

REPUBLIC OF SENEGAL One People - One Goal - One Faith



-----MINISTRY OF COMMERCE, INDUSTRY AND INFORMAL SECTOR-----  
DEPARTMENT OF DOMESTIC TRADE

## MANUAL OF PROCEDURES

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# CONTRÔLE DE QUALITE DES HUILES ET FARINES ENRICHIES

December 2012



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## **SYMBOLS AND ABBREVIATIONS**

**ASN: Senegalese Standards Association**

**CODEX ALIMENTARIUS:** Joint FAO/ WHO committee in charge of developing standards in the food

**CODEX STAN:** Codex Alimentarius Standard

**COSFAM:** Senegalese Committee for Food Fortification with Micronutrients

**DCSC:** Department for Consumption and Consumer Safety

**DIPA :** Declaration of food import

**DGD :** Directorate General of Customs

**DPV :** Directorate of Plant Protection

**DSV :** Directorate of Veterinary Services

**EISMV:** Inter-State School of Veterinary Sciences and Medicines

**FRAT:** Rapid Method consumption survey

**ITA :** Food Technology Institute

**LAE :** Testing and Analysis Laboratory

**LCI :** Laboratory of Internal Trade

**NINEA :** National Identification Number of Businesses and Associations

**NORMCERQ :** Regional Standardisation Organisation, for certification and quality promotion (UEMOA)

**NS :** Senegalese Standard

**RCCM :** Register of Commerce and Personal Credit

**SDC :** Department of Commerce

**SRC :** Regional Trade Service

**UCAD :** Cheikh Anta Diop University of Dakar

**UEMOA :** West African Economic and Monetary Union

## ***Preface***

*Micronutrient deficiencies still continue to persist in Senegal despite the various strategies deployed by the Government with the support of technical and financial partners.*

*The problem is even more serious as this "hidden hunger" affects particularly vulnerable groups such as women and children.*

*However, fortification, recognized as an effective and viable solution, cannot be truly effective in the absence of a suitable quality control mechanism to guarantee the conformity of products sold.*

*It is in this context that we must place the procedures manual which is intended as a simple and systematic tool to assist all officers of internal trade in the exercise of quality control for oils and fortified flours.*

*It will undoubtedly harmonize the control methods practiced by all employees while increasing their effectiveness.*

*Moreover, I would like to extend my sincere thanks to the Food Technology Institute (ITA), to the "Micronutrient Initiative (MI)" and the Senegalese Committee for Food Fortification with micronutrients (COSFAM) who were willing to lend their support to the Internal Trade Directorate in the development of this important manual.*

*I invite all officers of Internal Trade to take ownership of the procedures manual to ensure - through strict control - the compliance of oils and flours for consumption.*

***Adama Saïdou DIALLO***

***The Director of Internal Trade***

## I- INTRODUCTION

### I.1- Background

Micronutrient deficiencies are still a real public health problem in Senegal as several studies have evidenced, the last of which on the micronutrient status of women of reproductive age and preschool children, was conducted in 2011 by the Nutrition Laboratory UCAD.

According to the study, 47.9% of women and 66.1% of children aged 12 to 59 months are anemic with iron deficiency while vitamin A deficiency affects 1.9% of women and 17.1% of children.

It should be noted that to effectively and sustainably fight against micronutrient deficiencies, the Government of Senegal is committed, through the Senegalese Committee for Food Fortification with Micronutrients (COSFAM)<sup>1</sup> to an enrichment strategy of edible oils with vitamin A and wheat flour with iron and folic acid.

The choice of these food vehicles was from to the results of the FRAT Consumption Survey<sup>2</sup> conducted in 2005 that clearly identified the oils and flour as potential food vehicles for fortification with micronutrients.

Thus, the will of the Senegalese Government is further confirmed by the adoption of Decree No. 2009-872 of 10 September 2009 mandating the implementation of standards on oils enriched with vitamin A and enriched wheat flour with iron and folic acid (vitamin B9). Henceforth, it is the obligation of all operators (manufacturers or importers) to only make available adequately enriched oils and flour.

As part of the application of that decree, the Directorate of Internal Trade - through the Division of Consumer Affairs and Consumer Safety - has set up a special mechanism for the quality control of fortified oils and flours that deserves to rely on a manual of procedures.

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<sup>1</sup> The COSFAM was established by primatorial Order No. 001 717 of March 10, 2006

<sup>2</sup> FRAT: Food Rapid Assessment Tools (consumer survey on the identification of potential food vehicles June-July 2005)

## **I.2- Goals**

The overall objective of the procedures manual is to contribute - by improving the efficiency of quality control of fortified products - to make effective the proper enrichment of oils with vitamin A and wheat flour with iron and Folic acid (in Senegal).

The specific objectives are:

- Document the quality control procedures of the enriched oils and flours;
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- Harmonize the procedures and practices in the quality control of fortified flours and oils;
- Strengthen the skills of trade officials involved in the quality control of enriched oils and flours;
- Contribute to achieving a compliance rate of over 95% by 2015 for enriched oils and flours sold in Senegal.

## **I.3- Scope**

This procedures manual is a document that describes the specific approach to be taken by officers to ensure the quality control of enriched oils and flours locally produced or imported, in accordance with the regulatory and/ or normative requirements.

As such, he says:

- the identification procedure for targeted oils and flours;
- the traceability of the oils and flours;
- sampling methods for the analysis of samples;
- the data collection method.

This manual was developed by the officers of the Directorate of Internal Trade in charge of the quality control of food products. It is an important work tool (logbook) for all employees in the quality control of fortified products.

Thus, the central services of the DCI and the decentralized departments will appropriate this reference document to harmonize interventions on the one hand and improve the control effectiveness on the other.

### **1.4 Document Management**

## **II- Terms and Definitions**

**Accreditation** (ISO / IEC 17000): Certificate issued by a third party, with respect to a conformity assessment body, conveying a formal demonstration of the competence of the latter to carry out specific conformity assessment activities.

**Conformity** (ISO 9000: 2005): Is the satisfaction of a particular requirement.

**Control** (ISO 9000: 2005): Conformity Assessment by observation and judgment accompanied by, if necessary, measurements, testing or calibration.

**Physical control** (Council Regulation (EC) No 882/2004 of the European Parliament and the Council of 29 April 2004): control of the feed or control of means of transport, packaging, labeling for analysis and a laboratory review and any other control relating to feed or food.

**Primary sample** (ISO 7002-1986) is the "product portion" taken from a lot in the first stage of the sampling process, and will normally be an item (if collected from a lot of prepacked products) or sample (if collected from a bulk lot).

