

Chapter 9 Forms

Sections

1. Introduction
2. Forms

Sections

[1. Introduction](#)

[2. Forms](#)

1. Introduction

In this section

[1.1 Background](#)

[1.2 Form numbering and retention](#)

1.1 Background

1.1.1 Requests for forms

The forms in this chapter can be completed on screen, sent by email or, if a signature is required, printed and completed in hardcopy.

Note: Hard copies of the forms can be printed from the digital MOC download or from Digital Workplace. Should you not have access to a printer at your plant, seek help from other FSA offices via your ITL. It is not necessary to print the forms in colour.

1.1.2 Version control

It is essential that the correct version of each form is used. Check the revision date of hard copy forms against those in this chapter. These can be identified by the revision date (for example Rev 04/19) and the form number (for example ABP 7/1).

Caution: Out of date forms should not be used and any stocks should be destroyed.

1.1.3 New / amended forms

Requests for the introduction of new forms or changes to existing forms can be made by emailing MOC@food.gov.uk.

1.1.4 Official forms

Only official MOC forms should be used for reporting purposes. These must follow the MOC forms style guide and can only be issued by the MOC Team. If an unofficial form is being used locally by an FSA operational team, it must contain, as a minimum, the same information contained in an equivalent official version.

1.1.5 Secure storage and disposal of forms

In line with government policy, official forms have been protectively marked in accordance with the classification system introduced on 1 April 2014. Further [guidance on the protective marking system](#) can be found on Digital Workplace.

Completed forms must be stored in locked cabinets and securely disposed of by approved methods.

1.2 Form numbering and retention

1.2.1 Form suites

The forms provided in this chapter have been numbered in individual suites relating to the relevant chapter. The breakdown of suites is as follows:

| Abbreviation | Title |
|--------------|---|
| ABP | Animal By-Products |
| AID | Animal Identification |
| AMI | Ante-Mortem Inspection |
| AUD | Audit |
| CIR | Collection and Communication of Inspection Results (FCI / CCIR) |
| DH | Dairy Hygiene |
| ENF | Enforcement |
| IMP | Imports / Exports |
| PMI | Post-Mortem Inspection |
| TSE | Transmissible Spongiform Encephalopathy |
| WS | Wine Standards |
| WEL | Welfare |
| HM DEL | Health Mark Delegation |

1.2.2 Retention periods

For audit and records management purposes, copies of complete forms are to be retained in plants for the period shown on each form and then destroyed. The retention periods have been set to ensure that copies of forms in plants are kept for as long as required for legal and business purposes and are then disposed of to minimise paper storage in plants.

2. Forms

In this section

[2.1 ABP](#)

[2.2 AID](#)

[2.3 AMI](#)

[2.4 AUD](#)

[2.5 CIR](#)

[2.6 DH](#)

[2.7 ENF](#)

[2.8 IMP](#)

[2.9 PMI](#)

[2.10 TSE](#)

[2.11 WSB](#)

[2.12 WEL](#)

[2.13 HM WEL](#)

2.1 ABP

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|--|---------------|------------|
| ABP 7/1 | 02/23 | Dispatch of SRM for Exhibition, Teaching, Scientific Research, Special Studies or Analysis | Ops | 1 year |
| ABP 7/2 | 03/22 | Transfer Permit: Sheep or Goat Carcases | With carcase | 1 year |
| ABP 7/3 | 02/23 | Dispatch of Animal by-products (Category 2/Category 3 for Exhibition, Teaching, Scientific Research, Special Studies | Ops | 1 year |
| ABP 7/8 | 06/24 | Application for authorisation of SRM | Ops Approvals | 1 year |

2.2 AID

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|--|-----------------|------------|
| AID 5/1 | 04/18 | Eligibility Record – Bovine | BCMS | 2 years |
| AID 5/4 | 04/14 | Cattle Identification Non-Compliance Report | BCMS | 6 years |
| AID 5/7 | 06/19 | Food Standards Agency Referrals to Local Authority | Local Authority | 1 year |

