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Chapter 2: The Standard

Introduction

This guidance brings together the obligations on food law enforcement services arising from existing legislation and related guidance and sets out the requirements for the planning, management and delivery of local authority food law enforcement services.

The Standard

1 Scope

This Standard specifies the arrangements to be put in place and operated by an Authority for the enforcement of food hygiene, food standards, feedingstuffs and imported food legislation.

The Standard is applicable to those activities which should be included in an Authority's food service. The legislation, Codes of Practice and other documents referred to in this Standard are listed in the annex to the Standard.

2 Terms and definitions

For the purposes of this Standard the following terms and definitions apply.

2.1 Authority

local authority whose responsibilities cover either food hygiene, food standards or feedingstuffs law enforcement, or a combination of those activities. This also includes port health authorities and authorities with points of entry for imported foods or feedingstuffs.

3 Organisation and Management

3.1 The Authority shall draw up, document and implement a service delivery plan in accordance with the Service Planning Guidance in Chapter 1.

3.2 A performance review shall be carried out by the Authority at least once a year based on the service delivery plan, documented and submitted for appropriate member approval.

- 3.3 Any variance in meeting the service delivery plan shall be addressed in the subsequent year's service arrangements.

4 Review and Updating of Documented Policies and Procedures

- 4.1 The Authority shall ensure that all documented policies and procedures for each of the enforcement activities covered by this Standard are reviewed.

NOTE: This should normally be at regular intervals and whenever there are changes to legislation or centrally issued guidance.

- 4.2 The Authority shall set up, maintain and implement a control system for all documentation, which may be in electronic format, relating to its enforcement activities. The system shall ensure that:

- a) up to date copies of the appropriate documentation including legislation and guidance are available at all relevant locations and to all relevant staff;
- b) all changes to documents or amendments to documents are covered by the correct authorisation and are carried out without undue delay to ensure timely availability; and
- c) superseded documents are removed from use throughout the Authority.

5 Authorised Officers

- 5.1 The Authority shall set up, maintain and implement a documented procedure for the authorisation of officers based on their competence and in accordance with the relevant Food Safety Act Code of Practice and any centrally issued guidance.
- 5.2 The Authority, where it is responsible for the enforcement of food hygiene, food standards and/or feedingstuffs legislation, shall appoint an officer/s with specialist knowledge to have lead responsibility for that legislation. Where the Authority has specific responsibilities, for example it is a UK point of entry or it has establishments approved under product specific legislation, it should ensure that officers have the necessary specialist knowledge.
- 5.3 The Authority shall appoint a sufficient number of authorised officers to carry out the work set out in the approved service delivery plan and they shall have suitable qualifications, training and experience consistent with their authorisation and duties in accordance with the relevant Food Safety Act Code of Practice.
- 5.4 The Authority shall set up, maintain and implement a documented training programme. The Authority shall ensure the training of all authorised officers

and appropriate support staff in the technical and administrative aspects of the work in which they will be involved. Where training is provided, details of the content and objectives of the course, the duration and any assessment made of that training shall be maintained on file. The training given shall depend upon the ability, qualifications, experience and responsibility of persons involved and their level of authorisation.

- 5.5 Records of relevant academic or other qualifications, training and experience of each authorised officer and appropriate support staff shall be maintained by the Authority in accordance with the relevant Food Safety Act Code of Practice.

6 Facilities and Equipment

- 6.1 The Authority shall make available the necessary facilities and equipment to permit all activities associated with the service to be carried out.
- 6.2 The Authority shall set up, maintain and implement a documented procedure to ensure that equipment is properly maintained and calibrated, and removed from service when found to be defective.
- 6.3 Relevant information about the equipment shall be recorded.

NOTE: This should normally include identification, calibration status and the results of any in service checks.

- 6.4 Any computer software package or other method of record administration used by the Authority shall be capable of providing any information reasonably requested by the Food Standards Agency. Such systems shall be operated in such a way so as to be able to provide required information to the Agency.
- 6.5 The Authority shall set up, maintain and implement appropriate back up systems for any electronic databases and systems or documented procedures which have been designed to minimise the risk of corruption or loss of information held on its databases. The Authority should ensure that reasonable security measures are in place to prevent access and amendment by unauthorised persons.

7 Food and Feedingstuffs Premises Inspections

- 7.1 The Authority shall carry out food hygiene, food standards and feedingstuffs inspections of premises in their area, at a frequency which is not less than that determined under the inspection rating system set out in the relevant legislation, Food Safety Act Code of Practice or other centrally issued guidance.

- 7.2 The Authority shall inspect, approve, register, and license relevant premises in accordance with the relevant legislation, Food Safety Act Codes of Practice, centrally issued guidance and the Authority's policies and procedures.

NOTE: Premises includes any ship or aircraft of a description specified in the schedule to the Food Safety (Ships and Aircraft) (England and Scotland) Order 2003 and the Food Safety (Ships and Aircraft) (Wales) Order 2003 and the Food Safety (Ships and Aircraft) (Northern Ireland) Order 2004.

- 7.3 The Authority shall assess the compliance of premises and systems in their area to the legally prescribed standards.

NOTE: In assessing compliance, the Authority shall give due consideration to any relevant Industry Guides to Good Hygiene Practice and have regard to any other relevant centrally issued guidance.

The Authority shall take appropriate action on any non-compliance found, in accordance with the Authority's enforcement policy.

- 7.4 The Authority shall set up, maintain and implement documented inspection procedures for the range of inspections it carries out.
- 7.5 Observations made and/or data obtained in the course of an inspection shall be recorded in a timely manner to prevent loss of relevant information. Officers' contemporaneous records of inspections shall be legible and stored in such a way that they are retrievable.

8 Food, Feedingstuffs and Food Premises Complaints

- 8.1 The Authority shall set up, maintain and implement a documented policy and procedure(s) in relation to complaints about food and feedingstuffs that originate within the UK, and those foods and feedingstuffs originating from other EU member states, or from third countries and in relation to complaints against food premises. Procedures should cover any referral arrangements to inland authorities and/or authorities with responsibility for imported food and feedingstuffs controls at the UK point of entry.
- 8.2 The Authority shall investigate complaints received in accordance with the relevant Food Safety Act Code of Practice, centrally issued guidance and the Authority's policies and procedures.
- 8.3 The Authority shall take appropriate action on complaints received in accordance with the Authority's enforcement policy.

9 Home Authority Principle

- 9.1 The Authority shall provide advice to businesses on legal compliance where they act as home and/or originating authority.
- 9.2 The Authority shall have regard to any information or advice it has received from any liaison with home and/or originating authorities.
- 9.3 The Authority shall liaise with the home and/or originating authority of a business whose food/feed and/or premises have been inspected and offences identified which are, or appear to be, associated with the business's centrally defined policies and procedures.
- 9.4 During a complaint investigation, the Authority shall liaise with the home and/or originating authority regarding matters which are or may be associated with the business's centrally defined policies or procedures.
- 9.5 The Authority shall liaise with the home and/or originating authority of a business in relation to any unsatisfactory samples which are or may be associated with the business's centrally defined policies or procedures.
- 9.6 The Authority, having initiated liaison with any home and/or originating authority, shall notify that authority of the outcome.

