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Ethiopia's Food Importers-Exporters and Wholesalers Directive

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Sanitary/Phytosanitary/Food Safety

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Report Highlights:

This report contains an official translation of Ethiopia's Importers-Exporters and Wholesalers Directive (June 2014). The overriding purpose of the Directive is to ensure public health by setting food safety and quality requirements that businesses must adhere to when importing, exporting, or distributing food locally. Part 5 of the Directive elaborates on the main requirements for food imports. The Food, Medicine and Health Care Administration and Control Authority (FMHACA) is in the process of making revisions to the existing Directive and an updated version, once finalized, will be made public.



**Ethiopian Food, Medicine and Health Care
Administration and Control Authority**

**Food Exporters, Importers and Wholesalers
Control Directive**

June 2014

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Part One

General

1. Short title

This directive may be cited as “Food Exporters, Importers and Wholesalers Control Directive No. 22/2014”.

2. Definitions

Without prejudice to the definitions provided under Proclamation No 661/2009, in this directive, unless the context requires otherwise:

1. “Food” means, without prejudice to the definition provided under article 2(1) of the proclamation, a product that is produced by food manufacturer for more than one regional state or foreign market.
2. “Irradiated-Food” means any food treated with radiation to extend it’s shelf-life by killing harmful-bacteria and any other microorganisms therein;
3. “Food Supplement” means a type of food that supplement the normal diet and which is a concentrated source of vitamin, mineral or other substance with a nutritional or physiological effect, alone or in combination, designed to be consumed in measured small quantities and is prepared in capsule, pill, powder, liquid, drops or any other similar forms;
4. “Infant-Formula” means milk or milk-related product of animal or plant origin formulated industrially in accordance with the appropriate standard for the infant formula and intended to satisfy the nutritional requirements of infants starting from birth and during the first six months of age;

5. "Certificate of Competency" means a license issued by the authority upon the fulfillment of the required standards set by the authority,
6. "Food Institution" means excluding food retail any person engaged in food trade in conformity with sub article 2 of article 2 of the proclamation No. 661/2009;
7. "Food Exporter" means any person engaged in the exportation of foods through land, sea or air shipments;
8. "Food Importer" means any person engaged in the importation of foods through land, sea or air shipments.
9. "Food Wholesaler" means any person engaged in the distribution of foods to more than one region;
10. "Health Certificate" means a formal document, issued by the authority or competent foreign entity, showing that the imported or exported food compiles the appropriate quality and safety standards;
11. "Certificate of Analysis" means a formal document evidencing the safety and content of foods to be imported or exported or locally manufactured, as issued by the authority and the competent foreign entity, respectively;
12. "Technical Expert" means a person assigned and authorized to supervise and control any activities related to the safety and quality of the foods to be imported or exported or distributed by the food-company;
13. "Authority" means Ethiopian Food, Medicine and Health Care Administration and Control Authority;
14. "Proclamation" means the Proclamation No. 661/2009 of the Ethiopian Food, Medicine and Health Care Administration and control;
15. "Regulation" means regulation No. 299/2013 of Food, Medicine and Health Care Administration and control;
16. "person" means any natural person or juridical-person

3. Objective

The objective of this directive shall be to keep the public health by ensuring the quality and safety of foods exported, imported or distributed by the companies engaged in food-export, import and wholesale trade.

4. Scope of Application

1. This directive shall be applicable to all the companies engaged and to be engaged in food-export, import and wholesale trade in the country.
2. This directive shall not be applicable to food supplement and infant formula.

Part Two

Certificate of Competence

5. Issuance of certificate of Competence

1. Any person shall not be allowed to be engaged in food export, import or distribution trade without obtaining certificate of Competence from the authority.
2. Any person applying for the issuance of certificate of Competence shall, in due fulfillments of the requirements set forth under part three and four of this directive, complete and submit the application from under Annex 1 to the authority.
3. Upon the submission of complete-application, the authority shall cause inspection of the company by an inspection team consisting of at least two members without any charge.
4. Any person shall be issued with the certificate of Competence by the authority once he/she fulfils the requirements and effected payment of service charges.
5. No certificate of Competence shall be issued in case any one of the fundamental-preconditions listed under article 6 of this Directive is proven missing. Hence, the applicant-company shall be informed in written form to

fulfill the gaps or requirements in order to reconsider its application upon the payment of due charges.

