

**REQUIREMENTS FOR PRODUCTION INSPECTION OF PREMISES FOR
REGISTRATION OF PACKAGED FOOD & WATER**

Please arrange two (2) photocopies of the documents in the order it appears below and present the originals for sighting,

1. Labelling

The labels of the packaging materials should be in the following pattern.

- Name of product/pack size (Top Portion)
- Batch No:
- Manufacturing Date:
- Best Before:
- NAFDAC REG. N
- Factory Location Address (Not P.O. Box) (Bottom left Portion)

2. Receipt of Payment

3. Evidence of Business Name Registration

4. Evidence of Trade Mark Registration

5. Organogram of the Company with Names and Qualification of the key officers (e.g. Managing Director, Production Manager, Quality Control Manager)

6. Letter of Appointment of Production Manager.

7. Credentials of the key officers.

8. SOP for Production

9. SOP for Quality Control

10. SOP for cleaning of factory Premises and Equipments.

11. SOP Recall and Distribution channels

12. List of Production Facilities/Quality Control

13. Wall mount hand sanitizer

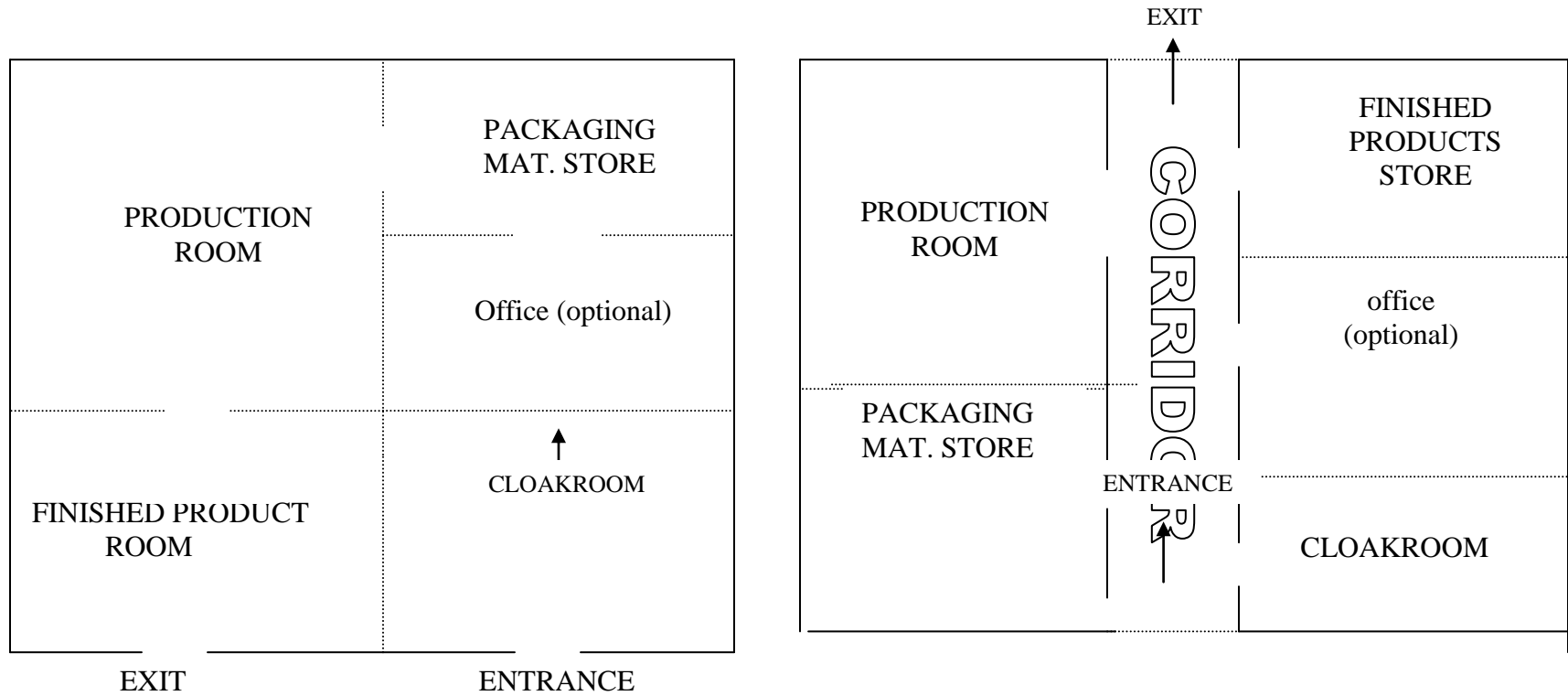
14. Retainership Agreement with a Hospital or Clinic (with names and signature of both parties)

15. Food Handlers Test/Medical Fitness Tests which should include,

- Sputum Test

- Urine Test
- Stool Test
- Widal Test
- Hepatitis B

16. Analysis of Raw water and Finished Products.
17. Current fumigation Certificate of factory (This should be done quarterly)
18. Geological Survey of Borehole Report
19. Telephone Number (if any)
20. Any other relevant documents.



