

Brief on the Registration Process of a Food Facility with NFSA

Overview

The Egyptian National Food Safety Authority (the “**NFSA**”) was established in 2017 under the law no.1 of 2017 (the “**Law**”). According to article (3) of the **Law**, its objective is to “*fulfil the requirements of food safety to preserve health and safety of humans*”. Given that the registration of food facilities with the **NFSA** is now mandatory, the process has become much easier with the government’s recent efforts in digital transformation. That said, below is a brief tackling the main steps for registering a food facility with **NFSA**.

What are the required documents to register a food facility with the NFSA?

1. Flowchart of the manufacturing process of the facility;
2. recent commercial register extract of the company owning the food facility (the “**Company**”);
3. industrial register of the **Company**;
4. copy of the tax card of the **Company**;
5. Hazard Analysis and Critical Control Points (HACCP);
6. blueprint of the facility; and
7. copy of the national ID card of the applicant submitting the registration request of the facility to the **NFSA**.

What are the necessary steps to follow when registering a food facility with the NFSA?

1. The **Company** should fill out the form available on the **NFSA**'s website: www.nfsa.gov.eg by clicking on “register food facility”, then “add facility”.
2. Attach the aforementioned documents by following the instructions specified on the website. In case of technical difficulties, the **Company** should attach the documents and email them to: food.factory@nfsa.gov.eg.
3. Upon acceptance of documents, **NFSA** will contact the **Company** via email to set up an inspection visit of the facility.
4. The evaluation of **NFSA** resulting from the inspection is according to a scoring system, and **NFSA** then determines the percentage of acceptance of the relevant application.

Accordingly, and following the inspection of the facility, the **Company** will be faced with one of two outcomes:

Case 1: *The Company passes the first inspection*

If the **Company** succeeds in passing the first inspection, **NFSA** will send a team to conduct a second inspection of the concerned facility without prior notice (unannounced/sudden check). If the **Company** manages to pass the second inspection, the license should be granted shortly after the said inspection.

If the **Company** does not pass the unannounced/ sudden inspection, **NFSA** will send an excel file to the **Company** via email, including the points that it must fulfil and the comments of the inspection team. The **Company** must then re-send the excel file to **NFSA**, provided that it includes a timeline for satisfying the requirements and observations of the inspection team.

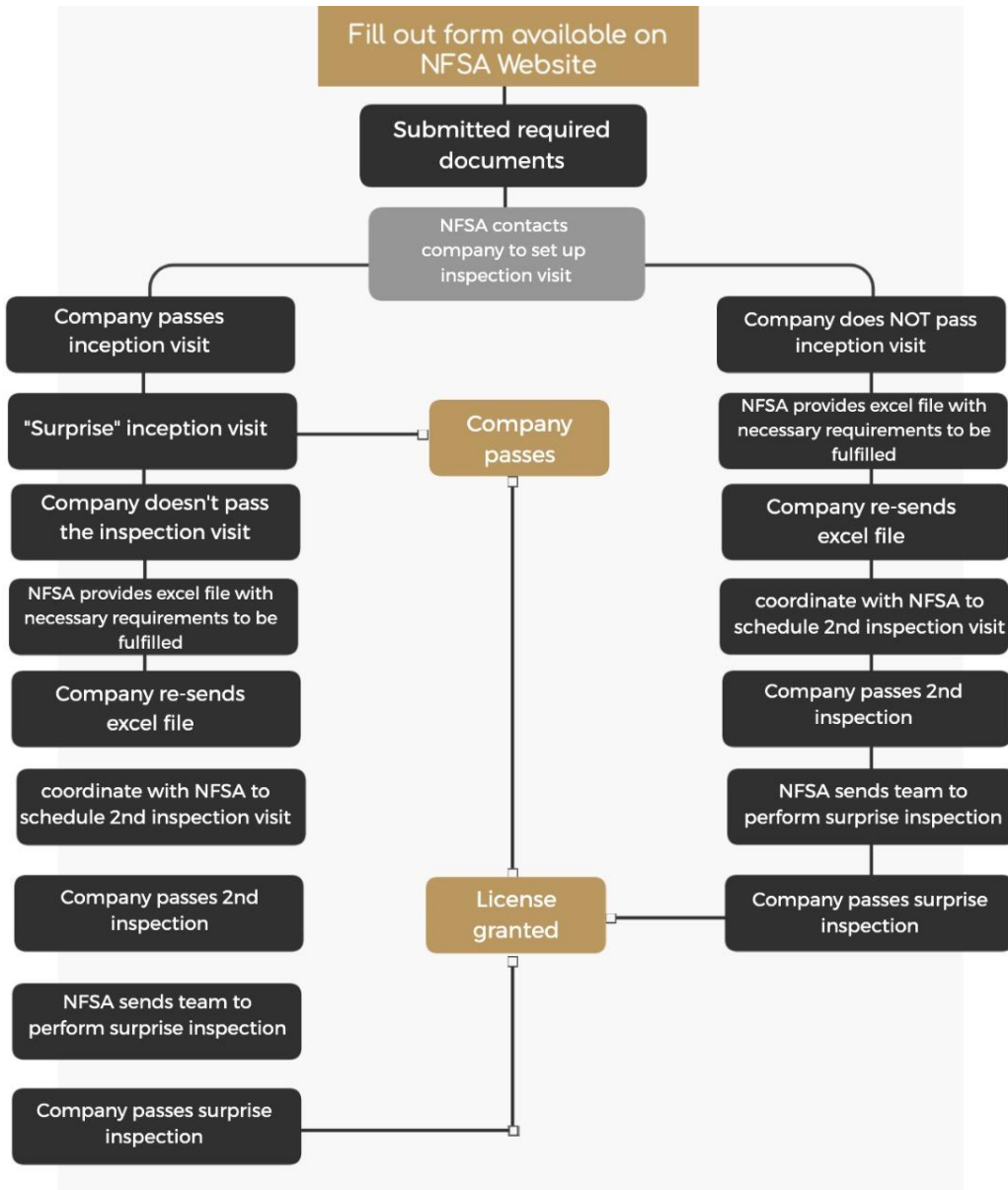
After fulfilling the said requirements, the **Company** must coordinate with **NFSA** via email to schedule a second inspection. If the **Company** passes this second inspection, **NFSA** will finally send a team without prior notice to perform a surprise inspection on the facility. If the **Company** passes this last inspection, it will be granted the license.

Case 2: The Company does not pass the first inspection

If the **Company** does not pass the first inspection, **NFSA** will send an excel file to the **Company** via email, including the points that it must fulfill and the comments of the inspection team. The **Company** must then re-send the excel file to **NFSA**, provided that it includes a timeline for satisfying the requirements and observations of the inspection team.

After fulfilling the said requirements, the **Company** must coordinate with **NFSA** via email to schedule a second inspection. If the **Company** passes this second inspection, **NFSA** will send a team without prior notice to perform a surprise inspection. If the **Company** passes this last inspection, it will be granted the license.

A diagram is presented below to illustrate the process.



How long does the registration process take?

It is worth noting that the timetable provided below is merely an estimate. The expected duration will naturally vary based on the inspection results and the number of inspections.

- The first inspection is expected to take place within 14 to 21 working days of submitting documents to **NFSA**.
- Apart from the first, any other examination is expected to occur within five to ten weeks.
- **NFSA** usually issues the assessment results within seven to 21 working days from the date of the inspection.
- Accordingly, the whole registration process may take from three to five months.

How much does the registration cost?

Registration costs **10,000 EGP** for the facility, to be paid annually.