



**NIGERIAN COUNCIL OF FOOD SCIENCE
AND TECHNOLOGY
(NiCFoST)**

**MANUAL
FOR INSPECTION OF
FOOD BUSINESS PREMISES
IN NIGERIA**

FEBRUARY 2022

NiCFoST TD006

ABOUT NiCFoST

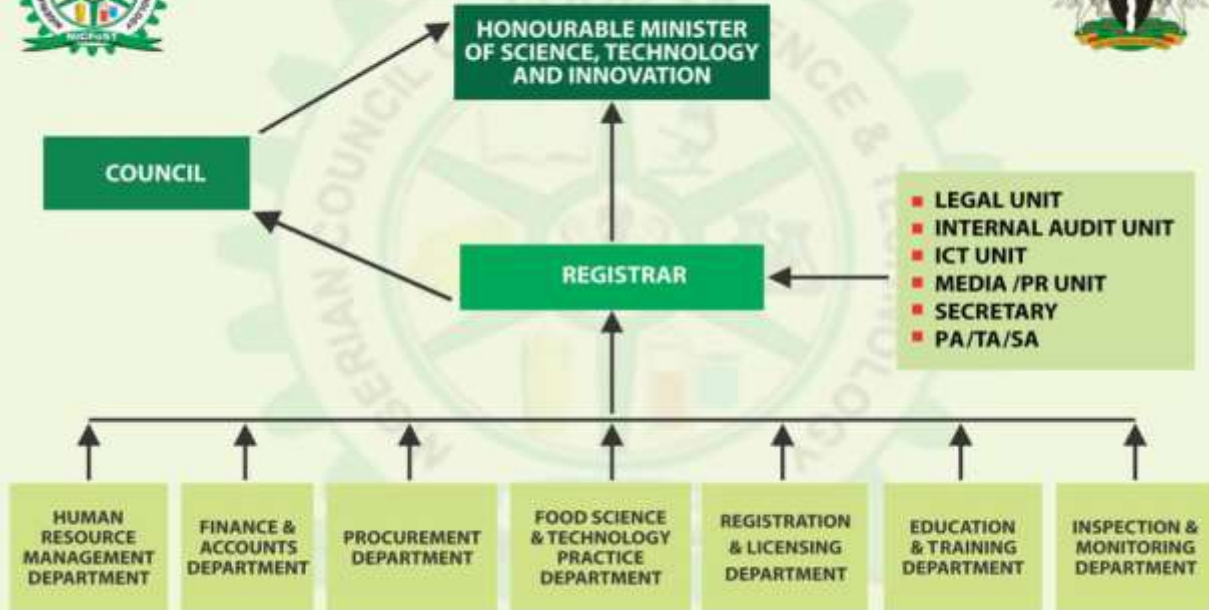
The Nigerian Council of Food Science and Technology (NiCFoST) was established by the NiCFoST (Establishment) Act, 2019.

The Council is domiciled in the Federal Ministry of Science, Technology, and Innovation (FMSTI) to regulate the practice and profession of Food Science and Technology in Nigeria.

Pursuant to this, the Council is responsible for the development of curriculum of Food Science and Technology programmes and its variant Disciplines (Food Technology, Food Science, Food Science & Nutrition, Food Science and Biotechnology, Brewing Science & Technology, Brewing & Beverage Technology etc.) in the tertiary institutions and for accreditation of such programmes in partnership with National Universities Commission (for Universities) and National Board for Technical Education (for Polytechnics and Monotechnics).

It shall also grant practice licence to qualified Food Scientists and Technologists and approve the business locations for their practice.

ORGANOGRAM OF THE NIGERIAN COUNCIL OF FOOD SCIENCE AND TECHNOLOGY (NiCFoST)



NIGERIAN COUNCIL OF FOOD SCIENCE AND TECHNOLOGY (NiCFoST)

MANDATE

To regulate the Practice and Profession of Food Science and Technology in Nigeria.

OUR VISION

Efficient professional management of the various segments of the Nigerian Food Value Chains and Supply Systems following current best scientific practices for food security.

OUR MISSION

To develop and promote the highest standards in the training and practice of Food Science and Technology profession in Nigeria.



