

NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL [NAFDAC]

GUIDELINES FOR EXPORT OF FOOD COMMODITIES (PROCESSED OR SEMI-PROCESSED FOODS).

(1) **Applicant shall apply to:**

The Director – General
NAFDAC
Abuja.

For a Health or Export Certificate

A copy is sent to:

The Director
Ports Inspection Directorate
NAFDAC, Yaba - Lagos.

Or

The Zonal Head
NAFDAC – in the appropriate zone

The above application should be submitted three weeks prior to the date of intended exportation.

(2) **The applicant shall indicate the following:**

- i. Name of Exporter/Manufacturing or warehouse site address
- ii. Product intended for Export (Quantity/Net weight, Batch Number, Expiry date and Manufacturing date, Pack Size specified)
- iii. Consignee's Name and Address.

(3) **The applicant shall present photocopies of the following:**

- i. Registration Certificate with Export Promotion Council.
- ii. Shipping documents:
 - (a) NXP forms (Nigeria Export Proceeds form)
 - (b) Proforma Invoice
- iv. Phytosanitary Certificate (from Plant Quarantine)
- v. Export Order
- vi. Quality specification by the Importing Countries.
- vii. Agrochemicals used in growing and storage of commodity.
- viii. Packing List

(4) **Inspecting and Sampling**

On receipt of the application, Inspection is conducted by the Agency at the company's establishment for sampling of the Food Commodities for Laboratory analysis.

The parameters to be accessed in the establishment are as follows:

- (i) Location of the premises

- (ii) Personnel
- (iii) Equipment & Facilities
- (iv) Raw materials and their application
- (v) Standards put in place such as GMP, GAP, HACCP, GHP etc
- (vi) Source of water supply and purification system where applicable
- (vii) Documentation

A Health Certificate will be issued by NAFDAC if the report of Inspection and result of the Laboratory analysis is satisfactory.