

## FOOD SAFETY AND QUALITY AUTHORITY'S GUIDELINES FOR THE FOOD AND FEED EXPORT

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<b>STEPS</b>	<b>PROCEDURES</b>
<b>1.</b>	<ul style="list-style-type: none"><li>• All exporters of food and feed must obtain registration and license application forms from FSQA and submit the completed forms.</li></ul>
<b>2.</b>	<ul style="list-style-type: none"><li>• Exporters will contact the Food Safety and Quality Authority, where required, to arrange for inspection of premises and production facilities of the exporter's establishment.</li><li>• Exporters will be required to submit certain documents, including a full HACCP plan, and pre-requisite programmes (PRPs) to the FSQA for their consideration</li></ul>
<b>3.</b>	<ul style="list-style-type: none"><li>• FSQA shall undertake an inspection and provide an inspection report with recommendations to the exporter. If everything is in order, the exporter's establishment will be approved for export.</li></ul>
<b>4.</b>	<ul style="list-style-type: none"><li>• FSQA shall complete the registration and licensing processes with the exporter, and furnish GRA with an update of the list of current exporters</li></ul>
<b>5.</b>	<ul style="list-style-type: none"><li>• Once ready to export, licensed Exporters must pick Export Inspection Request Form at the FSQA Head Office on Kairaba Avenue.</li><li>• The Completed Form shall be returned to the Director of Food Control at FSQA.</li></ul>

6.	<ul style="list-style-type: none"> <li>• The FSQA shall arrange for Inspection and sampling, where deemed necessary, of the products to be exported in collaboration with the Exporter as deemed necessary.</li> </ul>
7.	<ul style="list-style-type: none"> <li>• Based on the result of the inspection and tests submitted, the FSQA will issue Export Consignment Certificates (Export Certificate and Export Permit) to the exporter.</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Exporter should present all relevant documents; Export Consignment Certificates and Test Report (not mandatory) to the Customs Division of the GRA at the point of exit</li> </ul>
9.	<ul style="list-style-type: none"> <li>• Customs shall ensure that, the following requirements are met before an exporter is allowed to export any consignment. <ul style="list-style-type: none"> <li>- Exporter's name is on the current list issued by FSQA.</li> <li>- Exporter has valid Export Consignment Certificates from FSQA.</li> <li>- Laboratory test report may be added to the export documents depending on the requirements of the importing Country.</li> </ul> </li> </ul>