

REPUBLIC OF GHANA

2006

ANNUAL REPORT

FOOD AND DRUGS

BOARD

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Foreword

This report presents an appraisal of the performance of all the various Department and units within the Board in 2006.

The report focuses on the background of the Board and the following areas:

- The mandate of each of the Departments
- Expectation of the Departments for 2006
- The extent of performance
- The Achievements
- The constraints and
- The way forward

1.0 Introduction

The Food and Drugs Board was established by the Food and Drugs Law, 1992 (PNDCL 305B). This law has since been amended by the Food and Drugs (Amendment) Act 523, 1996 to provide for the fortification of salt to alleviate nutritional deficiencies and to bring the provision of the law in conformity with the 1992 constitution of the public of Ghana.

1.1 General Background of Food and Drugs Board

Before 1990, the control of Drugs and practice of Pharmacy profession were under the pharmacy and Drugs (Act 64), 1961. In 1990, the provisional National Defense council (PNDC) passed the Narcotics Drugs control, enforcement and Sanctions Law (PNDCL 236). This law established the Narcotics Control Board to deal with the rising incidence of drug abuse in the country and threatening dimensions that illicit drug dealing had taken internationally.

In 1992, the PNDC separated the control of Drugs other than narcotics from the practice of pharmacy.

The Food and Drugs law 1992 (PNDCL 305B) was then enacted to control the manufacture, importation, exportation, distribution, use and advertisements of Food Drugs, cosmetics, chemical substances and medical devices. The Pharmacy Act 1994 (Act 489) was subsequently passed in 1994 to established the Pharmacy Council to control the practice of the Pharmacy profession and the registration of Pharmacists. Although the Food and Drugs Law was passed as far back as 1992, it was not until 26th August 1997 that the first Board was inaugurated.

The Food and Drugs Board is under the control and supervision of the Minister responsible for Health.

1.2 Functions of the Board

The function of the Board as spelt out by law (PNDCL 305B) are as follows:

The Board shall advise the Minister of Health on all matters relating to the administration and implementation of the law without prejudice to the above, the Board shall:

- Advise the Minister on measures for the protection of the health of consumers
- In co-operation with the Ghana standards Board, ensure adequate and effective standards for Food and Drugs:
- Monitor through the District Assemblies and other agencies of state compliance with this Law:
- Advise the Minister on the preparation of effective regulation for the full implementation of the provisions of the Law:
- Perform the functions assigned to it under this law.

1.3 Our mandate

The Food and Drugs Law of 1992 (PNDCL 305B), which established the Food and Drugs Board, put the control, the manufacture, importation, exportation, distribution, use and advertisement of Food, Drugs, cosmetics medical devices and household chemicals under the purview of the Board with respect to ensuring their safety, quality and efficacy.

1.4 The Vision

The vision of the Food and Drugs Board is to become a center of excellence in Food and Drugs regulatory affairs on the African continent.

1.5 The Mission Statement and Goals

The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all Food, Drugs, cosmetics, household chemical substances and medical devices (hereinafter referred to as products) locally manufactured, imported, distributed, sold or used, to ensure the protection of the consumer as envisaged by the law regulating Food and Drugs in force in Ghana.

To realize this mission, the Board has set for itself the following goals:

The Board shall:

- Advise the Minister of Health on measures to protect the health of the consumer
- Recruit qualified staff and ensure their training, development and maintenance for optimal productivity and quality service delivering
- Ensure that legislative instruments are passed for the laws and guidance of its clients
- Develop and implement a well researched communications strategy to promote the functions of the Food and Drugs Board and matters relating to health of the consumer under the Food and Drugs Board's contributions to safety and efficacy
- Ensure that product information and advertisement are not misleading or deceptive nor contain references to diseases for which advertisement is prohibited
- Ensure that all local manufactures of products are licensed and that their operations conform to current codes of Good Manufacturing practices (GMP)
- Ensure that all products locally manufactured, imported and/or exported are registered to assure their safety, quality and efficacy
- Collaborate with other governmental and non-governmental bodies, the district and municipal assemblies to enable optimal performance of its functions.
- Undertake research resource and analysis to enable the fulfillment of its obligations to the nation

- Develop an organizational structure with financial, information technology and human resource facilities that encourage self development, responsibility and empowerment of staff to meet the functions of the Food and Drugs Board
- Have well branded, comprehensive, distinctive and high quality operations throughout the nation
- Established, maintain, monitor and update standards of products

2.0 Drugs Division

Drugs division, which handles all Drugs and its relating issues, is made up of three Departments, consisting of six units

2.1 Drugs Evaluation and Registration Department (DER)

The Drugs evaluation and registration Department consists of the following units;

- Medicine evaluation and Registration (MER)
- Cosmetics Devices and Chemical (CDS)
- Herbal and Homeopathic (HM)
- Safety Monitoring Unit (SMU)

2.1.1 The Mandate of DER Department

The mandate of DER Department includes the following:

- Receive and process applications submitted for registration of medicines.(Allopathic, nutraceuticals, veterinary, herbal, homeopathic), Cosmetics, Household chemical substances, and medical devices
- Evaluate protocol for clinical Trials
- Monitor the safety of products marketed and for clinical through distribution, collection and collation of adverse reaction forms
- Vet application for import permits

2.1.2 2006 Expected Programme of Work (POW)

- The following were the expected programme of work for 2006:

- Hold biennial dossier evaluation meetings
- Coordinate biennial product registration and divisional meetings
- Organize four stakeholders meetings, SMU training of ZDOs, ICPs, and primary reporters
- Foreign attachment and training

2.1.3 The Extent of performance

During the period under review the extent of performance of the Department are stated below:

- 6/6 dossier evaluation meetings
- 6/6 dossier product registration meetings
- Evaluation of generic dossiers
- Introduction to review guidelines
- Stakeholders meetings – four (4) SMU training proposal (Tamale, Sunyani, Manhyia, Komfo Anokye)
- Training of contact persons
- TAC meetings 3 out of 4 held.
- Number of import permits issued - 2, 974, 000

Number of products (Drugs) processed / registered

Types of products	No of application Received	No process & Registered	Processed not registered (pending Lab.	Unsatisfactory documentation/label	No /Dec to be processed in Feb.	Safety Adverse Reaction Report
Generic allopathic	796	489	35	172	100	-
New chemical	45	22	12	8	3	-
Herbal medicines	241	149	63	4	25	5
Veterinary medicines	9	117	-	4	-	-
Nutraceuticals	114	44	7	63	-	-

Allopathic human medicines	-	-	-	-	-	96
Cosmetics	528	305	1	149	73	0
Medical Devices	134	84	16	20	28	0
House hold	64	37	-	18	9	1
Vaccines	-	-	-	-	-	20

2.1.4 Achievements

The achievement chalked by the Department during the period under review includes the following:

- Two staff trained in a statistics in clinical trials
- Solicited and coordinated training in regulating affairs for division staff.
- Coordinating of training of officers from Kenyan regulatory agency in regulation of HM for two weeks
- Trained 66 ICP and primary reporters in upper East and West region in safety monitory
- Trained 48 ICP from local Companies M/CR from Foreign Companies
- Collaborated with GPSA (KNUST) in to organize a drug awareness week with the theme “Patient Counseling, rational drug use and disease awareness
- Development of three guidelines – vaccines, New Drugs and completed guidelines for clinical trials
- Introduced SIAMED to all Departments of the division

2.1.5 Constraints

- The constraints faced by the Department include the following:
- Lack of support from Administration
- Problem of inadequate space for samples and dossiers
- Large number of unresolved applications due to patent issues
- Pressure on lab leads to delays in processing applications

- Lack of reliable network and internet access alerts
- Dedicated phone and fax line for safety monitoring
- Lack of dedicated vehicles for transporting applications samples
- Inadequate staff strength of some units

- New product types not previous regulated medical devices, household chemical substance and cosmetic
- Lack of consensus for clinical trials for indications like HIV/AIDS cancer, efficacy studies for popular indications
- Increasing number of product applications
- Increasing number of deferred application
- Inadequate experts in drug safety issues

2.1.6 The way forward

In the views of the Department, the way forward to improve the operations of the Department include the following

- Organizing of stakeholder workshops
- Closer internal collaboration with PMS and Port offices
- Training assess strengths and weakness of Department - clinical SM, CDC
- Mentoring and benchmarking by way of attachments

2.2 Tobacco and Substance of Abuse Department

2.2.1 Mandate

The Department was established in January 2005 has the mandate to control tobacco, licit narcotic Drugs, psychotropic, substances and chemical precursors

2.2.2 Expectations for 2006 Programme of Work (POW)

The Department expected POW in 2006 include the following:

- Administration of controlled substances
- The tobacco control unit should become functional
- Staff training
- Intensified follow up and verification of distribution records and returned submitted by importers
- Make the Department's presence felt as the WORLD NO TOBACCO DAY celebrations and gaining recognition in the relevant sectors.