10 Advice to Business

- 10.1 The Authority shall work with businesses to help them comply with food and feedingstuffs legislation. For example this may include:
 - running training courses/seminars;
 - on the spot advice during routine visits and inspections;
 - the provision of advice lines;
 - Business Information Sheets;
 - responding to queries; and
 - dialogue with business through local business partnerships or similar forum.

11 Food and Feedingstuffs Premises Database

- 11.1 The Authority shall set up, maintain and implement a database of the food and feedingstuffs premises in its area.

- 11.2 The Authority shall set up, maintain and implement a documented procedure to ensure that its food and feedingstuffs premises database is accurate and up to date.

12 Food and Feedingstuffs Inspection and Sampling

- 12.1 The Authority shall ensure that food and feedingstuffs are inspected in accordance with relevant legislation, Food Safety Act Codes of Practice and centrally issued guidance to ensure that food and feedingstuffs meet legally prescribed standards.
- 12.2 The Authority shall take appropriate action on any non-compliance found in accordance with the Authority's enforcement policy.
- 12.3 The Authority shall set up, maintain and implement documented procedures for the inspection of food and feedingstuffs.
- 12.4 The Authority shall set up, maintain and implement a documented sampling policy and programme that shall accord with any centrally issued or relevant guidance, and relevant Food Safety Act Code of Practice and shall include reference to its approach to any relevant national sampling programme centrally co-ordinated by the Food Standards Agency.

NOTE: The Authority should consider the nature of its food and feedingstuffs establishments, and where applicable the nature of imported foods and feedingstuffs, and also have regard to any relevant sampling programme centrally co-ordinated by LACORS and the HPA and in Scotland, SFELC (the Scottish Food Enforcement Liaison Committee), in Wales the Welsh Food Microbiological Forum and the Welsh National Public Health Service and in Northern Ireland, the Public Health Laboratory.

- 12.5 The Authority shall set up, maintain and implement documented procedures for the procurement or purchase of samples, continuity of evidence and the prevention of deterioration or damage to samples whilst under their control in accordance with the relevant Food Safety Act Code of Practice and centrally issued guidance.
- 12.6 The Authority shall carry out sampling in accordance with its documented sampling policy, procedures and programme.
- 12.7 The Authority shall take appropriate action in accordance with its enforcement policy where sample results are not considered to be satisfactory.

12.8 The Authority shall, where appropriate, ensure a Public Analyst, and/or Agricultural Analyst is appointed to carry out examinations and analyses of food and feedingstuffs samples. In making these appointments all relevant legal requirements and Food Safety Act Codes of Practice shall be satisfied. All samples for examination should be submitted to a Food Examiner at a laboratory accredited for the purpose of examination.

13 Control and Investigation of Outbreaks and Food Related Infectious Disease

13.1 The Authority shall set up, maintain and implement a documented procedure which has been developed in association with all relevant organisations in relation to control of outbreaks of food related infectious disease in accordance with relevant central guidance.

13.2 The Authority shall set up, maintain and implement a documented procedure which has been developed in accordance with centrally issued guidance, and in association with all relevant organisations for the investigation of notifications of food related infectious disease.

13.3 All records relating to the control and investigation of outbreaks and food related infectious disease shall be kept for at least 6 years.

14 Food Safety Incidents

14.1 The Authority shall set up, maintain and implement a documented procedure for initiating and responding to food hazard warnings, in accordance with the relevant Food Safety Act Code of Practice. For UK points of entry, this procedure should also address RASFF notifications and relevant EC decisions. This procedure shall also include out of hours contact arrangements.

14.2 The Authority shall maintain a computer system capable of receiving food hazard warnings.

14.3 The Authority shall document its response to and the outcome of each food hazard warning.

14.4 The Authority shall set up, maintain and implement a documented procedure for responding to food safety incidents.

NOTE: Food safety incidents might be notified as part of the food hazard warning system (see 14.1 above) or as a separate notification from the Food Standards Agency.

- 14.5 The Authority shall notify the Food Standards Agency of any serious localised incident or a wider food safety problem in accordance with the Food Safety Act Codes of Practice or feedingstuffs legislation.

15 Enforcement

- 15.1 The Authority shall set up, maintain and implement a documented enforcement policy, in accordance with the relevant Food Safety Act Codes of Practice, the Enforcement Concordat and other official guidance, approved by the relevant Local Authority Member forum.

NOTE: The enforcement policy or an accurate summary should be readily available to the public and food businesses in the Authority's area.

- 15.2 The Authority shall set up, maintain and implement documented procedures for follow up and enforcement actions in accordance with the relevant Food Safety Act Codes of Practice and official guidance.
- 15.3 The Authority shall carry out food law enforcement in accordance with the relevant Food Safety Act Codes of Practice and centrally issued guidance.
- 15.4 All decisions on enforcement action shall be made following consideration of the Authority's enforcement policy. The reasons for any departure from the criteria set out in the enforcement policy shall be documented.

16 Records and Inspection Reports

- 16.1 The Authority shall maintain up to date accurate records in retrievable form for all food and feedingstuffs premises in its area and relevant checks on imported food and feedingstuffs in accordance with Food Safety Act Codes of Practice and centrally issued guidance. These records shall include reports of all inspections and visits and the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, results of any sampling, details of any complaints and any action taken, and also relevant food and/or feedingstuffs registration, approval and licensing information.
- 16.2 All records shall be kept for at least 6 years unless they have been marked for longer retention because of litigation or Local Government Ombudsmen review.

17 Complaints About the Service

- 17.1 The Authority shall set up, maintain, implement and make readily available to the public and the food and feedingstuffs businesses in its area, a documented complaints procedure regarding complaints about the service.
- 17.2 The Authority shall investigate complaints received in accordance with the relevant centrally issued guidance.
- 17.3 A record shall be made of all complaints received and of the actions taken by the Authority in response to those complaints.

18 Liaison with Other Organisations

- 18.1 The Authority shall put in place liaison arrangements with neighbouring authorities and any other appropriate body aimed at facilitating consistent enforcement in accordance with the relevant Food Safety Act Code of Practice and centrally issued guidance.

19 Internal Monitoring

- 19.1 The Authority shall set up, maintain and implement documented internal monitoring procedures in accordance with the relevant Food Safety Act Code of Practice and centrally issued guidance.
- 19.2 The Authority shall verify its conformance with this Standard, relevant legislation, the relevant Food Safety Act Codes of Practice, relevant centrally issued guidance and the Authority's own documented policies and procedures.
- 19.3 A record shall be made of all internal monitoring. This should be kept for at least 2 years.

20 Third Party or Peer Review

- 20.1 The Authority shall participate in any appropriate third party or peer review process against the Standard.

21 Food and Feedingstuffs Safety and Standards Promotion

- 21.1 The Authority shall promote food and feedingstuffs safety and standards. For example this may include:
- food safety and standards awards or competitions;
 - participation in co-ordinated food and feedingstuffs safety and standards campaigns;

- partnerships with voluntary organisations, the community and other agencies with a view to targeting specific groups;
- targeted dissemination of information on food and feedingstuffs safety and standards issues;
- supporting food safety and standards training in schools and colleges;
- raising awareness of imported food controls.

21.2 The Authority shall maintain records of its food and feedingstuffs safety and standards promotions.

Annex

Legislation

This Annex provides a list of official guidance only. Information on food legislation can, however, be found in 'Food Law' and 'Food Law in Scotland'. 'Food Law' is available on the Food Standards Agency website at www.food.gov.uk/enforcement/foodlaw and is regularly updated. 'Food Law in Scotland' is also available on the website. These documents have been produced as a general guide and cannot be treated as an interpretation of the law.

