



# FOOD AND DRUGS AUTHORITY

## GUIDELINES FOR PROCESSING OF EXPORT PERMIT AND CLEARANCE OF FRESH FRUITS AND VEGETABLES

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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 fresh fruits and vegetables for export, as carried out by the Food and Drugs Authority (FDA) at the port, typically involves permit issuance and inspection, both of which are mandated by the Public Health Act, Act 851 of 2012, as a measure to check potential foodborne diseases associated with the consumption of imported fresh fruits and vegetables.

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 consignments of fresh fruits and vegetables.

**These guidelines are hereby promulgated for information, guidance and strict adherence by all concerned**

### 1.1. Scope

In the exercise of the powers conferred on the Food and Drugs Authority by Part 7, section 99 of the Public Health Act, Act 851 of 2012 and in order to ensure the safety and quality of fresh fruits and vegetables as required by the Code of Hygienic Practice for fresh Fruits and Vegetables (CAC/RCP 53-2003) and the Code of Practice for Packaging and Transport of Fresh Fruits and Vegetables (CAC/RCP 44-1995); these guidelines apply to all consignments of fresh fruits and vegetables earmarked for export for distribution or offer for sale for human or animal consumption.

The purpose of these guidelines is to provide exporters of fresh fruits and vegetables guidance in meeting the legal and regulatory requirements of the Food and Drugs Authority (FDA) in order to avoid or reduce rejection (re-export) and/or food safety risks associated with the consumption of fresh fruits and vegetables.

### 1.2. Abbreviations

FDA	Food and Drugs Authority
eMDA	electronic Ministries Departments and Agencies
HS Codes	Harmonised System Codes

## 2.0. GLOSSARY

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

**“label”** means any tag, brand, mark, pictorial or other descriptive matter, written, printed, stencilled, marked, embossed or impressed on, or attached to, a container of food;

**“non-compliant/non-conforming product”** means any or all of these; product is unregistered, unwholesome, banned, has too short a shelf life or does not conform to labelling rules.

**“fresh fruits and vegetables”** means fruits and vegetables supplied fresh to the consumer after preparation (in whole and/or pre-cut) and packaging, and are intended to be consumed without cooking;

**“rejected food product”** means the product was deemed unfit to be distributed, sold or used in the country for reasons which may include the physical, chemical and/or microbiological hazard it poses, or the product is banned; and

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

## 3.0. REQUIREMENTS

### 3.1. General Requirements

3.1.1. Only businesses duly registered by the Registrar-General's Department shall be permitted to export fresh fruits and vegetables.

3.1.2. The storage facility for the supply of fresh fruits and vegetables must be licenced by the authority in accordance with Part 7, sections 103 and 131 (a) of the of the Public Health Act, Act 851 of 2012.

3.1.3. Exporters shall be required to secure an electronic permit (eMDA) for all consignments of fresh fruits and vegetables prior to exportation. The following information must be submitted at the “item details” column on the eMDA portal;

- Full name of the product
- Name and contact number of Authorized Person

3.1.4. 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
- Type of Permit: Fresh Fruits and Vegetables

***Response/Feedback***

*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.*

3.1.5. Only approved electronic permits (eMDA) shall be used for clearance of fresh fruits and vegetables at the port of exit.

3.1.6. Permits issued for exportation of a particular consignment of fresh fruits and vegetables shall be presented to Customs only once.

3.1.7. All consignments of fresh fruits and vegetables shall be physically inspected, at the port of exit or exporter premises;

3.1.7.1. Consignments in compliance with the Law shall be issued certificate of free sale;

3.1.7.2. Non-conforming consignments shall be detained under modalities determined by FDA if they can be reasonably brought into conformance with the Law at the exporter's expense or destroyed under FDA supervision, at the expense of the exporter.

3.1.7.3. Inspection of the consignment at the port of exit or the exporter premises shall attract inspection fee as per the FDA approved fee schedule (LI 2386, 2019).

**3.2. Applying for Export/Clearance Permit**

3.2.1. The exporter, for clearance of fresh fruits and vegetables 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.
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- 3.2.2. Registration of food by the authority as provided in Part 7 section 97 of the Public Health Act, Act 851 of 2012, shall not apply to fresh fruits and vegetables.
  - 3.2.3. Notwithstanding clause 3.2.1, supplier address including country of supply, net weight and product batch must be indicated on each packaging of fresh fruits and vegetables.
  - 3.2.4. Furthermore, product label should include storage temperature and instructions on handling conditions.
  - 3.2.5. Plant health requirements demonstrated by a valid phytosanitary certificate issued by the competent authority, Plant Protection and Regulatory Services Directorate, must accompany all consignments of fresh fruits and vegetables earmarked for export.
  - 3.2.6. For independent temperature records throughout the voyage, a self-contained single-point temperature recorder must be available in the container for check during physical inspection. Preferably, it should be fitted at the second package down at the door end near the center of the stow.
  - 3.2.7. Alternatively, any means of taking temperature records may be made available during physical inspection as readiness to ensuring sustained adequate temperature throughout the voyage of consignments of fresh fruits and vegetables.
  - 3.2.8. The authority in the execution of its legal mandate as entrenched in Part 7, section 135 of the Public Health Act 2012, Act 851, may detain and subject consignments of fresh fruits and vegetables to laboratory testing for monitoring and surveillance of foodborne diseases. The exporter is therefore expected to wait and cooperate with FDA to be satisfied with the laboratory results before the consignment may be issued certificate of free sale.

3.2.8.1. On account where a test is positive (e.g. *listeria monocytogenes* tested positive) by mini lab analysis and confirmed by the Laboratory Services Directorate of FDA, the whole consignment shall be disposed of at the cost of the exporter following FDA approved fee schedule (LI 2386, 2019).

#### 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, 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	<ul style="list-style-type: none"> <li>• Insertion of sections 3.1.3, 3.1.4;</li> <li>• Revision of clause 3.1.7.3</li> <li>• Change of document number and logo</li> </ul>