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2.2.3 The Extent of performance

The extent of performance includes:

- The tobacco control unit could not take off as this is dependent on the tobacco Law.
- Through out the year, routine administration of controlled substances was done.
- The submission of related documents was remarkably increased targeted at encouraging importers to abide by FDB regulations in this respect.

2.2.4 Achievement

The achievement of the Department, during the period under review include the following:

- Due to vigilant verification of submitted returns, the Department. with the support of intra venous infusions was able to track down a Pharmacist who was fictitiously document and leaking sale of pathidine injection and leaking the controlled drug on the open market.
- The first inter agency meeting among FDB, EPA, CEPs and NACOB was held in September 2006
- Recognition of quality of statistics submitted by FDB, as the competent authority of Ghana to INCB in 2006

2.2.5 Constraints

The constraints of the Department include the following

- Absence of tobacco law inadequate staff capacity
- Vehicle pool
- Unstable access to iner net at anchor house

2.2.6 THE WAY FORWARD

The way forward to enhance the operations of the Department includes:

- TSAD will need to visit pharmaceutical industries to investigate utilization and document of imported controlled substances by manufacturers
- An additional member of staff will make field verification of returns more feasible
- Training in tobacco control will make Department familiar with global trends in regulation of tobacco and related substances.
- The tobacco law, when passed will allow the tobacco unit to start functioning

2.3 *Drug inspectorate Department*

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2.3.1 Mandate

The mandate of the Department includes the following:

- Inspections of premises of manufacturing facilities
- Capacity monitoring
- Post market surveillance unit
- Inspection of warehouses
- Supervision of safe disposal
- Investigations into consumer complaints
- Open market surveillance
- Research, data collection & management
- Coordination of educational/training programmes
- Coordination of collaborative activities
- Advert monitoring
- General support service for PI & PMS

2.3.2 Expectation for 2006

The expectation of the Department for 2006 includes:

- enforcement of GMP in manufacturing facilities
- ensure safe and quality products on the market
- conducting relevant research, data collection & management to guide policy formulation

2.3.3 Extent of performance and achievement

The extend of performances and achievements of the Department are presented below:

• **Premises inspection**

Programmed activities	Expected results	Achieved results	Variance	Remarks
Site verification of foreign pharmaceutical/herbal manufacturing plants	26	26	Nil	17 in India, 9 in china companies GMP compliance satisfactory

Routine audit inspections of local allopathic medicines manufacturing plant	30	30	Nil	Recommendation communicated to non-compliant companies to implement for follow-up inspections. Processing of cGMP certificate in on-going for GMP compliant
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				companies.
Routine audit inspections of local herbal medicines manufacturing plant	34	34	Nil	Most of the industries are small scale manufacturers. GMP status of most of the industries not satisfactory due to building non compliance, lack of adequate personnel, lack of adequate procedures, inadequate validation of procedures and processes. Absence of quality control laboratories. Companies not following laid down procedures.

Programmed activities	Expected results	Achieved results	Variance	Remarks
Routine audit inspections of cometic, household chemicals and medical devices	16	16	Nil	Companies GMP compliance is low in terms of documentation, validation, good storage practices,

				quality control laboratories.
Pre-licensing inspections of local allopathic medicines manufacturing plant	4	4	Nil	Licensing pending because companies do not satisfy basic licensing requirements.

Programmed activities	Expected results	Achieved results	Variance	Remarks
Pre-licensing inspections of local herbal medicines manufacturing plant.	11	11	Nil	All companies are pending approval for licensing due to inadequate facilities and documentation.
Pre-licensing inspections of cosmetics, household chemicals and medicals devices.	3	3	Nil	Two companies are pending one company has been allowed to register products based on compliance with recommendation.

Follow-up inspections	16	16	Nil	4 companies have implemented about 80% of the previous inspections recommendations. The others have not for peculiar reasons such as finance, plans for relocation, indifference. Companies asked to complete implementation of recommendation before next year's inspection.
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Programmed activities	Expected results	Achieved results	Variance	Remarks
Local allopathic industries production capacity data (data submission)	33	9	-24	The local companies probably have not realized the need to submit production capacity data.
Regulating activities of small scale manufactures (extemporaneous preparations)	-	-	-	Following a sensitization workshop held in 2005 letters were written to 18 companies in greater Accra informing them of compulsory regulation by 1 st july 2006.

- **Post market surveillance**

Programmed activities	Expected outcome	Actual outcome	Variance	Remarks
Inspection of warehouses of importers of cosmetics and household chemical substances	57	32	25	This relatively large variance was due to the ff: - lack of vehicle- some of the companies do not have warehouses at all. - some of the companies and for that matter their warehouses could not be located.
Inspection of warehouses of importers of pharmaceutical and medical devices	14	10	4	Lack of vehicle was responsible for the variance.
Investigations into consumer complaints	35	24	11	Incomplete information provided by complaint was inadequate to bring the investigation to completion. One complaint was referred to the Ho zonal office.

- **Supervision of safe disposal of expired products**

PROGRAMMED ACTIVITIES	EXPECTED OUTCOME	ACTUAL OUTCOME	VARIANCE	REMARKS
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Supervision of safe disposal of expired, confiscated and unwholesome products	21	16	5	Companies are yet to contact AMA/TMA for assessment and fixing of dates for disposal
Targeted market surveillance activities for product quality and registration status	27	16	11	Registration status of cosmetics and herbal products are still ongoing. Pending laboratory results referred to the appropriate zonal office local agent could not be contacted
General surveillance activity	1	1	0	This activity covered Accra and Tema in an
				attempt to survey the extent if any of non-complaint product on the market. It replaced an anticounterfeiting forum scheduled to take place in Kumasi.

• **Operational Research**

PROGRAMMED ACTIVITIES	EXPECTED RESULTS	ACHIEVED RESULTS	VARIANCE	REMARKS
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Research/projects	6	3	3	The 3 could not be funded and will be rescheduled for year 2007 the projects proposals have however have been submitted.
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PROGRAMMED ACTIVITIES	EXPECTED RESULTS	ACHIEVED RESULTS	VARIANCE	REMARKS
In-house training programmes for staff	9	5	3	This is organized by the Department and resource persons are mostly inhouse
				especially staff who had attended an external training programme. Other routine and special activities of the Department prevented successful completion of the al planned programs

Training for local industry/stakeholder	3	2	2	Other proposed training programmes could not be carried out as it coincided with other activities of the Board
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- **Advert:**

2.3.4 Constraints

The constraints of the Department include the following

- most companies are not keen on improving upon their system and also implementing recommendations given during inspections
- delays in obtaining results from sample products sent to the lab
- lack of adequate space for increasing number of personnel
- inadequacy of logistics like computers, internet facilities and reference materials (books)
- fuel and transport constraints
- Funding of data collection, research activities and projects

2.3.5. The way forward

The way forward to enhance the operations of the Department includes:

- Training programmes for the local industries & other stakeholders should be frequent
- The authorized person's concept should be implemented
- Regulatory sanctions for non-complaints companies should be more stringent
- Industrial training should be sustained
- Efforts directed at completing the new FDB lab should be intensified
- The port services operations should be strengthened to prevent leakage unsafe products on to the market
- Uninterrupted internet services should be provided
- Adequate numbers of computers and other logistics including advert monitoring gadgets
- Use of the GcNet for import/export data generation should be encouraged

3.0 FOOD DIVISION

3.1 *Food safety and Nutrition Department (FSND)*

The Food safety and nutrition Department (FSND) consists of three unites namely

- Food evaluation and registration Unit (FERU)
- Food standards unit CFSU) and
- Food safety management (FSMU)

3.1.1 **Mandate:**

The mandate of the Department includes the following:

- Food product Registration
- Vetting and approval of permits
- Client counseling
- To assist the Board with the making of regulation in the form of guidelines and code of practice (COP) governing
- Ensuring the availability of relevant standards of Food products
- Periodically organizing seminars for officers under the division
- Training in HACCP
- Audit of the Food Safety Management systems in the Food industry
- Public education on Food safety issues
- Conduct specialized consumer complaints investigations.