**Packaging** (European Directive 94/62 / EC): any object, regardless of the nature of the materials of which it is made, intended to contain and protect the goods, to allow handling and transport from producer to consumer or user, and ensure their presentation.

**Labelling** (Codex Standard: Labelling of Prepackaged Foods): any written, printed or graphic matter that is on the label accompanying the product or placed near it to promote sales.

**Inspection** (ISO 17020) : Examination of a product design, product, service, process or plant and determination of their conformity with specific requirements or, on the basis of a professional judgment, with general requirements.

**ISO / IEC 17025** (Definition ISO / IEC): Standard establishing general requirements for the competence to carry out tests and/ or calibrations, including sampling.

**Lot** (ISO 22005): number of units of a product that was manufactured and/ or processed or packed under the same conditions.

**Standard** (ISO and IEC Definition): it is a document established by consensus and approved by a recognized body that provides, for common and repeated use, guidelines or characteristics for activities or their results, ensuring a level of optimal order in a given context.

**Quality** (ISO 9000: 2000): the ability of a set of inherent characteristics of a product, system or process to meet the requirements of customers and other interested parties.

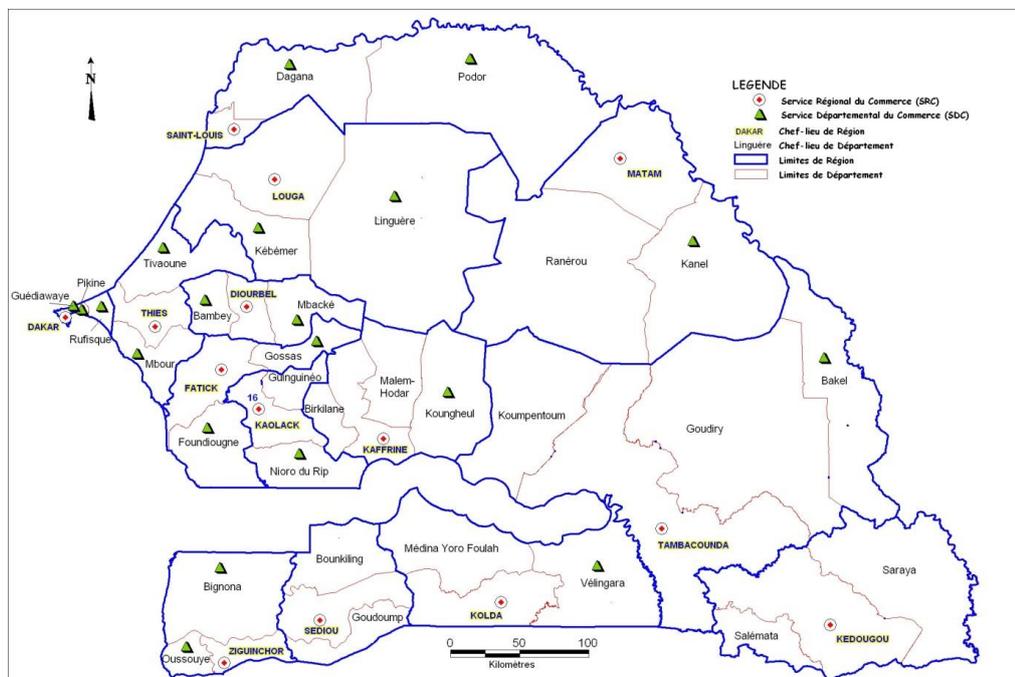
Procedure:

### III- Institutional and legal framework

#### III.1- Institutional framework

The quality control of oils and fortified flour is naturally in the food quality control provided by the Ministry for Trade through the Division of Consumer Affairs and Consumer Safety (DCSC) and decentralized Internal Trade services (regional and departmental services). In total, there are 14 regional services and 20 departmental services for Commerce across the country.

Figure 1 : Map of regional and departmental Trade services



It should be noted that this control is carried out in collaboration with other jurisdictions such as the Directorate of Plant Protection (DPV), the Directorate of Veterinary Services (DSV), the Customs Directorate (DGD), etc.

### **III.2- Legal and normative provisions**

The quality control of fortified flours and oils is governed by general texts and specific texts (technical regulations) which are generally based on national and international standards.

#### **III.2.1- Community Texts**

- Regulation No 03/2010/CM/UEMOA on harmonization scheme of accreditation, certification, standardization and metrology activities in the UEMOA.

#### **III.2.2- Legislation**

- Law No. 66-48 of 27 May 1966 on the control of food and Fraud amended by Law No. 71-09 of 21 January 1971;
- Law No. 94-63 of 22 August 1994 on prices, competition and economic disputes.

#### **III.2.3- Statutory Instruments**

- Decree No. 68-507 of 7 May 1968 regulating the control of products for human and animal consumption;
- Decree No. 68-508 of 7 May 1968 establishing the conditions for research and finding violations of the Law No. 66-48 of 27 May 1966;
- Decree No. 2005-913 of 12 October 2005 decree implementing the Codex Standard for Labelling of Prepackaged Foods (CODEX STAN 1-1985);
- Decree No. 2009-872 of 10 September 2009 mandating the implementation of standards on oils enriched with vitamins A and soft wheat flour fortified with iron and folic acid
- 

#### **III.2.4- Normative texts**

##### ***Internationally***

- Codex standard STAN 1-1985, Rev. for the Labelling of Prepackaged Foods.

##### ***Nationally These are national standards developed by the Senegalese Association for Standardization.***

- Senegalese Standard NS 03-052 on soft wheat flour fortified with iron and folic acid. Specifications
- Standard NS 03-072 on edible palm oil refined fortified with vitamin A. Specifications;
- Standard NS 03-073 on edible refined cotton oil enriched with vitamin A. Specifications;
- Standard NS 03-074 on edible refined palm kernel oil fortified with vitamin A. Specifications;

- Standard NS 03-075 on refined edible peanut oil enriched with vitamin A. Specifications;
- Standard NS 03-076 on refined edible sesame oil fortified with vitamin A. Specifications;
- Standard NS 03-077 of edible refined sunflower oil fortified with vitamin A. Specifications;
- Standard NS 03-078 on edible refined rapeseed oil fortified with vitamin A. Specifications;
- Standard NS 03-079 on edible refined maize oil enriched with vitamin A. Specifications;
- Standard NS 03-080 on edible refined soy oil fortified with vitamin A. Specifications;
- Standard NS 03-081 on the general principles governing the addition of nutrients to foods.
- Senegalese Standard NS 03-068 on Food Labelling

It should be clarified at Community level, the national standards mentioned above are already validated by the UEMOA Technical Food Committee and are pending approval at the regional organization of standardization, certification and promotion for the quality named (NORMCERQ).

