



**National Agency for Food & Drug Administration & Control
(NAFDAC)
Drug Evaluation & Research (DER) Directorate**

**GUIDELINES FOR INSPECTION OF PREMISES
FOR GLOBAL LISTING OF COSMETICS
PRODUCTS**

1. GENERAL

- 1.1 These guidelines are for the general public and in particular organizations intending to engage in importation of cosmetics products under Global Listing scheme.
- 1.2 The scope of inspection shall cover small, medium, large and mega categories of premises.
- 1.3 These guidelines prescribe the minimum Good Hygiene Practice (GHP) and Good Storage Practice (GSP) requirements for the facilities used for storage and display of items cleared for global listing.
- 1.4 It is necessary to emphasize that no cosmetics product shall be manufactured, imported, exported, advertised, sold or distributed in Nigeria unless it has been registered in accordance with the provisions of Food, Drugs and Related Products (Registration, etc.) Act Cap F33 LFN 2004.
- 1.5 Approval shall be granted to applicants cleared for global listing of items.

2. APPLICATION

- 2.1 On receipt of a request for facility inspection for Global Listing of cosmetics products for an applicant from the Drug Registration & Regulatory Affairs Directorate, the Director Drug Evaluation and Research (DER) issues a directive for the applicant to pay for the inspection.
- 2.2 The below-listed steps should be followed to make payment for the inspection:
 - 2.2.1 Collect a payment advice for the inspection from the Drug Evaluation & Research (DER) Directorate; 1st Floor, NAFDAC Office Complex, Isolo Industrial Estate, Apapa-Oshodi Express Way Isolo, Lagos or the nearest NAFDAC office (for applicants outside Lagos).
 - 2.2.2 Visit www.remita.net to generate a Remita invoice and print out a copy of the invoice.
 - 2.2.3 Visit the nearest commercial bank to make the payment.
 - 2.2.4 Collect an official receipt of payment from the Finance & Accounts Section; 3rd Floor, NAFDAC Office Complex, Isolo, Lagos or the nearest NAFDAC office (for applicants outside Lagos).

3. SCHEDULING OF FACILITY FOR INSPECTION

- 3.1 Upon submission of evidence of payment to DER Directorate, the facility is scheduled for inspection at the earliest convenient date.

4. GOOD HYGIENE AND GOOD STORAGE PRACTICE REQUIREMENTS

4.1 Documentation

- 4.1.1 The following documents should be available in the storage facility:
 - 4.1.1.1 Evidence of business registration

- 4.1.1.2 Standard Operating Procedure for recall
- 4.1.1.3 Standard Operating Procedure for disposal of expired products
- 4.1.1.4 Standard Operation Procedure for cleaning premises.
- 4.1.1.5 Standard Operation Procedure for Quality Control
- 4.1.1.6 Agreement and Certificate of Fumigation
- 4.1.1.7 Inventory of Items

4.2 Personnel

- 4.2.1 There should be adequate and competent personnel.
- 4.2.2 Personnel should practice good sanitation and hygienic habits.
- 4.2.3 Personnel should be trained on minimum Good Hygiene Practice (GHP) and Good Storage Practice (GSP)

4.3 Facility

- 4.3.1 It should be adequate for the orderly placement of items applied for.
- 4.3.2 There should be adequate ventilation and lighting.
- 4.3.3 The facility should be kept clean at all times.
- 4.3.4 There should be adequate pallets and shelves in place.
- 4.3.5 All items should be stored under appropriate storage conditions.

4.4 Environmental Sanitation

- 4.4.1 Waste should be disposed in an appropriate manner.

5. TARIFF

5.1 Please to refer to section D6 of the NAFDAC Tariff 2020.

5.2 All fees attract 7.5% VAT.

6. CORRESPONDENCE

All correspondence should be addressed to:

The Director-General (NAFDAC)

Attn: The Director,

Drug Evaluation & Research Directorate

1st Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Expressway Isolo, Lagos State.

NAFDAC website: www.nafdac.gov.ng

E-mail address: der.headquarters@nafdac.gov.ng

NOTE:

- **A request for inspection of facility for global listing of cosmetics products must be received from the Drug Registration and Regulatory Affairs Directorate before the inspection can be conducted.**
- **All submissions should be made at the Office of the Director, DER; 1st Floor, NAFDAC Office Complex, Isolo Industrial Estate, Apapa-Oshodi**

Expressway Isolo, Lagos or the nearest NAFDAC Office (for applicants outside Lagos).

- **Unsatisfactory outcome of inspection leads to issuance of compliance directives and a stop in the process clock until the applicant responds satisfactorily to the directives.**