FOOD AND DRUGS AUTHORITY

GUIDELINES FOR LICENSING OF FOOD MANUFACTURING FACILITY

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1.0. INTRODUCTION

In exercise of the powers conferred on the FDA by Public Health Act, 2012, Act 851, Part Seven, Section 148, these guidelines apply to the licensing of food manufacturing facility in order to ensure the safety and quality of pre-packaged food. These guidelines apply to all food manufacturing/ processing facilities.

The purpose of these guidelines is to provide guidance to pre-packaged food manufacturers/ producers on the requirements of the Food and Drugs Authority and the procedures by which food manufacturing facilities shall be brought into compliance with Part Seven, Section 130 of the Public Health Act, 2012, Act 851.

These guidelines are hereby promulgated for information, guidance and strict compliance by all concerned.

2.0. GLOSSARY

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

"Food manufacturing facility" is a commercial operation that manufactures, packages, labels or stores food for human consumption, and provides food for sale or distribution to other business entities such as food processing plants or food establishments.

"***Pre-packaged 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*" are the criteria set down relating to trade in foodstuff covering the protection of public health, the protection of consumers and conditions of fair trade.

"*Renewal*" the action of extending the period of validity of a licence, subscription, or contract.

3.0. REQUIREMENTS

No firm or individual shall manufacture for sale, sell, supply or store food product without first having obtained an annual licence from the Food and Drugs Authority.

3.1. LICENSING OF FOOD MANUFACTURING/ PROCESSING FACILITIES

3.1.1. The company shall satisfy the requirements in the guidelines for the licensing of food manufacturing facility.

3.1.2. An applicant shall for the licensing of food manufacturing facility submit the following:

- Purchase and complete a Manufacturing Facility Licensing Application Form **(FDA/FM05/LOC/01)**.
- Submit a letter for the intended purpose and address to:

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

- Copy of Business Registration Certificate.
- Copy(ies) of Health/Food Handler's Test Certificate for Tuberculosis, Hepatitis A, typhoid and other communicable diseases for each worker on production line;
- Site Master File for New Application.

- Environmental Protection Agency Schedule to Environmental Permit (Large/Medium Scale). ***May be required for cottage and small scale where appropriate.***
- Make payment as stated in the Food and Drugs Authority's Fees and charges (Miscellaneous provisions) instrument, 2019. (non-refundable) **– *see summary below;***

Local Good Manufacturing Practice Inspections	Approved Fees and Charges (GH¢)
Large scale industry	600
Medium scale industry	300
Small scale industry	200
Cottage industry	50
Good Manufacturing Practice audit and licensing of manufacturing facilities in the free zones enclave	Cedi Equivalent of USD$ 5,000.00
Foreign Good Manufacturing Practice Audit	
Africa	Cedi Equivalent of USD$ 4,000.00
Outside Africa	Cedi Equivalent of USD$ 7,500.00

- ***Licensing of foreign food production premises (Renewable every three (3) years.***

- ***Licensing of local food production premises (Renewable every one (1) year.***

3.2. RENEWAL OF FOOD MANUFACTURING/PROCESSING LICENCES

The licensing of a food manufacturing facility shall be valid for one (1) year for local manufacturers and three (3) years for foreign food production premises. Renewal application should be initiated at least one month before the date of expiry. The licensing shall be approved by the Authority before any manufacturing.

3.2.1. The company shall satisfy the requirements in the guidelines for the licensing of food manufacturing facility.

3.2.2. An applicant shall for the renewal of licence of food manufacturing facility submit the following:

- Manufacturing Facility Licensing Application Form **(FDA/FM05/LOC/01)**.
- Submit a letter for the intended purpose and address to:

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

- Copy of Business Registration Certificate.

- Copy(ies) of Health/Food Handler's Test Certificate for Tuberculosis, Hepatitis A, typhoid and other communicable diseases for each worker on production line;
- Environmental Protection Agency Schedule to Environmental Permit (Large/Medium Scale). ***May be required for cottage and small scale where appropriate.***
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4.0 TIMELINES

4.1. Where all licensing requirements have been met, the licensing process shall take a maximum of thirty (30) working days 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 facility, it shall do so and issue to the applicant a food manufacturing/process facility license, subject to such conditions as may be prescribed by the Authority from time to time.

5.0 SANCTIONS

5.1. The Authority shall cancel, suspend, or withdraw the licensing of a food manufacturing/ processing facility if:-

1. The grounds on which it was licensed is later found to be false;
2. The circumstances under which it was licensed no longer exist;
3. Any of the provisions under which it was licensed has been contravened; or
4. The premises in which the food product or part of the food product or premises, where it is manufactured, packaged or stored by or on behalf of the holder of the certificate of license is unsuitable for the manufacture, packaging or storage of the food.

6.0 PENALTIES

Where non-adherence to this guideline results in exposure of consumers to a food safety risk, the FDA will impose an Administrative charge in accordance with Section 148, Sub-section 4 & 5 of the Public Health Act, 2012, Act 851.