They should replace the national standards in all UEMOA member countries after their approval.

#### **IV- General information on the inspection body**

The Division of Consumer Affairs and Consumer Safety (DCSC) is a central structure of the Directorate of Internal Trade of the Ministry of Commerce.

The DCSC is a public inspection service that exists since 1936 under the name Department for fraud prevention and weights and measures. Its mission was to guarantee the quality of products released for consumption and was erected in 1961 in Division.

Over the years, this central structure inherited by the Directorate of Internal Trade has had several names including:

- Quality Control and Fraud Prevention Division (DCQRF);
- Quality Control and Metrology Division (DCQM);
- Consumer and Quality Division (DCQ);
- Division of Consumer Affairs and Consumer Safety (KOA) since 2006.

##### **IV.1- DCSC Tasks**

The DCSC has three tasks:

- the quality control of food products,
- Fraud prevention;
- The information, sensitization and supervision of operators and consumers.

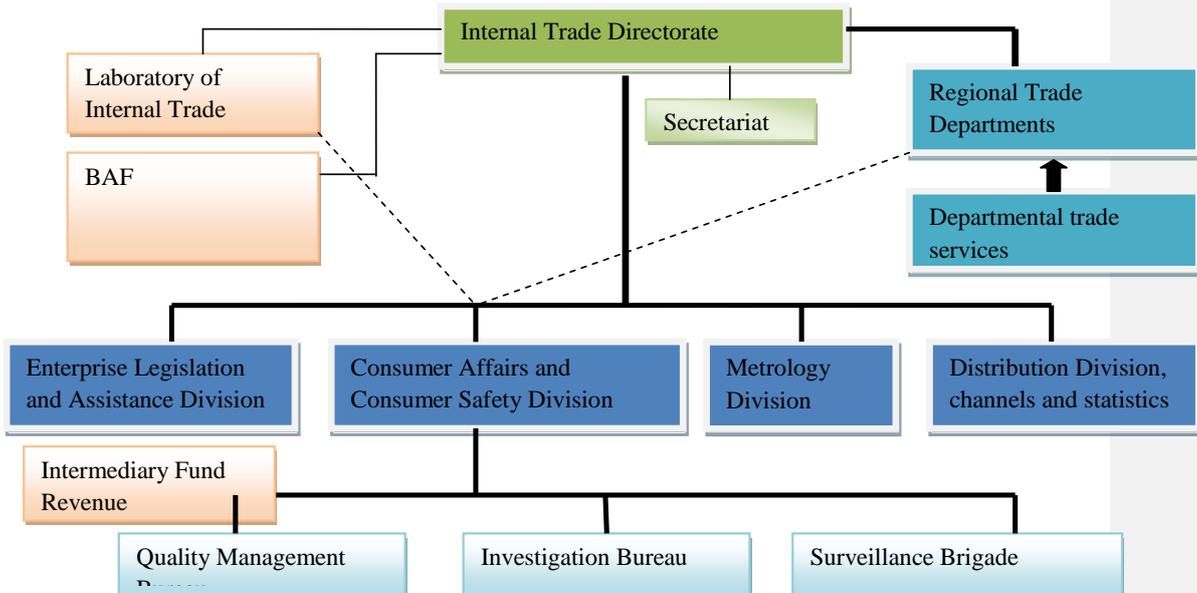
#### **IV.2- Organisation and operation of the DCSC**

The DCSC is made up of:

- a quality management bureau that handles the processing of applications for manufacturing authorization, monitoring of import declarations and the coordination with the analytical laboratories;
- an investigation bureau which supports the inspections in the production units, storage warehouses for food that is imported or manufactured locally, etc.;
- a geographical segments surveillance brigade exercises daily control in the Dakar distribution channels in a coordinated program with the regional department of the Dakar Trade and Metrology Division.

Note that in the other regions and departments, the regional or departmental Trade department provides market surveillance in the area.

**Figure 2: Internal Trade Directorate Organogram**



## **V- Human, material and analytical resources**

### **V.1 Staff**

The quality control system of the Internal Trade Department is composed of more than twenty inspectors and a hundred agents located throughout the country.

All agents are appointed by decree or ministerial order and sworn before regional courts and given employment boards which the Minister for Trade requires all civil and military authorities to lend their assistance, support and protection for all which is related to the exercise of their functions.

### **V.2 Infrastructure and equipment**

#### **V.2.1- the laboratory of Internal Trade (LCI)**

It is established since 1939 and is the national food control laboratory. As such, it provides expertise to all inspection bodies (Livestock, Fisheries, Plant Protection, etc.) the first and foremost being the DCSC which is its first customer.

The laboratory has two sections: microbiology and chemistry. Its staff consists of food engineers and highly trained technicians.

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- 6techniciens
- Assistant Technician
- 1 Laboratory Boy
- 1 Secretary

With the increase of its analytical capabilities following its restoration in 2006, the main activities of the LCI are now beyond the determination of the primary indices (MS, nitrogen, protein, ash, MG, cellulose, etc.) they include dosages of vitamin A and C, sweeteners (aspartame, acesulfame, benzoic acid ... etc.), preservatives, caffeine, histamine; melamine for milk formula, wheat gluten and animal feed. In addition, with the acquisition of an atomic absorption spectrometer, the ICL is now able to analyze heavy metals such as iron.

In microbiology, the premises were rehabilitated and have been operational since November 2008. They meet the requirements of the forward market (no crossing of own products with contaminated products).

The germs investigated in the products are: Total flora, Total Coliforms, thermotolerant coliforms, staphylococci, sulphite-reducing anaerobes, Salmonella, Yeast and Mould, E. coli., Etc.

It should be noted that the LCI has been committed to a process of accreditation to ISO 17025 since 2010 for the histamine in fish.

### **V.2.2- The Division of Consumer Affairs and Consumer Safety**

For the conformity assessment of oils and flours, the DCSC has sampling equipment, storage and transport for samples. This is, inter alia, of:

- 2 vehicles (Pick up);
- 1 motorcycle (for transporting samples to laboratories)
- 1 case of samples featuring all the sampling equipment
- 2 Freezers - 2 Refrigerators - 10 cold rooms - 20 dry ice - 500 sterile bags
- 6 computers, 1 printer, 1 photocopier
- 1 phone line - 1 Internet connection

### **V.2.3- Outsourcing**

Besides the LCI, the DCSC seeks the services of all the competent laboratories operating in the field of agribusiness. This is, inter alia:

- The Laboratory of Analysis and Testing of the Polytechnic College (LAE);
- Laboratory of the Pasteur Institute of Dakar;
- The laboratory of the Institute of Food Technology (ITA);
- Laboratory of food hygiene of animal origin EISMV (HIDAOA)

However, in the area of fortification, only the Nutrition Laboratory and the ITA have the necessary equipment (HPLC, atomic absorption spectrometer).