2.3 AMI

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|------------|-----------|------------|
|----------|----------|------------|-----------|------------|

| | | | | |
|---------|-------|---|-----|-------------------------|
| AMI 2/1 | 04/12 | Ante-Mortem Health Inspection Pen Card | N/A | Do not retain once used |
| AMI 2/2 | 12/19 | Ante-Mortem Health Inspection Suspect Animal | N/A | 1 year |
| AMI 2/3 | 12/19 | Ante-Mortem Inspection Record for Red Meat | N/A | 1 year |
| AMI 2/4 | 12/20 | Ante-Mortem Inspection Record - Avian | N/A | 1 year |
| AMI 2/5 | 10/16 | Daily Ante-Mortem Inspection Record – Red Meat (excluding Cattle, Calves and Pigs) | N/A | 1 month from completion |
| AMI 2/6 | 04/19 | Weekly Ante-Mortem Inspection Report – Red Meat (excluding Cattle, Calves and Pigs) | Ops | 1 year |

2.4 AUD

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|---|-----------|------------|
| AUD 9-2 | 03/22 | Poultry Slaughterhouse Operational Hygiene Report | Ops | 1 year |
| AUD 9/7 | 03/22 | Daily Inspection Report – Wholesale Markets | Ops | 1 year |

2.5 CIR

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|--|-----------|------------|
| CIR 12/1 | 02/17 | Record of Rejection Conditions - Avian | N/A | 1 year |
| CIR 12/2 | 02/17 | Collection and Communication of Inspection Results (CCIR) – Pigs | N/A | N/A |
| CIR 12/3 | 02/17 | Collection and Communication of Inspection Results (CCIR) – Cattle | N/A | N/A |

2.6 DH

| Form no | Rev date | Form Title | Submit to | Retain for |
|-------------|-----------|--|-----------|------------|
| DH ENF 11/1 | 02/23 (E) | Detention of Food Notice – Food Safety Act (England) | N/A | 6 years |
| | 02/23 (W) | Detention of Food Notice – Food Safety Act (Wales) | N/A | 6 years |
| DH ENF 11/2 | 04/19 (E) | Withdrawal of Detention of Food Notice (England) | N/A | 6 years |
| | 04/19 (W) | Withdrawal of Detention of Food Notice (Wales) | N/A | 6 years |
| DH ENF 11/3 | 06/24 (E) | Food Condemnation Warning Notice (England) | N/A | 6 years |
| | 06/24 (W) | Food Condemnation Warning Notice (Wales) | N/A | 6 years |
| DH ENF 11/4 | 01/18 (E) | HIN covering letter | Ops | 6 years |
| | 01/18 (W) | HIN covering letter | Ops | 6 years |
| DH ENF 11/5 | 01/18 | Warning letter | Ops | 6 years |
| DH ENF 11/6 | 11/23 | Referral for Investigation | Ops | 1 year |
| DH ENF 11/7 | 04/19 | Agreement to Destroy Food Notice | N/A | 6 years |
| DH ENF 11/9 | 01/18 (E) | HIN withdrawal letter (England) | Ops | 6 years |
| | 01/18 (W) | HIN withdrawal letter (Wales) | Ops | 6 years |