Authorities can update the list of legislation from, among other places, the Stationery Office Weekly List or standard reference legal textbooks.

Food Safety Act 1990 Codes of Practice

- No.1 Responsibility for Enforcement of the Food Safety Act 1990. Issued 1991. ISBN 0-11-321354-9.
- No.2 Legal Matters. Issued 1991. ISBN 0-11-321353-0.
- No.3 Inspection Procedures - General. Issued 1991. ISBN 0-11-321355-7.
- No.4 Inspection, Detention and Seizure of Suspect Food. Issued 1991. ISBN 0-11-321350-6.
- No.5 The Use of Improvement Notices (Revised 1994). ISBN 0-11-321777-3.
- No.6 Prohibition Procedures. ISBN 0-11-321349-2.
- No.7 Sampling for Analysis or Examination (Revised October 2000).*
- No.8 Food Standards Inspections (Revised July 1996).*
- No.9 Food Hygiene Inspections (Revised October 2000).*
- No.10 Enforcement of the Temperature Control Requirements of the Food Hygiene Regulations. Issued 1991. ISBN 0-11-321465-0.
- No.11 Enforcement of the Food Premises (Registration) Regulations. Issued 1991. ISBN 0-11-321478-2.
- No.12 Quick-Frozen Foodstuffs Division of Enforcement Responsibilities: enforcement of temperature monitoring and temperature measurement (Revised February 1994). ISBN 0-11-321793-5.

- No.13 Enforcement of the Food Safety Act 1990 in relation to Crown Premises. Issued 1992. ISBN 0-11-321500-2.
- No.14 Enforcement of the Food Safety (Live Bivalve Molluscs and Other Shellfish) Regulations 1992. Issued 1994. ISBN 0-11-321695-5.
- No.15 Enforcement of the Food Safety (Fishery Products) Regulations 1992 and associated Regulations. Issued 1994. ISBN 0-11-321798-6.
- No.16 Enforcement of the Food Safety Act 1990 in relation to the Food Hazard Warning System (Revised August 1997).*
- No.17 Enforcement of the Meat Products (Hygiene) Regulations 1994. Issued 1994. ISBN 0-11-321880-X.
- No.18 Enforcement of the Dairy Product (Hygiene) Regulations 1995 and the Dairy Product (Hygiene) (Scotland) Regulations 1995. Issued 1995. ISBN 0-11-321957-1.
- No.19 Qualifications and Experience of Authorised Officers (Revised October 2000).*
- No.20 Exchange of Information between Member States of the EU on routine Food Control Matters. Issued 1996.*

Copies of the Codes of Practice may still be obtainable from The Stationery Office.

*Codes available only from the Agency's Local Authority Enforcement Division (LAED) Professional Support Branch.

Codes of Practice issued under the Food Safety (Northern Ireland) Order 1991

- No.1 Legal Matters. ISBN 0-337-07627-8.
- No.2 Inspection Procedures - General. ISBN 0-337-07629-4.
- No.3 Inspection, Detention and Seizure of Suspect Food. ISBN 0-337-07632-4.
- No.4 The Use of Improvement Notices (Revised). ISBN 0-337-07886-6.
- No.5 Prohibition Procedures. ISBN 0-337-07633-2.
- No.6 Sampling for Analysis or Examination (Revised November 2000).*
- No.7 Food Standards Inspections.*

- No.8 Food Hygiene Inspections (Revised November 2000).*
- No.9 Enforcement of the Temperature Control Requirements of the Food Hygiene Regulations. ISBN 0-337-07673-1.
- No.10 Enforcement of the Food Premises (Registration) Regulations. ISBN 0-337-07707-X.
- No.11 Enforcement of the Food Safety Act 1990 in relation to Crown Premises. ISBN 0-337-07713-4.
- No.12 Enforcement of the Food Safety (Live Bivalve Molluscs and Other Shellfish) Regulations (Northern Ireland) 1993. ISBN 0-337-07877-7.
- No.13 Enforcement of the Food Safety (Fishery Products) Regulations (Northern Ireland) 1993. ISBN 0-337-07927-7.
- No.14 Enforcement of the Food Safety (NI) Order 1991 in relation to the Food Hazard Warning System.*
- No.15 Quick-Frozen Foodstuffs. Enforcement of Temperature Monitoring and Temperature Measurement. ISBN 0-337-07928-5.
- No.16 Enforcement of the Dairy Products (Hygiene) Regulations (NI) 1995. ISBN 0-337-37018-4.
- No.17 Qualifications and Experience of Authorised Officers and Experts (Revised November 2000).*
- No.18 Exchange of information between Member States of the EU on routine Food Control Matters.*

Additional Government Guidance on Enforcement Approach

Additives

Food Additives Legislation: Guidance Notes – contact Chemical Safety & Toxicology Division (CST), Branch 4.

The Sweeteners in Food (Amendment) (England) Regulations 2003 – Guidance Notes – contact Chemical Safety & Toxicology Division (CST), Branch 4.

Animal Feed

Guidance on the Approval and Registration of Establishments and Intermediaries Operating in the Animal Feedstuffs Sector – contact Chemical Contaminants and Animal Feed Division (CCAFD), Animal Feed Unit.

Labelling of Feedingstuffs, Additives and Premixtures. Notes and Points on Approval and Registration Numbers. Issued November 2001 – contact CCAFD, Animal Feed Unit.

Labelling and Other Requirements for Feed Materials (under the Feeding Stuffs Regulation 2000) – contact CCAFD, Animal Feed Unit.

Butchers' Licensing

Guidance Notes – The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000. Issued May 2000 – contact Microbiological Safety Division MSD, Branch A.

Supplementary Guidance Notes – The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000. Issued 15 September 2000 – contact MSD, Branch A.

Dairy

Guidance notes to be read in conjunction with Code of Practice No.18 on Enforcement of the Dairy Product (Hygiene) Regulations 1995 and the Dairy Product (Hygiene) (Scotland) Regulations 1995 - contact MSD, Branch B.

Fishery Products and Live Shellfish

Guidance on Fishery Products and Live Shellfish – contact LAED, Hygiene – Technical Support Branch.

General Hygiene

A guide to food hazards and your business – Identifying and controlling potential food hazards – contact MSD, Branch A.

The Food Safety (General Food Hygiene) Regulations 1995 – Guidance on the Regulations – contact MSD, Branch A.

Guidance on the Food Safety (Temperature) Control Regulations 1995 – contact MSD, Branch A.

Labelling

'What foods should carry a 'Use By' Date?' – Guidance Notes – contact FLS, Labelling Policy, Claims and Advertising Branch.

The Fish Labelling Regulations 2003 – Guidance Notes for England, Scotland Wales and Northern Ireland – contact FLS, Standards & Authenticity Branch.

Labelling and Composition of Meat Products – Guidance Notes (September 2003) – contact FLS, Standards & Authenticity Branch.

The Meat Products Regulations 2003 – Summary Guidance Notes for Butchers – contact FLS, Standards & Authenticity Branch.

The Meat Products Regulations 2003 – Summary Guidance Notes for Bakers – contact FLS, Standards & Authenticity Branch.