## **VI-Quality control procedures for oils and fortified flour**

It should be noted that the control procedure depends on the level where the control occurs. This may be during the production, importation or distribution.

### **VI.1- In production**

#### **VI.1.1- Purpose of the procedure**

This procedure is intended to describe the methodology used by the agents of the DCI during the quality control of oils and fortified flour in manufacturing.

#### **VI.1.2- Fields of application of the procedure**

This procedure applies:

- to the following edible refined oils: Palm oil (olein, palm superolein) - soybean oil - sunflower oil - Cottonseed oil - Sesame oil - palm kernel oil - peanut oil - Rapeseed oil
- At the wheat flour bakery.

This procedure does not apply to:

- For crude oils, virgin oils (olive oil), extra-virgin oils,
- For pastry flour, biscuit, soy flour, corn, millet, etc.

In Senegal, only refined peanut oil, refined soybean oil, palm olein are produced or reconditioned.

#### **VI.1.3- Responsibilities**

Manufacturing control is done by sworn officers of the Division of Consumer Affairs and Consumer Safety (DCSC) following a well defined procedure under the responsibility of the Division Head.

#### **VI.1.4- References**

- Law No. 66-48 of 27 May 1966 on the control of food and the prevention of fraud;
- Decree No. 68-507 of 7 May 1968 regulating the control of products for human and animal consumption;
- Decree No. 68-508 of 7 May 1968 establishing the conditions for research and finding violations of the Law No. 66-48 of 27 May 1966;
- Decree No. 2005-913 of 12 October 2005 decree implementing the Codex Standard for Labelling of Prepackaged Foods (CODEX STAN 1-1985) / NS03-068.
- NS standards for fortified oils and flours;
- Decree No. 2009-872

#### **VI.1.5- Methods and control procedures for production (a priori)**

Like any food product, the manufacturing of oil or fortified flour requires a manufacturing authorization from the DCSC after a control that is exercised at several levels:

- Documentary checks;
- A control of labeling;
- A visual physical check;
- A physicochemical and/ or microbiological control;
- A check of local manufacturing;
- Documents issued

#### **VI.1.5.1- The documentary check**

##### **✓ Instrumentation**

This inspection is visual and requires no instrumentation

##### **✓ Reference**

- Uniform Act on General Commercial Law (RCCM)
- General Tax Code
- Law No. 66-48 of 27 May 1966 on the control of food and the prevention of fraud;
- Decree 68-507 of 7 May 1968 regulating the control of products for food and feed

##### **✓ Methodology**

Before accepting a manufacturing authorization application for oil or fortified flour, the agent shall check the parts and the applicant's documents, ensuring their authenticity and compliance.

##### **✓ Documentation**

The documents referred to in the context of an application for manufacturing authorization are:

- manufacturing authorization request to the Head of the Consumer Division and duly signed by the applicant. It must be specified in the request the product subject of the manufacturing request, its packaging, its weight or volume and its brand. See license application model in the Appendix.
- the certificate of registration in the Personal Credit and Commercial Register and (RCCM)
- the National Identification number of companies and associations (NINEA) attesting to the applicant's registration at the tax office.

##### **✓ Results**

If the documents or parts listed above are consistent, accept the request.

Otherwise if these documents are not produced or are falsified, reject the request.

### **VI.1.5.2- The control of labeling**

This check is made after the record was deemed admissible.

#### **✓ Instrumentation**

This inspection is visual and requires no instrumentation

#### **✓ Reference**

- Decree 68-507 of 7 May 1968 regulating the control of products for food and feed
- Decree No. 68-508
- Decree No. 2005-913 of 12 October 2005 decree implementing the Codex Standard for the Labelling of Prepackaged Foods (CODEX STAN 1-1985);
- Codex Standard 1-1985 for the labeling of prepackaged Foods

#### **✓ Methodology**

The officer must check whether the packaging and label template includes all the mandatory information including:

- the nature of the product; Vegetable oil fortified with vitamin A and wheat flour for baking enriched with iron and folic acid;
- The brand (optional);
- The Composition of the product;
- the name and address of the manufacturer;
- The net volume (oil) and net weight (flour)
- The expiration date ;
- the batch number,
- The logo

He must also check the visibility and legibility of all these mentions. In addition, the officer must ensure the absence of signs, images or allegations liable to mislead the consumer.

#### **✓ Results**

If the model is correct, continue the testing procedure.

If there are comments from the officer that the applicant is willing to consider, continue the control,

If, otherwise, the template does not comply or the applicant does not accept the requested changes, reject the request.

### **VI.1.5.3- The visual physical control**

This check is done at the time of receipt of the file.

✓ **Instrumentation**

This check is visual and requires no instrumentation.

✓ **Methodology**

The officer must check whether the samples submitted by the applicant are in good standing. He must check:

- if the number of samples submitted is sufficient (4-7 samples)
- if the samples are not already altered upon filing,
- if the conditions for preservation are good.

✓ **Results**

If the samples are adequate and consistent after visual inspection, grant the request;

If the samples are insufficient and / or non-compliant after the visual check, dismiss the application;

**VI.1.5.4- The physicochemical and/ or microbiological control**

This check is made after the record was deemed admissible.

✓ **Instrumentation**

This control is however performed by an equipped laboratory depending on the analytical criteria requested.

✓ **Reference**

- Decree No. 68-508 of 7 May 1968
- Decree No. 2009-872
- Senegalese standards on oils and enriched flours
- Test Methods (references)

✓ **Methodology**

The officer should proceed to send samples to the laboratory for analysis. To do this, he must:

- Ensure the adequacy and compliance of the physical samples to be sent;
- Provide for control samples (for counter analyzes if necessary);
- Ensuring proper storage conditions during the transport of samples to the laboratory;
- Ensure the laboratory to make the necessary analyses;
- Specify in the packing slip to analyze the criteria and the references (standards) on which the laboratory must be based to assess compliance

✓ **Results**

If the test results are consistent, pursue the monitoring procedure;

If the results are not consistent, the applicant can submit new samples for further analysis; if not, stop the process.