**NIGERIAN COUNCIL OF FOOD SCIENCE AND TECHNOLOGY
(NiCFoST)**



**MANUAL
FOR INSPECTION OF
FOOD BUSINESS PREMISES
IN NIGERIA**

FEBRUARY 2022

NiCFoST TD006

CONTENTS

1.0	Introduction	7
2.0	Inspection of Food Business Premises	7
2.2	Inspectors of Food Business Premises	8
2.3	Types of Inspection	8
3.0	Inspection of a Food Factory	9
3.1	Preparations for a Food Factory Inspection	9
3.2	The Checklist for a Food factory Inspection	10
4.0	The Inspection of Food Sales Premises, Service Restaurants and Vending Outlets	12
5.0	Site selection considerations for Food Business Premises	12
6.0	Guide to Food Business Premises Inspectors	13
6.1	Qualities of a Food Business Premises Inspection Auditor	13

1.0 INTRODUCTION

The Nigerian Council of Food Science and Technology (NiCFoST) is empowered by the Nigerian Council of Food Science and Technology Establishment Act, 2019 to regulate the practice and profession of Food Science and Technology in Nigeria. Part of the implementation of this regulatory function requires the registration of practicing Food Scientists and Technologists in Nigeria as well the premises (Food Business Premises) where they practice.

The Nigerian Council of Food Science and Technology Establishment Act of 2019 states in Part I, Section 3 that the Council shall:

- (a) determine the standards of Knowledge, exposure to equipment, practice and skills to be attained by persons seeking to become members of the profession of Food Science and Technology (in this Act referred to as “the Food Profession”) and to be registered and review those standards as circumstances may require.
- (b) promote the highest standards of competence, practice and conduct among the members of the food profession.
- (c) secure in accordance with the provision of This Act, the establishment and maintenance of a register of person entitled to practice the Food Profession, and the registration of the premises used for that purpose and the publication of the lists of the persons and premises so registered.

NiCFoST considers the food business premises and work location as critical factors that affect the quality-of-service Food Scientist and Technologist is able to deliver. NiCFoST therefore, conducts an inspection exercise at any food business location where a Food Scientist and Technologist will practice for purposes of registration and renewal of the registration.

The application for registration of a Food Business Premises is done by the Lead Food Scientist and Technologist in the workplace and the registration is linked to his/her Annual Practice Licence.

When a food business pays and applies for the registration of its premises through the Lead Food Scientist and Technologist, NiCFoST will set up a team of inspectors to audit the premises to confirm the premises is fit and proper for good quality Food Science and Technology practice and service delivery. This document provides the details of the process and roles of the persons involved.

2.0 INSPECTION OF FOOD BUSINESS PREMISES GENERALLY

The inspection of a food business premises generally is a planned system of activities whose aim is to ensure that the location and premises where food products and their

associated materials are handled, processed, preserved, stored, packaged and distributed in any Nigerian industry, or those imported into the country, or sold, or supplied to various markets and outlets, are suitable as work place for the professional Lead Food Scientist and Technologist with or without other colleagues in order to ensure the food products are of good quality and are safe for consumers. The inspection is also for confirmation of the physical presence of the food business premises and adequate number of registered Food scientists and Technologists listed for that premises.

2.1 The activities, which constitute "food business premises inspection" are as follows:

- i. Inspection of food industries (manufacturers)
- ii. Inspection of imported warehoused foods
- iii. Inspection of food service (restaurants) and vending outlets
- iv. Inspection of food distribution centres (wholesalers and retailers).

2.2 The Inspectors of Food Business Premises

It is essential that inspectors of Food Business Premises have adequate training and practical experience as Auditors and Lead Auditors in the food processing and manufacturing systems and/or quality control of food products.

A major part of training of inspectors involves the in-post training of junior team members by apprenticeship as they accompany more experienced team members over time on site visits. In addition, inspectors should participate in relevant courses and seminars in relevant subjects, including ISO 22000 courses/food safety management, modern food plant technology, food processing technology, food microbiology and statistical aspects of the quality control of food products.