The Cocoa and Chocolate Products Regulations – Guidance Notes (August 2003) – contact FLS, Standards & Authenticity Branch.

The Jam and Similar Products Regulations 2003 – Guidance Notes – contact FLS, Standards & Authenticity Branch.

The Honey Regulations 2003 – Guidance Notes – contact FLS, Standards & Authenticity Branch.

The Specified Sugar Products Regulations – Guidance Notes (July 2003) – contact FLS, Standards & Authenticity Branch.

Use of the Name, “Basmati” Rice – Guidance Notes (February 2003) contact FLS, Standards & Authenticity Branch.

The Food (Lot Marking) Regulations 1996 – Guidance notes – contact FLS, Labelling Policy, Claims and Advertising Branch.

The Food Labelling Regulations 1996 – Guidance notes – contact FLS, Labelling Policy, Claims and Advertising Branch.

The Food Labelling Regulations 1996 – Guidance notes on Quantitative Ingredient Declarations (‘QUID’) – contact FLS, Labelling Policy, Claims and Advertising Branch.

Guidance notes on nutrition labelling – contact FLS, Labelling Policy, Claims and Advertising Branch.

Guidelines for the use of Nutrition Claims in Food Labelling and Advertising – contact FLS, Labelling Policy, Claims and Advertising Branch.

Guidance Notes on the Labelling of Food Containing Genetically Modified Soya and Maize (PB4447) – contact Novel Foods Division, Branch B.

Guidance Notes on the Labelling Requirements for Alcoholic Drinks – contact FLS, Labelling Policy, Claims and Advertising Branch.

Revisions to Guidance Notes on the Labelling of Food Containing Genetically Modified Soya and Maize – contact Novel Foods Division, Branch B.

Guidance Notes on Novel Foods and Novel Food Ingredients Legislation – contact Novel Foods Division, Branch B.

Guidance Notes on Contaminants in Food Regulations 1999 (Aflatoxins) – contact CCAFD, Contaminants Branch 1.

Guidance Notes on the Labelling of Food Supplements – contact FLS, Labelling Policy, Claims and Advertising Branch.

Clear Food Labelling – contact FLS, Labelling Policy, Claims and Advertising Branch.

Criteria for the use of the terms Fresh, Pure, Natural etc in Food labelling – contact FLS, Labelling Policy, Claims and Advertising Branch.

Food Labelling – Country of Origin – contact FLS, Labelling Policy, Claims and Advertising Branch.

Guidance Notes on the Notification of Marketing of food for Particular Nutritional Uses Regulations 2002- contact FLS, Labelling Policy Claims and Advertising Branch.

Meat and Meat Products, Minced Meat and Meat Preparations

Guidance Note on the Beef Bones (Amendment) (England) Regulations 1999 and Beef Bones Regulations 1997 – contact BSE Division, OTM Branch.

Guidance notes to be read in conjunction with the Food Safety Act 1990 Code of Practice No.17 on the Enforcement of the Meat Products (Hygiene) Regulations 1994 – contact MHD, White Meat Branch.

Guidance Notes on the Meat Products (Hygiene) (Amendment) Regulations 1999. Issued March 1999 – contact MHD, White Meat Branch.

Guidance to Accompany the Meat Products (Hygiene) (Amendment) (England) Regulations 2000, amending Schedule 2, Part IX, Paragraph 2 of the Meat Products (Hygiene) Regulations 1994. Issued March 2000, attached to CEHO/00/8 – contact MHD, White Meat Branch.

Guidance Notes on (i) the consequential amendments to the Meat Products (Hygiene) Regulations 1994 and the Minced Meat & Meat Preparations (Hygiene) Regulations 1995; and (ii) changes to the Fresh Meat and Poultry Meat etc Regulations, as a result of the Meat (Enhanced Enforcement Powers) (England) Regulations 2000. Issued in Feb/March 2000 – contact (i) MHD, White Meat Branch (ii) Fresh Meat Regs MHD, Red Meat Branch, Poultry Meat Regs MHD, White Meat Branch.

Guidance Notes on the Enforcement of the Minced Meat & Meat Preparations (Hygiene) Regulations 1995 – contact MHD, White Meat Branch.

Final Consumer Exemption – Guidance on Take-Aways: issued 24 November 1995 – contact MHD, White Meat Branch.

Guidance Notes on the Gelatine (Intra-Community Trade) (England) Regulations 2001. Issued 17 May 2001 – contact MHD, White Meat Branch.

Guidance Notes on the Poultry Meat, Farmed Game Bird and Rabbit Meat (Hygiene and Inspection) (Amendment) (England) Regulations 2001. Issued 19 October 2001 – contact MHD, White Meat Branch.

Guidance Note on Unfit Meat – Changes to Animal By-Products (Identification) Regulations 1995. Issued 5 July 2002 – contact MHD, White Meat.

Guidance Note on The Poultry Meat, Farmed Game Bird and Rabbit Meat (Hygiene and Inspection) Amendment) (England) Regulations 2001 – Reminder To Exempt Poultry Meat Producers. Issued 8 October 2002 – contact MHD, White Meat Branch.

Guidance Note on The Poultry Meat, Farmed Game Bird Meat and Rabbit Meat (Hygiene and Inspection) (Amendment) (England) Regulations 2001. Issued 2 December 2002 – contact MHD, White Meat Branch.

Guidance Note on Specified Risk Material and other BSE controls – Guidance for local authority enforcement officers in England, Scotland, Wales. Issued 15 April 2004 in England – contact BSE Division, SRM Branch.

Guidance for Local Enforcement Authorities in England on the private slaughter of livestock – Issued 15 December 2003 – contact MHD, Red Meat Branch.

Guidance Note on Animal By-Products (Identification) (England) No.2 Regulations 2002 – S.I.number 2002/3231 – Issued 7 January 2003, came into force 1 April 2003 – contact MHD, White Meat Branch.

Guidance Note on Animal By-Products (Identification) (England) Regulations 2003 – S.I.note 1484 – Issued 18 June 2003, came into force 1 July 2003 – contact MHD, White Meat Branch.

(Note – contact telephone numbers for the Food Standards Agency England are provided at pages – 2-30 – 2-31)

Additional Guidance issued in Northern Ireland

Guidance on registration of food premises. (DHSS & NIFLG).

Guidance on 'risk scoring' in COP 8. (NIFLG).

Guidance on 'experience' in COP 17. (NIFLG).

Guidance on the use of minded-to-notices. (DHSS, December 1996).

Draft Guidelines for DCs and DANI for the Approval of Stand-Alone Meat Preparations Establishments etc. (JSG, 1996) – currently under revision.

Draft guidance notes for DANI and DCs on the Enforcement of the Minced Meat and Meat Preparations (Hygiene) Regs (NI) 1997. (JSG, March 1999) – currently under revision.

Guidance for enforcement officers on the Egg Products Regulations, etc. (NIFLG Issue No.3, February 1999).

Guidelines for District Councils and DANI on Approval of Meat Product Establishments – as amended. (NIFLG/JSG, February 2000).

Draft Guidelines on the Application of Council Directive 92/5/EEC to Establishments Producing other Products of Animal Origin (OPOAO). (NIFLG/JSG, March 1996).

Guidance for Enforcement Officers on the Dairy Products (Hygiene) Regulations (NI) 1995 (as amended 1996). (NIFLG and DARD 2003).