6. Conditions justifying the denial of certificate of Competence

Any company applying for the issuance of certificate of Competence shall be denied for the same provided that:

1. walls and floors of the storage-room are difficult to clean,
2. the storage-room is not well-lit and-ventilated with adequate natural light and air,
3. there is absence of refrigerating and cooling-storage and transportation equipment, in case the applicant-company stores foods subjected to the cold chain system,
4. there is lack of shelves or pallets suitable for placement of food according to the specific nature of each food item, or
5. There is absence of the technical-expert mentioned under the requirements thereof.

7. Grading Certificate of Competence

1. Notwithstanding article 6 of this directive, any food trade company applying for the issuance of certificate of Competence shall be required to meet at least 50% of the requirements set forth under part three and four of this directive.
2. Sub article (1) of this article may be adequate as for any gaps to be identified during inspection, the applicant-company shall, as informed by the Authority's inspectors, be bound to perform according to the declaration of commitment (Annex 3), as signed with such inspectors, within the timeframe specified therein.

8. conditions exempted from certificate of Competence

Food products may be imported or exported without obtaining certificate of Competence from the authority only under the conditions listed below:

1. foods for personal consumption,

2. foods for scientific-research,
3. humanitarian relief food items,
4. foods for diplomatic missions,
5. production input raw materials for food manufacturers and food preparation entities or companies,
6. food manufacturer which deliver food product for foreign market, and
7. direct exporters with agriculture permit
8. Exporters with agricultural permit which deliver their products only for foreign market.

9. change of ownership and address

Any food trade company shall not be allowed to change address specified in the certificate of Competence or assign ownership or change technical expert without notifying and securing permission from the Authority.

10. Issuance of replacement

In case of loss or damage of certificate of Competence the company may be issued with replacement based on the following conditions:

1. In case of damage, upon returning of damaged certificate of Competence;
2. In case of loss, upon submission the of verification for lost Competence certificate; and
3. Upon settlement of due service charges.

11. Renewal of certificate of Competence

1. Any food-trade company may renew its certificate of Competence, where such certificate is not suspended or revoked or the company does not cease the business willingly.
2. Notwithstanding sub-article 1 of this article, the certificate of Competence may be renewed if:

- A. the authority through its inspectors conducting annual inspection ensures the requirements set for this sector are adhered to;
 - B. it is annually delivered within two successive months from “Hamele” to “Nehasse” of the Ethiopian calendar; and
 - C. all due service charges are paid
3. Where the certificate is not renewed within the period specified under sub-article 2 (B) of this article, it may be renewed within the subsequent two months with a monthly 50% additional penalty.
 4. Any certificate of Competence not renewed as per sub-article 3 of this article shall be considered as canceled.

12. Returning of Certificate of Competence

Any certificate of Competence shall be relinquished:

1. In case of any change on the product or service type or location different from that of its previous issuance and upon the approval of application for obtaining new certificate of Competence.
2. Upon death of the person issued with the certificate or closure of the company
3. Whenever the licensed person willingly gives up its business.

13. Displaying the certificate of Competence

Any food trade company shall be place the copy of its original certificate in conspicuous place.

Part Three

Food-Storage Facility location, Construction and Required Inputs

14. Location

Any food trade company shall have clearly written bill board at least in Amharic language that indicates its name and location, and a site which fulfills following criterion:

1. Free from places favorable for thriving insects; waste disposal, as well as any other places serving as the storage for chemicals and toxins that generally contaminate food or affect health and safety of humans; and
2. Access to infrastructural facilities such as electricity, water, and roads.

15. Design for the food-storage facility

1. Its storage room shall be built free from any possible food contamination and quality and safety deterioration in light of nature of the foods to be stored;
2. Its building shall be constructed with stones, blocks, bricks or any other similar materials without any impact on the room temperature and shall be easy to clean;
3. Its room size or area shall be proportional to the volume and type of the food to be stored therein and thereby having a separate inconsumable or unfit food storage room;
4. Its doors and windows shall be built in a form which protects the entry of insects, pests, rodents and any other food-contaminating substance.
5. Its Floors shall be constructed from cement, concrete, ceramic tiles or any other similar material thereby easing cleaning and free from pothole to collect water;
6. Its Walls shall be constructed from cement, concrete, block, ceramic or any other similar material and shall be washable and easy for cleaning;
7. Its roofs must be constructed from materials which has heat resistant effect and prevent direct sunlight;
8. Its rooms shall be well-lit and ventilated
9. The premise shall have sufficient toilets.

