



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

Veterinary Medicines & Allied Products (VMAP) Directorate

GUIDELINES FOR INSPECTION OF LOCALLY MANUFACTURED ANIMAL FEED, PET FOOD & PREMIXES

1. General

- 1.1. These Guidelines are for the interest of the general public and in particular, manufacturers of local Animal feeds, Pet food and Premixes.
- 1.2. It is necessary to emphasize that, No Animal feeds, pet food and premixes shall be manufactured, imported, exported, advertised, sold or distributed 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.

Step 1

2. Application for Inspection

- 2.1. Upon request for Facility Inspection from Registration and Regulatory Affairs Directorate, the following are required;
- 2.2. An application for inspection should be made on company's letter-head paper addressed to **The Director General**, National Agency for Food and Drug Administration and Control (NAFDAC) ATTN: The Director, Veterinary Medicines & Allied Products Directorate, Plot 1, 3rd Floor, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos State.
- 2.3. The applicant should provide the exact location address (NOT P.O. Box), functional e-mail address and telephone number(s) and the following supporting documents.
 - 2.3.1. Evidence of Business Incorporation.
 - 2.3.2. Evidence of Trademark Registration.
 - 2.3.3. Product Label

Step 2

3. Procedure for payment

- 3.1. The application is reviewed to determine payment to be made.
- 3.2. Payment Advice for inspection and laboratory analysis is issued by NAFDAC's desk officer.
- 3.3. Visit:
 - 3.3.1. www.remita.net to generate Remita invoice and print out a copy of the invoice.
 - 3.3.2. Any nearest commercial banks for payment.
 - 3.3.3. NAFDAC Accounts department to collect receipt of payment.
- 3.4. Attach photocopy of the receipt of payment to the application to be submitted.

Step III

4. Submission of Application

- 4.1. The reviewed application letter and two (2) sets of the under listed documents are submitted at the Liaison Office of the Director (LOD), VMAP in Lagos or the nearest NAFDAC office in other States.

- 4.1.1. Evidence of Business Incorporation of the applicant with Corporate Affairs Commission in Nigeria.
- 4.1.2. Evidence of Trade mark registration from the Federal Ministry of Trade, Commerce and Industry in Nigeria, in favour of the owner of the trade mark.
- 4.1.3. Duly completed Registration form filled on-line at www.napams.org and printed.
- 4.1.4. Company's organogram stating the names and qualifications of technical officers.
- 4.1.5. Letters of employment and acceptance, 2 passport photographs and credentials of technical/ supervising officer with a minimum of National Diploma in related Sciences such as Animal Science, Agro-sciences etc.
- 4.1.6. Current medical certificates of fitness of the technical officer and other staff (not more than six months).
- 4.1.7. Three (3) product labels (Pack size shall not exceed 20kg) of the product(s) accompanied with the Certificate of analysis of the product(s) indicating the name, designation and signature of the analyst.
- 4.1.8. Evidence of fumigation or pest control of premises/ factory.
- 4.1.9. Standard Operating Procedures for production, cleaning, quality control, distribution, recall, etc.

Step IV

5. Scheduling of Inspection

- 5.1. Upon satisfactory vetting of the application, the date of the inspection is communicated to the company.

Step V

6. Inspection

- 6.1. The Inspection is conducted as scheduled. Where the Inspection is unsatisfactory, a Compliance Directive is issued and communicated to the company.
- 6.2. For satisfactory Inspection, registration samples are taken at the end of the inspection for laboratory analysis while the summary of the inspection reports are forwarded to Registration and Regulatory Affairs Directorate for further processing.

7. Tariff

- 7.1. Please refer to tariff section

8. Labelling Information

- 8.1. Labelling should be informative, accurate and in accordance with the Agency's Labelling Regulations and any other relevant Regulations.

- 8.2. The labelling requirements include:
 - 8.2.1. Name of product brand must appear boldly
 - 8.2.2. The name and the full address of the manufacturer must be stated on the label in such a manner that is easily readable.
 - 8.2.3. Batch number, Date of manufacture, and Best before/ Expiry date.
 - 8.2.4. Net content (per unit volume or weight).
 - 8.2.5. The ingredients must be listed by their common names and quantitatively in order of their predominance by weight.
 - 8.2.6. Directions for safe use and disposal of the packaging material
 - 8.2.7. Where special dietary animal feed/ premixes and pet food are labeled with claims of disease prevention, treatment, mitigation, cure or diagnosis, must comply with the Guidelines for veterinary medicines and be registered as medicated feeds/ premixes.
 - 8.2.8. Provision shall be made for NAFDAC registration number.
 - 8.2.9. Storage condition of product shall be indicated.

9. Note:

- 9.1. Evidence of any special claims made must be substantiated.
- 9.2. Application for registration does not confer registration status on the product.
- 9.3. Failure to respond promptly to concerns raised by NAFDAC on the application will automatically lead to delay of the processing of the application.

All correspondence should be addressed to:

Director-General (NAFDAC)

Attn: The Director

Veterinary Medicine and Allied Product Directorate (VMAP), NAFDAC,
3rd Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo,
Lagos State.

NAFDAC website: www.nafdac.gov.ng

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

Telephone Number: 01-4609756

All submissions should be made at the Office of the Director, VMAP, 3rd Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos or the nearest NAFDAC Office (outside Lagos)