



# FOOD AND DRUGS AUTHORITY

## GUIDELINES FOR LICENSING MEAT MARKETS OR SHOPS

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## **1. INTRODUCTION**

In exercise of the powers conferred on the FDA by the Public Health Act, 2012, Act 851, Part Seven, Section 131, these guidelines apply to the regulation of meat shops.

The purpose of this guideline is to provide all persons involved in the operation of meat shops with the requirements of the Food and Drugs Authority by which any meat shop shall be brought into compliance with Part Seven, Section 108(5) of the Public Health Act, 2012, Act 851.

This guideline is hereby promulgated for information, guidance and strict compliance by all concerned.

## 2. GLOSSARY

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

“**Meat**” means the edible portion of animal flesh (fresh or frozen).

“**Meat Product**” means meat that has undergone processing and/or preservation.

“**Meat shop**” means facilities (usually single room with deep-freezer(s)) within foodstuff markets, shopping malls or supermarkets that offer meat for sale. They are popularly referred to as cold stores

“**Renewal**” means to make valid for a further period or extent, the validity of the license of the facility for the period determined by the Authority.

“**Deferred application**” means the application for license of the facility has been put on hold because the facility does not comply with sections of the law.

“**Rejected application**” means the facility was deemed unfit to be used for the storage, sale or processing of meat. The applicant may reapply for licensing after corrective measures have been taken;

### **3. REQUIREMENTS**

#### **3.1 LICENSING OF MEAT MARKETS OR SHOPS**

An applicant shall for the licensing of its meat markets or shops:

3.1.1 Purchase and complete the meat markets or shops license application form (FDA/APBD13/LMT/01);

3.1.2 Applicant shall submit the following:

- a. A site master file (required information attached to form)
- b. The meat markets or shops form
- c. License fee as stated in the Food and Drugs Authority's fee schedule

3.1.3 The application shall be addressed to

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

The Food and Drugs Authority shall inspect the meat markets or shops for which the application is made based on current trends in Good cold storage practices (GCSPs) and shall ensure compliance prior to approval.

3.2 For this purpose, the following areas shall be considered during the inspection:

- 3.2.1. Environment
- 3.2.2. Structure and Fabrication
- 3.2.3. Cold Store Hygiene
- 3.2.4. Storage Temperature and Monitoring
- 3.2.5. Generator Set Functionality
- 3.2.6. Products In Storage
- 3.2.7. Storage Practices
- 3.2.8. State of Products in Storage
- 3.2.9. Personnel:
  - a. Health Certificate
  - b. Personnel Training
  - c. Personnel Hygiene
- 3.2.10. Ancillary Facilities

- 3.2.11. Pest Control
- 3.2.12. Waste Management
- 3.2.13. Documentation

### **3.2 RENEWAL OF LICENSE FOR MEAT MARKETS OR SHOPS**

An applicant shall for the renewal of license for meat markets or shops shall:

3.4.1. Purchase and complete the license form for meat markets or shops (FDA/APBD13/LMT/01).

3.4.2. Submit the above form in addition to:

- 1. Licensing Renewal fee as stated in the Food and Drugs Authority's fee schedule.

3.4.3. The application shall be addressed to;

**THE CHIEF EXECUTIVE  
FOOD AND DRUGS AUTHORITY  
P. O. BOX CT 2783  
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The License for a meat markets or shops is valid for one (1) year and may be renewed subsequently.

### **3 TIMELINES**

- 4.1. Where all requirements have been met, the license process shall take a maximum of one (1) month from the date of submission of application.
- 4.2. Where the Food Drugs Authority is satisfied that there is the need to license a facility, it shall do so and issue to the applicant a license, subject to such conditions as may be prescribed by the Authority from time to time.
- 4.3. Applicants shall respond or address any issues raised concerning their applications within a period of three (3) months of receipt of the notice.
- 4.4. If the Authority does not receive any response within the period specified under 4.3, the applicant shall reapply for registration.
- 4.5. An appeal for the review of an application may be made in writing to the Authority within thirty (30) days of receipt of the rejection notice.

#### **4 SANCTIONS**

- 5.1. The Authority shall cancel, suspend, or withdraw the license of a meat markets or shops for the following reasons -
1. the grounds on which it was licensed is later found to be false;
  2. the circumstances under which it was license no longer exist;
  3. any of the provisions under which it was licensed has been contravened

## **5 PENALTIES**

Where non-adherence to this guideline results in exposure of consumers to a food safety hazard, the FDA will impose an administrative fine in accordance with Fees and Charges Miscellaneous Provisions Act, Act 793.



