

DIRECTORATE OF REGISTRATION AND REGULATORY AFFAIRS

**GUIDELINES FOR GLOBAL LISTING OF ITEMS FOR
FAST FOOD CHAINS/RESTAURANTS
NAFDAC/RR/018/00**

A. GENERAL RULES

1. Items to be listed under Global Listing for Fast Food Chains/Restaurants shall include all foods regulated by the National Agency for Food and Drug Administration and Control (NAFDAC) for use in Fast Food Chains/Restaurants.
2. An applicant shall have an established outlet.
3. Already registered items shall not be entertained for listing. Such items should be sourced from local agents or a 'letter of no objection' shall be obtained from the local representatives of these brands for importation of such.
4. Quantity of each item to be imported shall not exceed 3000 cartons per annum in its original cartons. There shall be no restriction in quantities of each item to be imported per shipment provided Operator does not exceed the 3000 cartons/item/annum mark.
5. All high turn-over products shall be registered with NAFDAC.
6. The importation of products banned by the Federal Government of Nigeria shall not be allowed.
7. Mandatorily fortified food items shall not be allowed, that is, table salt, sugar, flour, vegetable oil **except** they have been fortified to the levels prescribed in the Food Grade (Table or Cooking) Salt Regulations and the Food Fortification with Vitamin A Regulations. See the table below.
Note: Vegetable oil is currently banned.

MANDATORILY FORTIFIED FOOD ITEMS / LEVEL OF FORTIFICATION

S/N	FOOD VEHICLES	MICRO NUTRIENTS	LEVELS OF FORTIFICANTS
1.	Sugar	Vitamin A	25,000iu/kg
2.	Wheat/Maize Flour	Vitamin A Iron	30,000iu/kg 40.7mg/kg
3.	Vegetable oil	Vitamin A	20,000iu/kg
4.	Salt	Iodine (in the form of Sodium or Potassium Iodate)	50ppm(minimum level of iodine at factory/port of entry) and 30ppm(minimum level of iodine at all retail outlets/house hold)

B. DOCUMENTATION

- (i) An application for the listing of fast food/restaurant items shall be made with inventory of products (3 copies) to be imported for the year stating the following
 - (a) Name/Description of product
 - (b) Brand of product (where applicable)
 - (c) Origin of product
 - (d) Units/Pack e.g. 10 X 125g
 - (e) Pack type e.g. can, sachet, bottle
 - (f) Number of cartons (per item, per shipment)
2. The application shall be accompanied with:
 - (a) Completed Listing Form, **“NAFDAC/1005”**
 - (b) Certificate of Analysis for each product (from the manufacturer
Certificate of Business Incorporation in Nigeria and Form C07
 - (c) Receipt for Application Form purchased

C. ESTABLISHMENT INSPECTION

Fast Food Chains/Restaurants wishing to have items to be listed shall be inspected by the Establishment Inspection Directorate after submission of an Application Form and evidence of payment of inspection fee.

- 1 Health and Hygiene **MUST** be maintained.
- 2 A register of stock shall be maintained
- 3 No expired goods should be displayed or sold
- 4 Register of expired products should be kept
- 5 Register of destroyed unwholesome/expired product should be kept
- 6 Food items should be displayed away from toiletries and chemical based item
- 7 Right temperature should be maintained, while storing/displaying chilled and frozen items and such records shall be kept
- 8 Fresh food handlers must be medically examined and fitness certificate should be obtained every six months from a medical practitioner.
- 9 Food handlers associated with bakery and fresh products must have their hair covered. They must wear clean uniform/apron along with their nametags for easy identification.
- 10 The use of jewellery for food handlers should be discouraged.
- 11 Fast Food Chain operators/allied groups should have standard operating procedures (SOPs) for cleaning premises and equipment.
- 12 Pesticides and disinfectants used for fumigation and cleaning should be appropriate and safe for humans.

D. TARIFF

All fees are payable in bank draft in favour of National Agency for Food and Drug Administration and Control.

- (i) Cost of listing form per category of operator is one thousand naira only (=N=1000).
- (ii) Cost of inspection of facility is ten thousand naira plus 5% VAT (=N=10,000.00 + 5% VAT)
- (iii) Annual Global Listing Tariff after a satisfactory evaluation of application shall apply as follows:

NO. OF ITEMS	GLOBAL ANNUAL REGISTRATION TARIFF
Up to 100	N100,000.00 + 5% VAT
Up to 250	N200,000.00 + 5% VAT
Up to 500	N375,000.00 + 5% VAT

Normal port handling charges for inspection, analysis, radiation etc shall be paid in line with the current Agency Tariff Regulations at the Port Inspection Directorate (PID).

E. LABELLING

1. Labeling shall comply with Codex Standards.
2. Any product labeled in a foreign language (except those for embassies) shall not be considered for listing unless an English translation is included on the label and package insert (where applicable).

F. SAMPLING

1. Operator shall submit to PID an advance list of items per shipment.
2. PID will determine the products to be sampled for analysis.
3. Consignments will be released to the importer after physical inspection and sampling.
4. Sampled items shall be put on hold for 14 days awaiting laboratory results, after which the goods may be sold.
5. Samples of one (1) product shall be taken per 20ft container and =N=50,000 paid for laboratory analysis.
6. Samples of two (2) products shall be taken per 40ft container and =N=100,000 paid for laboratory analysis.

G. Conditions for Fast Food Chain/Allied Group Operation

All applications and correspondences shall be submitted to:

The Director
Registration and Regulatory Affairs Directorate
National Agency for Food and Drug
Administration and Control (NAFDAC)
Central Laboratory Complex,
3 / 4 Apapa, Oshodi Expressway, Lagos.

Website: www.nafdac.gov.ng

E-mail address: registration@nafdac.gov.ng

Telephone number: 01-4772452, 01-4748627.

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