| Form no | Rev date | Form Title | Submit to | Retain for |
|--------------|-----------|---|-----------|------------|
| DH ENF 11/11 | 04/19 (E) | Notice of Intention to Apply for a Hygiene Emergency Prohibition Order. Food Safety Act (England) | N/A | 6 years |
| | 04/19 (W) | Notice of Intention to Apply for a Hygiene Emergency Prohibition Order. Food Safety Act (Wales) | N/A | 6 years |
| DH ENF 11/12 | 01/18 (E) | Hampered obstruction letter | Ops | 6 years |
| | 01/18 (W) | Hampered obstruction letter | Ops | 6 years |
| DH ENF 11/13 | 08/18 | B&H warning letter for ITLs | Ops | 6 years |
| DH ENF 11/14 | 07/17 | Photographic evidence | Ops | 6 years |
| DH ENF 11/15 | 08/18 (E) | Complaint for Condemnation of Food Order (England) | N/A | 6 years |
| | 08/18 (W) | Complaint for Condemnation of Food Order (Wales) | N/A | 6 years |
| DH ENF 11/16 | 02/23 (E) | Order for Condemnation of Food (England) | N/A | 6 years |
| | 02/23 (W) | Order for Condemnation of Food (Wales) | N/A | 6 years |
| DH ENF 11/17 | 08/18 (E) | Complaint for Hygiene Emergency Prohibition Order (England) | N/A | 6 years |
| | 08/18 (W) | Complaint for Hygiene Emergency Prohibition Order (Wales) | N/A | 6 years |
| DH ENF 11/18 | 08/18 (E) | Hygiene Emergency Prohibition Order (England) | N/A | 6 years |
| | 08/18 (W) | Hygiene Emergency Prohibition Order (Wales) | N/A | 6 years |
| DH ENF 11/19 | 04/19 (E) | Notice of Intention to Apply for a Warrant of Entry (England) | N/A | 6 years |
| | 04/19 (W) | Notice of Intention to Apply for a Warrant of Entry (Wales) | N/A | 6 years |
| DH ENF 11/20 | 08/18 (E) | Application for Warrant to Enter Premises (England) | N/A | 6 years |
| | 08/18 (W) | Application for Warrant to Enter Premises (Wales) | N/A | 6 years |
| DH ENF 11/21 | 08/18 (E) | Warrant to Enter Premises (England) | N/A | 6 years |
| | 08/18 (W) | Warrant to Enter Premises (Wales) | N/A | 6 years |
| DH ENF 11/23 | 12/19 (E) | Hygiene Improvement Notice (England) | N/A | 6 years |
| | 12/19 (W) | Hygiene Improvement Notice (Wales) | N/A | 6 years |
| DH ENF 11/24 | 06/24 (W) | Remedial Action Notice (Wales) | N/A | 6 years |
| DH ENF 11/25 | 06/24 (E) | Certification of Food Failing to Comply with the Hygiene Regulations (England) | N/A | 6 years |
| | 06/24 (W) | Certification of Food Failing to Comply with the Hygiene Regulations (Wales) | N/A | 6 years |
| DH ENF 11/27 | 06/24 (E) | Seizure of Food Notice – Food Hygiene Regs (England) | N/A | 6 years |
| | 06/24 (W) | Seizure of Food Notice – Food Hygiene Regs (Wales) | N/A | 6 years |
| DH ENF 11/28 | 06/24 (E) | Hygiene Emergency Prohibition Notice (England) | N/A | 6 years |
| | 06/24 (W) | Hygiene Emergency Prohibition Notice (Wales) | N/A | 6 years |
| DH ENF 11/29 | 04/19 (E) | Certificate Indicating the Health Risk Condition No Longer Exists (England) | N/A | 6 years |

| Form no | Rev date | Form Title | Submit to | Retain for |
|---------|-----------|---|-----------|------------|
| | 04/19 (W) | Certificate Indicating the Health Risk Condition No Longer Exists (Wales) | N/A | 6 years |