16. Required Materials and Inputs

1. Light-foods that can be arranged on shelves shall be placed at least 20 cm high from the ground level and 50 cm distant from the walls, at least 30 cm low from the roof and the shelves must be separated from one another with a distance of at least 50 cm. As for the food items that cannot be kept on shelves, there must be pallets 20 cm high from the ground;
2. Depending on the specific location and nature of the food there shall be ventilator or air-conditioner that condition the temperature of the rooms;
3. Equipments and shelves in-direct contact with Food shall be stainless;
4. The food display materials shall be easy for cleaning and washing; free from rust and exposure to direct solar-radiation;
5. Waste disposal materials shall have lids;
6. The company must be equipped with fire-extinguishers for emergency condition;
7. The company shall be furnished with first-aid kit.
8. Depending on the specific nature of the work and type of food, the company shall provide its staffs with safety-equipments.
9. If the company stores food items requiring cold chain system, it shall avail refrigerated-rooms or separate refrigerator or coolers and vehicles for transportation of food-items with separate refrigerators.
10. If the company uses various refrigerators or cooling-equipments, it shall be provided with alternative source of power.
11. If the company stores meat, readymade foods and other related products, it shall have to avail insect-traps along the doorway of the storage room.
12. If the company stores meat product, its cooling room hooks shall be at least 50 cm high from the ground, 50 cm low from the roofs, 40 cm distant from the walls;

13. If the company stores fresh fruits, vegetables and similar food items, it shall avail plastic or wooden boxes required for the transportation, handling and storage of such food-products.

Part Four

Qualification, Health and Hygiene Requirements for the employees of Food-trade Companies

17. Food-Technical Head

A technical head of any food-importer, exporter or wholesaler company shall complete his/her 10th grade under the new curriculum, or 12th grade under the old curriculum or above such academic-background.

18. Duties and Responsibilities of the Technical-Head

The head shall:

1. be held liable to any health hazards resulting from the defect of the company's food quality and safety, in addition to the liability of the company,

2. notify the company's manager or owner if there is any reported or observed quality and safety change or defects regarding the food items imported, exported or distributed by the company,
3. Notwithstanding to the provision under sub-article 2 of this article; if the company's owner or manager fails to rectify the reported defects, the technical-head shall be bound to notify the authority of such failure.

19. Health and Safety conditions of employees indirect contact with food

Employees directly dealing with food products shall:

1. Be cleared by the food trade company that they work for to any contagious - diseases before commencing work;
2. undertake semi-annual medical examination is duty to the company;
3. take sick-leave until proven completion of medical treatment of recovery in case of the observation or report of any such symptoms of food related contagious disease and so forth in due course of their duty;
4. document showing for adherence to regular or periodic hygiene supervision and checking as per standard operating procedure;
5. wear food quality and safety protective devices according to the nature of their duty;
6. attend trainings on health care, particularly fundamental trainings on food-handling and safety, nature of food products, food related contagious diseases and the like before their commencement of the work or while they are on job and such attendance shall be insured by the technical head;

Part Five

Importation and Exportation of Food

20. Importation of Food

1. Any person importing food shall submit pertinent documents written in either English or Amharic version.

2. Any food additive to be imported shall be permitted by CODEX Alimentarius or our country's standard concerning its use as an input for food processing with its due level.
3. In order to import genetically modified food the following criteria's shall be met:
 - a.** Any person is prohibited to import genetically modified food without obtaining permit from the Authority;
 - b.** Any person to import genetically engineered food shall obtain certificate from Environmental Protection Authority for its none adverse environmental and human effect;
4. In order to import food importers shall fulfil the following requirements:
 - a.** Valid or renewed certificate of Competency,
 - b.** Original and copy of health certificate, for food items excluding alcoholic drinks,
 - c.** Certificate of Origin,
 - d.** Packing list,
 - e.** Customs declaration,
 - f.** Bill of loading, airway bill or track bill,
 - g.** Commercial invoice,
 - h.** Certificate of irradiation, evidencing the amount of remaining in it is not harmful to human consumption, if the food is irradiated.
 - i.** Veterinary Certificate, if the food is unprocessed animal and animal product,
 - j.** Phytosanitary Certificate, if the food item is unprocessed vegetable, fruit and cereal.
- 5.** Requirements listed under (a) and (b) shall not be applicable to food products listed under sub-article 4 (i) and (j) of this article.
- 6.** Notwithstanding to the provision under sub-article 4(b) of this article in case of importing food from origins that do not issue health certificate by submit supporting letter for such non issuance, by taking appropriate amount of

sample, laboratory investigation may be conducted upon suspicion for quality and safety at the time of visual inspection.

