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

## Food Safety & Applied Nutrition (FSAN) Directorate

# GUIDELINES FOR INSPECTION & REQUIREMENTS FOR PRE-PACKAGED FOOD MANUFACTURING/PACKAGING FACILITIES IN NIGERIA

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1. **General**

1.1. These Guidelines are for the general public and in particular, manufacturers and packers of pre-packaged food in Nigeria.

1.2. It prescribes the minimum Current Good Manufacturing Practice (cGMP) requirements for the facilities and controls to be used in the manufacture or processing of products to ensure that they meet quality standards.

1.3. It is necessary to emphasize that, no food product shall be manufactured, imported, advertised, offered for sale, distributed or used in Nigeria unless it has been registered in accordance with the provisions of NAFDAC Act CAP N1 (LFN) 2004, other related Legislations and the accompanying Guidelines.

**Step 1**

**2. On-Line Application/Documentation**

2.1. An online application for product registration shall be submitted through www.napams.org with the following documents.

2.2. An application for product registration and inspection of facility to the Director General, NAFDAC, Attention: The Director, Food Safety and Applied Nutrition (FSAN) Directorate, NAFDAC Office Complex, Isolo, Lagos State.

2.3. The following information should be indicated in the letter;

2.3.1.The exact factory location address (NOT P.O Box), functional E-mail address and telephone number(s).

2.3.2. Product name, description, pack size and packaging material type.

2.3.3. The letter shall be signed by the managing director or other designated person.

2.3.4. all above (2.3.1-2.3.3) shall be on company letter head.

2.4. The application letter and the underlisted documents in the order below; should be uploaded on the NAPAMS portal:

2.4.1. Evidence of Business Incorporation or Evidence of Business Name

2.4.2. Tax Identification Number (TIN)

2.4.3. Evidence of Trademark Registration

2.4.4. Product Label (Artwork)/Packaging Material

2.4.5. Certificate of analysis of raw material and finished product.

2.4.6. Evidence of effective Pest control/Current fumigation certificate of production facility

2.4.7. Food handler's certificate/medical fitness certificate for production Staff which should include the following parameters: Typhoid Vaccination Certificate (valid for 3 years from last vaccination date), Hepatitis A Vaccination Certificate, Laboratory Investigation, Stool microscopy, culture and sensitivity, Hepatitis A Antigen. (**See Appendix I for Medical Examination for Food Handlers**



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**along the Food Supply Chain as contained in the National Guidelines for Food Handlers' Medical Test 2024)**

### 2.4.8 Contract Manufacturing Agreement (where applicable)

**2.4.8.1** A written contract agreement between the contract giver and the contract acceptor should clearly establish the responsibilities of each party, specify brand ownership, recipe ownership, covering the outsourced activities, the products or operations to which they are related, communication processes relating to the outsourced activities and any technical arrangements made in connection with the agreement.

**2.4.8.2** The written agreement should be clear, legible, signed and dated by the contract giver and contract acceptor; and notarized by a Notary Public.(Names, signatures, designation of the signees should be appropriately stated)

**2.4.8.3** Location addresses of parties should be stated, where storage warehouses of the raw materials, packaging materials, finished products are situated outside the manufacturing facility, this should also be declared.

**2.4.8.4** Time frame for the contract should be specified; not less than the life cycle of the product licence.

**2.4.8.5** Contract acceptor should have a valid registration license for similar kind of product, or operate a facility that has the capacity to manufacture such product.

**2.4.8.6** Technical aspects of the contract (the Quality Agreement) should be drawn up by competent persons suitably knowledgeable in food safety, GMP and signed by qualified responsible persons from the contract giver and contract acceptor.

**2.4.8.7** Contract terms, responsibilities (raw materials/packaging material sourcing, handling and storage, product specification and formulation, processing, in process checks, packaging, quality approvals, product release, finished products storage, marketing, distribution, sales, traceability, complaints and recalls) production facility access to contract giver for quality monitoring, resolutions, force majeurs, reviews are well specified for each party.

**2.4.8.8** Where the contract giver also manufactures same product, and also has contract agreement with a contract acceptor for same product, a technology transfer agreement with the contract acceptor should also be submitted.

**2.4.8.9** The Quality Agreement may be a separate document from the commercial contract.

**2.4.8.10** The contract agreement must state that NAFDAC has the right to inspect the facilities of the contract acceptor at any time where applicable.