Guidance for EHOs on the implementation and enforcement of the Drinking Milk Regulations (NI) 1998. (NIFLG).

Guidance Notes on Completion of Food Sample Submission Forms of Bacteriological Examination. (NIFLG, March 1994).

Food Sampling Policies and Associated Guidance. (NIFLG, November 1998).

Food Complaints Investigation Procedure. (NIFLG, 2003) .

Food Poisoning Pack – Investigation and Control of Food Poisoning. (DHSS, revised 1997)

Guidance Notes – The Food Safety (General Food Hygiene) (Amendment) Regulations (NI) 2001 – Licensing of Butchers' Shops (August 2001).

Shellfish Guidance Notes and Monitoring Programme 2001.

Guidance on the investigation of unauthorised slaughter and handling of meat (NIFLG and DARD 2002).

Guidance Pack on Food Standards (NIFLG 2003)

Contact:

Food Standards Agency (Northern Ireland)
Clarendon Road
Belfast
BT1 3BG

Trevor Williamson 028 90 41 7713

Maria Jennings 028 90 41 7714

Michael Jackson 028 90 41 7709

The Food Standards Agency (Northern Ireland) switchboard number is
02890 417711

Additional Guidance issued in Scotland

The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment (Scotland) Regulations 2000 – Guidance on the licensing of butchers.

Food Standards Agency Scotland/Scottish Executive Health Department – Investigation & Control of Outbreaks of Foodborne Disease in Scotland.

Report to the Procurator Fiscal – a guide for non-Police Reporting Agencies – 5th Edition 2002.

Medicinal Claims applied to Foods – Guidance on Status and Enforcement.
Contact: Professional Unit (PU) of FSA Scotland.

Guidance on the Meat (Enhanced Enforcement Powers) (Scotland) Regulations 2000.

Private Slaughter of Livestock Guidance for Local Enforcement Authorities in Scotland on Enforcement Controls under the Transmissible Spongiform Encephalopathies (TSE) Regulations. Issued March 2004.

Guidance Note - Specified Risk Material and other BSE controls – Guidance for Local Authorities. Issued 17 April 2003

Guidance on the classification of Shellfish Harvesting Areas.

Algal Toxins in Shellfish – Monitoring Programme Scotland – Guidance for Food Authorities. Issued September 2003.

Contact: Peter Midgley
Local Authority Food Law Enforcement Branch
Food Standards Agency Scotland
6th Floor
St Magnus House
25 Guild Street
Aberdeen
AB11 6NJ

Tel: 01224 285189

The Food Standards Agency (Scotland) switchboard number is 01224 285100

SFCC Guidance Publications

Guidance Notes on Butchers' Licensing in Scotland.

Guidance on the Implementation of Regulation 4(3).

Guidance on Assessing Progress with Regulation 4(3) Compliance.

Additional Guidance issued in Wales

Guidance Notes on (i) the consequential amendments to the Meat Products (Hygiene) Regulations 1994 and the Minced Meat and Meat Preparations (Hygiene) Regulations 1995; and (ii) changes to the Fresh Meat and Poultry Meat etc. Regulations, as a result of the Meat (Enhanced Enforcement Powers) (Wales) Regulations 2001. Issued in August 2001 – contact Jane Davies, FSA Wales.

Guidance Notes on the Gelatine (Intra-Community Trade) (Wales) Regulations 2001. Issued in August 2001 – contact Jane Davies, FSA Wales.

Guidance Notes on the Food Safety (General Food Hygiene) (Butchers' Shops)

Guidance note on Specified Risk material and other BSE controls – Guidance for Local Authorities. Issued 24 April 2003.

Amendment) (Wales) Regulations 2000. Issued in March 2001 – contact Adrian Preece, FSA Wales.

Food Standards Agency (Wales)
1st Floor Southgate House
Wood Street
Cardiff
CF10 1EW

Local Authority Liaison and Monitoring Division

Jane Davies	029 2067 8901
Keith Blake	029 2067 8902
Adrian Preece	029 2067 8909

The Food Standards Agency (Wales) switchboard number is 029 2067 8999

Other Guidance

Department of Health Management of Outbreaks of Foodborne Illness.

Department of Health Food Handlers Fitness to Work Guidance for Food

Businesses, Enforcement Officers and Health Professionals (note that there are three publications – one for food business managers, one for enforcement officers and health professionals and a leaflet for food handlers).

Department of Health Guidelines on the Control of Infection in Residential and Nursing Homes.

Department of Health Guidelines for the Safe Production of Heat Preserved Foods.

The Code for Crown Prosecutors. (not applicable in Scotland)

Criminal Procedure and Investigations Act 1996 (S23(1)) Code of Practice.

PHLS guidelines – Guidelines for the Microbiological Quality of Some Ready-to-Eat Foods Sampled at Point of Sale (Communicable Disease and Public Health, Volume 3, Number 3, September 2000).

PACE Codes of Practice. (not applicable in Scotland)

The Enforcement Concordat.

Home Office Circular 18/1994 on Formal Cautions. (not applicable in Scotland)

Cabinet Office – How to deal with complaints.

Industry Guides to Good Hygiene Practice

Baking Guide ISBN 0-900103-55-8

Catering Guide ISBN 0-900103-00-0

Fresh Produce Guide ISBN 1-902423-19-4

Flour Milling Guide ISBN 1-902423-20-8

Markets and Fairs Guide ISBN 1-902423-00-3

Retail Guide ISBN 0-900103-60-4

Wholesale Distributions Guide ISBN 0-900103-65-5

Vending and Dispensing Guide Supplement (To the Catering Guide)

ISBN 1-902423-00-3

Butchers' Shop Licensing Supplement to the Retail Guide (England, Wales and Northern Ireland) ISBN 1-9022423828

Bottled Water Guide ISBN 1-904306314

Copies available from Chadwick House Group Limited. Agency contact
Microbiological Safety Division, Branch A.

CEHO and other guidance letters

Number	Title of letter and contact	Date of issue
CEHO/93/4	Information Leaflet for Food Business – MSD Branch A	23/11/93
CEHO/94/1	Assured Safe Catering – MSD Branch A	6/1/94
CEHO/94/8	Issue of Code of Practice No. 5: Use of Improvement Notices (Revised April 1994) – LAED Prof. Support Branch	13/4/94
CEHO/94/14 I	Issue of Code of Practice No. 12 (revised): Quick Frozen Foodstuffs (Amendment) Regs 1994 – FLS Standards and Authenticity Branch	4/5/94
CEHO/94/22	Guidelines for the safe production of heat processed foods – MSD Branch A	6/7/94
CEHO/94/35	Meat Products Regulations 1994 Meat Products Code of Practice – MHD White Meat Branch	15/12/94
CEHO/94/36	Guidance on the Hygiene Design Requirement of the Supply of Machinery (Safety) Regulations 1992 – LAED Hygiene – Technical Support Branch	20/12/94
CEHO/95/1	Workroom Temperatures: HSE Guidance – MSD Branch A	10/1/95
CEHO/95/18	Minced Meat and MP Directive: Approval of establishments – MHD White Meat Branch	1/9/95
CEHO/95/19	Covering letter: Catering Industry Guide – MSD Branch A	21/9/95
CEHO/96/1	Confirmation of edible seeds – MSD Branch E	16/2/96
CEHO/96/5	Guidance on the Control of Patulin in directly pressed apple juice – FLS Standards and Authenticity Branch	15/3/96
CEHO/96/11	Premises inspection qualifications – LAED Prof. Support Branch	26/6/96
CEHO/97/3	Device Bulletin – The Purchase, Operation and Maintenance of Benchtop Steam Sterilizers – LAED Hygiene – Technical Support Branch	4/2/97
CEHO/97/6	Visits to Farms (Zoonoses) – MSD Branch E	25/2/97
CEHO/97/7	Specialist Cheesemakers' Code of Best Practice – LAED Hygiene – Technical Support Branch	5/3/97
CEHO/97/10	The Food Premises (Registration) Amendment Regulations – LAED Hygiene Technical Support Branch	20/3/97
CEHO/97/11	The Pennington Group Recommendations and Government Response – LAED Standards Technical Support Branch	8/4/97
CEHO/97/15	Industry Guide to Good Hygiene Practice: Catering Guide – MSD Branch A	24/6/97
CEHO/97/21	Appointment of Authorised Officers: EHO's Higher and Ordinary Certificates in Food Premises Inspections – LAED Prof. Support Branch	24/9/97
CEHO/97/22	Imported Food Regulations 1997 – Imported Food Division	12/11/97