7. Notwithstanding the provisions of sub-article 4 (a) to (j) of this article whenever the inspector suspects the quality and safety at documentary information and visual inspection period, he/she may take the necessary sample and conduct laboratory investigation.

21. Contents of Health Certificate

Any health certificate shall be issued by a competent organ, be original document not more than or older than three months and shall at least consist of the following contents:

1. name and full address of a health certificate issuing body,
2. type and quantity of food
3. invoice No.,
4. authorized name, and signature of the issuing body, and
5. Narrating document the food as human-consumption or raw-materials for food-processing.

22. Shelf-life of Food

1. Upon the issuance of import certificate after the inspection of the food by authority inspectors, if the shelf-life of the food is less than 9 months, the remaining shelf-life of the food shall be 6 months and above.
2. Upon the issuance of import certificate after the inspection by the authority inspectors, if the shelf-life of the food is more than 9 months, the remaining shelf-life of the food shall be 50% and above.
3. Notwithstanding to the provisions of sub-articles 1 and 2 of this article, in light of the duration of the foods' local consumption, the authority may decide otherwise as the case may be.
4. For foods with a shelf-life below 3 months, the shelf-life thereof shall be specified in terms of day, month and year.
5. Foods items exempted from shelf-life requirements includes:

- a. Unprocessed fruits, vegetables and cereals
 - b. Alcoholic drinks with an alcoholic content more than 10%, and
 - c. Food to be consumed within 24 hours.
6. Notwithstanding to the provision of sub-article 5 (A) of this article, if foods like cereals subjected to processing which brings about change of form and appearance, they shall be exempted from the requirement of shelf-life requirement unless otherwise they are mixed with other inputs; yet, the manufacturing date must be specified.

23. *Labelling Information*

1. Any food product primary packing shall bear labelling printed in Amharic or English and shall at contain following information's:
 - a. trade name of the food product
 - b. list of names and amount of food additives and nutritional contents,
 - c. batch number of processed food products,
 - d. Name and full address of the manufacturer's or importer's or distributor's,
 - e. Shelf-life, and
 - f. Application and handling instruction based on the nature of the food.
2. Notwithstanding to the provision of sub-article 1 of this article, any product-label shall be legible, conspicuous and intact.
3. Notwithstanding the provisions of sub-article 1 and 2 of this article, the packing-label of food-additives shall contain at least the following particulars:
 - A. The term "food additive" expressed or printed on the label, and
 - B. Instruction about usage, handling and precaution of the food.
4. No food product label shall be allowed to declare that the food product has prevent, cure and treat human diseases as well as that such food product substitutes any other foodstuff.
5. The labels of irradiated-foods shall declare that the food is irradiated and indicate amount of remaining radiation in it.
6. The labels of genetically modified foods shall declare that the food is genetically modified.

7. Notwithstanding the provisions of sub-article 1 to 6 of this article whenever the inspector suspects the quality and safety at labelling information and visual inspection, he/she may take the necessary sample and conduct laboratory investigation.
8. The laboratory result indicated under sub article 7 shall be interpreted as per the standard of the country or CODEX Alimentarius shall be applied for food product that is not reference standard in the country.

24. Relief Organization Food

Any relief organization shall import food upon submitting letter of cooperation issued by relief receiving body and presentation of certificate issued to it as a relief provider.

25. Importation of food for Diplomatic Missions

Food product to be imported for diplomatic mission upon presentation of evidence issued from Ministry of Foreign Affairs verifying that is for diplomatic mission shall be released without inspection.

26. Exportation of Food products

1. Any food trade company interested in the exportation of food products may obtain health certificate from the authority upon request.
2. As per sub article 1 of this article the authority may issue requested health certificate up on ensuring whether the food exporting company has Certificate of Competence issued by the authority and the food is packed per the standard and contain complete labelling information on its label,

3. Whenever the food exporting company intends to obtain health certificate to export vegetables, fruits or cereals and meat-products, it has to submit Phytosanitary and veterinary certificates; respectively.
4. A health-certificate shall serve only for a single consignment.
5. Requirements stated under sub article 2 of this article shall not be applied to traditional foods and micro and small food producing enterprises.

