



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

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

FEBRUARY 2022

NiCFoST TD005

ABOUT NiCFoST

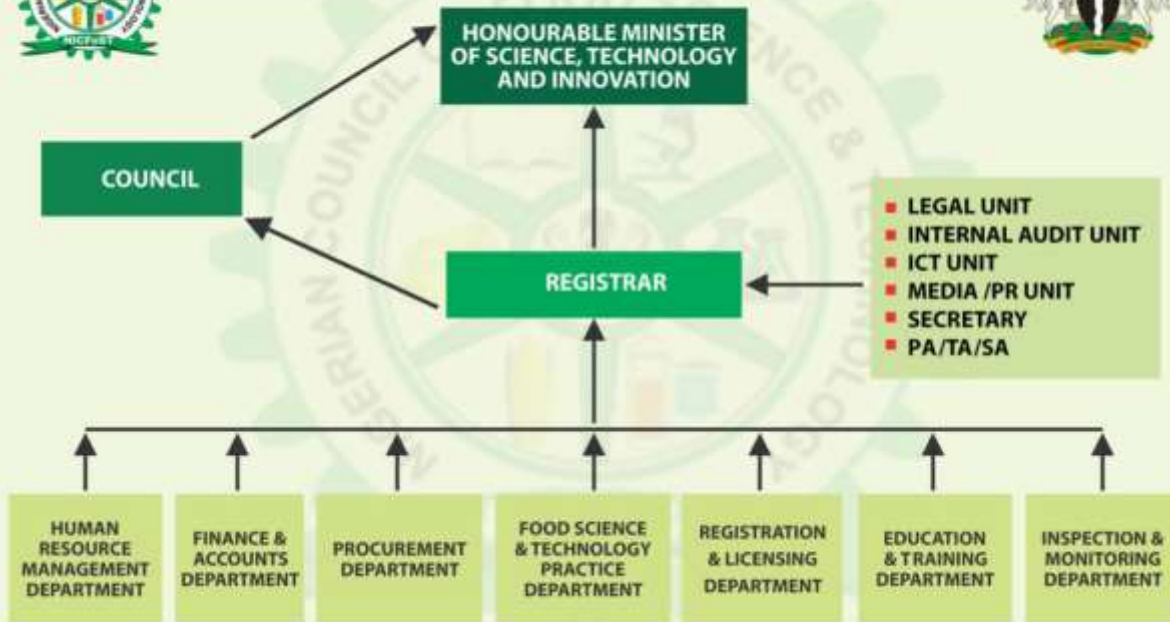
The Nigerian Council of Food Science and Technology (NiCFoST) was established by the NiCFoST (Establishment) Act, 2019.

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 REGISTRATION OF FOOD BUSINESS
PREMISES IN NIGERIA**

FEBRUARY 2022

NiCFoST TD005

CONTENTS

1.0	Introduction	7
1.1	Registration of Business Premises	8
2.0	Registration of Premises for Retail Vending/Restaurant/Food Service and Food Delivery Service	9
3.0	Registration of Food Manufacturing and Wholesale/Storage Premises	10

1.0 Introduction

Food business premises are to be registered in accordance to the Nigerian Council of Food Science and Technology Establishment Act, 2019. Premises refers to all suitable locations where a Food Scientist and Technologist will carry out food scientific operations and activities.

If there are more than one Food Scientist and Technologist in a Food business premises, one shall be appointed the Lead Food Scientist and Technologist who shall be responsible for the registration of the food business premises and take responsibility for oversight on other Food Scientists and Technologists. Other Food Scientists and Technologists shall also be registered and always have an updated Annual Practice License for their individual functions.

The Nigerian Council of Food Science and Technology Establishment Act 2019 Part I, Section 3 provides that The Council Shall:

“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”.

Also Part V, Section 25 (1) provides that the Council shall:

“A food professional who practice in premises that is not registered by the Council, commits an offence under this Act.”

The NiCFoST, in the exercise of its mandate shall maintain a register of premises used for food business as well as a register for Food Scientists and Technologists. It shall be an offence for a Food Scientist and Technologist to maintain two work places with one Annual Practice License. However, lecturers in the tertiary institutions and Research Scientists can work as consultants in other organisations while being employed by only one institution as permanent workplace.

Therefore, NiCFoST shall also implement this regulatory function as follows:

Registration of Premises

1. For the purposes of registration of premises: Premises refers to a place where food post-harvest activities such as research, storage, preservation, processing, handling, packaging, consumption and distribution (wholesale and retail) are carried out.
2. Premises to be registered by NiCFoST shall complete the Registration of Premises form
3. There shall be a Certified Lead Food Scientist and Technologist with updated Annual Practice Licence to oversee other NiCFoST licensed Food Scientists and Technologists occupying relevant positions in the establishment.
4. The licence shall cover only one facility and the licensed Lead Food Scientist and Technologist shall be held accountable for all professionals of food in the facility. (A licensed Food professional can only be listed as a full time employee for one business premises)

Where a micro entrepreneur cannot employ a licensed Food Scientist and Technologist due to scope of operation, he must obtain a permit from the appropriate local authority (e.g. State or LGA Council) who shall appoint a licensed Food Scientist and Technologist as supervising officer for such cottage and micro level food enterprises.