3.1.2 **Extend of performance and achievement**

The extend of performance in 2006 are presented below as following:

- **Food evaluation and registration in percentages**

	PSRAFA	LMPSPR	IPSFR	IRP	RLPP	PFFTPO	RFP
Fruits	1	-					
Roots	0	-					0
Water	10	-	10			10	10
Meat	1	1	1	1		1	1
Cereal	7	8	7	8	8	7	7
Fats	6	7	6	7	7	6	6
Vege	4	4	4	4	4	4	4
Confec	12	13	12	13	14	12	12
Fish	3	3	3	3	3	3	3

Addictives	6	7	6	7	7	6	6
Dairy	7	7	7	7	7	7	7
Water	6	7	6	7	7	6	6
Drinks	37	43	38	43	43	38	38

- **Approved guideline / COP and forms**
 - code of practice for the production, packaging, Transportation, storage and sale of sachet water (DBGLOS/WAT 01/ 1-2 2006)
- Finalized the following approved guidelines/ COP and forms
 1. Code of practice for the production, packaging transportation storage and sale of sachet water (FDB GLO5/WAT01/1-2006)
 2. Code of practice of the production, packaging, transportation, storage and sale of bottled water (FDBGLO5/WAT 02/1-2006)
 3. guidelines for handling of Food poisoning outbreaks(FDBGLO5/FPO/12006)
 4. Guidelines for making health claims on Food (FDBGLO5/HCO1/012006).
 5. Guidelines for making nutrition claim on Food (FDBGLO5/NCO1/012006)
 6. Guidelines for importation of Food assistive and ingredients (FDBGLO5/IM02/1-2006)
 7. Import permit for Food ingredients\ additives (FDB/FM05/IM/05)
 8. Information on Food additive/ingredient(FDB/FMO5/IM/04)
- **Developed new guidelines/code of practice**

Developed new guidelines/codes of practice

 1. guidelines for the destruction of Food unfit for human consumption (FDBGLO5/DESTO1/1-2006)
 2. Guidelines for developing a recall plan for Food products (FDBGL05/RPLAN/1-2006)
 3. Guidelines for establishment of a Food service facility (fdbglo5/efi02/12006)
 4. guidelines for operations of Food service facilities (FDBGLO5/FSE 02/1-2006)
 5. Application for operations permit for Food service facility (FDB/FM05/LOC/O4)
 6. Guide for the investigation of Food poisoning outbreaks(FDB/FMO5/FPI/1-2006)
 7. Guidelines for monitoring the fortification of wheat flour and vegetable oil (FDB/GLO5/FF01/1-2006)

8. Guidelines for the implementation of good warehouse practices (gwps)
(FDBGLO5/GWP/1-2006)

- Organized ten (10) seminars on issues pertaining to Food safety and regulation
- Five (5) Food service stakeholders meeting were held to discuss point FDB—GTB collaboration and the new operational licensing protocol.
- Zonal officers were trained in hotel restaurant audit protocols.
- 197 out of 697 of hospitality facilities across the country were audited. • Celebration of the national Food safety week at Bolgatanga
- Public education in Food safety management:
 - two to talk shows were held GTV and TV Africa
 - one was held city fm
- Audit of catering facilities in 2nd cycle school with support from FAO
- Two consumer complaints investigated
- Internal training in Accra for new FDB staff Food division
- five Food processing plant were audited
- Two training programmers for eho in the role of EHOs in ensuring Food safety in the Food service industry were carried out
- Two groups of pineapple processors trained in the central region. Manlessim and ayensndo near elimina.
- Training of staff of the Food division of the Board on Food labeling and registration requirement
- Training of importers and manufactures of Food products for the southern sector of Food labeling and registration requirements

3.1.3 Constraints

Inadequate logistic, computers, vehicles and telephone are the main constraints of the Department.

3.1.4 The way forward

The way forward to improve the operation of the Departments includes the following:

- With the influx of sub-standard and imitated products on the markets, the Board must intensify measures to prevent shoddy Food products from being imported into the country.
- Officers must be trained on topics such as Food packaging, Food standards and Food assessment in order to enhance their evaluation of Food products.
- Additional computers and printers for the Department
- Clients do not seem to appreciate the issue of Food grade materials and non-Food grade materials. This issue should be taken seriously. Applicants must be requested to provide comprehensive information on packaging materials, when submitting products for registration.

- More sensitization programmes must be held for the public in order to educate them on their right to access product information as well as safe and wholesome Food.
- The Board must find a more effective way of making the public aware of registration requirements and process.
- The Board may speed up the gazeting of its guidelines in order to provide guidance to clients.
- The Board may provide technical training for staff on development of guidelines and codes of practice.

3.2 Food Inspectorate

3.2.1 Mandate

The mandate of the Food inspectorate includes the following:

- Inspection of Food manufacturing facilities, Food storage facilities and slaughter facilities
- Monitoring of Food products on the market
- Food advertisements
- Investigations of consumer complaints

3.2.2 Expectation for 2006

The expected activities for 2006 include:

- Inspect for GMPs compliance all local Food manufacturing or processing facilities that have applied for the registration of their products
- Inspect for GWP's compliance storage facilities of companies that have applied for the registration of their imported Food products.
- Food advertisements
- Investigate all consumer complaints that are brought to the attention of the Board.
- Vetting all Food advertisement applications
- Supervising the destruction of all wholesome or expired Food product

3.2.3 Extend of performance and achievements

The extend of performance and achievement are presented below

Achievements	Expected output	Actual outcome	Variance	Remarks

Premises inspections	210	125	85	Inadequate transport
Insp. Of warehouse	300	250	50	Inadequate transport
Insp. Of retail	38	35	3	inadequate

Consumer complaints	78	73	5	Inadequate transport
Destructions	31	28	3	
Vetting of advertisement	143	143	0	

Insp. Of cold storage facilities	197	138	59	Inadequate means of transport
Insp. Of meat shops	110	65	45	Inadequate transport
Training workshop	7	5	2	Reluctance of stakehol

3.2.4 Constraints

The constraints of the Department include the following:

- Inadequate means of transportation
- Lack of office space
- Lack of protective clothing for supervising destructions and inspecting cold storage facilities

3.2.5 The way forward

The way forward to enhance the operations of the Department includes:

- Increase number of field vehicles
- Provide uninterrupted telephone services
- Provide protective clothing for destruction exercises and inspection of cold storage facilities
- Expedite action on the new site to solve office space problem.

3.3 Industrial support services Department

The Department was set up in January, 2005 to give support to industry through training and implementation of safety and quality management systems

3.3.1 Mandate

The mandates of the Department include the following:

- Training in GMP and HACCP
- HACCP installation
- Industrial support to SMEs
- Collaboration with district assemblies (EHO)
- Projects: Food fortifications and Universal salt Iodations

3.3.2 The extend of performance and achievement

The Departments' extend of performance and achievement in 2006 includes the following:

- **Training and workshops**

5 training sessions in GMP involving CCBGL (Accra and Kumasi), voltic Co, palm oil processors and exporters and EHOs.

4 HACPP Training & 5 installations - CCBCG, Promasidor, Nkulenu Ind. Aquafresh ltd and GOPDC

3 Sensitization workshops for GPRTU Guards on enforcement of the salt iodations law - . Ho, Cape coast, and Accra

- **Management of safety and quality of palm oil and Food alerts**

213 palm oil samples from 78 cos sampled for sudan dyes test.

Six samples (2.8%) positive for sudan dyes

Permits issued: 207 for palm oil exports

19 pack houses audited on GMP in compliance with EU decision 2005/40/EC.

Zero Food alerts on palm oil for 2006.

One stakeholders seminar conducted.