If challenged by the applicant on the analysis, control samples are sent to another laboratory for counter analysis.

#### **VI.1.5.5- Manufacturing site visit**

This visit is the final stage of the screening process.

##### ✓ *Instrumentation*

It is carried out by agents of the DCSC in Dakar or the competent Trade service agents for manufacturing units falling outside of Dakar.

##### ✓ *Reference*

- General principles of food hygiene of the Codex Alimentarius / NS03-071

##### ✓ *Methodology*

The agent must conduct a tour of the local production. In this context, he should look:

- The provision of the premises
- The safety of the premises
- The production equipment
- The toilets
- Staff equipment
- The health of the employees
- Staff training
- Etc.

##### ✓ *Results*

If the manufacturing premises is compliant, the last step of the control process is completed and the applicant may claim to have manufacturing authorization;

If the premises does not comply, the applicant may correct the nonconformities before a new visit

If corrective measures are not possible or if the applicant refuses to correct the non-conformities found, his case is rejected.

#### **VI.1.5.6- Documents issued**

If all stages of the control indicated above are met, the applicant is assigned a provisional authorization (see Annex 2) to enable him to manufacture his packaging on the basis of the validated template.

Once the final package, submitted to the DCSC, is deemed compliant, final authorization is granted (see Annex 3)

### **VI.1.6- Methods and control procedures for production (a posteriori)**

Once the manufacturing authorization is granted, the manufacturer is now allowed to produce and sell oil and enriched flours. However, he is subject to regular, unannounced control officers from the DCSC or the decentralized trade services

#### **✓ Instrumentation**

This control can be visual (raw materials, finished products and labeling) as it may require laboratory analysis.

#### **✓ Reference**

- Law No. 66-48 of 27 May 1966 on the control of food and the prevention of fraud;
- Law No. 94-63 of 22 August
- Decree 68-507 of 7 May 1968 regulating the control of products for food and feed
- Decree No. 68-508 of 11 May 1968 establishing the conditions for research and for finding violations of the Law No. 66-48 of 27 May 1966;
- |||UNTRANSLATED\_CONTENT\_START|||le décret n°2005-913 du 12 octobre 2005 décret portant application de la norme codex pour l'étiquetage des denrées alimentaires préemballées (CODEX STAN 1-1985).|||UNTRANSLATED\_CONTENT\_END|||
- NS standards for oils and enriched flours
- Codex Guidelines on Sampling CAC / GL 50-2004

#### **✓ Documentation**

The officers who perform the production check must bring a mission order signed by the competent authority and their employment commissions.

Documents attesting to the quality of the product (health certificate, technical specifications).

#### **✓ Methodology**

The officers shall monitor primary materials (regular imports, compliance), the manufacturing process and finished products. During this check, agents can carry out sampling for analysis.

#### **✓ Sampling**

Sampling involves taking from a lot given a fraction or a certain number of packages or product items that are samples. It is performed in the presence of the owner or his representative.

In the case of large batches, the officer first recognizes the packages by checking their compliance before sampling in accordance with the Codex Alimentarius General Guideline on Sampling (CAC / GL 50 -2004).

Depending on the size of the products, the sample may relate to all or a representative portion of the stock to be taken. Only the officer responsible for sampling may decide.

Any sampling operation involves writing an official sampling report. Cf. Sampling report in Appendix 4.

### ✓ **Results**

If there is a finding of non-compliant raw materials, seize and initiate litigation; cf. Copy of Quality Deception report (QD). In Annex 10

If there is recognition of the labeling violation, seize and initiate litigation; cf. Copy of Failure to mention mandatory particulars report (DMO).

If there is, after analysis, recognition of non-conforming finished products, seize and initiate litigation; cf. Copy of Quality Deception report (QD).

If no non-compliance is found after the check, congratulate and encourage the operator.

## **VI.2- On import**

### **VI.2.1- Purpose of the procedure**

This procedure is intended to describe the methodology used by the officers of the DCSC during the quality control of oils and fortified flour in manufacturing.

### **VI.2.2- Fields of application of the procedure**

This procedure applies:

- to the following edible refined oils: Palm oil (olein, palm superolein) - soybean oil - sunflower oil - Cottonseed oil - Sesame oil - palm kernel oil - peanut oil - Rapeseed oil
- At the wheat flour bakery.

This procedure does not apply to:

- For crude oils, virgin olive oil, extra-virgin oils, olive oils
- For pastry flour, soya flour, maize.

### **VI.2.3- Responsibilities**

The import control is performed by sworn officers of the Division of Consumer Affairs and Consumer Safety (DCSC) following a definite procedure under the supervision of the Division Head

### **VI.2.4- References**

- Law No. 66-48 of 27 May 1966 on the control of food and the prevention of fraud;
- Decree 68-507 of 7 May 1968 regulating the control of products for food and feed
- Decree No. 68-508 of 11 May 1968 establishing the conditions for research and for finding violations of the Law No. 66-48 of 27 May 1966;
- |||UNTRANSLATED\_CONTENT\_START|||le décret n°2005-913 du 12 octobre 2005 décret portant application de la norme codex pour l'étiquetage des denrées alimentaires préemballées (CODEX STAN 1-1985).|||UNTRANSLATED\_CONTENT\_END|||
- NS standards for fortified oils and flours;

### **VI.2.5- Methods and import control procedures (a priori)**

The import of oil and fortified flour, like other food products, requires an import declaration for foodstuffs (**DIPA**) Duly stamped by the DCSC after a control that is exercised at three levels: in the appendix

- Documentary checks;
- A control of labeling;
- A physicochemical and/ or microbiological control;
- Documents issued

#### **VI.2.5.1- The documentary check**

##### ✓ *Instrumentation*

This inspection is visual and requires no instrumentation

##### ✓ *Reference*

- Uniform Act on General Commercial Law (RCCM)
- General Tax Code
- Law No. 66-48 of 27 May 1966 on the control of food and the prevention of fraud;
- Law No. 87-47 of 28 December 1987 on the Customs Code
- Decree 68-507 of 7 May 1968 regulating the control of products for food and feed

##### ✓ *Methodology*

Before accepting an import declaration file for oil or fortified flour, the agent shall check the parts and the applicant's documents, ensuring their authenticity and compliance.

##### ✓ *Documentation*

Required documents:

- The DIPA form duly filled. See DIPA template in Appendix 5;
- The commercial invoice, subject to DIPA;
- Health certificates or analysis of the imported product (optional)
- The copy of the certificate of registration in the Personal Credit and Commercial Register (RCCM);
- The copy of the National Identification number for companies and associations (NINEA) attesting to the applicant's registration for tax.
- The copy of the Import-Export map

##### ✓ *Results*

If the documents or parts listed above are consistent, accept the request.

