



FOOD
STANDARDS
AGENCY

Guidance title

Revision & Date

If you require this information in an alternative format – such as audio, large print, Braille – please contact us.

CONTACT TELEPHONE [NUMBER]

Summary

Intended audience:	Indicate which organisations this guidance is applicable to. In particular, highlight if it is applicable to SMEs.
Regional coverage:	Indicate which of the UK countries this guidance is applicable to.
Purpose:	Indicate the subject areas that this guidance addresses and what the guidance intends to achieve.
Legal status:	Indicate whether this guidance is intended: <ul style="list-style-type: none"> • To accompany regulations; • To address best practice; or • Both, in which case, the relevant sections should be highlighted
Essential actions to comply with regulation(s):	List in plain English all the actions a business must take in order to comply with the accompanying regulation(s). Make it as clear as you can, using bullet points if possible. If the guidance is not about regulations, delete this row.

REVISION HISTORY

This guidance follows the Government [Code of Practice on Guidance](#). If you believe this guidance breaches the Code for any reason, please contact us using the number on the front sheet. If you have any comments on the guidance, again please contact us on the number on the front sheet.

Revision No.	Revision date	Purpose of revision	Revised by
1	October 2007	Draft Model Guidance	Mike Webster (BOMEL)
2	November 2007	Revised following initial user feedback	Judith Taylor (FSA)
3	August 2008	Revised following publication of Government Code	Judith Taylor (FSA)
4	March 2009	Revised following user feedback and publication of Anderson review	Judith Taylor (FSA)

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INTRODUCTION

1. The format, style, section breaks and numbering of text and titles of this template should be kept to ensure consistency. An easy way to do this is to overwrite the existing text. Press the Insert button to toggle Overwrite on and off without changing the formatting/style. Do not delete section breaks or change paragraph numbering. To update the table of contents automatically, left click in it, then right click and choose Update Field, Update entire table.

INTENDED AUDIENCE

2. Indicate right at the beginning exactly for whom the guidance is intended. In particular, indicate whether the guidance is intended for SMEs. Enforcement and other non-business stakeholders will also need to know if the guidance is intended for them.
3. By doing this you will let organisations know exactly whether the guidance is for them or not.

PURPOSE AND LEGAL STATUS

4. The legal status must be indicated at the start of the guidance as:
 - Regulatory guidance
 - Best practice
 - Combination of the two.
5. Where the guidance is a combination of the two, the text must clearly indicate what is a requirement of the legislation and what is best practice. **Use the appropriate standard paragraph from the choice below under the above heading of Purpose and Legal Status. DO NOT CHANGE ANY OF THE WORDING IN THE STANDARD PARAGRAPHS PROVIDED. Delete the sub-heading from the paragraph you use, and the standard paragraphs that do not apply.**

Guidance on regulation

6. These guidance notes have been produced to provide informal, non-binding advice on the legal requirements of the [*full name of Regulations*] and should

be read in conjunction with the legislation itself. The text should not be taken as an authoritative statement or interpretation of the law, as only the courts have this power. Every effort has been made to ensure that these guidance notes are as helpful as possible. However, it is ultimately the responsibility of individual businesses to ensure their compliance with the law. Businesses with specific queries may wish to seek the advice of their local enforcement agency, which will usually be the trading standards/environmental health department of the local authority

Best practice guidance

7. These guidance notes have been produced to provide informal, non-binding advice on [*topic*]. Compliance with this advice is **not** required by law.
8. Businesses with specific queries may wish to seek the advice of their local enforcement agency, which will usually be the trading standards/environmental health department of the local authority.

Combination of regulatory and best practice guidance

9. These guidance notes have been produced to provide informal, non-binding advice on:
 - the legal requirements of [*full name of Regulations*]; and
 - best practice in this area.
10. These guidance notes should be read in conjunction with the legislation itself. The guidance on legal requirements should not be taken as an authoritative statement or interpretation of the law, as only the courts have this power. It is ultimately the responsibility of individual businesses to ensure their compliance with the law. Compliance with the advice on best practice is **not** required by law. **To distinguish between the two types of information, all advice on best practice is in shaded boxes, with a heading of Best Practice.**
11. Businesses with specific queries may wish to seek the advice of their local enforcement agency, which will usually be the trading standards/environmental health department of the local authority.

12. For guidance notes that include regulatory information, use 10% grey shaded boxes with a heading, for all best practice text, as shown below.

Best Practice
Start typing your best practice guidance here.

LANGUAGE

13. Use language suitable for your audience. Where you use a technical term, provide a definition. Consider including a glossary.

LAYOUT OF THE CONTENT

14. The layout of this document is intended to provide a template for FSA-produced guidance. However, in some instances the guidance may be typeset by printers. In this case, the number of text columns should be limited to two (stakeholders expressed concern about the readability of guidance where the text was presented in three columns).

CHARTS

15. Use a diagram or table where a complex issue would be better explained by such an illustration.
16. Stakeholders considered flowcharts to be useful.

PHOTOGRAPHS/PICTURES

17. Include a photograph or picture where it would help understanding.
18. As an example, stakeholders expressed concern about their ability to judge the fat content of meat, leading to some meat being classed conservatively as having a higher fat content. A photograph would have helped address this.

WORKED EXAMPLES

19. Use a worked example where it would illustrate a complex issue better.

20. As an example, stakeholders considered worked examples to be useful in the case of sample calculations.

REFERENCES

21. Include relevant references, but ensure that the guidance functions as a standalone document.
22. Stakeholders expressed concern about guidance where obtaining the references was essential to understanding the guidance.

CONTACTS

23. Provide FSA contact details and make sure they are kept up to date. Bearing in mind staff moves, provide at least a telephone number. Contacts should be able to address stakeholders' issues.
24. Stakeholders expressed concern that on a limited number of occasions they were not always able to obtain help from the FSA contact listed.

ANNEX A: ISSUES TO CONSIDER IN PREPARING GUIDANCE

Included in this template to illustrate preferred layout. If you overwrite the title, the Table of Contents will include it. Copy this Annex to create any additional ones.

Guidance on issues to consider in preparing guidance is on *Foodweb* at <http://foodweb/operations/guidance/guidelines.pdf>