



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

## **Food Safety & Applied Nutrition (FSAN) Directorate**

### **GUIDELINES FOR INSPECTION & REQUIREMENTS FOR BREAD MANUFACTURING**

# FACILITY

## 1. General

- 1.1. These Guidelines are for the general public and in particular, manufacturers of Bread in Nigeria.
- 1.2. It prescribes the minimum Good Hygiene Practice (GHP) and Good Manufacturing Practice (GMP) requirements for the facilities and controls to be used in manufacturing, processing and packaging of Bread to ensure that they meet quality standards.
- 1.3. It is necessary to emphasize that, no food product shall be manufactured, imported, advertised, offered for sale, distributed or used 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 I

## 2. Application

- 2.1. An application for Inspection on company's letter head should be made to the Director General, National Agency for Food and Drug Administration and Control (NAFDAC), Attention: The Director, Food Safety and Applied Nutrition (FSAN) Directorate, NAFDAC Office Complex, Isolo, Lagos State. The following information should be indicated in the letter;
  - 2.2.1 Exact factory location address (NOT P.O. Box)
  - 2.2.2 Functional e-mail address and telephone number(s).
- 2.2. The application letter should be accompanied with photocopies of the following documents in the order below;
  - 2.2.1. Label/Packaging materials (Art work could be presented).
  - 2.2.2. Evidence of payment to the Agency
  - 2.2.3. Evidence of Business Incorporation or evidence of Business name.
  - 2.2.4. Evidence of Registration of Brand Name with Trademark Registry in the Ministry of Industry, Trade and Investment. This should be done in the name of the owner of the Trademark/Brand name as the case may be.
  - 2.2.5. Contract Manufacturing Agreement (where applicable)
  - 2.2.6. SOP Index (list of SOPs ie for production, recall, distribution, consumer complain, cleaning of equipment and environment, which will be reviewed during inspection of facilities)
  - 2.2.7. Food handler's certificate for production staff which should include the

following tests: Sputum, Hepatitis B, Widal, Stool, Urinary test.

- 2.2.8. Current fumigation Certificate (carried out quarterly).
- 2.2.9. Certificate of analysis of raw materials (optional).
- 2.2.10. Certificate of analysis of finished product (optional).
- 2.2.11. Any other relevant documents.

## **Step II**

### **3. Vetting of application documents and 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 desk officer.
- 3.3. Visit:
  - 3.3.1. [www.remita.netto](http://www.remita.netto) generate Remita invoice and print out a copy of the invoice.
  - 3.3.2. Any nearest commercial bank for payment.
  - 3.3.3. NAFDAC Accounts Office 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, accompanying documents and evidence of payment are submitted at the Liaison office of the Director (LOD), FSAN Directorate, Isolo, Lagos State or the nearest NAFDAC office in other States.

## **Step IV**

### **5. Scheduling of Inspection**

- 5.1. Upon successful application vetting, the inspection is scheduled by the Directorate.

## **Step V**

### **6. Inspection**

- 6.1. The Inspection is conducted as scheduled.
- 6.2. For unsatisfactory inspection, a Compliance Directive is issued and communicated to the company.

## **Step VI**

### **7. Issuance of Registration Number**

- 7.1. Upon receipt of satisfactory documentation, Inspection report and laboratory report, the

Registration (Listing) number is issued to the company.

**8. Tariffs**

- 8.1. Please refer to Tariff section

**9. Note:**

- 9.1. The Master Baker (Production Manager) must be present for the inspection.
- 9.2. Two sets of documents must be submitted during the inspection.
- 9.3. Bread shall not contain potassium bromate and saccharin.
- 9.4. Bread must be packaged and labelled before sales and distribution.
- 9.5. Supermarkets operating bakeries as part of their operations may apply to utilize a single bread NAFDAC registration number per variant for all their outlets Nationwide. This will also be applicable to bakeries with a chain of outlets for bread with the same variant but application for inspection and listing approval has to be done for each outlet accordingly.
- 9.6. Failure to respond promptly to queries or enquiries raised by NAFDAC on the application (within 15 working days) will automatically lead to the closure of the Application.
- 9.7. Failure to respond to concerns raised by NAFDAC on the application or inspection, will automatically lead to delay in further processing of the application.
- 9.8. Please note that the clock stops once compliances are issued.

## **REQUIREMENTS FOR BREAD MANUFACTURING FACILITY**

### **1. Organization and Personnel**

- 1.1. There should be an adequate number of qualified personnel to perform assigned duties.
- 1.2. Each personnel engaged in bread manufacturing should have
  - 1.2.1. Basic education
  - 1.2.2. Adequate training/Experience
- 1.3. Personnel should wear protective apparel such as overall, head cover, nose and mouth masks and hand gloves to protect products from contamination.
- 1.4. Personnel should practice good sanitation and hygienic habits.
- 1.5. All personnel should have access to medical treatment and checks for communicable diseases at least twice a year and the records should be kept within the facility.
- 1.6. There should be adequate training for employees in the particular operations that they perform.