Otherwise if these documents are missing or falsified, reject the request.

#### **VI.2.5.2- The control of labeling**

This check is done on the samples after the DIPA application is deemed admissible.

✓ **Instrumentation**

This inspection is visual and requires no instrumentation

✓ **Reference**

- Decree 68-507 of 7 May 1968 regulating the control of products for food and feed
- Decree No. 2005-913 of 12 October 2005 decree implementing the Codex Standard for the labeling of prepackaged foods (CODEX STAN 1-1985);
- Decree No. 2009-872
- Codex Stan 1-1985 for the labeling of prepackaged foods

✓ **Methodology**

The agent must check that the packaging or label contains all the mandatory information including:

- the nature of the product; Vegetable oil fortified with vitamin A and wheat flour for baking enriched with iron and folic acid;
- The brand (optional);
- The Composition of the product;
- the name and address of the manufacturer;
- The net volume (oil) and net weight (flour)
- The expiration date ;
- the batch number,
- the logo

He must also check the visibility and legibility of all these mentions. In addition, the agent must ensure the absence of signs, images or allegations liable to mislead the consumer.

✓ **Results**

If labeling is consistent, continue the testing procedure.

If the labeling has minor deficiencies that the applicant agrees to correct before any sale, continue to monitor,

If, otherwise, the labeling does not comply or if the applicant does not accept to correct non-conformities, reject the DIPA.

**VI.2.5.3- The physicochemical and / or microbiological control**

This check is done after the DIPA is deemed admissible.

✓ **Instrumentation**

This control is however performed by an equipped laboratory depending on the analytical criteria requested.

✓ **Reference**

- 68-508 decree of May 7, 1968
- Standards for oils and enriched flours
- Methods of analysis (analysis and references)

✓ **Methodology**

The officer should proceed to send samples to the laboratory for analysis. To do this, he must:

- Ensure the adequacy and compliance of the physical samples to be sent;
- Provide for control samples (for counter analysis if necessary);
- Ensuring proper storage conditions during the transport of samples to the laboratory;
- Ensure the laboratory to make the necessary analyzes;
- Specify in the packing slip to analyze the criteria and the references (standards) on which the laboratory must be based to assess compliance

✓ **Results**

If the test results are consistent, continue the control;

If the results are not consistent, reject the DIPA;

If challenged by the applicant analyses, control samples are sent to another laboratory for counter analysis.

#### **VI.2.5.4- Documents issued**

If all the steps indicated above the control are met, the Import Declaration is referred by the DCSC Head or his Deputy (see Appendix 5). This document is required by customs for the clearance of enriched oils or flours.

### **VI.3- In distribution**

#### **VI.3.1- Purpose of the procedure**

This procedure is to describe the methodology used by the DCSC agents and the decentralized trade services during the quality control of fortified flours and oils present in the distribution channels.

#### **VI.3.2- Fields of application of the procedure**

This procedure applies:

- to the following edible refined oils: Palm oil (olein, palm superolein) - soybean oil - sunflower oil - Cottonseed oil - Sesame oil - palm kernel oil - peanut oil - Rapeseed oil
- At the wheat flour bakery.

This procedure does not apply to:

- For crude oils, virgin olive oil, extra-virgin oils, olive oils.
- For pastry flour, biscuit, soy flour, corn, millet, etc.

### **VI.3.3- Responsibilities**

Control during distribution is done by sworn DCSC officers and decentralized departments of Commerce. They must submit a mission order signed by the competent authority and their employment commissions.

### **VI.3.4- References**

- Law No. 66-48 of 27 May 1966 on the control of food and the prevention of fraud;
- Decree 68-507 of 7 May 1968 regulating the control of products for food and feed
- Decree No. 68-508 of 11 May 1968 establishing the conditions for research and for finding violations of the Law No. 66-48 of 27 May 1966;
- |||UNTRANSLATED\_CONTENT\_START|||le décret n°2005-913 du 12 octobre 2005 décret portant application de la norme codex pour l'étiquetage des denrées alimentaires préemballées (CODEX STAN 1-1985).|||UNTRANSLATED\_CONTENT\_END|||
- NS standards for fortified oils and flours;

### **VI.3.5- Methods and control procedures for distribution**

#### **✓ Methodology**

In the context of market surveillance, the sworn officers can inspect the oil and enriched flour found in the distribution channels. This control can be:

- documentary to check the regularity of the sale
- A control of labeling following the same procedure described above;
- A sample for analysis to ensure product conformity

#### **✓ Results**

If the Distributor of the enriched oils or flour is not adequately established to carry out business (not registered with the RCCM), seize the product and initiate litigation; cf. Copy of Failure to register in the commercial register (DIRC) report;

If the manufacture of the product is irregular that is to say, not authorized by the CCSD, enter the product and initiate a dispute, cf. copy of report for manufacturing non-authorization;

If the product is fraudulently imported that is to say undeclared import, seize product and initiate litigation; cf. Copy of report Sample for irregular Import

If the labeling is not compliant, seize the product, initiate litigation and send the investigation back to manufacturer or importer relating to the DCSC; Copy of report for the DMO

If the product does not comply, after analysis, seize the product, initiate litigation and inform the DCSC for action, cf. TQ report



**Annex 1 : Application template for manufacturing authorization**

# BOUBA INDUSTRIES

**Km 15, Route de Rufisque - Dakar**

**/ -)) Head of the Division of Consumer  
Affairs and for Consumer Safety - 57 Av Georges Pompidou, Imm. SCI 8<sup>th</sup> Floor -  
DAKAR**

**Subject** FRA authorization application

**Head of Division,**

We would like to request FRA authorization for the manufacture of **DINA brand vegetable oil**.

The products will be packaged in 200ml sachets, 1 liter PET bottles and 20 liter cans.

In anticipation of a favorable response. Yours sincerely.

**THE**

**MANAGER**

|||UNTRANSLATED\_CONTENT\_START|||**Pièces jointes** :|||UNTRANSLATED\_CONTENT\_END|||

- Copy of the trade register
- label template
- 4 samples per product

## **Appendix 2 : Provisional authorisation**

REPUBLIC OF SENEGAL No MCIA/DCI/DCSC One People -One Goal - One Faith

-----MINISTRY OF COMMERCE, INDUSTRY AND CRAFTS Dakar on -----INTERNAL TRADE  
DIRECTORATE -----DIVISION OF CONSUMER AFFAIRS AND CONSUMER SAFETY

### ***Head of Division***

**Subject: Allocation of a provisional FRA code**

**Ref.: V / L SN of May 31, 2012**

Dear Sir,

I acknowledge receipt of your above mentioned letter in which you request the assignment of an FRA code for the production of bakery flour brand "XXX" in 50kg bags.