62 Food alerts on aflatoxins (kebab sauce, melon seeds) benzopyrenes (smoked fish)

Most cos not traceable due to incomplete local address

- **Universal salt iodation (USI) project** Participated in 4 committee meetings.
 Conducted one nationwide audit of 63 police checking points for enforcement of sale and distribution of iodated salt
 Conducted a survey of iodine status of salt on sale or in storage in 17 market, shops and warehouses in Accra
 Monitored the iodine status of salt in restaurants and hotels in greater Accra
- **National Food fortification project**

 GAIN-FBD Grant agreement signed.
 MOU between FDB and flour and vegetable oil millers signed.
 Budget, implementation and procurement plans accepted by GAIN.
- **Food industry audits**

 Conducted 6 GMP audits (volic, CCBCGL, GOPDC, Apex water ltd, EuroFood ltd, and De united Foods, Nigeria ltd.
 Recommendations made for continuous improvement.
- **Street vended Food**

 Member of the Ghana coalition of the crop post harvest project (CPHP) sponsored by the DFID for the development of Food safety modulues for the street Food sector.

 The Department also participated in an international conference on informally vended Foods (IVFs).

3.3.3 Constraints

The constraints of the Department include:

- High level of illiteracy of most participants making communication in English difficult
- Delays in dispatch of invitation letters to participants
- Unavailability of transport for sampling from pack houses
- Lack of sampling bottles and kits
- Delays in analysis and release of laboratory Results
- LI yet to be passed on the Gain project
- Tax rebate on items to be used in the fortification of wheat flour and vegetable oil yet to be granted by MOFEB
- Weak per-requisite programmes of SMEs
- Lack of resources and adequate infrastructure in most SMEs to support PRPs.

3.3.4 The way forward

The way forward to enhance the operations of the Department includes the following:

More training programmes be conducted in GMP and HACCP to cover all sectors of the Food industry.

- Installation of Food safety management systems based on HACCP principles in medium to large scale processors and packers
- Training in labeling requirement, batching, documentation, record keeping and traceability for continuous compliance
- Sensitization of market women to desist from adulterating palm oil & assessing the Sudanese status of oil in the local markets.
- Need to push to have the LI passed as a matter of urgency for further disbursement of the GAIN funds.
- Sensitization programmes on the need to consume iodide salt.
- Need for more staff for the challenging work of the Department.
- Provision of one more PC to enhance efficient and work
- Staff attachment and training programmes in institutions of similar status will enhance effectiveness of staff.

4.0 `Laboratory services Department

The laboratory carried out activities by in support of FDB's regulatory functions

4.1 *Mandate*

The mandate of the Department includes the following:

- To establish by testing, whether a given sample of product, either locally manufactured or imported, conforms to required specifications and whether packaging is adequate.
- To examine products suspected to be of questionable efficacy or safety, and to demonstrate and document any evidence of deterioration, contamination or adulteration.
- To check stability of product under local condition of storage
- Evaluate data supplied by manufacturers concerning product performance.
- Determine whether the product label provides appropriate and clear instructions for use.
- Advising on planned purchases of medicines within the public sector .
- Perform tests on other products such as medical devices, condoms, drinking water.
- Take part in inspecting the QC laboratories of the pharmaceutical industry.

- Conduct research and train analysts.

4.2 The extend of performance and achievement:

- **In product Testing**

Sample type	Received	Analyzed	Not analyzed	Passed	Failed
Allopath Drugs	1025	873	152	779	104
Vet. Drugs	9	7	2	7	0
Food (p.oil)	1139 (196)	1125 (193)	14 (3)	1085 (186)	40 (6)
Cosmetics	413	385	6	355	52
h. hold	52	49	3	49	0
Herbal	298	285	13	199	86
Devices	488	482	6	465	17
Total	3,620	3,399	199	3125	305

- **Project undertaken**

During year under review, the laboratory participated in a number of projects:
 quality assessment of toothpastes on the Ghanaian market in collaboration with GHS Chief Dentist's office
 Quality assessment of ciprofloxacin tablets on local market
 Screening of creams and lotions for hydroquinone and steroids

- **Laboratory capacity development**

Two technologists attended industrial attachment programme in India
 One senior analyst attended laboratory management training in south African
 One senior analyst attended a workshop in ISO 9001 and ISO 17025 at GAEC in accra
 One senior analyst attended a training workshop on statistics in clinical trials at Legon
 Two technologists attended a training workshop in micro-nutrient analysis in south Africa
 Four in-house seminars were organized in laboratory-related topics

- **Laboratory accreditation**

The laboratory's system QMS was pre-audited by the WHO as part of the latter is laboratory pre-qualification programme under the global fund's QA programme for ARVs, anti-malaria and anti-TB Drugs procurement by developing countries

The laboratory is currently addressing the recommendations made by the auditors for a final audit before the end of 2007

4.3 Constraints

The constraints of the Department include:

- Laboratory's quest for accreditation
- The power outages affected negatively the smooth operations of the laboratory; efforts to install 24hr power supply should reach full completion
- Implementation of provisions of public procurement law
- Under staffing
- Growing demand for testing medical devices
- Limited space

4.4 The way forward

The way forward to effectively and efficiently operations the laboratory includes:

- The new building must be completed to give the laboratory that need impetus for accreditation and maximization of its potential
- The experience of key personnel in the laboratory should be utilized in local inspection of pharmaceutical and other industries
- In view of the enormous expenditure pattern of the laboratory, the laboratory seeks management's approval for design of detailed and cost-effective fees for laboratory tests.
- Management should dialogue with PPB to enable the Board source key laboratory inputs from reputable companies under PB law's provision for sole sourcing

5.0 Tema Port Office

5.1 Mandate

The mandate of the unit includes:

- Conducting physical inspection of designated products in accordance with FDL 305b (1992) with the intent to ensure product safety

- Ensuring product label compliance in accordance with General Labeling Rules Li 1541, Breast feeding promotion regulations 1667, and Unfair Trade practices Act etc
- Ensuring non-compliant products are referred to FDB management for action
- Ensuring that any other issue necessary for managements attention is treated as such

5.2 *The extend of performance and achievement*

The extent of performance and achievement are presented below:

Parameter	2004	2005	2006
Average monthly Clearance (Food)	–	–	200-430
Average monthly Clearance (Drugs)	–	–	186-249
Detentions Food Animal	–	191	539
Detentions Drugs Animal	–	24	43
Total detentions Animal	–	215	582
Revenue Collected	852,230 Million 1400	1,575,560 Billion 5400	1,624,900 Billion 4200

- Reasons for detentions includes
 - No or incomplete manufacture’s address No expiry date / production date.
 - Two-thirds 2\3 shelf life not valid
 - No batch identification
 - Food colors (especially confectionary) not declared
 - Incomplete or undeclared additive contents eg. Specific emulsifiers, antioxidants etc.
 - LI 1667 non-compliance
 - Non-registration FDL 305B
- **Food and Drugs products group quantities and the volume referred by CEPS (chemist) FDB Port office for designated products clearance – annual report for imports through Tema port for 2006. see appendix page**

5.3 Constraint

The constraints of the Units include the following:

- FDB need to come up with effective ways to evaluate products imported by supermarket “little of everything”
- FDB needs to come up with effective ways to evaluating indigenous Indian Lebanese and Chinese Foods.
- small to medium quantities of imported cosmetics (1-20 cartons etc).
- so called personal items (so-called non trade purposes).
- one-offs(abusers).
- Enforcing LI 1667 is still a challenge. Most imports are still label non-complaint and not registered
- Pacifiers, teats should be roped in for inspection in compliance with LI 1667.
- CEPS Gold card clearances (done without FDBs notice – what risk analysis is done)eg. Raw materials from Chin
- GREY AREAS /CEPS Chemist discretion /MOFA-GSB-FDB-EPA overlap.
- Sugar imports (change of brands).
- Incidental imports (once/twice annually).
- Use of FDB registration letters and certificates to clear finished products and raw materials
- 1-12 present future problems to FDB’s use of the GC Net . These constrains should therefore be regularized with all stakeholders for effective use of the GC Net.

