



Your Well-being, Our Priority.

FOOD AND DRUGS AUTHORITY

GUIDELINES FOR THE LICENSING OF FOOD STORAGE FACILITIES

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1.0 INTRODUCTION

In exercise of the powers conferred on the Food and Drugs Authority (FDA) by the Public Health Act, 2012, Act 851, Part Seven, section 148, these guidelines apply to food storage facilities which are to be established for the 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 storage facility operators with the Food and Drugs Authority's requirements for licensing of food storage facilities.

2.0 GLOSSARY

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

"Food storage facility" 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.

"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.

3.0 REQUIREMENTS

3.1 LICENSING OF FOOD STORAGE FACILITIES

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

3.1.1. The company shall satisfy the requirements in the guidelines for the licensing of food storage facilities.

3.1.2. An applicant shall for the licensing of food storage facilities satisfy the following requirements.

- Purchase and complete a Warehouse Licensing Application Form (**FDA/FID/FM-DFW/2013/07**)
- Submit a letter for the intended purpose and address to:

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

- Make Payment of approved warehouse licensing fee as stipulated in FDA Fees and charges (Miscellaneous provisions) instrument, 2019. (non-refundable) – see summary below;

Storage facility licence inspections	Approved Fees and Charges (GH¢)
Large scale industry	800
Medium scale industry	500
Small scale industry	240
Cottage industry	120

- **License renewable yearly**

3.1.3. An inspection of the facility shall be conducted by the FDA to ascertain compliance with the current Guidelines for the licensing of Dry Food Storage Facilities/Warehouse

3.1.4. Any food storage facility 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.

3.2. RENEWAL OF FOOD STORAGE LICENCE

The licensing of food storage facility is valid for one (1) year. Renewal application should be initiated at least one month before the date of expiry. The licensing shall be approved by the Authority before any importation of the product.

3.2.1. The company shall satisfy the requirements in the guidelines for the renewal of facility licence of the food storage facility (ies).

3.2.2. An applicant shall for the renewal of its food storage facility licence satisfy the following requirements:

- Purchase and complete a Warehouse Licensing Application Form (**FDA/FID/FFFM-DFW/2013/07**)
- Submit a letter for the intended purpose and address to:

**THE CHIEF EXECUTIVE
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- Make Payment of approved warehouse licensing fee as stipulated in FDA Fees and charges (Miscellaneous provisions) instrument, 2019. (non-refundable) – see summary below;

Storage facility licence inspections	Approved Fees and Charges (GH¢)
Large scale industry	800
Medium scale industry	500
Small scale industry	240
Cottage industry	120

4.0 TIMELINES

4.1. The FDA will issue the applicant with a food storage facility licence within Thirty (30) 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 Food storage facility licence, subject to such conditions as may be prescribed by the Food and Drugs Authority from time to time.

5.0 SANCTIONS

5.1 The Food and Drugs Authority shall cancel, suspend, or withdraw the 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 food storage 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.

6.0 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.