The additional information that was provided and the constraints related to manufacturing deadlines for packaging allow me to temporarily assign you no.**000/2012 / FRA**.

However, you are reminded of the conditions related to the authorization of the manufacture and sale which can only be definitive if the test results are satisfactory and comply with labeling regulations (Decree No. 68-507 regulating the control of products intended for food and feed; Decree No. 2005 - 913 implementing CODEX STAN 1-1985 on the labeling of prepackaged foods).

Yours sincerely

**Oumar LY**

// -))Director General of "XXX"XX km, Route de Rufisque - DakarTel .:

In copy : DCI for information

## **Appendix 3 : Final approval**

REPUBLIC OF SENEGAL No. M.COM/DCI/DCSC One People -One Goal - One Faith

-----MINISTRY OF COMMERCE Dakar on -----INTERNAL TRADE DIRECTORATE -----  
-----DIVISION OF CONSUMER AFFAIRS AND CONSUMER SAFETY -----

***The Head of  
Division***

**Subject : Manufacturing authorization**

**Ref : V / L SN of March 20, 2012**

Sir,

I inform you that the results of analyses carried out on samples of palm oil (super palm olein) are satisfactory (see analysis reports No. 185/2012 DCI Labo of March 29, 2012).

Therefore, the manufacture and release for consumption of these products are licensed and registered under number 000/2012 / FRA.

I recommend to include the authorization number on packaging and keep me informed in the case of a change in the nature of the product or its packaging.

**IDENTIFICATION FEATURES**

- **Nature** : Palm oil
- **Brand**: XXX
- **Volume** : 200L - 20L
- **Composition**: Super palm olein - Vitamin A
- **Packaging** : Metal drums - plastic jerrycans
- **Etiquette** : White sticker with inscription characters green nature, composition, volume, expiration date, the FRA authorization number, signature, name and address of the manufacturer.

Yours sincerely

**Oumar LY**

//-))

**Director of "XXXX"Industrial zone - DakarTel .:**  
**In copy : DCAAppendix 4: Example of sampling Minutes**





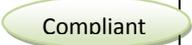
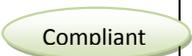
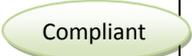
**Annex 6 : Work Instruction for the procedure control of oils and flours prior to the issuance of the manufacturing authorization**

Commento [H1]: logical diagram

Action	Manager	Recording
Documentary Check ↓ Compliant	DCSC Secretariat	Received Mail Registry
File review and imputation ↓ Compliant	DCSC Head or Deputy	Imputation register
Control of labeling ↓ Compliant	Quality Bureau Head	Checklist
Visual physical control ↓ Compliant	Quality Office Manager	Checklist
A physicochemical and/ or microbiological control; ↓ Compliant	Laboratory	Registry record and packing slip
Control of manufacturing premises ↓ Compliant	Head of Quality Office	Installation of visit report
Award provisional authorization ↓ Compliant	Head of Division	Authorizations Registry Record Outgoing mail register
Presentation of the finished product ↓ Compliant	Quality Bureau Head	Checklist
Award of final approval	Head of Division	Authorizations Registry Record Outgoing mail register

Commento [H2]: Check list

**Annex 7 : Work instruction for the control procedure for oils and flour on import**

Action	Manager	Recording
Documentary Check  	DCSC Secretariat	Received Mail Registry
File review  	DCSC Head or Deputy	DIPA Form
Control of labeling  	DCSC Head or Deputy	DIPA Form
A physicochemical and/ or microbiological control;  	Laboratory	Registry recording and packing slip Registration register of analysis results
Visa DIPA	DCSC Head or Deputy	Outgoing mail register

**Appendix 8 : Example of finding Minutes (irregular importation)**

REPUBLIC OF SENEGAL No. \_\_\_\_\_ / CEC / DCI/ DCSC One People - One Goal - One Faith -----MINISTRY OF COMMERCE, -----  
 -----INDUSTRY AND CRAFTS -----INTERNAL TRADE DIRECTORATE -----Division of Consumer Affairs and  
 Consumer Safety

CASE : ..... INFRACTIONS : ..... TRANSACTION : ..... RELEASE NO : ..... DATE : .....
--

**MINUTES OF RECOGNITION**  
**Irregular importation (II)**

1) Full name, occupation and residence of the agents.

The year two thousand and twelve on ..... at ..... Hours ..... minutes  
 At the request of the Director of Internal Trade

We, the undersigned (1): .....

(2) Full name, marital status, occupation, title and address of the offender. Indicate the number and the date of the identification piece if applicable.

Statutory Economic Surveys, controllers and auditors and Economic Control activities in the Division of Consumer Affairs and the Consumer Safety (DCSC) located at 57, Av. Pompidou, Imm. SCI - 8<sup>th</sup> Floor -Dakar

Having sworn to justice and holders of our commissions, we visited:

when speaking (2):

(3) Specify the constituent material facts of the offense.

We found that: (3): .....

..... Imported without declaration of imported food (DIPA) .....

This fact constitutes an offense under Articles 1 and 5 of Law No. 66-48 of 27 May 1968 on the control of food and the prevention of fraud. It is foreseen and punished by Articles 6 and 8 of the Act.

We told ..... ..

4) Absence or presence of the offender.

We will write that the minutes at the DCSC on ... at ..... .., summing him o be there to witness the writing of our act, to insert his statements and sign.

Made at that place, at the times and dates indicated, we have prepared these Minutes in the presence of or absence of (4): M .....

(5) Insert the words of the offender; mention in particular if he recognizes these facts.

Who said: 5.

If applicable indicate that defense was presented.

Have signed: after reading : .....

The agent should block the area that remains white.

M .....

The minutes mention the number of sheets attached.

Confirms his will and capacity to sign

**Annex 9: Example of finding Minutes (manufacturing authorization default)**

REPUBLIC OF SENEGAL No. \_\_\_\_\_ / CEC /DCI/DCSC One People - One Goal - One Faith -----MINISTRY OF COMMERCE, -----  
 -----INDUSTRY AND CRAFTS -----INTERNAL TRADE DIRECTORATE -----Division of Consumer Affairs and  
 Consumer Safety

CASE : ..... INFRACTIONS : ..... TRANSACTION : ..... RELEASE NO : ..... DATE : .....
--

**MINUTES OF RECOGNITION**

**Manufacturing authorization failure (DAF)**

1) Full name, occupation and residence of the agents.