2.4.9. Organogram of the company with names, designation and qualifications of key officers such as Production Manager, Quality assurance Manager, Maintenance manager, Facility manger, and any other relevant officer.

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2.4.10. Appointment and acceptance letters of the technical officers including credentials. The technical officer should have scientific background with minimum of Ordinary National Diploma (OND) or its equivalent.

2.4.11. SOP INDEX (list of SOPs mentioned below should be attached and others applicable SOPs should be attached and also reviewed during inspection of facilities)

2.4.12. Standard Operating Procedure (SOP) for Production.

2.4.13. Standard Operating Procedure (SOP) for Quality Control.

2.4.14. Standard Operating Procedure (SOP) for Cleaning of Factory Premises and Equipment.

2.4.16. Standard Operating Procedure (SOP) for Handling Consumer Complaint.

2.4.17. Standard Operating Procedure (SOP) for Recall and Distribution.

2.4.18. List of Production Facilities (in case of more than one location), Production and Quality Control equipment and their sources

2.4.19. Production Process flow chart and HACCP plan

2.4.20. List of raw materials and their sources

2.4.21 Training plan and evidence of personnel training records

**(Note that application will not be progressed where document attached are incomplete and inaccurate).**

**Step II**

3.0. **Vetting of application documents and Payment:**

3.1. Upon successful review of uploaded required documents, the applicant is directed to proceed to make applicable payment (see tariff section)

3.2. The hard copy of application letter and evidence of payment are Submitted at the Liaison office of the Director (LOD), FSAN Directorate, Isolo, Lagos State or the nearest NAFDAC office in other States for verification.

3.3. For payment Visit: www.remita.net to generate Remita invoice and print out a copy of the invoice to make payment at any nearest commercial bank.

Attach photocopy of the receipt of payment to the application to be submitted.

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**Step III**

4. **Scheduling of Inspection**

4.1. Upon successful application vetting, the inspection is scheduled on an agreeable date. (Note that inspection dates may change and company will be duly informed)

**Step IV**

5.0 **Inspection**

5.1. The Inspection is conducted as scheduled. Where the Inspection is unsatisfactory a Non-Conformance notice is issued and communicated to the company on NAPAMS. For satisfactory Inspection, registration sample(s) are drawn at the end of the inspection for laboratory analysis,. Application is progressed on the NAPAMS portal to Food Registration and Regulatory Affairs Directorate upon completion of the Inspection reporting and review.

6. **Tariff**

6.1. Please refer to Tariff section

7. 0. **Renewal Inspection of Product License**

7.1. In case of Product License renewal, the procedure is the same. The following additional documents will be required; An Application letter requesting for GMP Re-assessment addressed to the Director General, NAFDAC, Attention: The Director, Food Safety and Applied Nutrition (FSAN) Directorate. The letter will be accompanied with the following additional:

7.1.1. Expired Product License.

7.1.2. Approved Product Label.

**NOTE:**

- Where the facility does not have adequate laboratory equipment to carry out Comprehensive analysis of raw materials and finished products, an accredited Public Analyst should be used for the analysis. Contract Agreements with third party analyst for laboratory evaluation should be well documented and signed by all parties.
- Adequate documentation of all samples sent to Public Analyst and corresponding analyses reports should be properly maintained within the factory.
- The process stops once non-conformance notice is issued.

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## REQUIREMENTS FOR PRE-PACKAGED FOOD MANUFACTURING/PACKAGING FACILITY IN NIGERIA.

**Note: For detailed information: Please refer to the NAFDAC Food Hygienic Practice Guidelines and the Guideline on current Good Manufacturing Practice on the NAFDAC website.**

1. **Organization and Personnel**

1.1. There should be an adequate organizational structure that clearly defines names and Qualifications of key personnel

1.2. There should be adequate number of qualified personnel to perform and supervise the various processes.

1.3. In-house Quality Control may be carried out by the responsible person while comprehensive/detailed product analysis should be Performed by a public analyst registered by the Institute of Public Analysts of Nigeria (IPAN).

1.4. There should be adequate general and specific training for employees and should be conducted regularly by qualified person/organization.

1.5. The quality control and production units shall be distinct and independent units that Function and report directly to the management.

1.6. Personnel should wear clean protective apparels such as hand gloves, head covering, Nose and mouth mask to protect products from contamination.