Part Six
Distribution, Storage and Transportation of Food

27. *Food Distribution*

1. Any food wholesaler shall purchase foods only from the food importers or local food manufacturers issued with certificates of Competence from the authority.
2. Any food trade company shall be committed to distribute only the food products protected from any spoilage during transportation and storage or due to any other factors as well as those food products meeting the required safety and quality standards.

28. *Food-Storage and Handling system*

1. The company shall not store food products with contaminating pesticide, chemicals and any other contaminating substances.
2. Any spoiled or expired food products, until their disposal, shall be quarantined from other food products according to formal inventory and placed in separated area labelled with description that it is prohibited for consumption.
3. Foods requiring special cold chain system, the company shall store accordingly.

4. Any food storage warehouse shall be clean, dry, cool and free from rodents and pests or insects.
5. Each product type and warehouse shall be labelled with a periodic description of product type, product status and any other relevant particulars.

29. Food Transportation

1. No food products shall be transported under contaminating circumstances.
2. Food transporting equipments shall be clean, dry and free from any other food contaminants as solar radiation, dust and moisture or any other contaminating agents.
3. No transportation or consignment of food products through transporting equipments that carry items contradicting to the nature of food products or contaminating such products.
4. Food products requiring cold chain system shall be transported through equipments that maintain its temperature.

Part Seven

Administrative Actions

30. Administrative Actions and Complaints Procedures

1. The Authority may take appropriate administrative measures jointly or severally, against products, or individuals who violate the requirements of this directive or other applicable quality and safety control laws, in accordance with the Directive on Administrative Measure Taking and Complaint Handling Procedure.

2. Administrative measure to be taken in conformity with this section shall be in accordance the Directive on Administrative Measure Taking and Complaint Handling Procedure. Yet a person dissatisfied with the administrative measure taken by the authority may lodge his/her complaint to the compliant handing committee of the authority within one month after the decision.
3. The complaints handling committee shall review the appeal and render its decision within 30 days.

31. Suspension

If any food trade company commits one of the offenses listed below, Based on the severity of the violation, certificate of competence may be suspended from 1 to 6 months.

1. Change of address without the approval of the authority,
2. Transportation, storage and sales of food products requiring cold chain system without fulfilling requirements,
3. Impedes the work of inspectors.
4. If the company import or distribute products other than those issued with certificate of Competency,
5. Illegal transfers certificate of Competency to third party,
6. Failure to rectify defects despite the communication of written warning ,
7. Suspension of its licence by appropriate government body (for similar period), or
8. Commission of any other similar offenses.

32. Cancellation of Certificate of Competency

If any food trade company commits any one of the offenses listed below, the authority may cancel the certificate of Competency of such company for a period up to two years:

1. Proven the certificate of Competency is obtained through forgery or fraudulent method,
2. Excluding micro and small enterprise, purchasing of food products or in any other ways receiving the same from any companies with no legal and current certificates of Competency or selling such products to any distributing companies with no licence
3. Proven possession, sales or distribution of any unregistered, spoiled, expired, suspended, products without product status declarative label or with misleading declarative label food products or remixing, imitation of food products, illegal possession of food products or deliberate possession, sales or distribution of the same with due awareness of the illegality thereof,
4. Failure to timely renew its certificate of Competence in accordance with article 11 of this directive,
5. cancelation of its business licenses to terminate from trade by any other competent organ,
6. Resumption of suspended business in violation of the suspension imposed by the authority,
7. If the company is proven to have committed any other offenses regarding suspension more than twice within the period of 3 years, or
8. Commission of any other similar offenses

33. Returning certificate of Competency

1. The certificate of Competency shall be relinquished within three days period if it is cancelled, suspended, or if it is not renewed within the limited renewal period,
2. The authority shall report to the concerned body about the certificate of competency relinquished as per sub article 1 of this article.

Part Eight

Miscellaneous Provisions

34. Food-Product Documentation

1. Any food trade company is bound to regularly and formally document information relevant to the food products imported, distributed, exported, spoiled, expired and disposed by such company as well as any other pertinent information; the company is also required to show such documentation to the authority upon request.
2. The company shall maintain name and full address of the companies items are purchased from and sold to, specific invoices, receipts, storage control stocks and bin cards as well as some other relevant documents at least for one year after expiry date.
3. Any trade company is required to have educational credentials and contract agreement of its technical head.
4. If the warehouse title is under the possession of the owner the company is responsible to keep such title. If the warehouse is obtained through rent the company is bound to have document authentication office's certified rent agreement.

