



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

Chemical Evaluation & Research (CER) Directorate

GUIDELINES FOR WAREHOUSE INSPECTION

1. General

- 1.1. These Guidelines are for the public and in particular persons intending for Warehouse Inspection.
- 1.2. It prescribes the minimum safety standard for chemical handling, documentation, personnel requirement, facility and timeline for warehouse inspection.
- 1.3. Warehouse inspection is a prerequisite to issuance of Chemical Import Permit or Listing certificate (authorization to market chemicals).

Step 1

2. Application

- 2.1. Application letter on company's letter head paper addressed to the Director-General (NAFDAC), ATTENTION: Director, Chemical Evaluation & Research (CER), 1st Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, and Lagos State Isolo.
The application letter should include names of the chemicals, the quantities required and uses for which the chemicals are intended. The Application must be signed by Managing Director/CEO or the Technical Officer of the company.
- 2.2. The following documents should be attached to the application:
 - 2.2.1. Evidence of Business Incorporation. In-case of Micro, Small and Medium Enterprises (MSMEs); evidence of Business name.
 - 2.2.2. Evidence of certified true copy of Memorandum and Articles of Association.
 - 2.2.3. Evidence of particulars of Directors (Form CO7).
 - 2.2.4. Two (2) passport photographs of technical officer with name and company written on the back of the passport.
 - 2.2.5. Evidence of the appointment letter, acceptance letter and credentials of the technical officer.
 - 2.2.6. Standard Operating Procedure (SOP) for storage/handling of chemicals duly signed by Managing Director/CEO or Technical officer with name and designation.
 - 2.2.7. Evidence of payment for Warehouse inspection.
 - 2.2.8. Evidence of payment of rent for a minimum of one year or evidence of ownership in case of companies using their own warehouse.
 - 2.2.9. Evidence of previous Listing Certificate. (Not applicable to new applicants)
 - 2.2.10. Evidence of previous Chemical Import Permit indicating importation and Permit to clear (Not applicable to new applicants).
 - 2.2.11. Evidence of sales (invoice) and local purchase. (Not applicable to new applicants)
 - 2.2.12. Stock and disposal records. (Not applicable to new applicants)
 - 2.2.13. Evidence of waste disposal
 - 2.2.14. List of customers indicating full contact address (no P.O. Box), phone number, email and status (marketer or end-user). (where applicable)

- 2.2.15. Medical Fitness Certificate for the technical officers (this should be done biannually).

Step II

3. Submission of application

- 3.1. The application letter and accompanying documents should be submitted at Liaison Office of the Director (LOD), Chemical Evaluation & Research (CER), 1st Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos State or any NAFDAC Office (outside Lagos):

Step III

4. Review of Company documents

- 4.1. Upon satisfactory review of the documents submitted, the company is then scheduled for Warehouse inspection.

Step IV

5. Warehouse Inspection

- 5.1. The warehouse is inspected as scheduled.

Step V

6. Processing of Permit

- 6.1. Upon satisfactory inspection of warehouse the Permit applied for is processed. For unsatisfactory inspection, a Compliance Directive is issued within two (2) work days.

7. Tariff

- 7.1. Please refer to the Tariff section

8. Note

- 8.1. A processing period (Timeline) of fifteen (15) work days should be allowed from the time of submission of a complete application.
- 8.2. The timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicates compliance to the Agency.
- 8.3. Warehouse Inspection is conducted annually for importers and marketers of restricted and agro chemicals. It is conducted every 2 years for importers and marketers of industrial and laboratory chemicals.
- 8.4. All documents must be in English language.
- 8.5. Please note that the timeline stops once compliance directive is issued.

REQUIREMENTS FOR WAREHOUSE

1. Personnel

- 1.1. The company representative responsible for interfacing with the Agency should be a technical officer with scientific background (minimum of Ordinary National Diploma; OND or its equivalent is required). The technical officer will be responsible for explaining and discussing the exact chemical nature and use of the items for which application is submitted. He is also responsible for the handling and storage of the chemicals.
- 1.2. The Technical officer must be present during inspection of facility and must be the officer whose passport photograph was submitted.
- 1.3. No technical officer is allowed to represent more than one company (subsidiaries included).
- 1.4. Companies with foreign technical officers must submit work permit.

2. Facility

2.1. Location

- 2.1.1. Storage and handling of chemicals in residential buildings and or area is prohibited
- 2.1.2. Applicants shall have a warehouse that will be inspected for adequacy and appropriateness for the storage of chemicals.
- 2.1.3. The facility provided will depend on the nature of the chemicals stored.
- 2.1.4. Commercial warehouses are not allowed for storage of restricted and agro chemicals.

2.2. Storage

- 2.2.1. The facilities provided will depend on the nature of the chemicals in warehouse. Some chemicals are required to be stored under controlled (below ambient) temperature to maintain their potency for the validity period.
- 2.2.2. Companies that intend to store thermo-labile (heat sensitive) chemicals should provide a cold room/refrigerators, cold boxes or an air conditioned room depending on the specific temperature required.
- 2.2.3. Other facilities required for chemical storage include: adequate illumination, ventilation, provision of pallets, First Aid Facilities, Personal Protective Equipment and Fire extinguishers.
- 2.2.4. Chemicals should be stacked on pallets away from the walls with adequate space for movement within the warehouse. Status labels should be used accordingly.
- 2.2.5. Food grade chemicals or pharmaceutical raw materials should be separated from industrial chemicals.
- 2.2.6. Expired, obsolete or damaged chemicals should be separated, quarantined, documented and reported to the Agency.

- 2.2.7. Flammable chemicals should not be stored close to sources of ignition or sparks.
- 2.2.8. Chemicals that can be easily oxidized should be kept away from oxidizing agents.

3. Labelling information on the chemicals

- 3.1. All Chemicals should be properly labeled according to the Globally Harmonized System (GHS) of labeling and classification of Chemicals.
- 3.2. Chemicals should be labeled in English and should include but not limited to the following-Brand/Generic name, batch number, production date and expiry date, name and the address of manufacturer, Hazard symbols, country of origin, net content/weight, viscosity, specific gravity, flammability, percentage purity.

4. Safety requirements

- 4.1. Personnel are to be provided with nose masks, hand gloves, eye goggles, overalls, and safety boots.
- 4.2. Appropriate water supply should be in place.
- 4.3. First aid box and fire extinguishers are to be placed at strategic locations.
- 4.4. Condition monitoring devices are to be provided for sensitive chemicals.

5. Documentation

- 5.1. Companies should keep proper records of chemicals imported, sold and or purchased locally (Disposal/utilization records).
- 5.2. Disposal records of expired chemicals should also be kept with certificate of destruction issued by authorized agencies.

All correspondence should be addressed to

Director-General (NAFDAC),

Attn: The Director

Chemical Evaluation and Research (CER) Directorate,

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

1st Floor, NAFDAC Office Complex

Isolo, Lagos.

NAFDAC website: www.nafdac.gov.ng

E-mail: cer@nafdac.gov.ng

Telephone no.: +234-1-4609762

All submissions should be made at the Office of the Director, CER, First Floor, NAFDAC Office

Review Date: 31/05/2023
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Doc. Ref. No: CER-GDL-001-00

Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (for those outside Lagos).