CLOAKROOM:

- Floor should be smoothly cemented.
- Walls should be smoothly cemented & painted with emulsion paint.
- Windows if present should be screened with insect-proof nets.
- Wall hangers should be provided.
- Shoe rack/lockers should be provided.
- Ventilation & Illumination should be adequate.
- A netted door at the entrance should be provided

FINISHED PRODUCT STORE:

- Floor should be smoothly cemented.
- Walls should be smoothly cemented & painted with emulsion paint.
- Windows should be screened with insect-proof nets.
- Wooden pallets/shelves should be provided.
- Ventilation & Illumination should be adequate.
- A netted door should be provided at the exit.

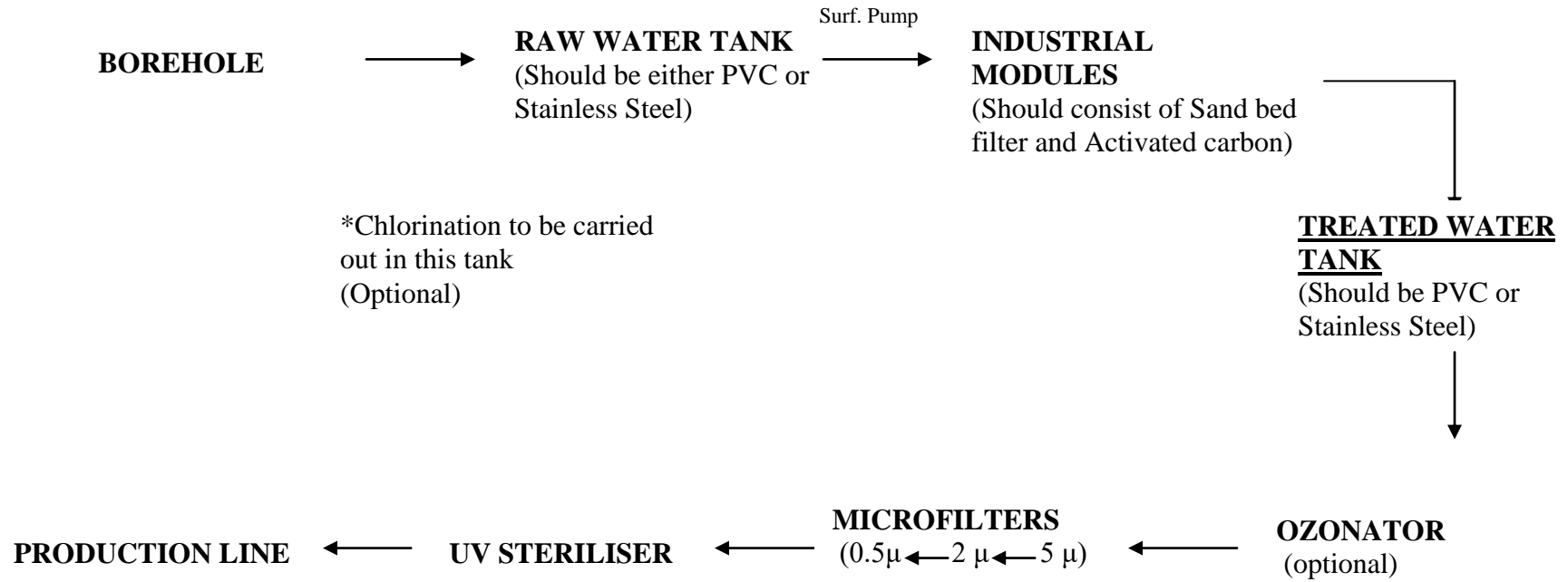
PACKAGING MATERIALS STORE:

- Floor should be smoothly cemented.
- Walls should be smoothly cemented & painted with emulsion paint.
- Windows if present should be screened with insect-proof nets.
- Pallets/shelves should be provided.
- Ventilation & Illumination should be adequate.
- A UV steriliser lamp should be provided (optional)

PRODUCTION ROOM:

- Floor should be covered with either marble, terrazzo or ceramic tiles.
- Walls should be smoothly cemented & covered with ceramic tiles up to ½ the height of the wall and the other half should be painted with oil paint.
- Windows should be screened with insect-proof nets.
- An air conditioner/extractor fan should be provided.
- Illumination should be adequate.

WATER TREATMENT PROCESS:



*The choice of whether to chlorinate or not should depend on the microbial load of the water