Number	Title of letter and contact	Date of issue
CEHO/98/3	Retail and Baking Industry Guides – MSD Branch A	23/2/98
CEHO/98/11	New Poster and Leaflet: Handling Cooked Meats Safely – MHD White Meat Branch	27/4/98
CEHO/98/17	Industry Guide: Wholesale Distributors – MSD Branch A	15/6/98
CEHO/98/23	E. Coli 0157 Fatal Accident Enquiry – LAED Standards Technical Support Branch	15/8/98
CEHO/99/14	Officially TB Free status and the Dairy Products (Hygiene) Regs – MSD Branch B	8/6/99
CEHO/99/22	British Egg Industry Council – Code of Practice for Lion Eggs – MSD Branch A	4/8/99
CEHO/2000/6	The Meat (Enhanced Enforcement Powers) Regs 2000 – MHD White Meat Branch	28/2/00
CEHO/2000/7	Officially TB Free Status and the Dairy Products (Hygiene) Regs – LAED Hygiene – Technical Support Branch	6/3/00
CEHO/2000/8	Guidance to accompany the Meat Products (Hygiene) (Amendment) (England) Regs 2000 amending Schedule 2 Pt. IX para. 2 of the Meat Products (Hygiene) Regs 1994 as amended – MHD White Meat Branch	28/3/00
FSA CEHO/2000/3	Food Standards Agency: Food Hazard Warning System and amendment to Egg Product Regs – MSD Branch A	5/5/00
FSA CEHO/2000/4	Milk and Dairies (General) Regulations 1959 – Regulation 20 (1) and Model Notice – LAED Hygiene – Technical Support Branch	23/6/00
FSA CEHO/2000/5	Advice given to food processors about floor surfaces during food hygiene inspections – LAED Hygiene Technical Support Branch	10/7/00
FSA CEHO/2001/6	Dioxin Emissions from Pyres: Food Safety – CCAFD (Contaminants Branch 2)	25/5/01
FSA CEHO/2001/7	Allegations of Unfit Poultry Meat Entering the Human Food Chain “Operation Aberdeen” – LAED Food Incident Branch	13/6/01
FSA CEHO/2002/02	Imports of Star Anise – Imported Food Division	25/2/02
FSA CEHO/2002/03	Changes to the rapid Alert System for Food Implications for Border Posts and Border Inspection Posts – Imported Food Division	8/3/02
FSA CEHO/2002/04	Imports of Star Anise – Imported Food Division	21/3/02
OVS/2003/14	Analysis of Brazilian Poultry Meat – Imported Food Division	1/4/03
OVS/2003/22	FSA Policy on Application of the 10% Threshold with regard to Definition of “Fishery Products” – Imported Food Division	22/4/03
OVS/2003/29	Laboratory Testing of Poultrymeat from Thailand – Imported Food Division	15/5/03
OVS/2003/31	Laboratory Testing of Poultrymeat from Thailand – Imported Food Division	21/5/03

Number	Title of letter and contact	Date of issue
OVS/2003/32	Use of other laboratories for the purposes of testing for nitrofurans and chloramphenicol under emergency Commission Decisions – Imported Food Division	22/5/03
Sudanredlet	Commission Decision 2003/460/EC: Sudan Red 1 and the Import of Hot Chilli and Hot Chilli Products – Imported Food Division – Imported Food Division	26/6/03
OVS/2003/41	Harmonisation of Reporting Limits for the Nitrofurans Metabolites AMOZ and AOZ – Imported Food Division	30/6/03
OVS/2003/42	Declaration: Amending Protective Measures With Regard to Shrimps Imported from Thailand – Imported Food Division	2/7/03
OVS/2003/43	Harmonisation of Reporting Limits for Nitrofurans – Imported Food Division	7/7/03
OVS/2003/47	Imports of Fishery Products – Imported Food Division	21/7/03
OVS/2003/49	Commission Decision on Indonesian Shrimps – Imported Food Division	28/7/03
ESE 30/13	Amending Protective Measures with regard to Shrimps from Thailand – Imported Food Division	1/7/03
ESE/30/81	Presence of Sudan I in Chilli Powder – Imported Food Division	31/7/03
OVS/2003/52	Commission Decision: Reducing Protective Measures With Regard to Poultrymeat Imported from Thailand – Imported Food Division	1/8/03
OVS/2003/55	Contaminated Swordfish – Imported Food Division	1/8/03
OVS/2003/56	Shrimp Shipments from The Philippines – Imported Food Division	5/8/03
ESE 30/50	Import of Star Anise – Imported Food Division	2/9/03
OVS/2003/63	Shrimp Shipments from the Philippines – Imported Food Division	9/9/03
OVS/2003/64	Shrimp Shipments from the Philippines – Imported Food Division	18/9/03
OVS/2003/65	Shrimp Shipments from the Philippines – Imported Food Division	19/9/03
OVS/2003/67	EC/466/2001 Ground Nuts, Nuts and Dried Fruits Not Complying with the Maximum Levels of Aflatoxin for Direct Human Consumption – Imported Food Division	6/10/03
OVS/2003/66	Imports of Aquaculture Products from Honduras and the Philippines – Imported Food Division	8/10/03
OVS/2003/68	Imports of Fishery & Aquaculture Products from The Philippines – Imported Food Division	20/10/03
ESE/30/53	Authorised Signatories for Dried Fruit from the Ordu and Adana Provinces of Turkey – Imported Food Division	29/10/03
ESE/30/81	Presence of Sudan I in Chilli Powder – Imported Food Division	29/10/03
OVS/2003/69	Amendment to the List of Third Countries from which the Import of Fishery Products is Authorised – Imported Food Division	31/10/03

