



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

## **Ports Inspection Directorate (PID)**

### **GUIDELINES FOR FAST TRACK CLEARING OF IMPORTED NAFDAC REGULATED PRODUCTS AND BULK RAW MATERIALS**

## **1. General**

- 1.1. These Guidelines are for the interest of the general public and in particular beneficiaries of Fast Track clearance of NAFDAC regulated products.
- 1.2. It is necessary to emphasize that, no NAFDAC Regulated Products shall be manufactured, imported, exported, advertised, sold, 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.
- 1.3. Intending beneficiaries of NAFDAC Fast Track Clearance must be registered under the Nigeria Customs Service (NCS) Fast Track Scheme and also subscribe to NAFDAC (PID) Fast Track Scheme.
- 1.4. Fast Track is an initiative of the Federal Government to facilitate trade and it is aimed at building local capacity in manufacturing and decongest the ports. It is for clearing of registered regulated products, bulk raw materials and packaging materials for registered regulated products.
- 1.5. Concession is given to the beneficiaries especially manufacturers for immediate release of goods from the Ports after all the necessary fees have been paid and documents submitted.

## **Step 1**

### **2. On-Line Submission of Application**

- 2.1. An applicant should upload into PIDCARMS (<https://ports.nafdac.gov.ng>) an application letter addressed to the Director-General, National Agency for Food and Drug Administration and Control (NAFDAC); ATTENTION: The Director, Ports Inspection Directorate (PID), NAFDAC, Yaba, Lagos State.
- 2.2. The following documents should be uploaded with the application:
  - 2.2.1. Letter of Undertaking [The applicant is to write a Letter of Undertaking addressed to the Director-General, National Agency for Food and Drug Administration and Control (NAFDAC); ATTENTION: The Director, Ports Inspection Directorate, NAFDAC, Yaba, Lagos State. The letter should state that:
    - 2.2.1.1. The Agency will be informed 48hrs before the arrival of the products to the consignee's warehouse.
    - 2.2.1.2. The Agency will be duly invited for examination of the consignment Before breaking the container seal.
    - 2.2.1.3. Product will not be sold or distributed without the satisfactory pronouncement by the Agency (for finished registered product).
  - 2.2.2. Evidence of registration under Nigeria Customs Service (NCS) Fast Track Scheme

- 2.2.3. Single Goods Declaration (SGD) Form
- 2.2.4. Commercial invoice
- 2.2.5. Pre-Arrival Assessment Report (PAAR)
- 2.2.6. Form M
- 2.2.7. Bill of Lading/Airway Bill
- 2.2.8. Packing List
- 2.2.9. Form C-30
- 2.2.10. Evidence of current product registration with NAFDAC
- 2.2.11. Original copy of Certificate of analysis
- 2.2.12. Original copy of Radiation Analysis Certificate (for meat & meat products, milk & milk products, fish & fish products)
- 2.2.13. Original copy of Phytosanitary Certificate (For products of plant origin)
- 2.2.14. Original copy of Health certificate (Issued and endorsed by the controlling authority in the country of origin)
- 2.2.15. Original copy of Clean Report of Inspection Analysis (CRIIA) for products coming from China.
- 2.2.16. A letter of undertaking stating that the product(s) will be forfeited if found unsatisfactory
- 2.2.17. The address of warehouse where product will be stored.
- 2.2.18. Letter of introduction with a copy of Identity card of company representative
- 2.2.19. Valid Letter of No Objection (where applicable).

## **Step II**

### **3. Verification of Application (E-Clearance Assessment and Costing)**

- 3.1. The uploaded application and accompanying documents are verified on PIDCARMS by E-Clearance office for appropriate assessment for valuation.

## **Step III**

### **4. Payment**

- 4.1. Upon satisfactory verification of the application, Payment Advice is forwarded to the applicant email.

- 4.1.1. Applicant should visit any nearest commercial bank for payment.
- 4.1.2. At the instant of Payment, NAFDAC Receipt is generated and forwarded into the applicant's email.

