FOOD AND DRUGS AUTHORITY

GUIDELINES FOR PROCESSING OF EXPORT PERMIT AND CLEARANCE OF PALM OIL

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1.0. INTRODUCTION

Effective regulation of the importation and exportation of internationally traded goods is key in ensuring the protection of the health and safety of consumers around the world. Clearance of palm oil for export, as carried out by the Food and Drugs Authority (FDA), typically involves permit issuance and inspection, both of which are mandated by the Public Health Act, Act 851 of 2012.

These guidelines outline the processes and procedures involved in the application for and issuance of electronic permits as well as the inspection and release of consignment of palm oil for exportation out of the country.

1.1. Scope

In exercise of the powers conferred on the Food and Drugs Authority (FDA) by Part 7, section 99 of the Public Health Act, Act 851 of 2012, these guidelines apply to palm oil that is to be exported from Ghana and are for strict adherence by all exporters of this commodity.

Despite the above, manufacturers shall comply with the current Ghana Standard; Fats and Oils - Specification for Edible Palm Oil (GS 223 : 2005).

The purpose of these guidelines is to regulate and monitor the exportation of palm oil so as to ensure its safety and quality. In addition, it is to ensure that all consignments of palm oil are physically inspected and sampled for chemical evaluation and/or screening for Sudan dyes (I-IV) and other adulterants.

1.2. Abbreviations

FDA	Food and Drugs Authority
eMDA	electronic Ministries Departments and Agencies
GCNet	Ghana Community Network Services
HS Codes	Harmonised System Codes

2.0. GLOSSARY

For the purpose of these guidelines, unless the context otherwise requires,

"inspection" is the examination of palm oil or systems for control of palm oil, raw materials, processing, and distribution including in-process and finished product testing, in order to verify that they conform to requirements; and

"requirements" are the criteria set down relating to trade in palm oil covering the protection of public health, the protection of consumers and conditions of fair trade.

3.0. REQUIREMENTS

3.1. General Requirements

3.1.1. Businesses duly registered by the Registrar-General's Department shall be permitted to export palm oil.

3.1.2. A person shall not be permitted to export palm oil unless issued with an export permit by the Food and Drugs Authority in accordance with these guidelines for each consignment of palm oil.

3.1.3. The Palm Oil to be exported must first be registered with the Food and Drugs Authority under Part 7, section 97 of the Public Health Act 851, 2012.

3.2. Applying for Export/Clearance Permit

3.2.1. An applicant, for a clearance to export palm oil, shall submit the following:

a. An application letter in writing, addressing to:

The Chief Executive
Food and Drugs Authority
P.O. Box CT 2783
Cantonments- Accra.

b. Batch numbers, quantities per batch, pack sizes and total quantity; and

c. A non-refundable fee, as stated in the approved fee schedule (LI 2386, 2019), charged per consignment screened by the Authority.

3.2.2. The FDA shall prior to screening and clearance, conduct inspections at the processing or packing facility to ensure that Good Manufacturing Practices (GMP) is adhered to.

3.2.3. The FDA shall:

a. conduct independent investigations to establish traceability for all batches of consignments
b. Sample batches of the consignments for Sudan dyes (I-IV) or any adulterants prior to shipment.

3.2.4. Consignments found to have no traces of Sudan dyes (I-IV) or other adulterants shall be given clearance for export.

3.2.5. Exporters shall be required to secure an electronic permit (eMDA) for all exports/consignments of palm oil. The following information must be submitted at the “item details” column on the eMDA portal;

- Full name (including Brand Name) of the product
- FDA Product registration number (in full)
- Name and contact number of Authorized Person

3.2.6. The following information should also be provided or selected at the appropriate column:

- Appropriate HS Code for the product
- Unit of the quantity (ml, L, kg etc)
- Full Address of Exporter (including location address)
- Phone #, Fax # and E-mail addresses of both Importer and Exporter
- ‘For Export’ must be indicated at the ‘Purpose of Import/Export’ Column.

The applicant must monitor the status of the application on-line. Applicants are expected to go beyond the track status to approval history by opening the document.

3.2.7. Only approved electronic permits (eMDA) shall be used for clearance of palm oil at the port of exit.

3.2.8. Permits issued for exportation of products shall be presented to Customs only once.

3.2.9. The FDA shall prior to clearance, conduct inspection of the consignment to ensure compliance to the Law.

3.2.10. The applicant shall be held responsible for any consignment of palm oil found to be adulterated after the consignment has been inspected, passed and an export permit issued by the Food and Drugs Authority, or if the consignment or part of the consignment, has been concealed.

3.2.10.1. Any products found to be adulterated shall be quarantined and destroyed under the supervision of the Food and Drugs Authority.

3.2.10.2. The Food and Drugs Authority shall charge a fee as stated in the Food and Drugs Authority approved fee schedule (LI 2386, 2019) for the supervision of destruction of adulterated consignments.

4.0. SANCTIONS AND PENALTIES

4.1. The Food and Drugs Authority may impose a fine for the breach of these guidelines in accordance with Section 110 of the Public Health Act 851 of 2012.

5.0. APPENDIX

Change History

SN.	Date	Ver No.	Description of Change (section)
1.	02/01/2019	01	Initial issue
2.	02/01/2020	02	• Revision of sections 3.1 and 3.2; • Change of document number and logo