



FOOD AND DRUGS AUTHORITY

GUIDELINES FOR THE LICENSING OF FOOD SERVICE ESTABLISHMENT

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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 Catering Facilities which are to be established for preparation, packaging, distribution, storage or sale of food intended for human consumption.

Despite the above, Food Service Establishments shall comply with existing Ghana Standards and Code Of Hygienic Practice For Food Service Establishment In The Hospitality Industry (FDA/FSMD/CP-FSE/2013/03)

These guidelines have been developed as a guide to persons applying to the Food and Drugs Authority (FDA) for license to provide catering services to the general public.

2. GLOSSARY

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

“Catering Facility” means a facility that prepares and sells food to consumers for immediate consumption, and or a facility that prepares food intended to be sold directly to consumers.

“deferred application” means the application for the Licensing of the Catering facility was deferred because the facility does not meet minimum requirements in the Code Of Hygienic Practice For Food Service Establishment In The Hospitality Industry (FDA GL05/FSE 01/12008) that will ensure the safety of food from the facility. The registration is therefore put on hold until the catering facility meets these minimum requirements;

“Food Hygiene Permit” a document issued by the Food and Drugs Authority to Catering Facilities as a means of approval.

“requirements” are the criteria set down relating to the establishment of a Food Service Establishment.

“rejected application” means the application for Licensing of the Catering facility was rejected because the facility was deemed unfit to be used for that purpose.

“renewal” means to make valid for a further period or extent, the validity of the license/permit from the Food and Drugs Authority.

“site plan” means basic floor plan showing plant installation; and

“site master file” means a document that details general information about the company. It includes information on the company’s background, site plan, mission, policies, Quality and safety manuals, and other relevant documentation.

3. REQUIREMENTS

3.1 LICENSING OF CATERING FACILITY

An applicant shall, for the registration of Catering Facility:

- 3.1.1. Purchase and complete the underlisted forms;
- a) Application for licensing of Food Service Establishment
(FDA/FSMD/FM-FSE/2013/04)
 - b) Premises Location Form ((FDA/FSMD/FM-FSE/2013/05)
- 3.1.2. Submit the above forms in addition to the following;
- a) Business Registration Certificate;
 - b) Site Master File;
 - c) Health/ Food Handler's Test Certificate for Tuberculosis, Hepatitis A, typhoid and other communicable diseases for each worker in the Food Preparation Area and Serving Area
 - d) Licensing fee as stated in the Food and Drugs Authority's fee schedule
- 3.1.3. The application shall be addressed to

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

3.2 RENEWAL OF FOOD HYGIENE PERMIT

The Food Hygiene Permit is valid for one (1) year and should be renewed. An application for renewal should be submitted to the FDA a month prior to expiry.

An applicant shall, for the renewal of a Food Hygiene Permit:

4.1 Complete the Food Hygiene Permit renewal form (FDA/FSMD/FMFSE/2013/04);

4.2 Submit the above form in addition to the following:

- a) License renewal fee as stated in the Food and Drugs Authority's fee schedule;
and
- b) Health/ Food Handler's Test Certificate for Tuberculosis, Hepatitis A, typhoid
and other communicable diseases for each worker in the Food Preparation and
Serving Area
- c) Documentation for any variations in the Site Master File.

4.3 The application shall be addressed to

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ACCRA**

4. TIMELINES

- 4.1 Where all requirements have been met, the licensing process shall take a maximum of one (1) month from the date of submission of application.
- 4.2 Where the Food and Drugs Authority is satisfied that there is the need to license the Catering Facility, it shall do so and issue to the applicant a Food Hygiene Permit, 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 issue 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 3.2.7, 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

- 4.1 The Food and Drugs Authority shall cancel, suspend, or withdraw the Food Hygiene Permit of a Catering Facility if:-
 - a) the grounds or circumstance on which it was issued is later found to be false;
 - b) any of the provisions under which it the facility was licensed has been contravened; or
 - c) the conditions under which food is prepared, packaged, sold or stored by the catering facility could compromise the safety of the food.

4.2 Where the Food Hygiene Permit of a Catering Facility has been cancelled, suspended or withdrawn, the Food and Drugs Authority shall notify the public accordingly.

4.3 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.

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.