2.7 ENF

| Form no. | Rev date | Form title | Submit to | Retain for |
|-----------|-----------|---|-----------|------------|
| ENF 11/1 | 01/22 (E) | Detention of Food Notice – Food Safety Act (England) | N/A | 6 years |
| | 02/23 (W) | Detention of Food Notice – Food Safety Act (Wales) | N/A | 6 years |
| ENF 11/2 | 04/19 (E) | Withdrawal of Detention of Food Notice (England) | N/A | 6 years |
| | 04/19 (W) | Withdrawal of Detention of Food Notice (Wales) | N/A | 6 years |
| ENF 11/3 | 06/24 (E) | Food Condemnation Warning Notice (England) | N/A | 6 years |
| | 06/24 (W) | Food Condemnation Warning Notice (Wales) | N/A | 6 years |
| ENF 11/4 | 04/14 | Delivery of Over-Temperature Meat by Vehicle | N/A | 6 years |
| ENF 11/5 | 08/18 | Enforcement Programme | Ops | 6 years |
| ENF 11/6 | 12/23 | Referral for Investigation | Ops | 1 year |
| ENF 11/7 | 04/19 | Agreement to Destroy Meat | N/A | 6 years |
| ENF 11/11 | 04/19 (E) | Notice of Intention to Apply for a Hygiene Emergency Prohibition Order. Food Safety Act (England) | N/A | 6 years |
| | 04/19 (W) | Notice of Intention to Apply for a Hygiene Emergency Prohibition Order. Food Safety Act (Wales) | N/A | 6 years |
| ENF 11/12 | 06/24 (E) | Notice for the Disposal of Animal By-Products (England) | N/A | 6 years |
| | 06/24 (W) | Notice for the Disposal of Animal By-Products (England) Notice for the Disposal of Animal By-Products (Wales) | N/A | 6 years |
| ENF 11/13 | 06/24 (E) | ABPR Cleansing and Disinfection Notice (England) | N/A | 6 years |
| | 06/24 (W) | ABPR Cleansing and Disinfection Notice (Wales) | N/A | 6 years |
| ENF 11/14 | 06/24 (E) | ABPR Notice Prohibiting By-Products Being Brought on to the Premises (England) | N/A | 6 years |
| | 06/24 (W) | ABPR Notice Prohibiting By-Products Being Brought on to the Premises (Wales) | N/A | 6 years |
| ENF 11/15 | 01/22 (E) | Complaint for Condemnation of Food Order (England) | N/A | 6 years |
| | 01/22 (W) | Complaint for Condemnation of Food Order (Wales) | N/A | 6 years |
| ENF 11/16 | 06/24 (E) | Order for Condemnation of Food (England) | N/A | 6 years |
| | 06/24 (W) | Order for Condemnation of Food (Wales) | N/A | 6 years |
| ENF 11/17 | 04/18 (E) | Complaint for Hygiene Emergency Prohibition Order (England) | N/A | 6 years |
| | 02/23 (W) | Complaint for Hygiene Emergency Prohibition Order (Wales) | N/A | 6 years |
| ENF 11/18 | 04/18 (E) | Hygiene Emergency Prohibition Order (England) | N/A | 6 years |

| Form no. | Rev date | Form title | Submit to | Retain for |
|-----------|-----------|--|-----------|------------|
| | 04/18 (W) | Hygiene Emergency Prohibition Order (Wales) | N/A | 6 years |
| ENF 11/19 | 04/19 (E) | Notice of Intention to Apply for a Warrant of Entry (England) | N/A | 6 years |
| | 04/19 (W) | Notice of Intention to Apply for a Warrant of Entry (Wales) | N/A | 6 years |
| ENF 11/20 | 04/14 (E) | Application for Warrant to Enter Premises (England) | N/A | 6 years |
| | 04/14 (W) | Application for Warrant to Enter Premises (Wales) | N/A | 6 years |
| ENF 11/21 | 04/14 (E) | Warrant to Enter Premises (England) | N/A | 6 years |
| | 04/14 (W) | Warrant to Enter Premises (Wales) | N/A | 6 years |
| ENF 11/22 | 06/24 | Internal Communication of Non-Compliance | CSU & FVC | 6 years |
| ENF 11/23 | 06/24 (E) | Hygiene Improvement Notice (England) | N/A | 6 years |
| | 06/24 (W) | Hygiene Improvement Notice (Wales) | N/A | 6 years |
| ENF 11/24 | 06/24 (E) | Remedial Action Notice (England) | N/A | 6 years |
| | 06/24 (W) | Remedial Action Notice (Wales) | N/A | 6 years |
| ENF 11/25 | 06/24 (E) | Certification of Meat Failing to Comply with the Requirements of the Hygiene Regulations (England) | N/A | 6 years |
| | 06/24 (W) | Certification of Meat Failing to Comply with the Requirements of the Hygiene Regulations (Wales) | N/A | 6 years |
| ENF 11/26 | 01/22 (E) | Detention Notice – Food Hygiene Regs (England) | N/A | 6 years |
| | 01/22 (W) | Detention Notice – Food Hygiene Regs (Wales) | N/A | 6 years |
| ENF 11/27 | 06/24 (E) | Seizure of Food Notice – Food Hygiene Regs (England) | N/A | 6 years |
| | 06/24 (W) | Seizure of Food Notice – Food Hygiene Regs (Wales) | N/A | 6 years |
| ENF 11/28 | 06/24 (E) | Hygiene Emergency Prohibition Notice (England) | N/A | 6 years |
| | 06/24 (W) | Hygiene Emergency Prohibition Notice (Wales) | N/A | 6 years |
| ENF 11/29 | 04/18 | Risk Assessment for Public Health | N/A | 6 years |
| ENF 11/33 | 06/24 (E) | Notice under Regulation 19, The Trade In Animals And Related Products Regulations 2011 (England) | N/A | 6 years |
| | 06/24 (W) | Notice under Regulation 19, The Trade In Animals And Related Products Regulations 2011 (Wales) | N/A | 6 years |
| ENF 11/34 | 04/19 (E) | Certificate Indicating the Health Risk Condition No Longer Exists (England) | N/A | 6 years |
| | 04/19 (W) | Certificate Indicating the Health Risk Condition No Longer Exists (Wales) | N/A | 6 years |