1.7. Personnel should practice good sanitation and hygienic habits. Eating, drinking, chewing and smoking in the production and storage areas should be prohibited.

1.8. Food Handlers test/ medical fitness certificate for production staff should include the following:

a. Typhoid Vaccination Certificate (valid for 3 years from last vaccination date).
b. Hepatitis A Vaccination Certificate
c. Laboratory Investigation
i. Stool microscopy, culture and sensitivity
ii. Hepatitis A Antigen

**NOTE:**

See Appendix I for Medical Examination for Food Handlers along the Food Supply Chain as contained in the National Guidelines for Food Handlers' Medical Test 2024.

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## 2. **Buildings and Facilities**

2.1. The facility for the production of food products should be purpose-built or suitably adapted to comprise a minimum of four rooms designated as the cloak room, packaging Material store, production section and finished product store.

2.2. 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 entire factory premises should be fenced to demarcate it from all other Buildings (residential or commercial).

2.3. The factory must not be located near a cemetery, abattoir, quarry, sewage treatment plant, dump site, saw mill, oil depot, cement factory or any other areas that could be a source of contamination for processing, manufacturing, production and packaging of food products.

2.4. The factory should not be constructed from wooden or prefab materials.

2.5. The size must be adequate for its intended use.

2.6. The facility shall be fenced round (at least five feet high) to prevent external interference.

2.7. The building should have adequate space for the orderly placement of equipment and Materials to prevent cross contamination between different materials.

2.8. The building should be designed to maintain orderly flow of personnel and materials

2.9. Floors, walls and ceilings shall be made of smooth hard surfaces that can be easily Cleaned and disinfected routinely.

2.10. Floors should be smoothly cemented, covered with terrazzo, tiles or made with epoxy.

2.11. Ceiling boards should be made of non-asbestos and non-flaking material.

2.12. Windows and doors should be screened with insect-proof net and the doors should be self-closing to prevent contamination.

2.13. Adequate lighting should be provided in all areas to facilitate easy identification of materials, cleaning, maintenance and proper operations.

2.14. Adequate ventilation, cooling and exhaust systems should be provided where appropriate to minimize condensation in all the sections and in high-risk food manufacturing. Appropriate air purification systems should be put in place at the required section for high-risk food products.

2.15. Pallets or shelves should be provided for storage of materials.

## 3. **Cold Storage**

3.1. A cold room should be provided for materials (raw material, packaging material or Finished product) that require special storage conditions and should have the following features:



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3.1.1. It should be an enclosure fitted with air cooling/freezing facilities.

3.1.2. Thermometer should be installed such that it can be read off without opening the cold room.

3.1.3. Temperature-monitoring chart should be maintained to ensure that the cold chain is constantly monitored.

3.1.4. Stand-by generator or alternate power source should be installed.

3.1.5. Adequate illumination should be provided in the cold room.

4. **Production**

4.1. Where water forms part of the production process, at least one-third (1/3) the height of

the wall (lintel level) from the floor shall be covered with ceramic tiles.

4.2. Functional air conditioning or cooling system shall be installed in the production section

to enhance ventilation. However, for production section where heat and possibly dust from powdered raw materials emit, extractor fans and/or dust extractors shall be used to enhance ventilation in this room.

4.3. Illumination shall be via natural and/or electric lighting and the room shall be sufficiently Lit.

4.4. Production equipment installed in this room should allow for smooth flow of production process and movement of personnel.

4.5. The floor and walls should be made of smooth, hard surface that can be easily cleaned and disinfected routinely.

4.6. Adequate drainage should be in place where necessary.

5. **Raw Materials and Finished Product Store**

5.1. The facility shall maintain separate rooms/sections for the storage of raw materials and finished products. These rooms could be a dry store, cool room or cold room depending on the nature of the product.

5.2. Other features required in this room shall include;

5.2.1. Adequate for its intended use.

5.2.2. Illumination shall be via natural and /or electric lighting and the room shall be sufficiently lit.

5.2.3. Depending on the nature of the product, ventilation shall be via air conditioners, extractor fans or purified air system.

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5.2.4. The floor shall be made of smooth, hard surface that can be easily cleaned and disinfected routinely.

5.2.5. Storage of finished products shall be on pallets or shelves of sufficient strength to carry the weight of the products. The arrangement should allow for easy cleaning and movement of personnel.

5.2.6. Self-closing doors and windows should be screened with insect-proof net.

5.2.7. Provision should be made for separate storage for quarantined and approved items.

5.2.8. Provision of thermometer and hygrometer to monitor temperature and humidity.

5.2.9. Temperature- and humidity-monitoring chart should be maintained.

5.2.10. Established procedures should be in place for material management and record keeping established for monitoring. (e.g receiving, handling and storage procedures, utilization records, etc)

6. 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;

6.1. **Cloakroom.**

6.2. Toilet facilities (which should not open directly into the production area)

6.3. Raw Materials Store

6.4. Packaging Materials Store

6.5. Production section.

6.6. Finished Products Store

6.7. Laboratory (optional)

7. **Equipment**

7.1. The design, material, construction, positioning and maintenance of equipment should be adequate and suitable for its intended use.

7.2. Layout and design must aim to minimize the risk of cross-contamination and permit effective cleaning and maintenance.

7.3. 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.

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## 8. **Water Supply and Treatment**

8.1. Water used in the production of food products and washing of production equipment, should be potable water and the facilities required should include the following; [please refer to guidelines for inspection of facility from manufacture of packaged water].

8.2. The source of water shall be public mains, spring or borehole (of not less than 150ft depth depending of the topography of the area).

8.3. The distance of the borehole from the nearest septic tank should not be less than 30meters.

8.4. The borehole should be fitted with a submersible pump of adequate power to pump the raw water out of the borehole.

8.5. Raw and Treated water tanks should be made of PVC, stainless steel or galvanized steel. In case of galvanized steel, it shall be coated internally with food grade epoxy. (This should be documented)

8.6. Sand bed and Activated charcoal Modules should be provided.

8.7. Micro filters of adequate mesh sizes should be provided for proper filtration. The last filtration point should have the least mesh size (e.g. 0.5 microns).

8.8. Adequate UV sterilizer shall be provided at required points in the water treatment process.

8.9. The Treatment process shall comprise of;

8.9.1. Dis-infection: The appropriate method of disinfection such as chlorination, reverse osmosis, ozonation etc. should be applied. Where applicable chlorination at 2-4 parts per million (ppm).

8.9.2. Filtration: This process is achieved by passing the water through sand bed filters and then through activated carbon filters to remove the chlorine, colour, odour and taste from the water.

8.9.3. Sterilization: passing the water through and appropriate size Ultra-violet sterilizer to kill off any microbes that may have escaped the disinfection stage achieve this.

## 9. **Water Treatment Flow Diagram**

The diagram below illustrates the flow diagram of a typical water treatment process.

**2. Public Mains**

**3. Spring**

## 10. **Other Requirements for Water Treatment Process:**



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10.1. Depending on the quality of the raw water, chemical coagulation, flocculation and

**TREATED WATER TANK**

(Should be PVC or Stainless Steel)

**1. Borehole (**Depth not less than 150ft)

**Raw Water Tank (**Should be either PVC, Galvanized Steel Coated with Food Grade Epoxy & Stainless Steel)

**Industrial Modules** (Should consist of Sand bed filter and Activated carbon)

**Treated Water Tank** (Should be PVC or Stainless Steel)

**Micro filters** (0.5µm, 1µm, 5µm)

**UV Sterilizer**

**Production Line**

Surf. Pump, settling with chemical coagulants like Aluminum sulphate or neutralizing the carbonic

acidity in the water by the use of suitable base like the hydroxide of sodium or calcium

should be used.

10.2. Hard water shall be treated by addition of water softeners such as zeolite or ion-exchange resins.

10.3. Aeration shall be carried out where raw water report shows a high iron content by exposing the water to air through aeration showers.

10.4. Chlorine concentration shall be calculated between 2 – 4 ppm and a contact time of not less than 6 hours.

10.5. The sand bed filter and the activated carbon filter should be recharged periodically depending on production output/volume.

10.6. Micro filters should be made of appropriate materials that do not shed particles into the water such as nylon, glass, stainless steel and must be installed in descending order in terms of pore size towards the UV sterilizer.

10.7. The UV sterilizer shall be fitted with an indicator or alarm system to signal when the UV bulb is burnt out.

10.8. The UV sterilizer shall be installed and monitored at the final point before the water is used for production.



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10.9. All piping should be on the surface for early detection of leaks and should be made of either PVC or stainless steel.

10.10. The treatment modules should be backwashed periodically and recharge when due.

10.11. The quality of raw water determines the process to be applied.

## 11. **Raw and Packaging Materials and Sources**

11.1. Raw and packaging materials should be sourced from approved vendors.

11.2. All incoming materials should be stored under appropriate storage conditions and conform to specification.

11.3. Thermometer and hygrometer should be installed in the raw/packaging materials room to monitor temperature and humidity.

11.4. Temperature- and humidity-monitoring chart should be maintained.

## 12. **Validation of Equipment and Process**

12.1. All equipment and processes must be validated. Validation is the establishment of documented evidence which provide a high degree of assurance that a specific method, procedure, process and equipment will consistently produce a product meeting its pre-determined specifications and quality attributes.

12.2. Types of validation include;

12.2.1. Process validation.

12.2.2. Facility qualification.

12.2.3. Computer systems validation.

12.2.4. Equipment qualification.

12.2.5. System qualification.

12.2.6. Cleaning validation.

12.2.7. Methods validation.

12.2.8. Packaging validation.

## 13. **Calibration of Equipment**

13.1. Calibration should be carried out on laboratory and production equipment on a daily basis before the equipment can be used for production and adequate documentation should be kept. Calibration is



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the act of checking or adjusting (by comparison with a standard) the accuracy of a measuring instrument. Calibration can be broken down into;

13.1.1. Physical (Temperature, Relative humidity, Pressure, Time).

13.1.2. 8.2 Analytical Instrumentation (including pH, conductivity etc.

13.1.3. 8.3 Optical (Turbidity, Osmometry, spectrophotometry).

13.1.4. 8.4 Electrical (Voltage, Current, Resistance Frequency).

13.1.5. 8.5Dimensional (Length, Volume, Mass etc.).

13.2. Most calibration activities can be classified as either process calibration or laboratory calibration.

## 14. **Quality Control**

14.1. The in-house laboratory should be adequately equipped to carry out tests on the critical parameters on their raw materials, in-process and finished products.

14.2. The requirements in the laboratory include;

14.2.1. Qualified, trained and competent quality control personnel.

14.2.2. Adequate equipment to carry out the critical physical, chemical and microbiological parameters on the raw materials, in-process and finished products and documented accordingly.

14.2.3. Appropriate calibration and validation of all laboratory equipment should be carried out and documented accordingly.

14.2.4. Shelf-life studies of food products (stability studies) should be carried out to ensure that the stated shelf life on the product is adequate.

## 15. **Hazard Analysis and Critical Control Point (HACCP) System**

15.1. The plant should design and implement Hazard Analysis and Critical Control Point System.

15.2. Where businesses are using expertly developed HACCP guidance, it is essential that it is specific to the foods and/or processes under consideration.

## 16. **Environmental Sanitation and Personnel Hygiene**

16.1. Appropriate sanitation measures should be taken to avoid contamination risks of all kinds:

16.1.1. The entire factory should be cleaned frequently and thoroughly in accordance with the Standard Operational Procedure (S.O.P) for cleaning.

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16.1.2. Equipment should be thoroughly cleaned in strict compliance to the S.O.P and Clean-In-Place procedures, where necessary.

16.1.3. Water system, toilets and washing facilities should be appropriately located, designed, equipped and maintained in strict compliance to the S.O.P

16.1.4. Eating, Drinking and Smoking should not be permitted in the production, laboratory and storage areas.

16.1.5. All operators should wear appropriate protective apparels.

16.1.6. Production staff should undergo food handler's test at least twice a year.

16.2. Person(s) known to be suffering from communicable diseases or with open wounds or lesions should be excluded from duty until they are certified medically fit again.

16.3. Waste should be appropriately disposed of in strict compliance to the S.O.P.

16.4. Effective pest control programme should be carried out quarterly and in accordance with the SOP.

17. **Documentation**

17.1. Appropriate records of all activities should be documented and maintained accordingly [duration of documents should be specified by the Agency for All products].

18.0 **Consumer Complaint and Recall**

18.1. All consumer complaints should be handled by technical personnel, thoroughly investigated, documented.

18.2. If a recall is decided upon, it should be done promptly using the production batch history and distribution records.

18.3. All records of recalled products must be kept. In the event of any recall, NAFDAC must

be notified of all actions at receipt of consumer complaint, during investigation and actual recall activity. Root Cause Analysis should be carried out and Corrective Action and Preventive Action (CAPA) plan developed.