5.4 The way forward

The way forward, to ensure effective monitory include the number of officers needed as presented below :

Container terminal	Number of officer needed	Job description and logistics
1. tema container terminal	2	- 1 to be at the final exit point
		-1 to carry out routine inspections -one(1) container officer
2. main port	2	- 1 to be at the final exit point -1 to carry out routine inspections -one(1) container officer -one(1) 4x4 wheel drive car -one(1) driver

3. mearsk container terminal	1	-1 to carry out routine inspections and check at final exit.
4. SCAN	1	-1 to carry out routine inspections and check at final exit.
5. SDV	1	-1 to carry out routine inspections and check at final exit.
ACT	2	-1 to carry out routine inspections and check at final exit.
TOTAL	9	--

6.0 Zonal offices

6.1 In pursuance of its constitutional obligation to regulate Food and Drugs in this country, the Food and Drugs Board embarked on expansions and decentralization exercise to bring its operations to the doorsteps of customers in all the ten regions of Ghana. To ensure maximum compliance with the Food and Drugs law (PNDC Law 305B, 1992) and the Food and Drugs amendments act (act 523, 1996)

In view of this, the Zonal offices were set up to ensure that all Food, Drugs, cosmetics, household chemicals, medical devices locally manufactured, imported, distributed, sold or used in all the regions are safe, efficacious and of good quality

6.1 Mandate

The mandate of the Zonal offices includes:

- Induct premises inspection
- Carryout post market surveillance (PMs) kexercise
- Conduct destination inspection at the takoradi port
- Monitoring of advertisements on Food products and Drugs
- Inspection of warehouses/cold stores within its jurisdiction
- Organize sensitization programmes, seminars, workshops, training programmes and workshops for all stakeholders in the Food and Drugs industry
- Organize radio/ television programmes to create consumers awareness on consumer safety
- Assist manufacturers and producers in the registration of their wares with the Food Drugs Board
- Offering of technical advice to both prospective manufacturers/producers and already registered ones

- Educating visiting students from the universities and polytechnics on Food and Drugs law
 - Inform all institution about current drug safety issues
 - Collect, validate and collate adverse drug report from onward submission to head office.
 - Identify important training needs for institutional contact persons in the zone.
-
- To-district sensitization programmes for District Assembly members and environmental officers on Food and Drugs issue
 - Intensification of PMS/premises inspections at district and community levels
 - PMS on expired, unregistered and unwholesome Food products and fake Drugs
 - Destination inspection at c port
 - Carry out radio programmes to create customer awareness on product safety
 - Monitoring of advertisements
 - Salt iodation sensitization programmes for security agencies
 - Monitoring of patronage of iodated salt by chop bar operators, restaurant operators and in the market places
 - Inspections of kitchen facilities of hotel/restaurants
 - Training of kitchen staff of second cycle schools
 - Sensitization on Food and Drugs safety issues for students of second cycle institutions

6.2. Takoradi zonal office

The Takoradi office operates within the geographical boundaries of the Central and Western regions

6.2.2 The extend of performance and achievement

PROGRAMME OF ACTIVITIES	EXPECTED RESULTS	ACHIEVED RESULTS	VARIANCE	REMARKS
Workshop/training programme for	11 districts were	7 districts were	4 districts namely,	The theme for the programme was “the

environmental health officers	expected to have been covered	covered namely Agona, Gomoa, Awutu Efutu senya, upper Denkyira, Awoin Suaman, Amenfi West and East	SAEME, jomoro, Ahanta west and Nzema East could not be covered.	role of environment health officers in enforcing the Food and Drugs law within the district” the office could not cover the 4 other district due to lack of funds
Training kitchen staff of second cycle schools	26	3	23	Although the office wrote to 26 second cycle schools, three schools (westley girls high school, ahantaman secondary school and takoradi secondary school) invited the office for the programme
Sensitization on Food and Drugs safety issues for students of first/second cycle institution.	26	6	20	The office wrote to 26 first/second cycle schools but only 6 schools (cape coast technical school, takoradi secondary sch., mary queen of peace basic sch., ahantaman secondary sch., G.S.T.S. and st john secondary sch.,) invited the office for the programme.
Premises inspection on filtered water facilities		65		The office carried out 65 inspections on filtered water facilities in the year, 43 in western region and 22 in central region. (see appendix 1)
Premises inspection on beverage facilities		19		A total of 19 premises inspections on beverage facilities were

				conducted in 2006. 12(7 alcoholic and 5 nonalcoholic like fruit juice and chocolate drink) of these were in the central region whilst 7 (6 nonalcoholic like fruit juice and chocolate drink and 1 alcoholic) were in the western region
Premises inspection on other Food manufacturing facilities		3		The office inspected the premises of holy Trinity Jam/Marmalade, jinaks shito, and crude black molasses in the year under review. All these were in the western region
Premises inspection on herbal medicine facilities		18		The office inspected a total of 18 herbal manufacturing premises in the year under review. 10 of these were in western region whilst 8 were in central region.
PMS on Food product shops		43		The office conducted PMS on 33 shops in the year under review. An amount of 20,829,650 worth of expired and unwholesome Food products were confiscated and destroyed. (see appendix 2)
Artesunate/amodiaquine withdrawal		33		

Training programme for Ghana institute of freight forwarders (GIFF)		1		A day sensitization programme was held on 12 September 2006 for Ghana institute of freight forwarders (GIFF) to educate them on the regulation of
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				importation of Food and Drugs
Meeting with CEPS & GSB		1		At the request of CEPS , the office held a meeting with the officials of CEPS and Ghana standard Board on procedure for approval of importation of meet and meat product on 10/11/2006. (ref. notice from veterinary service that all importers of meat and meat product should register with the Board)
Monitoring of universal salt iodation				The office in conjunction with environmental health officers embarked on a monitoring/sensitization programme on salt iodation at market places, shops, warehouses, chop bars and restaurants in the western and central region from 15 – 22/11/06

Sensitization programme for CEPS/Police officers on SOPs for handling seized non-iodated salt		36		These were along takoradi –elubo high way and its surrounding, takoradiassin fosu high ways and takoradi-dunkwa offin high way on 22/09/06, 26/09/06 and 4/10/06 respectively.(average 3 policemen at each check point)
Sensitization meeting with herbal producers in awoin suaman district				The office held a day’s sensitization meeting with herbal producers in enchi and its surrounding villages to
				enlighten them on the need to register their product with FDB to ensure the safety of the consuming public on 20/10/86
Hotel and restaurant inspection.		28		The office inspected the kitchen facilities of 28 hotel /restaurant from 11 th to 20 th December 2006 in line with GTB FDB collaboration . 2 hotels were not recommended. (see appendix III)

Consumer complaints		13		<p>During the year under review the office received 13 consumer complaints; 3 on Drugs (Vitalex-C, amoxyallin, feromin syrup), one cosmetics (kdark and lovely regular conditiona , k8 on Food product (pamplemouse cocktail de fruits, aseda nso, don simon vit. C voltic cool pac, aduss filtered water, high moon filtered water glory cream crackers, butter scotch candies) and one on alcoholic beverage modingo bitters. Complaints were investigated. The monies for the complaints used to purchase the product were also refunded by the shop owners.</p>
Radio/television programmes		23		<p>The office carried out 16 radio and 7 television educational</p>

				<p>programmes on Food and Drugs issues during the year under review. The tv programmes were on sky television and tv 3. for the 16 radio programmes 7 were in takoradi (good news fm, melody fm, kyzz fm, radio max, sky power fm, twin city radio, rok fm,) two were in tarkwa (dynamit fm, and space fm.) one was in dunkwa (sparks fm) 4 in cape coast (radio central,, ATL fm, radio valco, and yes fm) 1 in swedru (golden star fm) and one in enchi (mazz fm)</p>
Destination inspection at takoradi port		55 products were inspected		<p>Of the 55, 7 Food products (namly: dolce vita grape juice, african malt, baron simon, sangria don simon, don simon mandana fruit, tantan sardines, and coffee candies) and 5 cosmetic products (namely: optimal relaxer crème, black and red perfume, bebe 'n' mama pomade, body white gel and cocoa skin crème) were sent for registration. 35 were already registered products and 8 were detained at the state warehouse.</p>
Monitoring of advert				<p>The was significant improvement in complying with the ban</p>

				on adverts following a meeting with the
				western and central regional police commanders and the CEOs of the radio stations. (this was at their request) one CEO and two presenters were invited by the police for violating the ban.
Forum on temporary ban of drug advertisement		2		The head office in collaboration with the zonal office held two forums on 18 th and 19 th September 2006 in Cape Coast and Takoradi respectively for all stakeholders in the drug industry to deliberate on the temporary ban of drug advertisements and the way forward.
Revenue generation				The office generated ₵231,250,000.00 and \$1,500 as its total revenue for the 2006 operational year (appendix IV)
Elubo post				Elubo post generated ₵16,550,000 Grand total = ₵261,600,000.00

6.2.3 Constraints

The main constraint the office faces include:

- The inability to receive prompt response on the status of products submitted to head office for registration

- Lack of adequate permanent technical staff
- Delay in re-imburement, which results in constant deferral of zonal programmes. It also results in a cycle of depleted funds where received funds are all spent on huge accumulated bills. Programmes and planning are affected.
- Lack of adequate computers
- Delay in taking delivery of products at state transport company (STC) yard in Accra, which may affect the quality of the products.

