



# NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)

## FOOD SAFETY AND APPLIED NUTRITION DIRECTORATE (FSAN) GUIDELINES FOR REGISTRATION OF BREAD

### 1.0 GENERAL

- 1.1 These guidelines are for the general public and in particular industries that want to engage in Bakery Products manufacturing.
- 1.2 These guidelines prescribe the minimum good hygienic practice requirements for the facilities, controls to be used in the manufacture, processing and packing of products to ensure that they meet quality standards.
- 1.3 The guidelines should also apply to persons that may engage in some aspects of a manufacturing process e.g. packaging.
- 1.4 It is necessary to emphasize that no food product should be manufactured, imported, exported, advertised, sold or distributed in Nigeria unless it has been registered in accordance with the provisions of Act Cap F33 LFN 2004. Consequently, a food product shall not be manufactured in Nigeria unless the factory is inspected and certificate of recognition is issued by NAFDAC.

### 2.0 ORGANIZATION AND PERSONNEL

- 2.1 There should be an adequate number of qualified personnel to perform assigned duties.
- 2.2 Each personnel engaged in bread manufacturing should have
  - a) Basic education
  - b) Experience
- 2.3 Personnel should wear protective apparel/gears, such as head, face, hand, and arm coverings to protect products from contamination.
- 2.6 Personnel should practice good sanitation and hygienic habits.
- 2.7 All personnel should have access to medical treatment and checks for communicable diseases and the records should be kept.
- 2.8 There should be adequate training for employees in the particular operations that they perform.

### 3.0 PLANT AND FACILITIES

- 3.1 Building(s) used in the manufacture, processing and packing of Bread should be adequately located, constructed and of suitable size to facilitate cleaning and maintenance

- 3.2 The building should have adequate space for the orderly placement of equipment and materials to prevent mix-ups between different materials.
- 3.3 The building should be designed to maintain orderly flow of personnel and materials
- 3.4 There should be defined areas of adequate size to accommodate the different operations in a logical order of production flow corresponding to the sequence of the operations. The operational areas should include;
- a. Cloakroom/ Toilet facilities (which should not open directly into the production area )
  - b. Raw Materials Store
  - c. Packaging Materials Store
  - d. Production Room
  - e. Cooling area
  - d. Finished Products Store
- 3.5 Floors, walls and ceilings of smooth, hard surfaces that can be easily cleaned and disinfected routinely should be provided.
- 3.6 Ceiling boards should be made of non-asbestos and non flaking material.
- 3.7 Windows and entrance doors should be screened with insect-proof netting and the doors should be self closing to prevent contamination.
- 3.8 Adequate ventilation, cooling and lighting should be provided in all areas to facilitate easy identification of materials, cleaning, maintenance and proper operations.
- 3.9. Pallets or shelves should be provided for storage of materials in the raw materials store.

#### **4.0 EQUIPMENT:**

The design, material, construction, location and maintenance of equipment should be such as to make it adequate and suitable for its intended use. Its layout and design must aim to minimize the risk of mix-ups and permit effective cleaning and maintenance in order to avoid cross contamination, build-up of dust, dirt, food particle or any other contaminant that can affect the quality of the product. The parts of the equipment that make contact with products should be made of non-toxic/non-reactive materials such as food grade stainless steel.

#### **5.0 WATER TREATMENT PROCESS:**

Water which is used in the production of Bread and washing of production equipment should be potable water.

#### **6.0 RAW/PACKAGING MATERIALS AND SOURCES:**

Raw and packaging materials should be of good quality in order to produce quality products. All incoming materials should be stored under appropriate storage conditions.

## **7.0 ENVIRONMENTAL SANITATION AND PERSONEL HYGIENE:**

- Appropriate sanitation measures should be taken to avoid contamination risks of all kinds:
- 7.1 The entire factory should be cleaned frequently and thoroughly in accordance with the standard operational procedure (S.O.P) for cleaning.
  - 7.2 Equipment should be thoroughly cleaned in strict compliance to the S.O.P
  - 7.3 Water system toilets and washing facilities should be appropriately Located, designed, equipped and the sanitation shall be maintained satisfactory in strict compliance to the S.O.P
  - 7.4 Eating, Drinking and Smoking should not be permitted in the production and storage areas.
  - 7.5 All operators should wear appropriate protective garments/gowning.
  - 7.6 Production staff should undergo food handler's test/medical examination at least once a year.
  - 7.7 Persons known to be suffering from communicable diseases or with wounds should be excluded from duty until they are certified medically fit again. Wastes should be adequately disposed of in strict compliance to the S.O.P.
  - 7.8 Effective pest control programme should be in place and executed satisfactorily in accordance to master validation plan.

## **8.0 DOCUMENTATION**

The aim of documentation is to define the specification for all materials and methods of manufacture and control, to ensure that all personnel concerned with manufacture know what to do and when to do it.

### **8.1 STANDARD OPERATING PROCEDURES (SOPs)**

- 8.1.1 SOP for Production
- 8.1.2 SOP for cleaning of factory Premises and Equipments
- 8.1.3 Batch Size
- 8.1.4 Fumigation certificate
- 8.1.5 Food Handlers Test/Medical Fitness Tests which should include,
  - Sputum Test
  - Urine Test
  - Stool Test
  - Chest X-ray
  - Widal Test
  - Hepatise B
- 8.1.6 Company Organogram
- 8.1.7 Evidence of Trade Mark Registration

## **9.0 CONSUMER COMPLAINT AND RECALL:**

All consumer complaints must be thoroughly investigated and documented. They should be handled by technical personnel. The outcome of investigation should be communicated to management in order to prevent future occurrence. If a recall is decided upon, it should be done quickly using the production batch history through the product distribution records. All records of recalled products must be kept. In

event of recall, NAFDAC must be fully notified of all actions at receipt of consumer complaint, during investigation and actual recall activity.

**10.0 DISTRIBUTION SYSTEM:**

Record of product distribution network must be properly kept for easy recall of defective products. Distributors' names, addresses, fax, phone, email etc should be obtained.

**11.0 TRANSPORTATION AND HANDLING:**

Products should be handled and transported under conditions which prevent deterioration, contamination, spoilage and breakage to ensure that the product quality is maintained up to the time of delivery to the consumer.

**12.0 LABEL**

Product should be labeled adequately in English language. The label should also contain the nutrition panel stating nutrient composition and within the label should be stated the net weight, manufacturers name and address, and NAFDAC registration number.

**13.0 PRODUCT REGISTRATION**

The Bread product should be registered with NAFDAC upon factory recognition and the following documents will be submitted for the processing of Bread registration.

- A letter requesting for production inspection addressed to the Director Food Safety and Applied Nutrition Directorate (FSAN) submitted through the state office.
- The letter will be accompanied with the Standard Operating Procedures (SOP) for production and cleaning, Certificate of Food Handlers test for production staff, List of equipment, Company organogram, Certified copy of agreement/certificate of fumigation or record of plant in-house fumigation activities, Certified copy of Company registration Certificate or Business name, payment receipt of registration fees, vetted label/primary packaging material and payment receipt of product registration fees.

**17.0 TARIFF**

Registration of bread- 31,500

Renewal Inspection - 15, 500

Bromate in Bread - 50,000

N/B: Laboratory analysis for the purpose of renewal shall be 50% of the original tariff.

5% VAT is charged on all statutory fees

All correspondences and applicant should be addressed to:

The Director

Food Safety and Applied Nutrition Directorate

NAFDAC

Lagos

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 number: