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

Food Safety & Applied Nutrition (FSAN) Directorate

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GUIDELINES AND REQUIREMENTS FOR INSPECTION OF FOOD STORAGE FACILITIES/WAREHOUSE AND ISSUANCE OF e-PERMIT FOR BULK FOOD RAW MATERIALS IN NIGERIA

1. GENERAL

1.1. These Guidelines are for the general public and in particular, food business operators that own or manage food warehouses where food raw materials, food and food products are stored prior manufacture, distribution and sale in the food value chain in Nigeria.

1.2. It prescribes the minimum Good Warehouse Practices (GWP)/Good Storage Practices (GSP) and requirements for obtaining bulk food permit.

1.3. It provides guidance on controls required in the storage of food products to ensure good handling practices in order to minimize the risk of food spoilage that could occur during the storage of food/ food raw materials in the warehouse.

1.4. 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.

2. REQUIREMENTS FOR BULK PERMIT FOR FOOD AND FOOD PRODUCTS RAW MATERIALS

2.1. STEP **1: APPLICATION**

2.2. An application for import permit for bulk food raw materials on company's letter head should be made to the Director General, National Agency for Food and Drug Administration and Control (NAFDAC) on Trade portal (www.tradeportal.gov.ng). Attention: The Director, Food Safety and Applied Nutrition (FSAN) Directorate, NAFDAC Office Complex, Isolo, Lagos State. The following information should be indicated in the letter;

2.3. Exact facility location(s) address (NOT P.O. Box), multiple locations of warehouse should also be declared on the application.

2.4. Functional e-mail address and telephone number(s).

2.5. ***Raw material accurate description, composition/ingredient listing, unit of measurement/pack size, Country of product origin and requested quantity should be clearly stated in the both application letter and electronic submission on trade portal***

2.6. The application letter sho

2.7. \uld be uploaded with scanned copies of the following documents in the order below;

2.8. CAC

2.9. Particular of Directors

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2.10. Memorandum Article of Association.

2.11. Material Safety Data Sheet (MSDS)

2.12. Product specification/Certificate of Analysis (Where applicable)

2.13. Photocopy of payment receipt of rent or proof of ownership of warehouse.

2.14. Appointment and acceptance letters of the technical officer including all credentials (Degree, NYSC certificates, etc.). The technical officer should have scientific background with minimum of Ordinary National Diploma; OND or its equivalent.

2.15. Passport photograph of Technical Officer.

2.16. Evidence of product registration with NAFDAC (applicable where bulk food product(s) is designated as raw material).

2.17. Evidence of Local Purchase Order (LPO) where applicable.

2.18. Evidence of phytosanitary certificate (where applicable).

2.19. Standard Operating Procedure (S.O.P) for Cleaning Warehouse Premises and waste disposal.

2.20. S.O.P for Receiving, Storage and Handling of bulk food products.

2.21. S.O.P for Handling Reject bulk food products.

2.22. 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

2.23. Current fumigation Certificate of the Warehouse

2.24. Utilization records specifiying previous quantities approved, quantities imported, quantities utilized, and balance in specific standard units (e.g metric tonnes). (For renewals, additional quantities)

2.25. **NOTE: FOR IMPORTERS OF FINISHED BULK FOOD RAW MATERIALS SUCH AS MILK, COFFEE, OATS (Semi finished products for packaging) E.T.C. Applicant(s) are required to submit evidence of product(s) manufacturing facility**

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inspection by own country relevant regulatory body and evidence of other Food Safety programs in place such as ISO Certifications, HACCP, certificate of analysis for finished items to be repackaged in smaller units), may be required.

2.26. **Validity of Import permits for bulk food raw materials is yearly *(January 1 - December 31)***

2.27. **STEP 2: SUBMISSION OF APPLICATION**

2.28. Application and other supporting documents are to be submitted online through: https://trade.gov.ng/en

2.29. **STEP 3: SCHEDULING OF INSPECTION**

2.30. Upon successful application submission, the inspection is scheduled by the Directorate.

2.31. **STEP 4: INSPECTION**

2.32. A payment advice will be issued on the trade portal for facility inspection payment to be made via remita and an endorsed receipt generated at NAFDAC office.

2.33. The Inspection is conducted as scheduled. (See information below for stated minimum requirement). Where the Inspection is unsatisfactory a Non conformance Notice will be issued to the company for all non-conformance observed.

2.34. Where inspection is satisfactory, the application is forwarded for vetting and approval.

2.35. LPO verification visits will be carried out for source document verification.

2.36. **STEP 5: Vetting and Approval**

2.37. Vetting of application, reports and document are done and recommended for approval.

2.38. Payment advice will be issued on the trade portal for facility inspection payment to be made via remita and an endorsed receipt generated at NAFDAC office.

2.39. For Renewal Permit, Additional item, Additional quantity (Refer to Step **1-5**)

2.40. **Timeline for bulk permit processing is 20 working days. Please note that at any STEP for processing where Queries/non-conformances are raised, the timeline stops till adequate clarification is submitted.**

3. MINIMUM REQUIREMENTS FOR FOOD STORAGE WAREHOUSE IN NIGERIA

3.1. Please you are to refer to the NAFDAC Guidelines on Food Hygienic Practices for detailed information on Hygienic practices in all food facilities.

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3.2. **Highlights of some Good Warehouse Practices (GWP), Good Storage Practices (GSP) include:**

3.2.1. **Personnel and Hygiene**

3.2.1.1 There should be adequate number of qualified personnel to perform and supervise the various processes of storage and handling of bulk food products.

3.2.1.2 There should be adequate general and specific training for employees and should be conducted regularly by qualified individuals.

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

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

3.1.1.5. All personnel should have access to medical treatment and checks for communicable diseases and the records should be kept.

3.1.1.6. Any person shown at any time to have apparent illness or open lesions that may adversely affect the safety or quality of bulk food product(s) should be excluded from duty.

3.1.1.7. All personnel should be instructed to report any health conditions that may have adverse effect on product in storage. Evidence of such instruction should be made available.

4. WAREHOUSE LOCATION, ENVIRONMENT AND PHYSICAL GROUNDS.

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4.1. Food warehouses should be located away from the following:

4.1.1. Inadequately drained areas and dusty roads, yards, or parking lots which may constitute a source of contamination to food products by dust and providing a breeding ground for insects, microorganisms, or other vermin.

4.1.2. Refuse dumpsite and other sources of contamination.

4.1.3. The grounds around a food storage warehouse under the control of the operator or owner should be free from the following:

4.1.3.1. Improperly stored equipment, litter, waste, refuse, uncut weeds, or grass within the immediate vicinity of the warehouse, which may constitute an attractant, breeding place, or harbourage for rodents, insects, reptiles etc.

4.1.3.2. Open or overfill garbage bins, containers, or cans etc.

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5. WAREHOUSE DESIGN AND LAYOUT

5.1. Food storage warehouse buildings should be suitable in size, construction, and design to facilitate maintenance, free and an uninterrupted mobility and sanitary operations of a food storage warehouse. Openings of the warehouse should permit screen against entry of insects, birds and rodents

5.2. Allow the sealing of all service connection through the exterior walls of the establishment including water, gas, electrical and refrigerator connection for safety reason and to prevent the entry of insects, rodents, and birds.

5.3. Have the Walls and ceilings reasonably free of dirt, dust, cobwebs and crack-free.

5.4. Have floor drains with traps or screens to prevent the entrance of rodents and insects through drainage lines. The facility shall be fenced round to prevent external interference.

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

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

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

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

5.9. Adequate ventilation, fire extinguisher, humidity and temperature monitor, 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.

6. COLD STORAGE AREA

6.1. Cold room should be provided for bulk food products that require special storage conditions and should have the following features:

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

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

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

6.5. Alternate power source should be installed.

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

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7. DRY STORAGE AREA.

7.1. All stock shall be stored on pallet or shelves 18 inches from the wall and 5 inches off the floor. The arrangement should allow for easy cleaning and movement of personnel.

7.2. Storage of bulk food products shall be on pallets or shelves of sufficient strength to carry the weight of the products.

7.3. All stock shall be stored in a clean and dry environment.

7.4. Quarantined, reject and damaged goods shall be stored separately.

7.5. All stock shall be stored in an orderly manner and properly stacked to prevent damage.

7.6. All pallets, racks and shelving shall be clean and in good condition.

7.7. All damaged bulk food products shall be disposed off in a timely manner. (S.O.P for this process should be available)

7.8. All stock shall be rotated on a First-In, First-Out, (FIFO), First Expired First -Out (FEFO) basis.

7.9. Bulk food products shall not be stored in close proximity to any chemicals, cleaning compounds, pesticides or odorous materials.

7.10. Illumination shall be via natural and /or electric lighting and the warehouse shall be sufficiently lit.

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

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

7.13. Doors and windows should be designed in a way that will prevent rodent and pest infestation.

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

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

8. Environmental Sanitation

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

8.2. The entire warehouse and storage equipment should be cleaned frequently and thoroughly in accordance with the Standard Operating Procedure (S.O.P) for cleaning.

8.3. Water system, toilets and washing facilities (hygiene station) should be appropriately

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located, designed, equipped and maintained in strict compliance to the S.O.P for Cleaning

9. PEST CONTROL PROGRAM

9.1. The actions to be taken in controlling the infestation of pests in the warehouse should be well detailed in the pest control program. During the design and development of the plan, it is important to have in mind the factors and conditions that attract pests:

9.1.1. Physical and structural conditions of the warehouse.

9.1.2. Hideouts.

9.1.3. Accessibility.

9.1.4. Environmental conditions.

9.1.5. Temperature and humidity.

9.1.6. Availability of food and water for the pest.

10. THE PEST CONTROL PROGRAM SHOULD INCLUDE:

10.1. Description of the hygienic biological, physical and/or mechanical measures to use against the infestation of pest in the warehouse indicating:

10.1.1. Types of pest.

10.2. Control area.

10.3. Physical marking of the positions of the equipment (traps, etc.),

10.4. Method in place been used for pest control,

10.4.1. Hygienic measures: such as always maintaining the doors of the warehouse closed, disposing off waste daily or more frequently as needed.

10.4.2. Physical measures: meshing and/or sealing of all the openings in the walls of the warehouse.

10.5. Mechanical means: traps adhesives etc.

10.6. Other safe methods which may include trap with bait.

11. DOCUMENTATION

11.1. Appropriate records of all activities should be documented and maintained accordingly.

12. CONSUMER COMPLAINT AND RECALL

12.1. All complaints relating to the warehouse or product stored should be handled by

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technical personnel, thoroughly investigated and issue CAPA where necessary and document

12.2. If a recall is decided upon, it should be done promptly using the batch/ lot identification, date markings, history and distribution records.

13. DISTRIBUTION SYSTEM

13.1. Record of product distribution network must be properly kept for easy track and trace and recall of defective products where necessary. End user names, addresses, phone number, email, etc. should be maintained.

14. TRANSPORTATION AND HANDLING

14.1. Bulk food Product(s) 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 use.

14.2. Record of vehicular movements in and out of the warehouse should be documented.

15. LABEL

15.1. Bulk Food product label should be in accordance with the provisions of the extant NAFDAC Pre-packaged Food (Labeling) Regulations 2022.

15.2. Bulk food Product(s) shall be labeled adequately in English language. The label should also contain the following;

15.2.1. Name of the product.

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

15.2.3. Net content.

15.2.4. Manufacturer/packer/distributors Location address.

15.2.5. Lot/batch number.

15.2.6. Date marking.

15.2.7. Storage condition.

All correspondences should be addressed to

Director-General (NAFDAC),

Attn: The Director

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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

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

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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?		

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

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Case Summary
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……
Name of Hospital or Place of Practice: ……..

Official Stamp

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