#### **Step IV**

##### **5. First Endorsement**

- 5.1. Upon satisfactory Payment applications are forwarded to the endorsement platform for vetting.
- 5.2. Upon satisfactory vetting of application Endorsement Notification is issued and forwarded to applicants' email.

#### **Step V**

##### **6. Fast Track Bookings for Inspection**

- 6.1. ELECTRONIC BOOKING:
  - 6.1.1 Applicant should submit all uploaded documents along with NAFDAC Receipt of payment, Annual Fast Track Subscription Fees and Endorsement Notification to [newtechnologyppc@gmail.com](mailto:newtechnologyppc@gmail.com)
  - 6.1.2 If unsatisfactory, CD should be issued and forward to the client email for compliance.
  - 6.1.3 Upon satisfactory verification of the uploaded documents, Booking Notification Form is forwarded into the applicants' email.

##### **6.2. Manual Booking for Inspection:**

- 6.2.1 The Consignee/Declarant should write letter of undertaking addressed to D (PID) and submit a copy to DH (NT/PPC) with copies of all uploaded shipping documents.
- 6.2.2 If unsatisfactory, CD should be issued to the client for compliance.
- 6.2.3 If satisfactory, a blank booking form should be issued to the client to fill.
- 6.2.4 The client should fill out the booking form and submit for stamping and endorsement.

#### **STEP VI**

##### **7.0 Scheduling Of Inspection**

##### **7.1. Electronic Scheduling**

The Divisional Head receives a phone call from a client requesting for scheduling of inspection (Not less than 48hrs to consignment arrival at importer's warehouse.

The Divisional Head should inform the Administrative Officer/ Regulatory Officer to schedule the client for inspection on a date chosen by the client.

##### **7.2** The Administrative Officer/ Regulatory Officer document the proposed inspection in a scheduled

inspection ledger.

### **8.0 Manual Scheduling**

- 8.1 The Consignee/Declarant should come with copies of their application/shipping documents, stamped, and endorsed booking form and submit to the office of Divisional Head Fast Track Offices for scheduling of inspection not less than 48hours to the arrival of the consignment(s) at the owner's warehouse.
- 8.2 The Divisional Head assigns inspector(s) to the Consignee/Declarant.
- 8.3 The Divisional Head inform the Administrative Officer/ Regulatory Officer to document the proposed inspection in a scheduled inspection ledger.

### **9.0 Fast Track Inspection and Sampling**

- 9.1 Joint Inspection of the consignment is carried out by the assigned NAFDAC officer and other relevant Government organizations at the importers warehouse after release by Nigeria Customs Service.
- 9.2 Products Sampling is done according to NAFDAC Sampling guidelines (Where applicable)

## **Step VII**

### **10.0 Release of consignment (Second Endorsement) of Consignments:**

Upon satisfactory Joint Inspection, The DH (Divisional Head) verifies physical inspection report and electronic report on PIDCARMS.

- 10.1** If the physical and electronic reports of inspection are satisfactory, the DH releases the consignment electronically on PIDCARMS and client receives a release notification in their mail.

### **Note:**

The timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicate compliance to the Agency.

The Fast Track Approval expires 31st December every year.

Effective Date: 07/06/2022

Doc. Ref. No: PID-GDL-009-01

Review Date: 06/06/2027

All correspondence should be addressed to: -

All correspondence should be addressed to:

**The Director-General (NAFDAC).**

**Attn:** The Director,

Ports Inspection Directorate,

Medical Compound,

8/10, Merret Road, Off Herbert Macaulay

Way, Yaba, Lagos State.

Website: [www.nafdac.gov.ng](http://www.nafdac.gov.ng)

E-mail address: [ports@nafdac.gov.ng](mailto:ports@nafdac.gov.ng)

**All submissions should be made at the Office of the Director, Ports Inspection Directorate, Medical Compound, 8/10, Merret Road, Off Herbert Macaulay Way, Yaba, Lagos state or the nearest NAFDAC Office (outside Lagos).**