35. Promotion of Food products

Food products may only be advertised in accordance with the Authority's Food Advertisement Directive.

36. Publicity of Information

1. The Authority may only disclose administrative measure to the general public upon the delivery of final decision by the complaint handling committee or upon the completion of the complaint handling period.
2. The authority may publicize malpractices of any food trade company or any **other information** where failure to publicize would result public health risk.

37. Service Charges

Any food trade company who seeks regulatory service under this directive may be required to pay applicable service charge as determined by the competent Authority.

38. *Obligation to cooperate*

Any concerned Federal and Regional State government organ is bound to cooperate, In order for the authority to execute this Directive.

39. *Inapplicable Directives*

Any directives, circular letters or operational practices contradicting to these directives shall not be applicable to the matters contained therein.

40. *Repealed directives*

Controlling Directive No. 3/2012 for Food Exporter, Importer and mass distributor companies is hereby repealed.

41. *Effective Date*

This directive shall effective as of October 11th 2014.

Mr. Yehulu Denekew

Director General,

**Ethiopian Food, Medicine and Health Care Administration and Control
Authority**



**ETHIOPIAN FOOD, MEDICINE AND HEALTH CARE ADMINISTRATION AND CONTROL
AUTHORITY**

Annex: 1

Certificate of Competency Application Form

1. Applicant's Company Full Name: _____

2. The Food trade Company Address:

Region _____ Zone/Sub City _____ Woreda _____ City/Town _____

Kebele _____ Tel. No _____ Mob. No. _____ E-mail _____

Specific name of the place: _____

3. Type of the company

Importer Wholesaler exporter

4. Type of the food to be under its possession: _____

5. I, _____, am requesting certificate of competency after evaluating my company for I have fulfilled the requirements set forth under food exporter, importer and mass distributor directives.

Signature: _____

Date: _____

6. For Office use only

- the application receiving employee _____ Signature: _____
- Date of reception _____ Time: _____
- Appointed for _____ Time _____



**ETHIOPIAN FOOD, MEDICINE AND HEALTH CARE ADMINISTRATION AND CONTROL
AUTHORITY**

Annex: 2

**Inspection Checklist to be filled by inspectors to issue certificate of
competence to food trade company**

<ul style="list-style-type: none"> • The Company's Name _____ Type of product _____ • The Company's Address: Region _____ Zone/Sub City _____ Woreda _____ Town _____ Kebele _____ House No. _____ Specific name of the place _____ Tel. No. _____ • The Company's owner/agent _____ 			
Basic requirements to be fulfilled in order to obtain certificate of competence			
S/N.	Requirements	Yes	No
1	Storage room wall and floor easy to clean		
2	Adequate natural light and ventilation for the storage room		
3	If the company is storing food products required cold chain system, cooling equipment to transport and store the food product		
4	Shelves or pallets to arrange food products		
5	Technical head as indicated as per the requirement set in the directive.		
6.	Toilet and water supply		
S/N.	List of requirements	Grading Point	Result
1.	Environmental condition	16	
1.1	Residence of the company and its vulnerability for food	10	

	contamination		
1.2	Isolated storage room from residential area	3	
1.3	Infrastructure	3	
2	Facility design	46	
2.1	Placement and height of the facility	4	
2.2	Construction material of the facility	8	
2.3	Area of storage rooms in relation to the amount of food to be stored	8	
2.4	Separate food storage room, unfit or spoiled food storage room	10	
2.5	Temperature and direct radiation protection capacity of the storage room roof construction material	5	
2.6	Protection capacity of the door and window of the facility from accessing by food contaminants	6	
2.7	Waste handling system	5	
3	Required inputs and materials	27	
3.1	Availability of first aid kit	6	
3.2	Emergency fire extinguisher	6	
3.3	Existence of information handling system for food distribution	10	
3.4	Availability of safety clothing depending on food types	5	
4	Human Resource	5	
4.2	Health status report	5	
	Grand Total	94	

Inspectors' Remark: _____

Inspectors' Name	Signature	Date	Time
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Authority's Remark: _____

Name _____ Signature _____ Date _____ Time _____



**ETHIOPIAN FOOD, MEDICINE AND HEALTH CARE ADMINISTRATION AND CONTROL
AUTHORITY**

Annex: 3

Commitment form to redress gaps identified at inspection period

1. The Company's Name _____ Type of product _____
2. The Company's Address: Region _____ Zone/Sub City _____ Woreda _____ Town _____
Kebele _____ House No. _____ Specific name of the place _____ Tel. No. _____
3. The Company's owner/agent

No.	Gaps identified at the company	Corrective actions to be taken by the company	Time limit	Remark
1.				
2.				
3.				
4.				