6.2.4 The way forward

- Products that have been registered by the Board should be published in the National dailies on quarterly basis so as to help consumers to differentiate between registered and unregistered products
- Information concerning the operations of the Board such as registration requirements, registration fees, registered products, etc. must be available on the Board's website to be easily accessed by prospective producers, importers and the general public since most of them (particularly importers) are ignorant of the laws governing the importation of Food and Drugs products.
- Food safety management training for Food service providers should be sustained.
- There should be increment in the budgetary allocation to the Takoradi office as a chunk of the offices allocation goes to finance the Elubo post and thus the office cannot meet the cost educational programs on schedule. Increment in funds will also allow for more media participation in our programs
- Samples sent through STC should be given urgent attention
- Timely re-imburement of our allocation of funds would boost the office's efforts in achieving set goals and targets.

6.3 Kumasi zonal office

The Kumasi office operates within the geographical boundaries of the Ashanti and Brong Ahafo regions.

6.3.1 The extend of performance

The following were the extend of performance during the period under review in Ashanti and Brong-Ahafo Region.

Ashanti Region:

- 6 out of 17 Warehouse inspections were conduct
- 4 out of 6 training programmes for local Food manufactures and butchers were organized
- 6 Consumer Complaint were investigated (As and when necessary)
- 3 PMS at market and shoring areas around Adum, Sepe, Dichemso, Buokrom, Central Market,Kejetia, Ashinsan atonsu, Bompta, Asafo-adum road, ahodwo, Bantama, abepo junction, santasi, suame Old Tafo were carried out
- 85 out of 90 Pre- licensing inspections were conducted
- 47 out of 55 follow – up inspections were conducted
- 2 out of 5 Audit inspections were carried out
- 12 out of 16 Unannounced inspections were conducted
- 3 Product recall (As and when necessary)
- 3 inventory of expired Drugs -3 were carried out
- 2 Disclaimers
- 7 out of 12 Consumer Educational programmes were carried out
- 6 Safe Disposal of expired and unwholesome products were carried out
- 18 out of 42 inspections of Food Service providers were conducted

Brong-Ahafo Region:

- 9 out of 15 Pre-licensing inspection were conducted
- 9 out of 15 follow-up inspections were carried
- 3 out of 5 Audit inspections were conducted
- 31 unannounced inspections were carried out as against 30 targeted
- 4 out of 4 sensitization programmes for EHOs and Butchers were organized
- 5 PMS at Kwame Danso, Ejura, atebubu, Nkoranza, techiman were carried out

6.3.2 Finance Revenue

JANUARY ¢ 30,400,000.00	FEBBRUARY ¢ 29,750,000.00
MARCH ¢ 34,950,000.00L	APRI ¢ 18,700,000.00
MAY 21,050,000.00	JUNE ¢ 43,000,000.00
JULY ¢ 18,500,000.00	AGUST ¢ 40,050,000.00
SEPTEMBER	OCTOBER

¢44,500,000.00

¢ 66,300,000.00

NOVEMBER

DECEMBE

¢ 36,150,000.00R

¢12,750,000.00

FINNACE - EXPENDITURE

JANUARY

FEBRUARY

¢ 2,067,000.0

23,575,382.00

MARCH

APRIL

¢ 10,366,490.00

¢ 30,116,723.00

MAY

JUNE

.....

¢ 31,204,686.00 JULY

¢ 30,522,892.00

AGUST

¢29,269,566.00

SEPTEMBER

OCTOBER

2,907,250.00

¢ 28,911,812.00

NOVEMBER DECEMBER

FINANCE

TOTAL EXPENDITURE = 245,135,495.00 TOTAL

REVENUE = 399,750,000.00

6.3.3 Achievement

- The Kumasi office Met set targets to a very large extent within the context of available resources.
- Sensitized operators of bakeries
- Sensitized the operation of fresh yoghurt producers
- Inspected the facility of Food service producers within the Kumasi metropolis leading to improve hygiene and catering practices

6.3.4 Constraint

The constraints of the Kumasi office include:

- Inadequate Staff strength

- Inadequate and irregular financial support
- Inadequate office accommodation
- Lack of reference materials
- Updated product registers
- Information exchange

6.3.5 The Way Forward

The way forward to improve the operations of Kumasi office includes:

- ening the zonal office :manpower and financial
- Positioning the zonal offices as visible and realistic face of FDB
- Defining the status of the zonal office in FDB's organogram
- Ensuring uninhibited flow and exchange of information between the zonal office and Head Office

6.4 Ho zonal office

The Ho office operates within the geographical boundaries of the Eastern and Volta Region.

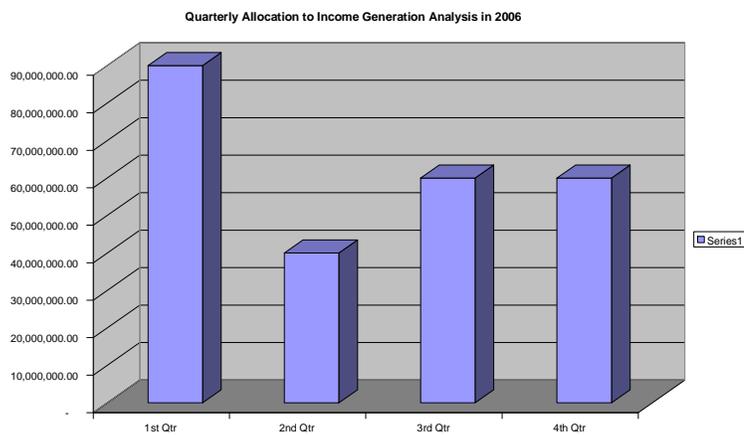
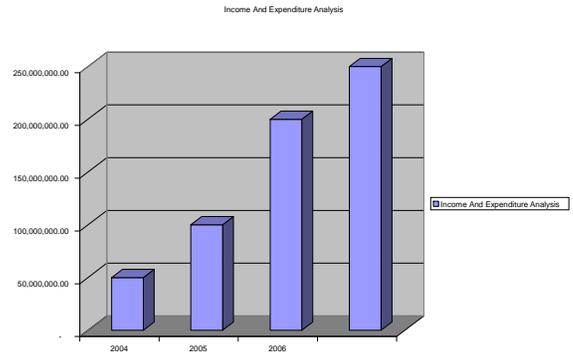
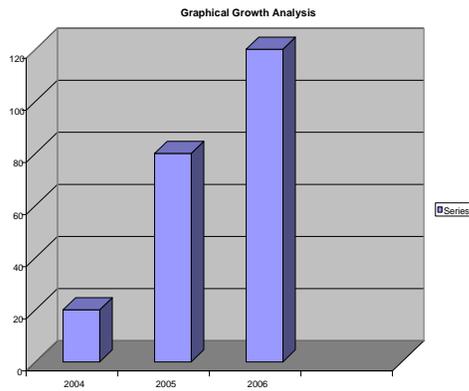
6.4.1 The extend of performance and achievement

ACTIVITY	EXPEC TED	OUT PUT	PERFOR (%)	REMARK
Facility inspection				the number of new facilities were less than the estimated number some manufactures closed their facilities
- Food facilities	130	73		
- Drag facilities	50	18		
- Food service operators and - Total	180	119	66.1%	

