



FOOD AND DRUGS AUTHORITY

GUIDELINES FOR THE LICENSING OF FOOD SERVICE ESTABLISHMENTS

Document No.:	FDA/FSMD/GL-FSE/2013/02
Date of First Adoption:	1 st February 2013
Date of Issue:	1 st October 2022
Version No.:	02

TABLE OF CONTENT

1. INTRODUCTION	3
2. GLOSSARY	4
3. REQUIREMENTS.....	5
3.1 LICENSING OF FOOD SERVICE ESTABLISHMENTS	5
3.2 RENEWAL OF FOOD HYGIENE PERMIT	6
4. TIMELINES	7
5. SANCTIONS.....	8
6. PENALTIES	8

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 Food Service Establishments which prepare, package, distribute, store or sell 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 Establishments (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 Establishments (FDA/ FSMD/CP-FSE/2013/03) 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.

“Food Service Establishment” is any place where food is prepared, packaged, served, stored, distributed from or vended, directly or indirectly, to the consumer. These include but is not limited to hotels, restaurants, cafés, cafeterias, bakeries, snack bars, pubs, night clubs, mobile food vans, central kitchens and catering operations in educational bodies, hospitals, private clubs, groceries, supermarkets, petrol stations,

“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.

“Floor plan” means basic floor plan showing plant installation.

3. REQUIREMENTS

3.1 LICENSING OF FOOD SERVICE ESTABLISHMENTS

An applicant, shall for the registration of a Food Service Establishment:

- 3.1.1. Purchase/download and complete the underlisted forms;
 - a) Application for Licensing of Food Service Establishments (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) An application letter addressed to:
**THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
P. O. BOX CT 2783
CANTONMENTS, ACCRA**
 - b) Business Registration Certificate
 - c) Health/ Food Handler's Test Certificate for Tuberculosis, Hepatitis A, Typhoid and other communicable diseases for each worker in the Food Preparation and Serving Areas
 - d) Licensing fee as prescribed by the Food and Drugs Authority's fee schedule (LI 2386, 2019)
 - e) Floor plan of the facility (Facility layout)
- 3.1.3. The following are additional requirements for facilities opening more than one branch
 - a) Have a Quality Assurance Manager and Food Safety Supervisor who shall be responsible for all food safety issues.
 - b) The person (s) shall have adequate qualification and knowledge in food safety, foodborne disease prevention, food hygiene or related subjects
 - c) A documented protocol on supplier quality assurance including receipt of food items at the branches
 - d) An enclosed transportation van(s)

- e) Appropriate means of holding food at required temperature condition(s) during preparation, serving, storage, transportation and distribution
- f) Validation of all time/temperature cooking procedures
- g) Where a central kitchen and or store is operated, the company should have a minimum of one refrigerated van for transporting cold foods.
- h) Copies of Food Handlers Test Certificates of employees and all records and documents shall always be available at all the branches
- i) Shall have a functional food safety management system (eg HACCP) in place that meets the minimum requirement of food safety.
- j) Have a food safety officer on site at each branch.
- k) Personnel involved in food handling in the facility including contracted delivery persons shall be trained in food safety and hygiene
- l) Keep incident record book (s) at each branch

3.2 RENEWAL OF FOOD HYGIENE PERMIT

The Food Hygiene Permit is valid for one (1) year and shall be renewed. An application for renewal should be submitted to the FDA three (3) months prior to expiry.

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

3.2.1 Complete the Food Hygiene Permit renewal form (FDA/FSMD/FM-FSE/2013/04);

3.2.2 Submit the above form in addition to the following:

a) An application letter addressed to:

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

- b) Licensing fee as prescribed by the Food and Drugs Authority's fee schedule (LI 2386, 2019)
- c) 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
- d) A copy of the previous Food Hygiene Permit
- e) Provide evidence on training of all staff involved in food handling

4. TIMELINES

- 4.1 Where all requirements have been met, the licensing process shall take a maximum of two (2) months from the date of submission of application.
- 4.2 Where the Food Service Establishment complies satisfactorily with the Code Of Hygienic Practice For Food Service Establishments (FDA/ FSMD/CP-FSE/2013/03), the FDA shall issue a Food Hygiene Permit to the applicant and this shall be displayed at the premises.
- 4.3 Where the Food and Drugs Authority does not approve an application based on food safety observations that can negatively impact public health and safety, it shall communicate to the applicant the non-compliances raised
- 4.4 Applicants shall respond or address any issue raised concerning their applications within a period of three (3) months of receipt.
- 4.5 If the Food and Drugs Authority does not receive any response within the 3 months, the applicant shall reapply for licensing.
- 4.6 The applicant shall be made to reapply if licensing inspections are cancelled more than two times by applicant

5. SANCTIONS

- 4.1 The Food and Drugs Authority shall cancel, suspend, or withdraw the Food Hygiene Permit of a Food Service Establishment 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 prepared, packaged, sold or stored by the Food Service Establishment could compromise the safety of the food.
- 4.2 Where the Food Hygiene Permit of a Food Service Establishment has been cancelled, suspended or withdrawn, the Food and Drugs Authority may 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 Guidelines results in exposure of consumers to a food safety hazard, the FDA will impose an Administrative Charge in accordance with Section 148, Sub-section 4 & 5 of the Public Health Act, 2012, Act 851 and the Fees and Charges (Miscellaneous Provisions) Act. 2009 (Act .793) LI 2386, 2019.