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

Ports Inspection Directorate (PID)

GUIDELINES FOR LISTING OF EXPORTERS OF NAFDAC REGULATED PRODUCT(S) IN NIGERIA

1. **General**

1.1. These guidelines are for the interest of the general public and in particular, Exporters of NAFDAC regulated products in Nigeria intending to be listed as an Exporter.

1.2. The document aims to explain in simple terms the obligations on documentation, personnel requirement, safety standard, good warehouse practice and also provides useful specification with requirements on how to be listed as an Exporter of NAFDAC Regulated product.

Step 1

2. Application

2.1 An applicant intending to export NAFDAC regulated products from Nigeria shall submit an application letter signed by the Managing Director or Designate indicating interest to be listed as an Exporter. The letter should indicate the location address of the processing facility, the name (s) regulated products; Food (processed, semi-processed and raw), cosmetics, chemicals, drugs and intended use(s). and be addressed to the DIRECTOR-GENERAL(NAFDAC), ATTENTION: Director, Ports Inspection, 8/10, Merret Road, Medical Compound, Yaba, Lagos.

Applicant to note that facility inspection is a perquisite for being listed as an exporter.

The following documents should be attached to the application

2.2. Evidence of Business Incorporation/evidence of Business name.

2.3 Evidence of Certified True Copy of Memorandum and Articles of Association.

2.4 Evidence of particulars of Directors.

2.5 Evidence of NAFDAC product registration or (where applicable)

2.6 SOP/Other Documentation

a) SOP for Cleaning;
b) SOP for Handling Expired/ damage product;
c) SOP Receiving New consignment;
d) Evidence of Waste Disposal
e) Evidence of Facility Ownership or rent
f) Evidence of Fumigation

g) Medical certificate of fitness of personnel in the facility

h) Evidence of payment for Listing form, Facility inspection and Listing Certificate.

Step II

3 Review of documents

3.1 Upon satisfactory review of the submitted documents, the company shall be contacted and scheduled for facility warehouse inspection.

Step III

4 **Facility Inspection**.

4.1 Applicant shall have a warehouse facility. GHP/GWP and GMP. Inspection shall be conducted.

4.2 The facility should be in compliance with NAFDAC; GHP, GWP and GMP.

4.3 Routine inspection of the warehouse facility shall be done periodically by NAFDAC to ascertain compliance

Step IV

5 Issuance of Listing Export Certificate

5.1 Once the GWP, GMP and GHP of the factory is adjudged satisfactory and other submitted documents are found to be adequate, NAFDAC issues an export listing certificate.

5.2 For unsatisfactory inspection or documentation, a compliance directive is issued.

6 Time Line

A processing period of 10 working days is allowed between the time of submission of completed application and a satisfactory facility inspection for export listing certificate to be collected. Note that the timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicate compliance to the Agency.

7 Note

7.1 Export Listing certificate is valid for two years from date of issuance.

7.2 The process of renewal of Export Listing Certificate should commence at least three (3) months before expiration of current Listing Certificate.

8 Definition of terms

8.1 NAFDAC Regulated Product

Refers to products under the purview of NAFDAC mandate to regulate and control which include; drugs, processed food, semi-processed food, chemicals, cosmetics, herbal remedies, medical devices, pharmaceutical raw materials and packaging materials.

9 Post-Notification Obligations

After notification is completed, certificate holder needs to fulfill different post-notification obligations depending on the management category of the report.

S/N	Category	Post-notification Obligations
1	**All listed exporters are categorize based on the type of products**	1. Communicate the challenges faced at border of export and the entry of importer. 2. Report all rejection of exported product to the NAFDAC 3. Update the agency with new requirement from the importing 4. Do not export product(s) to importers with unverifiable address

All correspondences should be addressed

Director-General (NAFDAC),

Attn: The Director

Ports Inspection Directorate(PID),

National Agency for Food and Drug Administration and Control, (NAFDAC)

8-10, Merret Road, Medical Compound, Yaba, Lagos.
NAFDAC website: www.nafdac.gov.ng

E-mail: ports@nafdac.gov.ng, nafdacpid@yahoo.com

All submissions should be made at the Office of the Director, PID, 8/10 Merret Road, Medical Compound, Yaba, Lagos or to the nearest NAFDAC Office (for those outside Lagos).