Training and sensitization <ul style="list-style-type: none"> • sachet water producers • Herbal Drug Manufactures • Optometric producers • Sensitization for shop operators • Environmental Health officers • District Assemblies 	<p>4</p> <p>4</p> <p>2</p> <p>8</p> <p>2</p> <p>2</p> <p>34</p>	<p>1</p> <p>1</p> <p>-</p> <p>-</p> <p>-</p> <p>- 1</p>	<p>25%</p> <p>25%</p> <p>-</p> <p>-</p>	<p>Due to lack of funding the office re-adjusted the programs hence could do one for water producers in the eastern region and one for herbalist in Volta region</p> <p>Strategic, presiding members and DCE's of all 15 district were present</p>
Post market surveillance <ul style="list-style-type: none"> - Food products - Drug and cosmetics 	<p>80</p> <p>60</p>	<p>54</p> <p>38</p>	<p>67.5%</p> <p>63.3%</p>	<p>Lack of funding to support the trips to outside district</p>
Product registration <ul style="list-style-type: none"> • -number of products expected to be register • -registration application expected to head office • - new application expected to be initiated 	<p>40%</p> <p>55%</p> <p>97.5%</p>	<p>Some of the clients could not submit all the needed documents</p>	<p>Some of the client can not submit all of their document</p>	

ACTIVITES	EXPEC TED	ACT UALS	PERFOR MANCE (%)	REMARKS
Public education <ul style="list-style-type: none"> - Radio Talk Show Press release 		<p>2</p> <p>11</p>	<p>8.3%</p>	<p>Lac of funding</p>
Monitoring <ul style="list-style-type: none"> - Drug safety monitoring sensitization prog for institutional contact Persons (ICPs) - salt lionization monitoring - police and CEPS check points - markets - Food Service Facilities 	<p>2</p> <p>-</p>	<p>- 2</p> <p>15</p> <p>24</p> <p>28</p>	<p>-</p>	<p>Lack of funding</p> <p>73% were iodated</p> <p>100% of all FSF inspected were using iodated salt</p>
Destination inspection - consignment released		<p>12</p>		
Consumer Complaint		<p>8</p>		<p>All were investigated and necessary actions taken</p>

- The office could not meet its set target for the year 2006. it however successfully implemented most of its sensitivity activities with the resources available
- The office has secured a space for the establishment of the Aflao Boarder post, which will soon be operational



6.4.2 Constraints

The constraints of the Ho office include the following:

- Lack of funding for the budgeted programs of the office
- The moneys for the running of the office do not come in regularly and are highly capricious
- Lack of registration numbers on imported products as well as some local products
- Lack of access to an updated list of registered products
- Some local manufactures after getting their product register take same month to put their numbers on the label on their products
- The zonal office charges facility licensing fees as advertised by the Board on the 5th April 2005 Edition of the Daily Graphic whilst the changes at the Head Office. This sometimes result in some client complaining of been cheated.
- The office has only two permanent regulatory officers. This considering the size of the zone is inadequate.
- The office currently has only one driver though there are two vehicles
- The absence of officers at the Aflao Border Post makes regulation of imports difficult.

6.4.3 The way forward

- A more predictive way of funding of the activities of the zonal office should be adopted to aid the office use whatever resources available to it in more an efficient way.
- The budget for the zonal office should be approved and communicated back to this will enable the office decide on which program can be undertaken and which can not.
- It is hoped that when the Aflao Border Post becomes operational, there would be a better control of regulated products coming into the country.
- The Aflao Boader Post would help improve our income generation.
- Since all the offices of the Board are connected to internet, a web page for the list of registered products can be created for the use of all offices. This should be done in format that will enable quick such for item.
- A wireless internet access can also be adopted for offices on the field to be able to take informed decisions on product during PMS.
- The office recommend for the three retrained national service person and one additional pharmacist to brief up the manpower need of the office.

- The office still has only one driver hence required an additional driver.

6.5 *Bolgatanga zonal office*

The Bolgatanga office operates within the geographical boundaries of the three northern regions viz Upper East, Upper West, and Northern Region

6.5.1 The extend of performance

Some of the activities and the targets set are in the table below;

Programmed activities	REGION		
	UE/R	UW/R	N/R
Inspections (audit, pre-1,f-ups)	137	63	73
Post Market Surveillance	70	50	60
Consumer Education	14	8	10

The extend of performance: in UE/R

Programmed activities	Target	Achievement	Variance
inspection			
Pre-licensing insp.	19	14	-5
Audit inp.	19	26	+7
	38	37	-1
Unannounced	56	57	+1

In N/R

Programmed activities	Target	Achievement	Variance
inspection			
Pre-licensing insp.	12	6	-6
Audit inp.	22	24	+2
Follow-up insp.	15	9	-6
Unannounced	12	12	0
PMS	60	56	-4

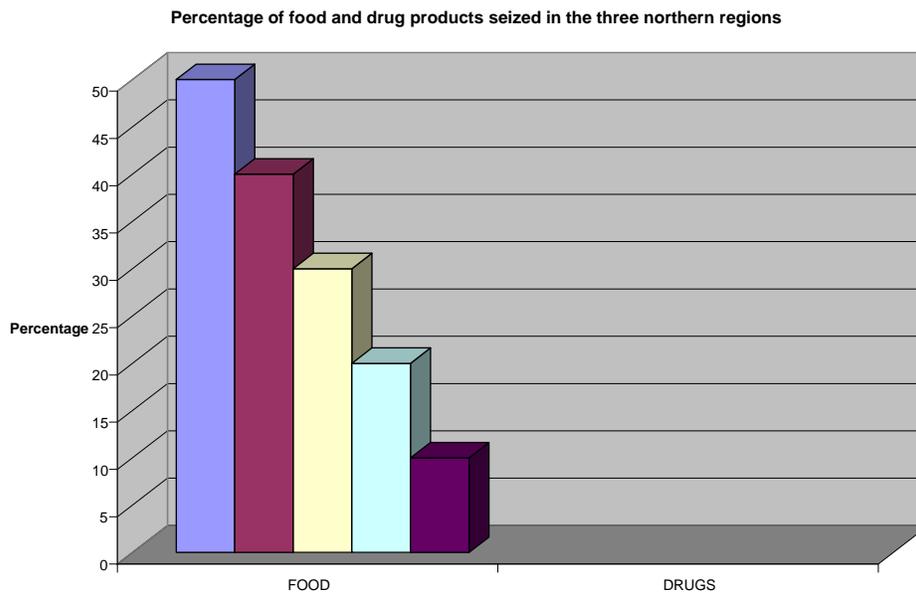
In UW/R

Programmed activities inspection	Target	Achievement	Variance
Pre-licensing insp.	15	11	-4
Audit insp.	12	11	-1
Follow-up insp.	15	9	-6
Unannounced	10	16	+6
PMS	50	44	-6

6.5.2 Achievement

Table 1; Food & Drugs products seized during PMS

REGION	FREQUENCY OF PMS	SHOPS WITH SIEZED ITEMS		PERCENTAGE	
		FOOD	DRUGS	FOOD	DRUGS
UE/R	63	106	36	36.6	30.3
N/R	56	96	52	33.1	43.7
UW/R	44	88	31	30.3	26.05
TOTAL	163	290	119	100	100



Category of inspection	No. inspected	No recommended	% recommended	% not recommended	% suspended
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Restaurants/hotels/gust house	21	15	71.4	28.6	0
Chop bars	12	4	33.3	25	41.7
Drinking bars/Foods	6	0	0	50	50
Canteen	6	2	33.3	16.7	50
Feast Food	4	0	0	100	0

- Similar inspections will be conducted in 2007 for the Northern and upper west Region.
- Base line assessment of Ghana school feeding programmes
Survey covered Ten (10) schools in the Upper East Region
Total enrolment of students under this programmes stands as 6295 pupils in the Region
- Some Food safety non-compliances were observed during the inspections
- Following the ban on advertisement and the stringent measures put in place by the Board, all the adverts heard on the radio stations are approved ones and are made appropriately.
- Radio stations cross check the authenticity of all adverts at zonal office before they air them.
- The northern zonal office took its turn in hosting the National Food Safety week celebration. The week was successfully celebrated with the team “YOUR FOODBUY RIGHT, EAT RIGHT, LIVE RIGHT.”
- A team of officers from the Head Office and the Kumasi zonal Office assisted offers at the Northern zonal office to carry out this exercise.

Radio Talk Shows

<u>Language</u>	<u>frequency</u>
• English	15
• Kassim	5
• Grunnie	8
• Kusal	5

- five(5) consumer complaints were received under the period of review
Three on filtered sachet water: impurities in water
One on conned Peak Milk (300ml):- milk was bloated and leaking with a foul smell even not expired.
One on a fanta product: - a strew was found in a cocked fanta bottle. •
- destruction of Drugs at upper west regional medical stores
- 158, 018966.20 worth of expired Drugs were destroyed.

