



# FOOD AND DRUGS AUTHORITY

## GUIDELINES FOR THE LICENSING OF DRY FOOD STORAGE FACILITIES/WAREHOUSE

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<b>Document No.:</b>	<b>FDA/FSMD/GL-FSE/2013/02</b>
<b>Date of First Adoption:</b>	1 <sup>st</sup> February 2013
<b>Date of Issue:</b>	1 <sup>st</sup> March 2013
<b>Version No.:</b>	01

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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 130, these guidelines apply to Dry Food Storage Facilities/Warehouses which are to be established for the of food intended for human consumption.

Notwithstanding the above, all prepackaged food products to be stored shall comply with existing Ghana Standards.

The purpose of this guideline is to provide food warehouse operators with the Food and Drugs Authority's (FDA) requirements for licensing of food storage facilities.

## 2. GLOSSARY

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

**“Food storage warehouse”** means any premises, establishment, building, room area, facility, or place, where food is stored, kept, or held for wholesale distribution to other wholesalers or to retail outlets, and any such other facility selling or distributing to the ultimate consumer. Food storage warehouses include facilities where food is stored to the account of another firm (rented warehouse) and/or is owned by the food storage warehouse.

**“Dry Food storage warehouse”** does not include facilities where food is kept or held *refrigerated* or **frozen**, grain elevators or fruit and vegetable storage and packing houses that store, pack, and ship fresh fruit and vegetables.

**“Prepackaged 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”** means the criteria relating to trade in food, covering the protection of public health, the protection of consumers and conditions of fair trade.

### **3. REQUIREMENTS**

#### **3.1 GENERAL REQUIREMENTS**

No firm or individual shall sell, offer for sale or distribute food from or stored in a food storage warehouse without first having obtained an annual Licence from the Food and Drugs Authority.

#### **3.2 SPECIFIC REQUIREMENTS**

3.2.1. The company shall satisfy the requirements in the Code of Practice for the Storage of Food Products in a Dry Warehouse.

3.2.2. Application for annual warehouse licensing or renewal of warehouse licensing shall include the following:

1. A letter for the intended purpose addressed to:

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

2. The letter shall be accompanied with a completed *Dry Food Storage Facility License Application Form (FDA/FID/FM-DFW/2013/07)* and a warehouse licensing fee as stipulated in FDA Fee Schedule.

3.2.3. An inspection of the facility shall be conducted by the FDA to ascertain compliance with the current *Codes of Practice for the Storage of Prepackaged Food in a Dry Warehouse*.

3.2.4. Any dry food storage warehouse found not to be in substantial compliance with the current Codes of Good Warehouse Practices shall be re-inspected as deemed necessary by the FDA to determine compliance with corrective actions recommended. This does not preclude the FDA from using any other remedies as provided under the Public Health Act 2012, (Act 851) Part Seven (7) to gain compliance or to embargo food products to protect public health and safety.

### 3.3 RENEWAL OF FOOD WAREHOUSE FACILITY LICENCE

- 3.3.1. The license shall be valid for a period of one (1) year with the expiry date indicated on the certificate that shall be issued.
- 3.3.2. If the application for renewal of the warehouse licence provided for under this guidelines is not filed prior to the expiration date.

## 4. TIMELINES

- 4.1 The FDA will issue the applicant with a **Food Warehouse Facility Licence** within Twenty (20) working days of the receipt of the application, provided all requirements have been met.
- 4.2 Where the Food and Drugs Authority is satisfied that there is the need to license the Food Storage Facility, it shall do so and issue to the applicant a **Dry Food Warehouse Facility Licence**, subject to such conditions as may be prescribed by the Food and Drugs 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 their applications within a period of three (3) months of receipt of the notice.
- 4.5 If the Food and Drugs Authority does not receive any response within the period specified under 4.4, the applicant shall reapply for licensing.
- 4.6 An appeal for the review of an application may be made in writing to the Minister of Health within thirty (30) days of receipt of the rejection notice.

## 5. SANCTIONS

“5.1 The Food and Drugs Authority shall cancel, suspend, or withdraw the ***Dry Food Storage Facility Licence*** if:-

- a) The grounds or circumstance on which it was issued is later found to be false;
- b) Any of the provisions under which the facility was licensed has been contravened; or
- c) The conditions under which food is stored by the facility could compromise the safety of the food.

d) The FDA is refused access to any portion or area of the food storage warehouse for the purpose of carrying out the provisions of this guideline

e) The FDA is refused access to any records required to be kept under the provisions of this guidelines”

5.2 Where the **Dry Food Warehouse Facility Licence** has been cancelled, suspended or withdrawn, the Food and Drugs Authority may notify the public accordingly.

5.1. Whenever a licence is summarily suspended, food distribution operations shall immediately cease. However, the FDA may reinstate the licence if the condition that caused the suspension has been abated to the FDA’s satisfaction.

5.2. Whenever a licence is summarily suspended, the holder of the license shall be notified in writing and upon service of the notice, an opportunity for a hearing will be provided.

5.3. The Food and Drugs Authority may impose a fine for the breach of these guidelines in accordance with Section 148, Sub-section 4 & 5 of the Public Health Act, 2012, Act 851

#### **5.4 Immediate Danger to Public Health**

(1) Whenever the FDA finds a food storage warehouse operating under conditions that constitute an immediate danger to public health or whenever the licensee or any employee of the licensee actively prevents the FDA or officers of the FDA, during an on-site inspection, from determining whether such a condition exists, the FDA may summarily suspend, pending a hearing, a license provided for in the guidelines.

(2) Whenever a licence is summarily suspended, the holder of the licence shall be notified in writing that the licence is, upon service of the notice, immediately suspended and that prompt opportunity for a hearing will be provided.

## **6. 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 Section 148, Sub-section 4 & 5 of the Public Health Act, 2012, Act 851.