

**FOOD AND DRUGS AUTHORITY**

**GUIDELINES FOR THE LICENSING OF**

**LOCAL FOOD MANUFACTURING**

**FACILITIES**

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# TABLE OF CONTENT

1. INTRODUCTION...................................................................................................................3
2. GLOSSARY...........................................................................................................................4

## 3. REQUIREMENTS..................................................................................................................5

3.1. LICENSING OF LOCAL MANUFACTURING FACILITY…………………………......... 5

### 3.2 RENEWAL OF FACILITY LICENCES……………………………………………………. 7

3.2.1. RENEWAL OF LICENCE OF LOCAL MANUFACTURING FACILITY……………... 7

1. TIMELINES..............................................................................................................................9
2. SANCTIONS............................................................................................................................9

## 6. PENALTIES.............................................................................................................................9

### 1.0 INTRODUCTION

In exercise of the powers conferred on the FDA by Public Health Act, 2012, Act 851, Part Seven, Section 148, these guidelines apply to the registration of pre-packaged food in order to ensure the safety and quality of pre-packaged food. These guidelines apply to all pre-packaged food products that are Locally manufactured/ produced.

The purpose of these guidelines is to provide guidance to pre-packaged food manufacturers/ producers on the requirements of the Food and Drugs Authority and the procedures by which food manufacturing facilities shall be brought into compliance with Part Seven, Section 130 of the Public Health Act, 2012, Act 851.

These guidelines are hereby promulgated for information, guidance and strict compliance by all concerned.

### 2.0 GLOSSARY

For the purpose of these guidelines the following definitions shall apply:

“***Pre-packaged food***” means a food substance packaged or made up in advance in a container, ready for offer to the consumer, or for catering purposes;

**“*Requirements*”** are the criteria set down relating to trade in foodstuffs covering the protection of public health, the protection of consumers and conditions of fair trading;

**“*Renewal*”** means to make valid for a further period or extent, the validity of the registration of the pre-packaged food for the period determined by the Board.

“***Deferred application***” means the application for registration of the product was deferred because the pre-packaged food product does not comply with sections of the law or the General Labelling Rules. The registration is therefore put on hold until the product is reasonably brought into compliance with the law;

“***Rejected application***” means the application for registration was rejected because the pre-packaged food was deemed unfit to be distributed, sold or used in the country for reasons which may include the product being found fake, adulterated or contaminated.

The applicant may reapply for registration after corrective measures have been taken.

### 3.0 REQUIREMENTS

**3.1 LICENSING OF LOCAL FOOD MANUFACTURING FACILITY**

An applicant shall, for the licensing of local manufacturing facility:

3.1.1. Purchase and complete the under listed forms;

• Application for licensing of Local Food Manufacturing Facility **(FDA/FM05/LOC/01)**

3.1.2. Submit the above forms in addition to the following;

1. Copy of Business Registration Certificate;
2. Cop(y/ies) of Health/Food Handler’s Test Certificate for Tuberculosis, Hepatitis A, typhoid and other communicable diseases for each worker on production line;
3. Site Master File for New Application
4. Environmental Protection Agency Schedule to Environmental

Permit (Large/Medium Scale)

• May be required for cottage and small scale where appropriate

1. Total licensing fee as stated in the Food and Drugs Authority’s

Fee

Schedule; L.I. 2228 (2016) (non-refundable) ***– see summary below;***

a) Licensing of local food production premises (Renewable after every year)

* + - Cottage Industry - GH¢50
    - Medium Scale Industry - GH¢300
    - Large Scale Industry - GH¢600

3.1.3. The application shall be addressed to

## THE CHIEF EXECUTIVE FOOD AND DRUGS AUTHORITY P. O. BOX CT 2783 CANTONMENTS, ACCRA

### 3.2. RENEWAL OF LICENCES

The licensing of a food manufacturing facility is valid for one (1) year. Renewal application should be initiated at least one month before the date of expiry. The licensing shall be approved by the Authority before any manufacturing or importation of the product.

#### 3.2.1 RENEWAL OF LICENCE OF LOCAL MANUFACTURING FACILITY

An applicant shall, for the renewal of facility license of a local manufacturing facility;

3.2.1.1. Purchase and complete the Application for licensing of Food Manufacturing

Establishment

## (FDA/FM05/LOC/01)

3.2.1.2. Submit the above form in addition to the following:

* Copy of Business Registration Certificate;
* Copy of Health/Food Handler’s Test Certificate for Tuberculosis, Hepatitis A, typhoid and other communicable diseases for each worker on production line;
* Total Registration fee as stated in the Food and Drugs Authority’s Fee Schedule;

L.I. 2228 (2016) (non-refundable) ***– see summary below;***

Licensing of local food production premises (Renewable after every year)

* Cottage Industry - GH¢50
* Medium Scale Industry - GH¢300
* Large Scale Industry - GH¢600

3.2.1.3. The application shall be addressed to;

## THE CHIEF EXECUTIVE FOOD AND DRUGS AUTHORITY P. O. BOX CT 2783 CANTONMENTS, ACCRA

### 4.0 TIMELINES

4.1. Where all licensing requirements have been met, the licensing process shall take a maximum of thirty (30) working days from the date of submission of application.

4.2. Where the Food and Drugs Authority is satisfied that there is the need to license the facility, it shall do so and issue to the applicant a facility license, subject to such conditions as may be prescribed by the Authority from time to time.

4.3. The Food and Drugs Authority may defer or reject an application.

4.4. Applicants shall respond or address any issues raised concerning the licensing of their facility within a period of thirty (30) days of issue of the notice.

4.5. If the Authority does not receive any response or samples within the period specified under

4.4, the applicant shall re-apply for licensing.

### 5.0 SANCTIONS

5.1. The Authority shall cancel, suspend, or withdraw the licensing of a food manufacturing/dry or cold storage facility if:-

1. the grounds on which it was licensed is later found to be false;
2. the circumstances under which it was licensed no longer exist;
3. any of the provisions under which it was licensed has been contravened; or
4. the premises in which the food product or part of the food product or premises, where it is manufactured, packaged or stored by or on behalf of the holder of the certificate of license is unsuitable for the manufacture, packaging or storage of the food.

### 6.0 PENALTIES

Where non-adherence to this guideline results in exposure of consumers to a food safety risk, the FDA will impose an Administrative charge in accordance with Section 148, Sub-section 4 & 5 of the Public Health Act, 2012, Act 851.