Number	Title of letter and contact	Date of issue
OVS/2003/71	EC/466/2001 Ground Nuts, Nuts and Dried Fruits Not Complying with the Maximum Levels of Aflatoxin for Direct Human Consumption – Imported Food Division	12/11/03
ESE/30/3	Food Irradiation and Dietary Supplements – Imported Food Division	13/11/03
OVS/2003/72	Health Certificates for Fish & Fishery Products from Third Countries – Imported Food Division	17/11/03
OVS/2003/73	Suspension of Aquaculture Products from Taiwan – Imported Food Division	14/11/03
OVS/2003/74	Health Certificates for Fish & Fishery Products from Third Countries – Imported Food Division	17/11/03
ESE/30/53	Food (Pistachios from Iran) (Emergency Control) (England) Regulations 2003 – Imported Food Division	24/11/03
OVS/2003/77	Thai poultrymeat – protective measures for nitrofurans – Imported Food Division	25/11/03
OVS/2003/80	Commission Decision 2003/895/EC to Revoke Protective Measures with regard to Poultrymeat Imported from Thailand – Imported Food Division	23/12/03
	Imported Food Control – Local Authority Resource Pack – Imported Food Division	April 03
OVS/2004/01	Commission Decision 2003/912 for fishery and LBM not covered by specific decisions and Commission Decision 2003/905 for fishery products from Kazakhstan – Imported Food Division	5/1/04
OVS/2004/05	Commission Decision 2004/36 Additions OF adds Guyana, Kenya, Serbia and Montenegro and Egypt to List 1 for fishery products – Imported Food Division	20/1/04
OVS/2004/06	Declarations under Reg 59 POAO 2003 Regs – Imported Food Division – Imported Food Division	20/1/04
IFD/001/04	Consignments of Sudan I in Chilli Products – Imported Food Division	23/1/04
IFD/002/04	The Food (Hot Chilli and Hot Chilli Products) (Emergency Control) (England) (Amendment) Regs 2004 – Imported Food Division	27/1/04
IFD/003/04	The Food (Hot Chilli and Hot Chilli Products) (Emergency Control) (England) (Amendment) Regs (SI 2004/142) – Imported Food Division	2/2/04
OVS/2004/15	Commission Decision 2004/25 setting minimum required performance limits for malachite green – Imported Food Division	6/2/04
IFD/004/04	The Food (Hot Chilli and Hot Chilli Products) (Emergency Control) (England) (Amendment) Regs 2004 – Imported Food Division	6/2/04
OVS/2004/17	FP from Cameroon-LBM from Mauritania-countries not covered by decisions – Imported Food Division	10/2/04
OVS/2004/21	Commission Decision 2004/198 Protective measures for poultrymeat from Brazil – Imported Food Division	4/3/04

Number	Title of letter and contact	Date of issue
OVS/2004/22	Lifting the suspension of the export of aquaculture products from Taiwan – Imported Food Division	4/3/04
OVS/2004/23	Commission Decision 2004/225-protective measures on FP and LBM etc from Albania – cholera – Imported Food Division	15/3/04
IFD/005/04	Imported Food and Feed Controls – Liaison and Reporting Arrangements – Imported Food Division	19/03/04
OVS/2004/28	Change of competent authority for Vietnam for FP and LBM etc – Imported Food Division	24/3/04
OVS/2004/29	Lifting the suspension of Fish Products from Angola – Imported Food Division	24/3/04
OVS/2004/32	Clarification of testing for products listed in Part II of the Annex to Decision 2002/994 – Imported Food Division	1/4/04
IFD/006/04	Testing for the Presence of Sudan I-IV in Composite Chilli & Curry Products – Imported Food Division	24/3/04
IFD/009/04	Jelly Mini-Cups – Imported Food Division	16/4/04
OVS/2004/35	non-authorized certificates accompanying fishery products from Angola – Imported Food Division	21/4/04
OVS/2004/39	Amendments to the list of third countries from which the import of fishery products is authorised – Imported Food Division	22/4/04
OVS/2004/40	Amendments to Commission Decision 95/30/EC to lay down the conditions for imports from Morocco of bivalve molluscs belonging to the species <i>Acanthocardia Tuberculatum</i> – Imported Food Division	23/4/04
IFD/010/04	Suspension of imports of jelly mini-cups which contain additives derived from seaweed and/or certain gums – Imported Food Division	23/4/04

Single Market Approval Codes for Fresh Meat Cutting and Meat Products Premises – contact MHD, White Meat Branch. Issued 29 September 1993.

Single Market Approval Numbers – contact MHD, White Meat Branch. Issued 12 November 1993.

Illegal Imports of Meat and Meat Products from Non-EU States: 17 May 2001 and 14 January 2002 – contact Imported Food Division. Issued 5 April 2001.

Licensing of Retail Butchers' Shops in England: contact MSD, Branch A. Issued 9 February 2001.

Relevant LACORS publications

Guidance on Food Complaints – Guidance for local authorities dealing with food complaints – Second Edition November 1998.

UK Single Liaison Body – Guidance for Dealing with Transborder Enquiries and Complaints - March 1997.

Food Safety Hazard Analysis – Guidance on securing compliance with hazard analysis requirement. Regulation 4(3) – July 1997.

Food Standards Law – Guidance to local authorities on standards of service for the enforcement of Food Standards Law – March 1996.

Food Hygiene Risk Assessment – Guidance for local authorities on the application of risk assessment principles to food hygiene inspections – July 1995.

Monitoring Systems – Systems used by local authorities to ensure the quality and consistency of food hygiene inspections – June 1995.

Guidance on Food Safety Enforcement Policies – Guidance for local authority Environmental Health Departments – February 1994.

Guidance on Food Hygiene Inspections – General guidance notes to assist local authorities undertaking programmed food hygiene inspections – June 1993.

Inter-Authority Auditing – July 2002

Guidelines for Home Authorities – Detailed Guidance for Authorities Acting as a Home Authority – March 1997.

Home Authority Principle – Standards – August 2002

Medicinal Claims Applied to Foods – Guidance on status and enforcement responsibilities in relation to foods & medicinal products - September 1998.

Wild Game – Guidance on recommended standards for wild game – October 1997.

Export of Food to Third Countries (Outside the EU) – Guidance for Non-PH Authorities - September 2003

Guidance Note on Working Arrangements Between the National Care Standards Commission and Local Authorities Involved in Food Safety - November 2003

Draft Advice on Service of Raw or Partially Cooked Eggs - August 1999

Service of Whole Muscle Cuts of Rare-Cooked Meat in Catering or Retail Premises - August 2000

Toilets Opening Directly into Food Rooms - July 2003

Guidance on Training/Instruction/Supervision of Food Handlers - December 2001

Advice on Customer Self Service of Unwrapped Bakery Products and Compliance with Food Safety (General Food Hygiene) Regulations 1995 - April 2001

Copies of LACORS guidance are available on the LACORS website
www.lacors.gov.uk

Food Standards Agency England – Contact telephone numbers

CCAFD	Chemical Contaminants and Animal Feed Division	
	Animal Feed Unit	020 7276 8471
	Contaminants – Branch 1	020 7276 8707
	Contaminants – Branch 2	020 7276 8727
CST	Chemical Safety & Toxicology Division	
	Branch 4 – Additives	020 7276 8560
	Flavourings & sweeteners	020 7276 8581
	Branch 5 – Materials & articles in contact with food	020 7276 8553
FLS	Food Labelling Standards Division	
	Branch A – Food labelling	020 7276 8099
	Nutrition labelling	020 7276 8173
	Labelling of supplements	020 7276 8171
	Notification of Marketing of Food for Particular Nutritional Uses	020 7276 8173
	Standards & Authenticity Branch – Meat/Fish Labelling	020 7276 8157
	Chocolate/Jam/Honey/Sugar/Basmati Rice Labelling	020 7276 8159
LAED	Local Authority Enforcement Division	
	Hygiene – Technical Support Branch	020 7276 8455
	Food Incident Branch	020 7276 8453
	Professional Support Branch	020 7276 8436
IFD	Imported Food Division	020 7276 8018
	Imported.food@foodstandards.gsi.gov.uk	
MSD	Microbiological Safety Division	
	Branch A	
	General Food Hygiene and Eggs	020 7276 8973
	Branch B – Milk Hygiene	020 7276 8969
	Branch E	020 7276 8975

MHD	Meat Hygiene Division	
	Red Meat	020 7276 8335
	White Meat – Meat Products & Minced Meat Preparations	020 7276 8326
	Farmed and Wild Game Meat	020 7276 8325
BSE	BSE Division	
	OTM Branch	020 7276 8386
	SRM Branch	020 7276 8323
NF	Novel Foods Division – Branch B	020 7276 8596

The Food Standards Agency (England) switchboard number is 020 7276 8000.

