



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

Veterinary Medicines & Allied Products Directorate (VMAP)

GUIDELINES FOR LISTING AS ANIMAL FEED TOLL MILLERS & REQUIREMENTS FOR TOLL MILLING FACILITY (New Applicant)

1. General

- 1.1. These Guidelines are for the interest of the general public and in particular, animal feed Toll Millers in Nigeria.
- 1.2. It is necessary to emphasise that no unbranded animal feeds shall be produced in Nigeria unless the production facility and process have been inspected and the facility listed by NAFDAC except in accordance with the provisions of NAFDAC Act CAP N1 (LFN) 2004, other related Legislations and the accompanying Guidelines.

Step I

2. Application

- 2.1. An applicant should purchase the Listing Form for Toll Millers from Liaison Office of the Director (LOD), Veterinary Medicines and Allied Products (VMAP), 3rd Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos State or any NAFDAC Office (outside Lagos).
- 2.2. The completed form should be accompanied with the under listed documents and submitted to the LOD, VMAP or the nearest NAFDAC Office (outside Lagos);
 - 2.2.1. The application letter should be on the company's letter head paper addressed to the DIRECTOR-GENERAL (NAFDAC), ATTENTION: The Director, Veterinary Medicines & Allied Products Directorate, 3rd Floor Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos State.
The application should state the name and location address of the Mill along with duly completed application form.
 - 2.2.2. Evidence of Business Incorporation. For Micro, Small and Medium Enterprises (MSMEs); evidence of Business name
 - 2.2.3. Evidence of Certified true copy of the Memorandum and Articles of Association (where applicable).
 - 2.2.4. Evidence of Certified true copy of particulars of Directors (Form CO7)
 - 2.2.5. Appointment and acceptance letters of the technical officer including all credentials (Degree, NYSC certificates, etc.). The technical officer should have scientific background with minimum of Ordinary National Diploma; OND or its equivalent.
 - 2.2.6. 2 passport photographs and credentials of Technical/Supervising officer.
 - 2.2.7. Evidence of medical check-up for Technical staff (biannual).
 - 2.2.8. Standard Operating Procedures (SOPs) for milling activities.

Step II

3. Review of submitted documents

- 3.1. A check on all documents submitted is carried out using the checklist.

Step III

4. Payment

- 4.1. When all necessary documents are submitted, a Payment Advice is issued to the company.
- 4.2. The company is then required to visit:
 - 4.2.1. www.remita.net to generate Remita invoice and print out a copy of the invoice.
 - 4.2.2. any nearest commercial bank for payment or pay with card.
 - 4.2.3. NAFDAC Accounts Office to collect receipt of payment.

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. Upon satisfactory inspection the document review is concluded, and the Notification for Listing as Toll Miller is processed and issued. Where the Inspection is unsatisfactory a Compliance Directive is issued and communicated to the company.

Step VI

7. Review of Documentation & Issuance of Notification for Listing as Toll Miller

- 7.1. Upon satisfactory review of documentation and inspection of the facility, the Notification for Listing as a Toll Miller is issued to the company.

8. Issuance of Listing Certificate as Toll Miller

- 8.1. The Certificate is issued to the company.

9. Tariff

- 9.1. Please refer to Tariff section.

10. Note

- 10.1. The Listing Certificate is the Agency's license permitting the holder to produce unbranded animal feeds for use (the finished product is not for sale in open market).
- 10.2. The certificate has validity period of two years from the date of issue and should be renewed accordingly.
- 10.3. Application for renewal should be made to the Agency (NAFDAC) at least three (3) months before expiration.
- 10.4. Please note that the clock stops once Compliance Directives are issued.

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).

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REQUIREMENTS FOR INSPECTION OF MILLING FACILITY

An inspection of the milling facility shall be carried out by assessing the following areas of operations:

1. Location

- 1.1. Feed milling is not allowed in a residential building.

2. Storage Facilities

- 2.1. The storage of feed and feedstuffs shall be suitable with the nature of the products.
- 2.2. The facility should be well-ventilated with adequate lighting.
- 2.3. Temperature and humidity should be appropriate. Products that are sensitive to heat should be stored in an air-conditioned room.
- 2.4. First Aid box, Personal Protection equipment (PPE) and serviceable Fire extinguishers should be provided.

3. Arrangement of the Feedstuffs in the store

- 3.1. Feedstuffs shall be stored on pallets, away from the walls and space should be provided between the wall and the product for ease of movement within the store.
- 3.2. Feedstuff material should be stored according to their classes to avoid cross-contamination.
- 3.3. Unwholesome or contaminated feedstuffs should be labelled as such, separated and quarantined and documented. They must not be used in feed production.

4. Labelling information on the Feedstuffs

- 4.1. All feedstuffs in a store should be easily identifiable. Feedstuffs are expected to carry adequate labelling information, including the trade name (where applicable), nutrient composition, batch no, production and expiry dates.

5. Record Keeping

- 5.1. Toll Millers are expected to keep records of their transactions, including purchases of feedstuffs, sales of final products and copies of Certificate of analysis (COA) for their feedstuffs.
- 5.2. Disposal records of expired/unwholesome raw materials for feedstuffs should also be kept with the certificates of destruction issued by competent authority.

6. Standard Operating Procedures (SOP)

- 6.1. Toll Millers are expected to have written standard procedures for their operations. These include safety precautions and handling procedures.

All correspondence should be
addressed to: Director-General
(NAFDAC) **ATTENTION:** 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.

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