The Council may make provisions for non-certified Food Scientists and Technologists to be listed as food technicians after due training.

5. The Premises shall meet requirements of relevant authorities and food safety management systems, current Good Manufacturing Practices (cGMP) and global best practices for production/ packaging, storage, transportation and distribution facilities.
6. The Council shall collaborate with the local and state Governments to regulate food safety activities or practices in the open markets and for street vended foods, restaurants, retail vending and food services operation.
7. The number of licensed food professionals in a facility will depend on the scope, size and output of the facility.
8. When a licensed food professional changes work location, he/she should notify NiCFoST within three (3) months and if he/she was the Lead Food Scientist and

Technologist, NiCFoST must be communicated his/her replacement within 2 months.

9. The process of registration of Educational Institutions that run Food Science and Technology programmes is different and follows the special accreditation process.

2.0 Registration of Premises for Retail Vending/Restaurant/Food Service and Food Delivery Service.

A registered Food Scientist and Technologist as the Lead Food Scientist and Technologist shall be eligible to apply for the registration of a Food Business Premises for retail vending/restaurant/food service and food delivery service depending on the scope. For such food businesses that are registrable by NiCFoST, the following documents shall be submitted to the Registrar/CEO:

- i) An application letter to the Registrar/CEO of NiCFoST.
- ii) A completed application form for registration of premises for retail vending/restaurant/food service, delivery service.
- iii) A photocopy of the Annual Licence to Practice in case of renewal of Annual Licence to Practice.
- iv) Evidence of payment of the prescribed inspection and registration fees payable to NiCFoST.
- v) A photocopy of the letter of resignation from a previous employment (if applicable).
- vi) Letter of Acceptance of Resignation (if applicable).
- vii) Letter of Appointment of the Lead Food Scientist and Technologist in the premises.
- viii) Legal Agreement between the Lead Food Scientist and Technologist and his/her employer.
- ix) A Letter of Undertaking by the Lead Food Scientist and Technologist to the effect that he/she has only one job as a Food Scientist and Technologist.
- x) Company's Certificate of Incorporation (Evidence of registration of business name is acceptable).

- xi) Company's Articles and Memorandum of Association (certified true copy).
- xii) Particulars of the company's Directors (if applicable) as issued by the Corporate Affairs Commission (CAC) (certified copy).
- xiii) A photocopy of the NYSC Discharge or Exemption Certificate (where applicable).
- xiv) A Letter of Undertaking by the Managing Director of the company to the effect that all Food Science and Technology businesses would be under the direct, personal control and management of the Lead Food Scientist and Technologist.
- xv) Evidence of a Food Scientist and Technologist on the Board of Directors.
- xvi) A photocopy of the current Annual License of the Food Scientist and Technologist Director on the Board.

3.0 Registration of Food Manufacturing and Wholesale/Storage Premises

The requirements for the registration of Retail Vending/Restaurant/Food Service and Food Delivery Service premises also apply to the manufacturing and wholesale/storage premises in addition to the following:

- i) A completed registration of premises form for manufacturing and wholesale/storage premises
- ii) The list of products to be manufactured and status of NAFDAC registration;
- iii) An Organogram.
- iv) The list of staff qualifications and duties.
- v) The factory layout.
- vi) The production flow-chart.
- vii) The list of equipment in the production and quality control departments.
- viii) The source of water and water treatment facilities (where applicable).
- ix) The water analysis report of raw and treated water (where applicable).
- x) The list and source of suppliers of raw materials and packaging materials.
- xi) Standard Operating Procedures (SOP).

- xii) Standard Cleaning Procedures.
- xiii) Evidence of payment of the prescribed registration fee payable to NiCFoST.
- xiv) The legal agreement between the Lead Food Scientist and Technologist and the employer (where applicable).
- xv) The company's certificate of incorporation (where applicable).
- xvi) The company's Articles and Memorandum of Association (where applicable).
- xvii) Particulars of Directors as issued by C.A.C (where applicable).

Note: All Correspondence with the Regulatory Council shall be on the company's letter-headed paper.

On receipt of the above named documents, inspection of the Food Manufacturing premises shall be carried out to ensure suitability for professional practice.

Also, note that the National Agency for Food and Drug Administration and Control (NAFDAC) has a complementary role to play in the registration of food manufacturing premises.