2.3 Types of Inspection

Inspection varies in nature according to its objective, including the following types:

a. Routine Inspection

This is the full inspection of all applicable components of Current Good Manufacturing Practice (cGMP) and licensing provisions. It may be indicated when the manufacturer:

- Requests the renewal of a licence to operate.
- Has introduced new product lines or new products;
- Has a history of non-compliance with cGMP; or
- Has not been inspected during the previous two to three years.

b. Follow-up Inspection

Follow-up inspection is conducted to monitor the results of corrective action. It is normally carried out from six weeks to six months after the initial inspection depending on the nature of the defects and the corrective action to be undertaken. It is limited to specific cGMP requirements that have not been observed or that have been inadequately implemented.

c. Special Inspection

A Special inspection may be necessary to undertake on-the-spot checks following complaints or recalls related to suspected quality defects in products. Reports of product malfunctioning might serve as an alert that some non-compliance has occurred. Such inspections may be focused on the aspects related to the complaint; the product involved a group of related products or specific unit operations like filling, pasteurization, mixing, filtration, labelling etc.

Special inspection of a specific nature may be undertaken for special high-risk products or processes in order to establish how a specific product is being manufactured, a specific process or technology is operated as a prerequisite for granting approval.

3.0 INSPECTION OF A FOOD FACTORY

The overall objective of a food factory inspection is to ensure that facility where a food professional works is such that:

- a. Is properly equipped and set up to cope with the type of food products to be produced.
- b. The unit operations and processing systems for the production are appropriate for consistent delivery of safe food products and that adequate care and safeguards in installations have been taken to minimize risks of hazards of different nature.
- c. The facilities for quality control of starting materials, intermediates and finished products are adequate.
- d. The premises have been licensed by appropriate authority and suitable for operations in line with appropriate authorities' regulations/guidelines.

3.1 Preparations for a Food Factory Inspection

Inspection begins at the desk of the Auditor / Lead Auditor for the inspection. A review should be made of documents relating to the company to be visited, as well as those available from the food regulatory authority. Inspection may be conducted announced or unannounced depending on the nature of inspection. While routine inspections are normally announced, follow-up and special inspections are generally unannounced.

As far as possible, inspection should follow the original plan, care being taken to cover such activities as: layout, material flow, water production, storage, technology/ machinery, critical control points, waste management, security unit, validation etc.

It is advisable to follow the production flow, from reception of the starting materials to the storage, shipment of the finished products.

The frequency of consumer complaints, recalls and returns of goods should be carefully noted. Documents, such as daily production reports, quality control testing records, test specification, standard operating procedures, and batch records (including protocols of analysis and documents relating to the control of effluent materials require close verification.

3.2 The Checklist for a Food Factory Inspection

Auditors can profitably use a concise checklist to ensure that all areas of operations have been investigated. A very detailed checklist developed, from cGMP Guidelines, is used, specifically for the training of Auditors.

a. General Information

The following should be made available:

- i. Brief information on the company in relation to other sites, and information relevant to an understanding of the manufacturing operations.
- ii. Food processing manufacturing activities as licensed by the NiCFoST and NAFDAC.
- iii. Types of products manufactured on the site.
- iv. Use of external scientific, analytical, or other technical assistance; and
- v. The quality management system being implemented by the company responsible for manufacture.

b. Personnel

The following should be made available:

- i. An organogram of the company.
- ii. The qualifications, experience, and responsibilities of key personnel.
- iii. An outline of arrangements for basic and in-service training.
- iv. The operational safety requirements for those engaged in production.
- v. Evidence of personnel hygiene requirements, including PPEs and Cloak room.

c. The Premises

The following should be made available:

- i. The plan or a description of the manufacturing areas, with an appropriate identification scale.

- ii. The nature of construction and finishing.
- iii. A description of the ventilation system.
- iv. Special areas for the handling of highly toxic, hazardous or sensitive Materials.
- v. A brief description of the water treatment system (schematic drawings of the system are desirable), including sanitation.
- vi. A description of the planned prevention maintenance programmes for the premises and of the recording systems.
- vii. Fire safety design and devices.
- viii. Protection of electrical installations.

d. Equipment

The following should be made available:

- i. A brief description of major equipment used in the production and control Laboratories.
- ii. A description of the planned preventive maintenance programme for equipment.
- iii. Qualifications and calibrations, including the recording system.
- iv. Arrangements for computerized system validation.

e. Sanitation

Availability of written specifications and procedures for cleaning the manufacturing areas, equipment and the environs. This should include pest control and fumigation plans.