2.8 IMP

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|--------------------------------|-----------|------------------------|
| IMP 8/1 | 12/19 | Import Failures: Public Health | Ops | Do not retain at plant |

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|----------------------------------|-----------|------------|
| IMP 8/2 | 08/18 | Inspection Report: Imported Beef | Ops | 1 year |

2.9 PMI

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|---|-----------|------------|
| PMI 4/1 | 05/17 | Daily Record of Rejection Conditions (Lagomorphs) | N/A | N/A |
| PMI 4/2 | 05/17 | Daily Record of Rejection Conditions (Deer) | N/A | N/A |
| PMI 4/3 | 05/17 | Daily Record of Rejection Conditions (Goats) | N/A | N/A |
| PMI 4/4 | 04/18 | Daily Record of Rejection Conditions (Solipeds) | N/A | N/A |
| PMI 4/5 | 05/17 | Daily Record of Rejection Conditions (Large Wild Game) | N/A | N/A |
| PMI 4/6 | 04/18 | Daily Record of Rejection Conditions (Sheep) | N/A | N/A |
| PMI 4/7 | 09/17 | Daily Record of Rejection Conditions (Ratites) | N/A | N/A |
| PMI 4/8 | 08/18 | Rejected Meat Receipt | FBO | 1 year |
| PMI 4/9 | 08/18 | Weekly Rejection Conditions Report - Red Meat (excluding Cattle, Calves and Pigs) | Ops | 1 year |
| PMI 4/10 | 05/17 | Daily Record of Rejection Conditions (Small Wild Game in Feather) | N/A | N/A |
| PMI 4/11 | 08/18 | Weekly Throughput Report for Cutting Plants | Finance | 1 year |
| PMI 4/13 | 05/17 | Daily Record of Rejection Conditions (Small Wild Game in Fur) | N/A | N/A |
| PMI 4/15 | 04/12 | Cysticercus bovis: Detention Label | N/A | See form |
| PMI 4/16 | 12/19 | Transfer Permit: Cold Storage of Meat to be Treated for Cysticercus bovis | See form | 1 year |
| PMI 4/17 | 04/14 | Trichinella Sampling | N/A | 1 year |
| PMI 4/18 | 04/18 | Trichinella Test Submission Form | See form | 1 year |
| PMI 4/19 | 04/14 | Daily Rejections Rabbits / Ratites | See form | 1 year |

