



**Covenant Capital** in collaboration with  
presents



# NAFDAC for SMEs

An Enlightenment Seminar  
on Registration of  
Regulated Products

<b>F</b> Food	<b>D</b> Drug	<b>W</b> Water
<b>C</b> Cosmetics	<b>M</b> Medical Devices	<b>H</b> Herbals

**Date:** *Thursday, March 12, 2015*

**Venue:** *The Covenant Place Iganmu (beside National Theatre)*

**Time:** *9.00am - 2.00pm*

Register for the event on [www.insightsforliving.org/nafdac](http://www.insightsforliving.org/nafdac)

To register for the NAFDAC Registration Bazaar, kindly click on link on event registration form

# FOOD PRODUCTS AND WATER REGISTRATION

PRESENTED BY

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AT THE R & R 2015 NAFDAC PRODUCT  
REGISTRATION OUTREACH (NaPRO) AT THE  
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## *Imported Food and Packaged Water Division*

- Registration is a process ascribed to the Agency by provisions of the Drugs and Related Products (Registration etc) Decree No.19 of 1993 as amended and Processed Food Registration Regulations 2005.
- The decrees provide that no NAFDAC regulated product including food shall be manufactured, imported, exported, distributed, sold or used except it is registered in accordance with the provisions of these decrees.

## *Food Registration*

- Food registration is a concerted process involving mainly the Registration and Regulatory Affairs (R & R), the laboratory and the Food Safety and Applied Nutrition directorates.
- R & R summates the activities of the directorates.

## *Imported Food and Packaged Water Division*

- Food and Packaged Water are registered in two of the seven divisions of the Registration and Regulatory Affairs Directorate, namely:
- Imported Food and Packaged Water Division
- Food Products (Others) Division
- These divisions co-ordinate the registration of imported foods/packaged water and locally manufactured food respectively.

## *Imported Food and Packaged Water (IFPW) Division*

- IFPW division consists of three units for effective and efficient evaluation of products for registration, namely:
- Unit 1 : Alcoholic beverages, dairy products, meat & meat products etc.
- Unit 2 : Non-alcoholic beverages, cereals, processed fruits, confectionery etc
- Water unit : Bottled water and water in sachets

## *Food Products (Others) Division*

- **Food Products (Others) Division** is made of two units:
- Food Registration Unit:
  - Registration of food products manufactured in Nigeria and all other related functions
- Bread Ratification Unit
  - Coordinates bread registration and is responsible for presenting registration numbers issued by NAFDAC State Offices for ratification at the Food and Drug Registration Committee meeting.

## *Objectives of Food Registration*

- Primarily to ensure that all registered water and food products are safe and wholesome;
- Conform to local and international safety standards.
- To ensure that the process of registration is timely and customer friendly.
- To maintain proper records and ensure adherence to processes and procedures in product registration



## *Imported Food Registration Process*

- Purchase an application form or visit [registration.nafdac.gov.ng](http://registration.nafdac.gov.ng) to go on the e-platform.
- Documents to accompany registration form
  - a. Power of attorney/Contract agreement (notarized by a notary public)
  - b. Combined Certificate of manufacture and free sales authenticated by the Nigerian Embassy in country of origin
  - c. Comprehensive certificate of analysis
  - d. Trademark certificate.
- Issuance of permit to import samples

## *Food Products (Others) Registration Requirements*

- Receipt of completed on-line registration application form.
- Vetting of documents namely:
- Product Trade mark / Brand name
- Product label must conform with the Agency's Pre-packaged Food Labeling Regulations (2005)
- Receipt of Good Manufacturing Practice report from Food Safety & Applied Nutrition Directorate

## *Food Registration Process contd:*

- Submission of sample to the division/unit
- Preparation of brief for the sample
- Submission of sample to the lab.
- Receipt of laboratory results
- Scheduling of products with satisfactory reports for approval meetings
- Assigning of NAFDAC Registration numbers to approved products.

## *Vetting of food product*

- Vetting of product label, packaging materials etc
- Product name
- Product category / statement of identity
- Name & Location address of Manufacturer
- Ingredient List (in descending order of weight)
- Date markings
- Fortification if applicable
- Sound Alike/ Look Alike
- Integrity of packaging material
- Check for prohibited items

## A typical Product Label



*A label showing a mandatory requirement.*



## *Vetting of food product cont'd*

- Nutritional/Health Claims
- Mandatory requirements on labels eg infant formula and fortified foods.
- Provision for **NAFDAC REGISTRATION NUMBER**
- The major essence of vetting is to ensure that the label provides adequate information to enable consumers make informed choices
- A checklist is used for vetting of food product labels

*Other processes include:*

- Renewal of product license
- Fast tracking/ administrative approval
- Pack size extensions/ variants
- Change in formulation of registered product
- Change of manufacturing site
- Change of label/package designs
- Transfer of licenses
- Consultative meetings
- Issuance of compliance directives and others.



## *GMP Inspections*

- The FSAN carries out Good Manufacturing Practice (GMP) inspections.
- These inspections are aimed at ensuring that a product is manufactured in a facility that has the right personnel, suitable equipment and the prescribed conditions for production of such food products to ensure food safety

*Factors that may delay Product Registration.*

- Unsatisfactory GMP report
- Unsatisfactory laboratory report
- Non-compliance/ late response to issued compliance directives, for example, CD on defective labels with false claims or unpermitted additives
- Non payment of registration tariff
- Improper documentation eg POA not notarized or CMFS not authenticated at the Nigerian Embassy.

*Conclusion:*

- The divisions are seeking new ways to improve the skill of staff, improve their professional status and attain high regulatory standards.
- They also ensure that food product registration is timely and customer friendly.

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Thank you