

FEDERAL DEPARTMENT OF FISHERIES
PROCEDURE FOR REGISTRATION OF FISH PROCESSING PLANT

APPROVAL FOR REGISTRATION OF FISH PROCESSING PLANT (FPP)

1. Application for registration of fish processing establishment (FPP) shall be forwarded to The Director, Federal Department of Fisheries (FDF) through the Head of Division for the Quality Assurance and Fish Disease Management (FQ & FD Mgt) and photocopies of the following documents should be attached;

- i certificate of incorporation
- ii. Floor plan of the intended plant.

2. APPROVAL OF FLOOR PLAN;

The company shall submit a floor plan/design layout for approval. Construction of Fish Processing Plant (FPP) shall not commence until the generic floor plan has been constructed and approved.

NOTE;

- Existing structures to be converted FPP shall follow the same procedure
- Approved generic floor plan of FPP can be obtained from FDF

3. INSPECTION OF PROJECT SITE;

Fish Inspectors shall visit the proposed site for the construction of the processing plant and ensure that construction is compliant with approved plan.

4. ISSUANCE OF APPROVAL NUMBER

Completed Processing plant shall be issued approval number for future export purposes.

5. SUBMISSION OF HACCP PLAN

Exporters/Processors shall develop an HACCP plan for their establishment and must organize training for Staffs/Processors on HACCP concept.

The HACCP plan document shall be submitted to Quality Assurance & Fish Disease Management Branch and shall be reviewed annually or when a product line is introduced.