Inspectors' Name:	Signature	Company's owner/agent Name	Signature
1. _____	_____	_____	_____
2. _____	_____	Date _____	_____
3. _____	_____		
Date: _____			

Note:

1. If the company is to be issued with permit fulfilling the 60% of the specified requirements, to readdress the gaps this commitment form shall be prepared in 3 copies and distributed 1 copy to the company, the second copy to the company's

file and the 3rd copy shall be addressed to the inspection and surveillance directorate for monitoring

2. Failing to readdress its fault if the company returned to be issued with permit again, this commitment form shall be prepared in 2 copies and the first copy shall be issued to the company and the 2nd copy shall be kept with the company's file.
3. Unless the company fulfilled the gaps as per its commitment within the limited time in conformity with pertinent law administrative action shall be taken



ETHIOPIAN FOOD, MEDICINE AND HEALTH CARE ADMINISTRATION AND CONTROL AUTHORITY



Annex 5

Certificate of Competence for Food Export/Import/Wholesale Company

No. _____

Date: _____

Name of business organization _____ Business type _____

Product type: _____

Address of the organization

Region: _____ Sub City/Zone: _____ Woreda: _____ City: _____

Kebele: _____ House No. _____ Telephone: _____ Fax: _____

Owners Full Name: _____

This Certificate of Competence is issued upon fulfillment of requirements set by the Authority in accordance with Food, and Healthcare Administration and Control Proclamation No. 661/2009.

Signature of Authorized person

Date of Issue

Renewed 201_____ G.C R/No. _____	Renewed 201_____ G.C R/No. _____	Renewed 201_____ G.C R/No. _____
-------------------------------------	-------------------------------------	-------------------------------------

Signature: _____	Signature: _____	Signature: _____
------------------	------------------	------------------

Notice:

This certificate of competence

1. Shall be considered cancelled unless renewed every year.
2. May be suspended or revoked if the organization is found in violation of applicable laws and standards.



**ETHIOPIAN FOOD, MEDICINE AND HEALTH CARE ADMINISTRATION AND CONTROL
AUTHORITY**

Annex 6

Food inspection form at entry and exit gate

1. Name of the company: _____ COC No. _____
2. Entry and exit gate : _____
3. Way bill No.: _____
4. Invoice No.: _____
5. Declaration No.: _____

No .	Description/Name of the product	Unit	Qt .	Name of the manufacturer	Batch No.	Production date	Expiry date	Declaration

Inspection result

Food status

1. Transportation, handling and storage status: _____
2. Packing and declarative label condition: _____
3. Quality and safety: _____
4. Produced related documents: _____
5. Sampling technique: _____

Additional laboratory investigation required? Yes No

If additional laboratory investigation is required specify the detail information about the food:

Conclusion: As per the inspection conducted on the food product the expected quality and safety requirements are fulfilled. Yes No

General remark: _____

Inspecting inspector

Name: _____

Signature: _____

Date of inspection: _____ Time: _____



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Annex 7

Food sampling notification form

I/we the under named inspector/s of the authority herein under confirm with my/our signature/s that I/we have collected food sample from the company for inspection purpose in line with the power vested upon me/us by sub article 2 (d) of article 5 of the Food, Medicine and Health Administration and Control Proclamation No. 661/2009.

1.	Company name of the sample owner	
2	Certificate of competency No.	
3	Address	
4	Name and type of the sample	
5	Quantity	
6	Batch No.	
7	production of Date	
8	Expiry date	
9	Producer	
10	Place that sample taken	
11	Reason form sampling	
Full Name of the sampling inspector		Owner/agent of the company
1.	_____ Signature: _____	Name: _____
2.	_____ Signature: _____	Signature: _____
3.	_____ Signature: _____	Date: _____
Date of sampling: _____ Time: _____		
head inspectors' comment: _____ _____		
head inspector name: _____		
signature: _____		
Date: _____		



**ETHIOPIAN FOOD, MEDICINE AND HEALTH CARE ADMINISTRATION AND CONTROL
AUTHORITY**

Annex 8

Sample Referral or Sending Form

To: _____

Notifying that we have referred the following food sample for inspection purpose as per sub article 2 (p) of article 5 of the Food, Medicine and Health Administration and Control Proclamation No. 661/2009 we request to report the result after investigation of the sample.