2.10 TSE

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|--|-----------|------------|
| TSE 6/1 | 08/19 | Sheep TSE Brain Stem Sampling Weekly Summary and Deviations Report | SLA Unit | 1 year |
| TSE 6/2 | 08/23 | Rapid Testing of Brainstem Scrapie Survey: Sampling and Testing of Sheep Submitted at the Abattoir | N/A | 1 year |
| TSE 6/4 | 08/18 | Bovine Animal Requiring BSE Testing for Human Consumption | N/A | 1 year |
| TSE 6/5 | 08/18 | Bovine Requiring BSE Testing NOT for Human Consumption | Ops | 1 year |
| TSE 6/6 | 04/14 | Sheep Brain Stem Sampling - Daily Record sheet | N/A | See form |
| TSE 6/7 | 12/19 | Results and Release. Brainstem BSE Testing | Ops | 1 year |

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|--|-----------|------------|
| TSE 6/9 | 12/19 | FSA Check at Brain Stem Sampling Point | N/A | See form |
| TSE 6/10 | 12/19 | Security Seal Form | N/A | See form |
| TSE 6/11 | 12/19 | BSE Sampling Serial Number Report | See form | See form |

2.11 WSB

| Form no. | Rev date | Form title | Submit to | Retain for |
|------------|----------|---|-----------|------------|
| WSB 1 | 08/15 | 5X5X5 – Information Intelligence Report | N/A | 1 year |
| WSB 7 | 08/18 | Certificate of sampling | Ops | 1 year |
| WSB 7a | 08/18 | Certificate of sampling EU | Ops | 1 year |
| WS ENF 1-1 | 04/19 | Enforcement Notice | Ops | 1 year |
| WS ENF 1-2 | 04/19 | Prohibition Notice | Ops | 1 year |
| WS ENF 1-3 | 04/19 | Warning Notice | Ops | 1 year |

2.12 WEL

| Form no. | Rev date | Form title | Submit to | Retain for |
|-----------|-----------|---|-----------|------------|
| WEL 3/1 | 06/22 | Daily Welfare Assessment Report Red Meat Slaughterhouse | N/A | 1 year |
| WEL 3/2 | 06/22 | Daily Welfare Assessment Report Poultry Meat Slaughterhouse | N/A | 1 year |
| WEL 11/34 | 01/22 (E) | WATOK Enforcement Notice (England) | CSU | 6 years |
| | 01/22 (W) | WATOK Enforcement Notice (Wales) | CSU | 6 years |
| WEL 11/35 | 02/23 (E) | WATOK Completion Notice (England) | CSU | 6 years |
| | 02/23 (W) | WATOK Completion Notice (Wales) | CSU | 6 years |
| WEL 11/36 | 01/22 (E) | WATOK Refusal Notice (England) | N/A | 6 years |
| | 01/22 (W) | WATOK Refusal Notice (Wales) | N/A | 6 years |
| WEL 11/37 | 01/22 (E) | WATOK Seizure and Detention Receipt (England) | N/A | 6 years |
| | 01/22 (W) | WATOK Seizure and Detention Receipt (Wales) | N/A | 6 years |
| WEL 11/38 | 01/22 (E) | CCTV Enforcement Notice (England) | CSU | 6 years |
| | 09/24 (W) | CCTV Enforcement Notice (Wales) | CSU | 6 years |
| WEL 11/39 | 01/22 (E) | CCTV Completion Notice (England) | CSU | 6 years |
| | 09/24 (W) | CCTV Completion Notice (Wales) | CSU | 6 years |
| WEL 11/40 | 01/22 (E) | CCTV Refusal to Issue a Completion Notice (England) | CSU | 6 years |
| | 09/24 (W) | CCTV Refusal to Issue a Completion Notice (Wales) | CSU | 6 years |
| WEL 11/41 | 06/24 (E) | CCTV Seizure Receipts (England) | CSU | 6 years |
| | 09/24 (W) | CCTV Seizure Receipts (Wales) | CSU | 6 years |

Applications for a Certificate of Competence.

2.13 HM DEL

| Form no. | Rev date | Form title | Submit to | Retain for |
|----------|----------|--|-----------|------------|
| HM DEL | 10/20 | Delegation of Application of the Health Mark to FBO Staff Supervision and Performance Monitoring | N/A | 1 year |