.
- 2.1.8. Evidence of Listing Certificate. (If Applicable)
- 2.1.9. Evidence of Chemical Import Permit and Permit to clear (If Applicable).
- 2.1.10. Evidence of sales (invoice) and local purchase. (Not applicable to new applicant)
- 2.1.11. Stock and disposal records. (If applicable)
- 2.1.12. Evidence of waste disposal
- 2.1.13. List of customers indicating full contact address (no P.O. Box), phone number, email and status (marketer or end-user). (where applicable)
- 2.1.14. Medical Fitness Certificate for the technical officers (Not less than six months).

Step II

3. Upload of Application

- 3.1. An applicant for warehouse inspection shall do so via (www.trade.gov.ng/nafdac). through e-license operation of NAFDAC CER under certificate No. 8101, 8102, 8105 .and 8105 respectively.

Step III

4. Review of Company documents

- 4.1. Upon satisfactory review of the documents uploaded. The company will be issued payment advice for inspection. Upon payment, the company is then scheduled for Warehouse inspection.

Step IV

5. Warehouse Inspection

- 5.1. The warehouse is inspected as scheduled.

Step V

6. Processing of Permit

- 6.1. Upon satisfactory inspection of warehouse the Permit applied for is processed. For unsatisfactory inspection, a query is issued within two (2) work days.

7. Tariff

- 7.1. Please refer to the Tariff section

8. Note

- 8.1. A processing period (Timeline) of fifteen (15) work days should be allowed from the time of submission of a complete application.
- 8.2. The timeline for processing is suspended when there is a query and resumes when applicant complies and communicates compliance to the Agency.
- 8.3. Warehouse Inspection is conducted annually for importers and marketers of restricted and agro chemicals. It is conducted every 2 years for importers and marketers of industrial and laboratory chemicals.
- 8.4. All documents must be in English language.

REQUIREMENTS FOR WAREHOUSE

1. Personnel

- 1.1. The company representative responsible for interfacing with the Agency should be a technical officer with scientific background (minimum of Ordinary National Diploma (OND) or its equivalent in related sciences). The technical officer will be responsible for explaining and discussing the exact chemical nature and use of the items for which application is submitted. He is also responsible for the handling and storage of the chemicals.
- 1.2. Technical officer must be present during inspection of facility and must be the officer whose credentials and passport photograph was submitted.
- 1.3. No technical officer is allowed to represent more than one company (subsidiaries included).
- 1.4. Companies with foreign technical officers must submit work permit.

2. Facility

2.1. Location

- 2.1.1. Storage and handling of chemicals in residential buildings is prohibited
- 2.1.2. Applicants shall have a warehouse that will be inspected for adequacy and appropriateness for the storage of chemicals.
- 2.1.3. The facility provided will depend on the nature of the chemicals stored.
- 2.1.4. Commercial warehouses are not allowed for storage of restricted and agro chemicals.

2.2. Storage

- 2.2.1. The facilities provided will depend on the nature of the chemicals in warehouse. Some chemicals are required to be stored under controlled (below ambient) temperature to maintain their potency for the validity period.
- 2.2.2. Companies that intend to store thermo-labile (heat sensitive) chemicals should provide a cold room/refrigerators, cold boxes or an air conditioned room depending on the specific temperature required.
- 2.2.3. Other facilities required for chemical storage include: adequate illumination, ventilation, provision of pallets, First Aid Facilities, Personal Protective Equipment and Fire extinguishers.
- 2.2.4. Chemicals should be stacked on pallets away from the walls with adequate space for movement within the warehouse. Status labels should be used accordingly.
- 2.2.5. Food grade chemicals or pharmaceutical raw materials should be separated from industrial chemicals.
- 2.2.6. Expired, obsolete or damaged chemicals should be separated, quarantined, documented and reported to the Agency.
- 2.2.7. Flammable chemicals should not be stored close to sources of ignition or sparks.
- 2.2.8. Chemicals that can be easily oxidized should be kept away from oxidizing agents.

3. Labelling information on the chemicals

- 3.1. All Chemicals should be properly labelled according to the Globally Harmonized System (GHS) of labelling and classification of Chemicals.
- 3.2. Chemicals should be labelled in English and should include but not limited to the following- Brand/Generic name, batch number, production date and expiry date, name and the address of manufacturer, Hazard symbols, country of origin, net content/weight, viscosity, specific gravity, flammability, percentage purity.

4. Safety requirements

- 4.1. Personnel are to be provided with nose masks, hand gloves, eye goggles, overalls, and safety boots.
- 4.2. Appropriate water supply should be in place.
- 4.3. First aid box and fire extinguishers are to be placed at strategic locations.
- 4.4. Condition monitoring devices are to be provided for sensitive chemicals.

5. Documentation

- 5.1. Companies should keep proper records of chemicals imported, sold and or purchased locally (Disposal/utilization records).
- 5.2. Disposal records of expired chemicals should also be kept with certificate of destruction issued by authorized agencies.

Please note that the timeline stops once compliance directive is issued.

All correspondences should be addressed to

Director-General (NAFDAC),

Attn: The Director

Chemical Evaluation and Research (CER) Directorate,

National Agency for Food and Drug Administration and Control, (NAFDAC)

1st Floor, NAFDAC Office Complex

Isolo, Lagos.

NAFDAC website: www.nafdac.gov.ng

E-mail: cer@nafdac.gov.ng

All submissions should be made on-line via www.trade.gov.ng/nafdac. through e- license operation of Chemical Evaluation and Research Directorate (CER).