f. Documentation

The following should be made available:

- i. Arrangements for the preparation, revision and distribution of necessary documentation for manufacturing and
- ii. Any other documentation related to product quality that is not mentioned elsewhere (e.g. microbiological control of air and water).

g. Production

The following should be made available:

- i. A brief description of production operations using, wherever possible, flow sheets and charts and specifying important parameters.
- ii. Arrangements for the handling of starting and packaging materials, as well as bulk and finished products, including sampling, quarantine, release and storage.
- iii. Arrangements for the handling of rejected materials and products, and
- iv. A brief description of the general policy for process validation.

h. Quality Control

A comprehensive description of the quality control system and the activities of the quality control department, as well as the procedure for the release of finished products, must be provided.

i. Product Recall

The following should be made available:

- i. Arrangements and the recording system for the distribution of products and
- ii. Arrangements for the handling of complaints and product recalls.

Note:

Food Business Premises inspectors are to note that the product recall system should be such that a sub-standard batch of a product can be withdrawn from the market, even up to the retail level. It is important that each batch of a product bears a good identification mark or batch number that makes the product traceable right from the source of the originating raw material. This is of particular importance in the event of the recall of a product from the market.

j. Internal Audit (Self-Inspection)

A short description of the manufacturer's self-inspection system should be made available to the inspectors with records.

4.0 The Inspection of Food Sales Premises, Service Restaurants and Vending Outlets

The general objective of carrying out the inspection of food sales outlets (wholesale, retail, food service and vending) is to ensure that:

- i. Food products are properly stored.
- ii. Food products handling are supervised by a registered Lead Food Scientist and Technologist.
- iii. The premises have been registered by the NiCFoST.
- iv. Good hygiene practices are well kept and risk of contamination is highly minimized.
- v. Food products and preparations are of good quality.

The Lead Food Scientist and Technologist must be present at the time of inspection and defaulters must be promptly reported to the Registrar/CEO of NiCFoST.

5.0 Site Selection Considerations for Food Business Premises

Food Business premises shall not be located in places with poor sanitary conditions, no portable water and the risk of contamination is high. NiCFoST expects that business owners will take adequate care in the selection of suitable sites for food business premises, ensures they comply with relevant municipal laws and

planning regulations and as much as possible, ensure that wastes and by-product streams should be processed by recycling/upcycling in order to reduce the volume of effluent discharged into the environment.

6.0 Guides to Food Business Premises Inspectors

When you are appointed as an Auditor or Lead Auditor for inspection of Food Business Premises, it is important to understand the weight of responsibility it conveys and level of trust required. You would have been positioned on the frontline of the defence system for numerous unsuspecting members of the public. You must, therefore, exhibit maturity and integrity in the performance of your duties. Inspection should not be limited to mere compilation of an inventory of faults, irregularities and discrepancies. Each inspection should be regarded as an opportunity to assist and motivate a manufacturer to comply with Current Good Manufacturing Practice (cGMP) or a distributor/wholesaler, Caterer, baker etc. to use safe and fresh ingredients, to comply with good hygiene practices and to correct any specific deficiencies.

6.1 Qualities of a Food Business Premises Inspection Auditor

The Food Business Premises Inspection Lead Auditor / Auditor are expected to possess the following attributes and qualities:

1. Ability to organize their own work with minimum supervision
2. A good public relations image with key personnel and Food Scientists and Technologists in the premises, while remaining firm and fair in the discharge of their tasks.
3. Ability to correctly assess facts quickly and take rational and accurate decisions
4. Highly responsible in self-conduct so as to command respect.
5. Ability to correctly assess the character of persons.
6. A willingness to accept challenges.
7. Ability to remain calm and unruffled under adverse conditions.
8. Excellent communication skills.
9. Good knowledge of the Food laws and regulations to be enforced.
10. Fair knowledge of litigations on food product matters.
11. Commitment to hard and long hours of work.
12. Ability to motivate others.
13. Living within their income.
14. A willingness to make sacrifices by not having conflict of interests.
15. Having good knowledge of the Food Science and Technology, profession and the diversity of food products and raw materials.

16. A fair knowledge of food fraud and malpractices in the food industry and trade.