- ③ safety monitoring workshop ii. The Board organizes a training program for Pharmacist, Nurses, and other health workers in the upper West Region, Upper East region and Northern Region.
- iii. Participant after the training were to serve as contact persons for the serve as contact persons for the pharmacovigilance unit of the Board.

6.5.3 Constraints

- difficulty in effective regulation of adverts in the Northern and Upper West Regions,
- large landmass of zone hence leading to high fuel cost and tear and wear to vehicles,
- exorbitant charges at radio (FM) stations for consumer education programs,
- Bad retail practices of salt sellers leading to most market salt in the zone having low-level of iodine.
- Inadequate number of PCs (computers) e.g. the regulatory office has only one Pc.
- inadequate finances to effectively carry out programmes,
- low industrial activity in zone hence low revenue generation,
- Increase supply of Chinese products especially aphrodisiacs across border into the zone eg 'Herbal Viagra'.
- some matrons also serve as suppliers in some of the school on the school feeding programmes, hence a compromise on Food safety measure
- In most of the schools, Food is prepared in open spaces.

6.5.4 The way forward

- The amount of finances to the zonal office should be increased.
- Additional PCs for the office, at Pulmakrom to help stop or minimize smuggling activities of unregistered products in the zone and also generate revenue,
- The establishment of office in the Northern Region, Tamale to effectively to ensure the Board's regulatory activities

7.0 Administration Department

The Administration Department of the FDB is the main support wing of the Board The support service includes:

- General Administration
- Human Resource Management
- Procurement and stores
- Transport
- Estate Management

- Security
- Researcher and MIS
- Communication and PR

7.1.0 Overview of performance

- The over all performance of the Department was mixed, but more on the positive side.
- Change in portfolio holders

7.1.1 General administration

- The Board's overall secretarial work including dispatch and receipt of letters and documents were effectively and efficiently managed by this unit.
- It also provides the interface between the head office and the zonal offices.

7.1.2 HR

The HR functions of the Board are executed through this unit.

- As at December 2006 the staff strength at the Board stood at 180 full time employees;
- The breakdown is as follows:
- 25% support staff and
- 75% technical or core staff.
 - Development of the knowledge skills and abilities of the staff is a major HR function and a number of staff across Board benefited from various training programmes during the year.

7.1.3 Procurement and stores

- Beside salaries, the Board's major expenditure was resorted in the procurement of inputs for its regulatory functions.
- The Board's main source of funding its procurement was IGF since government releases for service activity was not only inadequate, but was not timely released.

7.1.4 Transport

- In 2006, the Board continued to make significant investment into the acquisition of vehicles with the addition of 2 double-cabin Toyota Hilux Pick-ups to the fleet of 11 saloon cars, 24 pickups, 1 bus and three 4-wheel station wagons.

7.1.5 Estate Management

- The Board operates from rented offices nationwide, with high rental charges.
- It owns only two residential properties in Takradi and Bolgatanga.
- None of the top-management of the Board is housed in official bungalow.
- Progress of work on the new Head office complex quite behind schedule, but when completed may solve most of the office accommodation need of the Board.

7.1.6 Communication and pr

- This is a crucial area, an interface between the Board and its stakeholders, particularly consumers, and business entities.
- 2006 was robust, with media sensitization of the public on the function of the Board.

7.1.7 PRIMS

- Development of the proposal for the Board's strategic plan
- Installation of Anchor House internet connectivity
- Installation of IT equipment at Elubo office
- GC Net Project
- Hardware requirement procured
- Training of selected staff on software usage

7.2 Constraints

- The constraints of the Administration Department include:
- Inadequate staff strength to execute decentralization strategy of Board
- Inadequate office and residential accommodation.
- payment of competitive salary and other forms of remuneration packages
- Maintaining organizational culture and discipline as FDB grows and expands.
- high cost of maintenance and running cost of vehicles
- delayed implementation of GC Net due to accommodation issues
- Misuse and abuse of vehicles
- Fragmented office accommodation with high maintenance costs-Anchor House, Civil Servants Association building, zonal office, etc.
- Training-inadequate funding for further training from MOH
- Lack of inter-Departmental collaboration.
- Identification of training needs-training records of all individuals for follow-ups
- Service scheme not available currently, existing needs to be reviewed

- Promotion –huge numbers of staff due for promotion
- Staffing of zonal and Boarder post- the role of Divisional heads (need to workout rotational schedule for post).
- IT issues of the Board not properly lodged at PRIMIS for effective coordination

7.3 The way forward

- Completion of New site to curtail problems and cost of maintenance of rented premises.
- Need to devise new way of financing our training programmes.
- Control of movement of vehicles-pooling of vehicles
- Need for judicious use of vehicle
- To meet the growing regulatory challenges facing the Board there is the need for additional 10 pick-ups and three saloon cars.
- Proper IT coordination within the Board
- Strength ring collaboration between Departments of the Board
- Speed up the completion of the conditions/ scheme of service for the Board

8.0 Internal Audit Unit

8.1 Mandate

The legal mandate of the IAU is derived from the internal audit agency act 2003, act 658. Sec.16 (1) says “ there say be established in each MDA/MMDA an internal audit unit which shall constitute a part of the MDA/MMDA.”

Sub (2) says there shall be appointed for each internal audit the personnel required to ensure an effective and efficient internal auditing of the MDA/MMDA.

Sub (3) says that an internal audit unite established under

sud (1) shall in accordance with this act and standards and producers provided by the agency “carryout an internal audit of its MDA/MMDA and shall submit report on the internal audit its carries out to the director –general of the agency”.

Sub (4) the internal audit unit of an MDA shall submit a copy of its internal audit report to it management body and such other persons as it required submitting the report.

8.2 Expectation for 2006

During the period under review, the IAU planed the following:

- Audit of account-ravenous
- Expenditures
- Stores verification/stock taking
- Audit of fuel/transport
- Pay roll audit
- Zonal offices audit
- Procumbent audit
- Performance audit

8.3.0 The extent of performance

During the period under review, the internal audit unit carried out the following audit function:

- Audit of accounts – on quality basis
 - Revenues: GCRs resisted
 - Bank lodgments / pay in slips
 - Bank recon/bank statements
 - Revenue cashbooks
 - Expenditure: pre-payment audits
 - Post-payment audit reviews
 - Expenditure cashbook
- We carried out a continuous store verifications of all items purchased during the year. We were however unable to undertake a physical stock count as at 31st December 2006 as planned.
- The audit of fuel purchase and usage as well as transport for 2006 has just been completed and finding is yet to be disclosed with management.
- Audit of zonal office was successfully carried out for 2006.

8.3.1 Activities not carried out

The Unit was unable to carry out the following audit activities planed:

- a. Full stock taking
- b. Full procumbent audit
- c. Full performance audit
- d. Full Payroll audit

8.4 Achievements

- Audit of zonal offices has created an environment for accountability of zonal offices so far. Zonal offices are performing well.
- There is improved awareness of audit implications in all financial transactions
- 2nd & 3rd Qtr-2006 reports are being finalized.
- The 4th Quarter and annual audit report are being prepared.

8.5 Constraints

Delayed submission of books of accounts & records to internal audit unit

- Leading to the late preparation and submission of reports to Management and the internal Audit Agency

- Release of Funds.

Non-retirement of accountable impress especially dollar impress for foreign trips

8.6 The way forward

The way forward includes:

- Ensuring prompt and improved audit reporting as a service to Management
- Ensuring prompt preparation of financial statement, auditing and submission of internal audit reports to Statutory Bodies
- Training of audit staff in value-added audit and other professional audit techniques

9.0 Legal Unit

9.1 Mandate

The Unit provides legal services to the Board and secretariat support to the governing Board.

9.2 Expectation for 2006

The expectation of the Unit for 2006 includes facilitating the following:

- Food and Drugs Amendment Bill
- the Tobacco Control Bill
- the incorporation of stake holder's views and comments on the various bill
- the Legislative Instrument (LI) on Food fortification
- Organized Consultative workshops

9.3 The extend of performance and Achievement

- Food and Drugs Bill