1	Name and type of the sample	
2	Quantity	
3	Batch No.	
4	Production Date	
5	Expiry date	
6	Country of origin	
7	Producer	
8	Reason form sampling	
9	Type of laboratory investigation (eg. Microbiology, physicochemical, nutritional content, toxicity, etc, ...)	

Sample referring or sending head

Full Name: _____

Signature: _____

Date: _____



**ETHIOPIAN FOOD, MEDICINE AND HEALTH CARE ADMINISTRATION AND CONTROL
AUTHORITY**

Annex 9

Commitment Form to Quarantine Food

Until the under listed food products' quality and safety confirmation is be issued I/we the under named inspector/s of the authority herein under confirm with my/our signature/s that I/we have ordered to maintain the same banning from consumption through any method after quarantined in line with the power vested upon me/us by sub article 2 (e) of article 5 of the Food, Medicine and Health Administration and Control Proclamation No. 661/2009.

1. Name of the food owner's company: _____ competency certificate No. _____ Address: Region: _____ Zone/Sub City: _____ Woreda: _____ Town: _____ Kebele: _____ Specific name of the place _____ Tel. No. _____								
2. Address of the food quarantined: Region: _____ Zone/Sub City: _____ Woreda: _____ Town: _____ Kebele: _____ Specific name of the place _____ restore No. ()								
No	Type of food	Batch No.	Production date	Expiry date	Name of Manufacturer	Country of origin	Quantity	Reason for quarantine
I, the under named, am the owner/agent of this company hereby confirm to maintain the food banning from consumption by any method as per the order of the authority's inspectors until confirmation is issued for the quality and safety of the food under my possession. Company's owner/agent Name: _____ Signature: _____ Date: _____ Time: _____								
Full Name of the inspector who conducted the quarantine 1. _____ Signature: _____ 2. _____ Signature: _____ 3. _____ Signature: _____ Date of quarantine _____ Time: _____								

Note: Preparing with three copies of this form one copy shall be issued to the company another copy shall be attached to the file of the company and the rest shall be directed to legal section for monitoring.



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Annex 10

Date: _____

Release permit No.: _____

Entry-Exit Port food Release Notification

To: _____

The food item specified hereunder has been approved to be Imported/Exported to/from the country in accordance with the requirements of the Food, Medicine Na Healthcare Administration and Control Proclamation No. 661/2009 and other relevant laws.

1	Name of the Organization					
2	Bill of loading No.					
3	Invoice No.					
4	Declaration number					
5	Type of food					
7	Food not approved to be imported/exported from the invoice (if any)					
Type of food	Unit	Quantity	Batch No.	Manf. date	Manufacturer	Country of origin
Name of Authorized Inspector: _____						Seal
Signature: _____						
Date of issuance _____ valid up to _____						

Note: This form shall have three copies the original set to custom and revenue, the 2nd copy to the organization and the 3rd copy shall be kept along with the pad.



**ETHIOPIAN FOOD, MEDICINE AND HEALTH CARE ADMINISTRATION AND CONTROL
AUTHORITY**

Telephone: +251115522547
Fax: +251115521392
P.O. Box 5681
E-mail: Daca@ethionet.et
Website – <http://www.fmhaca.gov.et>
Addis Ababa- Ethiopia

Ref. No. _____/_____/_____

Date: _____/_____/_____

HEALTH CERTIFICATE

This is to certify that _____ Ltd, Address _____ Ethiopia is registered under certificate of competence No. _____ in accordance with the Food, Medicine and Healthcare Administration and Control proclamation No. 661/2009 of Ethiopia, as a food _____. The food is inspected to ascertain compliance with the prescribed standard.

Permission is hereby granted to it for export of _____ Metric Tons of _____ to _____ as here under shown.

	Name of food	Invoice Number	Batch No.	Quantity (MT)	Values (\$US)	Remark

Please note that this Health Certificate is limited to this consignment only, and is Valid from Date _____/_____/_____ to Date _____/_____/_____.

Signed by:

Authorized person