### **2. Building and Facilities**

- 2.1 Building(s) used in manufacturing, processing and packaging of bread should be adequately located, constructed and of suitable dimensions to facilitate cleaning and maintenance.
- 2.2 The building should have adequate space for the orderly placement of equipment and materials to prevent cross-contamination.
- 2.3 The building should be appropriately designed to maintain orderly flow of personnel and materials.
- 2.4 There should be defined areas of adequate size to accommodate the different operations in a logical order of production flow corresponding to the sequence of the operations. The operational areas should include:
  - 2.4.1. Cloakroom (Changing room)
  - 2.4.2. Toilet facilities(which should not open directly into the production area)
  - 2.4.3. Raw Materials Section
  - 2.4.4. Packaging Materials Section
  - 2.4.5. Production Section

- 2.4.6. Cooling section (screened to prevent contamination from insects and rodents).
- 2.4.7. Finished Products Section

- 2.5 Floors, walls and ceilings should have smooth hard surfaces that can be easily cleaned and disinfected when necessary.
- 2.6 Ceiling boards should be made of non-asbestos and non-flaking material.
- 2.7 Windows and entrance doors should be screened with insect-proof net and the doors should be self-closing to prevent contamination.
- 2.8 Adequate ventilation, cooling and lighting should be provided in all areas to facilitate easy identification of materials, cleaning, maintenance and proper operations.
- 2.9 Pallets or shelves should be provided for storage of raw materials, packaging material.
- 2.10 Shelving be provide for storage of finished product.

### 3. **Equipment**

- 3.1. The design, material, construction, location and maintenance of equipment should be such as to make them adequate and suitable for their intended use. Their layout and design must aim to minimize the risk of cross-contamination and permit effective cleaning and maintenance in order to avoid cross contamination, build-up of dust, dirt, food particle or any other contaminant that can affect the quality of the product. The parts of the equipment that make contact with products should be made of non-toxic/non-reactive materials such as food grade stainless steel.

### 4. **Water Treatment Process**

- 4.1. Water used in the production of bread and washing of production equipment should be potable water (Drinking water).

### 5. **Raw/Packaging Materials**

- 5.1. Raw and packaging materials should be of good quality in order to produce quality products.
- 5.2. All incoming materials should be stored under appropriate storage conditions.

### 6. **Environmental Sanitation and Personnel Hygiene**

- 6.1. Appropriate sanitation measures should be taken to avoid contamination and risks of all kinds.

- 6.2. The entire factory should be cleaned frequently and thoroughly in accordance with the Standard Operating Procedure (SOP) for cleaning.
- 6.3. Equipment should be thoroughly cleaned in strict compliance to the SOP.
  
- 6.4. Toilet and washing facilities should be appropriately located, designed and equipped. The sanitation shall be maintained in a strict compliance to the SOP for cleaning.
- 6.5. Eating, drinking and smoking should not be permitted in the production and storage areas.
  - 6.5.1. Person known to be suffering from communicable diseases or with wounds should be excluded from duty until they are certified medically fit again.
  - 6.5.2. Waste should be adequately disposed of in strict compliance with the SOP.
- 6.6. Effective pest control program should be in place.

## **7. Consumer Complaint and Recall**

- 7.1. All consumer complaints must be thoroughly investigated and documented by technical personnel. The outcome of investigation should be communicated to management in order to prevent future occurrence. If a recall is decided upon, it should be done quickly using the production batch history through the product distribution records. All records of recalled products must be kept. In event of any recall, NAFDAC must be fully notified of all actions from the period of receipt of consumer complaint, during investigation and actual recall activity.

## **8. Distribution System**

- 8.1. Record of product distribution network shall be properly kept for easy recall of defective products. Distributors' names, addresses, fax, phone number, email etc. should be documented.

## **9. Handling and Transportation**

- 9.1. No bread that is not properly packaged and labeled in the factory should be sold or distributed.
- 9.2. Products should be handled and transported under conditions, which prevent deterioration, contamination, spoilage and mechanical damage to ensure that the product quality is maintained up to the time of delivery to the consumer.
- 9.3. Products should be transported in dedicated vehicles.

## 10. Label

- 10.1. Labeling should be informative, accurate and in accordance with the Agency's Pre-Packaged Food Labelling Regulations and any other relevant Regulations.
- 10.2. The labelling requirements include:
  - 10.2.1 Name of product brand which must appear boldly.
  - 10.2.2 The name and the full address of the manufacturer must be stated on the label in such a manner that it is easily readable.
  - 10.2.3 Batch number, Date of manufacture, and Best before/Expiry date.
  - 10.2.4 Net content
  - 10.2.5 The ingredients should be declared in descending order of in going weight at the time of manufacture.
  - 10.2.6 Directions for disposal of the packaging material
  - 10.2.7 Provision shall be made for NAFDAC registration number.
  - 10.2.8 Storage condition of product shall be indicated.

All correspondences should be addressed to;

Director-General (NAFDAC),

**Attn:** The Director

Food Safety and Applied Nutrition Directorate.

National Agency for Food and Drug Administration and Control,

2<sup>nd</sup> Floor, NAFDAC Office Complex

Isolo Industrial Estate

Apapa-Oshodi Expressway, Isolo, Lagos

NAFDAC website: [www.nafdac.gov.ng](http://www.nafdac.gov.ng)

E-mail address: [foodsafety.nutrition@nafdac.gov.ng](mailto:foodsafety.nutrition@nafdac.gov.ng)

Telephone no.: +234 906 095 6907

**All submissions should be made at the Office of the Director, FSAN, 2<sup>nd</sup> Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (outside Lagos).**

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