The year two thousand and twelve on ..... at ..... Hours ..... minutes  
 At the request of the Director of Internal Trade

We, the undersigned (1): .....

(2) Full name, marital status, occupation, title and address of the offender. Indicate the number and the date of the identification piece if necessary.

Statutory Economic Surveys, controllers and auditors and Economic Control activities in the Division of Consumer Affairs and the Consumer Safety (DCSC) located at 57, Av. Pompidou, Imm. SCI - 8<sup>th</sup> Floor -Dakar

Having sworn to justice and holders of our commissions, we visited:

when speaking (2):

(3) Specify the constituent material facts of the offense.

We found that: (3): .....

..... Manufactured and sold without a manufacturing authorization. This fact constitutes an offense under Article 1<sup>st</sup> of Law No. 66-48 of 27 May 1968 on the control of food and the prevention of fraud. It is respectively provided for and punished by Articles 6 and 7 of the Act.

We told .....  
 .....

4) Absence or presence of the offender.

We will write that the minutes at the DCSC on ... at ..... ..., summing him o be there to witness the writing of our act, to insert his statements and sign.

Made at that place, at the times and dates indicated, we have prepared these Minutes in the presence of or absence of (4): M .....

(5) Insert the words of the offender; mention in particular if he recognizes these facts.

Who said: 5.

If applicable indicate that defense was presented.

Have signed: after reading : .....

The agent should block the area that remains white.

M .....

Confirms his will and capacity to sign

The minutes mention the number of sheets attached.

**Annex 10: Example of finding Minutes (Quality deception)**

REPUBLIC OF SENEGAL No. \_\_\_\_\_ / CEC / INN / KOA One People - One Goal - One Faith -----MINISTRY OF COMMERCE, -----  
 -----INDUSTRY AND CRAFTS -----INTERNAL TRADE DIRECTORATE -----Division of Consumer affairs and  
 Consumer Safety

CASE : .....  
 INFRACTIONS : .....  
 TRANSACTION : .....  
 RELEASE NO : .....  
 DATE : .....

**MINUTES OF RECOGNITION**

**Deception Quality (TQ)**

<p>1) Full name, occupation and residence of the agents.</p>	<p>The year two thousand and twelve in the ..... Hours.</p> <p>At the request of the Director of Internal Trade</p> <p>We, the undersigned (1): .....</p> <p>..... Statutory          Economic Surveys, controllers and auditors and Economic Control activities in the Division of Consumer Affairs and the Consumer Safety (DCSC) located at 57, Av. Pompidou, Imm. SCI - 8<sup>th</sup> Floor -Dakar</p>
<p>(2) Full name, marital status, occupation, title and address of the offender. Indicate the number and the date of the identification piece if necessary.</p>	<p>Having sworn to justice and holders of our commissions, we visited:</p> <p>when speaking (2):</p> <p>We found the following: (3)</p> <p>M ..... sold .....</p>
<p>(3) Specify the constituent material facts of the offense.</p>	<p>Within the meaning of Article 10 paragraph 1.3 of the Law 66-48 of 27 May 1966 on the control of food and Fraud Control, the act constitutes a deception of Quality. Aggravated offense of illegal pricing practices by Article 46 paragraph 3 of Act 94-63 of 22 August 1994 on Price, Competition and Economic Litigation. And Article 67 of the Act.</p>
<p>4) Absence or presence of the offender.</p>	<p>We declared..... ..</p>
<p>(5) Insert the words of the offender; mention in particular if he recognizes these facts.</p>	<p>We will write that the minutes at the DCSC on ..... at ..... summing him to be there to witness the writing of our act, to insert his statements and sign.</p>
<p>If applicable indicate that defense was presented.</p>	<p>Visited that place, at the hours and dates indicated, we have prepared these Minutes in the presence of or absence of (4): M .....</p>
<p>The agent should block the area that remains white.</p>	<p>Who said: 5.</p>
<p>The minutes mention the number of sheets attached.</p>	<p>Signed after reading .....</p> <p style="text-align: right;">M .....</p> <p style="text-align: right;">Declares the will and capacity to sign</p>

**Annex 11: Example of finding Minutes (default mandatory information)**

REPUBLIC OF SENEGAL No. \_\_\_\_\_ / CEC / DCI/DCSC One People - One Goal - One Faith -----MINISTRY OF COMMERCE, -----  
 -----INDUSTRY AND CRAFTS -----INTERNAL TRADE DIRECTORATE -----Division of Consumer Affairs and  
 Consumer Safety

CASE : .....  
 INFRACTIONS : .....  
 .....  
 TRANSACTION : .....  
 RELEASE NO : .....  
 DATE : .....

**MINUTES OF RECOGNITION Failure to mention mandatory particulars (BMD)**

**1) Full name, occupation and residence of the agents.**

The year two thousand and twelve on .....at ..... Hours

At the request of the Director of Internal Trade

We, the undersigned (1): .....

.....

**(2) Full name, marital status, occupation, title and address of the offender. Indicate the number and the date of the identification piece if necessary.**

Statutory Economic Surveys, controllers and auditors and Economic Control activities in the Division of Consumer Affairs and the Consumer Safety (DCSC) located at 57, Av. Pompidou, Imm. SCI - 8<sup>th</sup> Floor -Dakar

Having sworn to justice and holders of our commissions, we visited:

when speaking: 2.

We found that: (3) M ..... selling food (.....) purchased from the supplier without the French language notices .

**(3) Specify the constituent material facts of the offense.**

Within the meaning of Article 6 of Decree 68-507 of 7 May 1968 regulating the control of products for food and feed, this constitutes a mandatory information default, qualified Breach of Advertising Rules of defined price by Article 33 of Law 94-63 of August 22, 1994 on price, Competition and Economic Litigation and punished by article 34 of the same Act.

We told .....

**4) Absence or presence of the offender.**

We will write that the minutes at the DCSC on... at , summing him to be there to witness the writing of our act, to insert his statements and sign.

(5) Insert the words of the offender; mention in particular if he recognizes these facts.

Visited that place, at the hours and dates indicated, we have prepared this Minutes in the presence of or absence of (4): M .....

Visited the place at the times and dates indicated, we have prepared these Minutes in the presence of or absence of (4): M .....

If applicable indicate that defense was presented.

Who said (5)

The agent should block the area that remains white.

Signed: ..... after reading

The minutes mention the number of sheets attached.

M .....  
Confirms his will and capacity to sign