Additional contact information

A list of useful Food Standards Agency contacts on a range of topics is included in the electronic version of this Framework Agreement on the Agency's website at: www.food.gov.uk/enforcement/frameagree

Chapter 3: Monitoring Form

Introduction

- 1 From 1 January 2001, the enhanced enforcement activity data required under the Framework Agreement will be collected on the new monitoring form.

Reporting arrangements

- 2 The new monitoring form is available in electronic format and has been sent to the OCD contacts in each local authority by E-mail, CD or floppy disc prior to April 2001.
- 3 Completed returns should be submitted to the Agency's Monitoring Branch electronically. Returns can be sent by **E-mail or by floppy disc** to the following address:

E-mail: la.monitoring@foodstandards.gsi.gov.uk

Discs should be sent to: LA Monitoring Branch
LAE Division
4th Floor
Food Standards Agency
Aviation House
125 Kingsway
London WC2B 6NH
Tel: 020 7276 8414

Queries relating to the monitoring data or the submission of returns should be made to Geoff Deville at the above address.

Line 5 – Formal cautions: Enter those issued in accordance with Home Office circular 18/1994 which can be obtained from the Home Office website (www.circulars.homeoffice.gov.uk) or by telephoning the Home Office on 020 7273 4002. Formal cautions should be recorded on the return by the Authority that serves them, even if the premises is in an area covered by another local authority. This category would not apply in Scotland.

Line 6 – Prohibition orders: Prohibition orders should only be recorded where they **do not** originate from an emergency prohibition notice. Only include premises subject to a prohibition order, not persons.

Line 7 – Emergency prohibition notices: All emergency prohibition notices issued under Section 12 of the Food Safety Act 1990 should be recorded here.

Line 8 – Revocations of approval or licence: Include revocations that result from the premises closing down as well as those resulting from enforcement action.

Line 9 – Seizure/detention and surrender of food: Record the number of premises subject to seizure/detention made under Section 9 of the Food Safety Act 1990 including voluntary surrender of food. **Only include one seizure/detention/surrender per premises per calendar year.**

Line 10 – Number of voluntary closures: Include all voluntary closures including closures relating to parts of premises, equipment or processes.

Table 3.2 – Prosecutions concluded

14 This table breaks down the information contained in Table 3.1. However, the total figures may not always correspond to those in Table 3.1 because this table relates to the prosecutions taken rather than the number of premises.

15 Relevant samples used in legal proceedings should be recorded in Table 6.2.

16 Please include the formal actions in the quarter in which the case has been concluded. Where several prosecutions are taken against the same premises under the same Regulations in **a calendar year** they should all be counted and classified according to the main area of the offence.

Line 1 – Hygiene: Record formal action taken in respect of the HACCP based own checks requirements of the product specific legislation or regulation 4(3) of the Food Safety (General Food Hygiene) Regulations 1995 or for contravention of the relevant training requirements.

Line 2 – General hygiene: Record contraventions relating to structure, premises layout, facilities, equipment and staff hygiene.

authority liaison. Complaints recorded in lines 8 to 12 should also be recorded as received by the Authority under the appropriate category in lines 1 to 5.

Line 13 – Total: Record the total of lines 8 to 12.

NB requests for advice from businesses should not be included in any of the categories in Table 5.1.

Section 6 – Sampling

NOTE: Table 5.1 now records complaints. Complaints' samples should not be included in Table 6.2.

Table 6.1

25 **Informal samples:** Samples not taken in accordance with the appropriate sampling Regulation (e.g. samples for screening purposes) and/or not sent to an accredited laboratory.

26 Examinations of food by an officer during an inspection (e.g. labelling) should not be included. Samples should only be recorded where the food has been procured and removed from the business. Samples recorded should include food that has been examined by the Authority or an expert other than the food analyst or examiner.

Table 6.2

27 **Formal samples:** Samples taken in accordance with the appropriate sampling Regulations and submitted to an accredited laboratory on the official list. The official list is available on the Food Standards Agency's website (www.food.gov.uk/enforcement/public_analysts).

Column S – Total No. of samples leading to prosecution:

Include formal cautions issued in accordance with Home Office circular 18/1994 which can be obtained from the Home Office website (www.circulars.homeoffice.gov.uk) or by telephoning the Home Office on 020 7273 4002.

NB Ports – Sampling statistics for port activities should be completed on separate forms to those for the remainder of the Authority's activity.

Egg and egg products

Processed products containing egg should not be included under this heading but under the headings for desserts, sauces etc.

feedingstuffs and activities within Port Health Authorities/Border Inspection Posts at which imported food is handled.

Audit Scheme documents

4 To facilitate effective operation of the scheme an Audit Protocol, containing documented audit procedures, has been developed. A Pre-Visit Questionnaire has also been developed to enable information to be obtained from a local authority prior to the on-site audit. Copies of these documents are available on the Agency's website at www.food.gov.uk/enforcement/auditscheme

Selection of local authorities for audit

5 Selection of authorities will be informed by monitoring data to include those with both low and high apparent levels of performance. The process will also include an element of random selection. More focussed audits concentrating on particular areas of the Standard or enforcement issues may also be carried out. The selection process will also take into account where audits have already been carried out on local authorities in the context of Best Value or Peer Review such as IAA.

The audit process

Notification

6 Local authorities will receive prior notification of audits. This will aid transparency and also facilitate the effectiveness of the audit process by allowing a reasonable period for local authorities to collate documents and ensure appropriate staff and facilities are available. As a general rule local authorities will be notified by letter at least 3 months in advance of the audit. There will, however, be flexibility to reduce the notification period where the Agency needs to undertake an audit at shorter notice, for example, because of exceptional concerns relating to a particular authority. Notification of audits will be addressed to the Chief Executive of the Authority, copied to the Head of the Food Service. The notification letter will provide background information on the arrangements and nature of the audit.

Administration of the Audit Scheme

14 Relevant contact points in the event of queries regarding the Food Standards Agency audit scheme are:

England

- Mark Davis (administrative) Tel: 020 7276 8421
- Julian Blackburn (technical) Tel: 020 7276 8430

Scotland

- Marion McArthur Tel: 01224 285122

Wales

- Keith Blake (administrative) Tel: 029 2067 8902
- Jane Davies (technical) Tel: 029 2067 8901

Northern Ireland

- Gerry McCurdy Tel: 028 9041 7719
- Trevor Williamson Tel: 028 9041 7713