19.0. **Distribution System**

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

20.0 **Transportation and Handling**

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

21. **Label**

21.1. Food product label should be in accordance with the provisions of the extant NAFDAC Pre-packaged Food (Labeling) Regulations.

21.2. Product should be labeled adequately in English language. The label should also contain the following;

21.2.1. Name of the product

21.2.2. Ingredients list (to be stated in descending order of their proportion)

21.2.3. Nutrition information / Nutritional fact

21.2.4. Net content

21.2.5. Factory Location address,

21.2.6. Lot/batch number,

21.2.7. Direction for use

21.2.8. Date marking,

21.2.9. Storage condition and

21.2.10. NAFDAC Registration number.

21.2.11. Package Disposal sign (optional)

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,

2nd Floor, NAFDAC Office Complex

Isolo Industrial Estate

Apapa-Oshodi Expressway, Isolo, Lagos

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NAFDAC website: www.nafdac.gov.ng

E-mail address: foodsafety.nutrition@nafdac.gov.ng

Telephone no.: +234 906 095 6907

**All applications and document should be uploaded on NAPAMS portal and visit FSAN LOD at the Office of the Director, FSAN, 2nd Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (outside Lagos) for further enquiries.**

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APPENDIX I MEDICAL EXAMINATION FOR FOOD HANDLERS ALONG THE FOOD SUPPLY CHAIN

| | | | |
|---|---|---|---|
| **Name:** | | | |
| **State of Domicile** | | | |
| **Nationality:** | | **Hospital No:** | |
| **Address:** | **Home:** | **Work Place:** | |
| | | | |
| **Contact No:** | | | |

| **A. Declaration Form (to be completed by food handler)** | **Yes** | **No** |
|---|---|---|
| 1. Are you now, or have you over the last seven days, suffered from diarrhoea/vomiting? | | |
| 2. Have you suffered from a fever since more than one week ago? | | |
| 3. At present, are you suffering from: | | |
| a. Skin trouble affecting hands, arms or face | | |
| b. Boils, styes or sepsis on your fingers or hands | | |
| c. Discharge from eye, ear, nose or gums/mouth | | |
| 4. Do you suffer from: | | |
| a. Recurring skin or ear infection | | |
| b. A recurring bowel disorder | | |
| 5. In the last 5 days, have you been in contact with anyone who may have been suffering from cholera? | | |
| 6. In the last 7 days, have you been in contact with anyone with diarrhoea or vomiting? | | |
| 7. In the last 21 days have you been in contact with anyone who may have been suffering from typhoid or paratyphoid or jaundice person? | | |
| 8. Have you ever had, or are you now known to be a carrier of typhoid or paratyphoid? | | |
| 9. Have you ever had, or are you now known to have typhoid fever? | | |

| **B. Physical Examination (To be completed by a doctor)** | **Yes** | **No** |
|---|---|---|
| 1. Fever | | |

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| | | | |
|---|---|---|---|
| 2. Jaundice | | | |
| 3. Skin infection on hands, arms, face | | | |
| 4. Boils, styes or sepsis on finger | | | |
| 5. Discharge from eye, ear, nose or gums/mouth | | | |

**C. Food Handlers Vaccination Record**

**Name of Recipient:**

**Date of Birth:**

**Gender:**

**Address of Recipient: Name of Employer:**

Stamped picture

| **Vaccine** | **Date of vaccination** | **Brand name of Vaccine** | **Batch Number** | **Signature** | **Next visit** (Where applicable) | **Comments** |
|---|---|---|---|---|---|---|
| Typhoid Fever | | | | | | |
| Hepatitis A | | | | | | |

**Name of Vaccinator:**

**Hospital name/address:**

**D. Laboratory Test**

1. Stool culture (if required)
   a. Typhoid
   b. Cholera
2. Other tests (if required)

| |
|---|
| |
| |
| |

Result

| **Positive** | **Negative** |
|---|---|
| | |
| | |

| | |
|---|---|
| | |
| | |
| | |

**Case Summary**

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I hereby confirm that Mr/Ms/Mrs …… Hospital no.

……..…. registration/referral no..... had undergone medical examination and found to be:

- Healthy and fit to work as food handlers
- Not fit to work as a food handler
- Can return to work on _____

I declare that all the above statements are true and complete to the best of my knowledge.

Signature: ……. Date: ……

Name……..

Official Stamp

Name of Hospital or Place of Practice: .....

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