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

Veterinary Medicines & Allied Products Directorate (VMAP)

GUIDELINES FOR WAREHOUSE INSPECTION

1. General

1.1. These Guidelines are for the interest of the General public and in particular importers of animal feeds, feed additives, feed concentrates, feed supplements, premixes, fish meal, pesticides, agrochemicals and fertilizers.

1.2. It is necessary to emphasize that no Animal feeds, Feed additives, feed concentrates, Premixes and fish meal shall be imported, distributed, sold, used or advertised, in Nigeria except in accordance with the provisions of NAFDAC Act CAP N1 (LFN) 2004, other related Legislations and the accompanying Guidelines.

Step 1

2. Application

2.1. The application letter on company's letter head paper addressed to the Director-General (NAFDAC), ATTENTION: The Director, Veterinary Medicines & Allied Products Directorate (VMAP), 3rd Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos State.

2.2. The following documents are to be attached to the application;

2.2.1. Evidence of NAFDAC Registration Certificate (if any)

2.2.2. Standard Operating Procedure (SOP) for Cleaning and Maintenance of warehouse.

2.2.3. Receipt/stock cards (BIN cards)

2.2.4. Photocopy of payment receipt of rent or proof of ownership of warehouse.

2.2.5. Names and addresses of distributors (Toll millers and distributors)

2.2.6. Current Medical Certificate of Fitness for the Technical officer and other staff in the warehouse (biannual).

2.2.7. Record of waste disposal in a timely and sanitary manner.

2.2.8. Evidence of fumigation/Pest control

Step II

3. Submission of Application

3.1. The application letter and accompanying documents are submitted at the Liaison office of the Director (LOD), VMAP Directorate, 3rd Floor, NAFDAC Office Complex, Oshodi-Apapa Express Way, Isolo, Lagos State or any NAFDAC Office (outside Lagos).

Step III

4. Scheduling of Inspection

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

Step IV

5. Inspection

5.1. The Inspection is conducted as scheduled. Upon satisfactory inspection, the document review is concluded and the applicable Permit is processed and issued.

5.2. Where the Inspection is unsatisfactory a Compliance Directive (CD) is issued to the company.

6. Tariff

6.1. Please refer to tariff section.

7. Note

7.1. The technical officer must be present for the inspection.

7.2. All documents must be submitted in duplicates before inspection.

7.3. Failure to respond to concerns (CD) raised by NAFDAC on the application, will automatically lead to delay in further processing of the application.

7.4. A processing period (Timeline) of ten (10) working days should be allowed from the time of submission of a complete application.

7.5. 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 thenearest NAFDAC Office (outside Lagos).**