

# Manual for official controls

Legal requirements and standards for approved meat establishments.

Once your premises have been approved, you will find the Manual for Official Controls (MOC) beneficial for further information.

The MOC describes the tasks, responsibilities and duties of our staff carrying out official controls in approved establishments.

## Manual for Official Controls guidance

The Manual for Official Controls documentation is accurate as of **16 October 2023**. Recent changes to the MOC can be found in the revision log.

### Northern Ireland

In Northern Ireland, officials from the Department of Agriculture, Environment and Rural Affairs (DAERA) carry out meat hygiene official controls in approved establishments on behalf of us in Northern Ireland.

The MOC describes the tasks, responsibilities and duties of DAERA officials carrying out official controls in approved establishments on behalf of us. This is maintained and updated by DAERA and can be found on their website.

### References to EU legislation in FSA guidance

Directly applicable EU legislation no longer applies in GB. EU legislation retained when the UK exited the EU became assimilated law on 1 January 2024, published on [legislation.gov.uk](https://legislation.gov.uk). References to any legislation in FSA guidance with 'EU' or 'EC' in the title (e.g. Regulation (EC) 178/2002) should now be regarded as assimilated law where applicable to GB. References to 'Retained EU Law' or 'REUL' should now be regarded as references to assimilated law.

For businesses moving goods from Great Britain to Northern Ireland, information on [the Windsor Framework](#) is available on GOV.UK.

The Windsor Framework was adopted by the UK and EU on 24 March 2023. The Framework provides a unique set of arrangements to support the flow of agrifood retail products from Great Britain (GB) to Northern Ireland (NI), allowing GB standards for public health in relation to food, marketing and organics to apply for pre-packed retail goods moved via the NI Retail Movement Scheme (NIRMS).

### England and Wales

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## **Manual for Official Controls revision log**

The following revisions to Manual for Official Controls documentation have been made as of **05 February 2024**.

## **Chapter 1**

- Sections 1.4 Moving Approvals section from Chapter 1 into a newly created Chapter 13
- Annex 4 to 8 Transfer to newly created Chapter 13 - now annexes 2 to 5

## **Chapter 2.1**

- Section 1.1 Clarification on instructions and added point 1.1.2 to explain VAN requirements
- Section 1.3 and 1.4 Clarification on instructions and included links to access IRIS guides and IRIS system
- Section 2.1 Clarification on instructions and general tidy up to make sure information is clear
- Section 2.2 Clarification on receiving FCIs through the eAML2 system.  
Added point 2.2.5 as a reference to controlled housing conditions to be provided in the FCI.
- Section 2.5 Clarification on instructions
- Section 3.3 Added links to IRIS guides and IRIS system
- Section 4.2 Clarification on instructions when FCI is not provided, and clarification on instructions
- Annexes 8, 9, 10, 11, 13, 15, 16, 17 Veterinary Attestation Number included on Food Chain Information templates

## **Chapter 2.2**

- Section 1.2.11 Remove wording and cross reference section 4.1
- Section 4.1 Revise wording on return of animals from a slaughterhouse to reflect procedure agreed with APHA and clarify that poultry can be returned to a farm provided that it is not in a restricted disease control area.
- Section 2.2 Removal of the restriction on batch AMI for birds coming from the free zone during ND outbreak

## **Chapter 2.3**

- Throughout chapter there are minor wording changes to improve understanding
- Section 1.1.4 Include instruction to provide video evidence in cases where an animal has mobility issues
- Section 2.2.1 Confirm that for non stunned religious slaughter the AWO must have a CoC with operation 61
- Section 2.2.5 Clarify that for religious slaughter of poultry a back up with a neck cut is permitted
- Section 2.4.1 Amend location of requirement for poultry to be fed and watered after 12 hours of transport
- Section 5.1 Clarify that the period of CCTV retention is 90 CALENDAR days
- Section 5.2 Add wording to clarify that the OV should check all cameras are functional when doing CCTV checks
- Section 6.1.6 Amend section on TCoC application to reflect the digital application process to be introduced with MOC amendment 105
- Section 6.3.4 Clarify that an individual whose CoC is suspended or revoked must be informed of the decision and reasons by the OV
- Section 6.3.5 Step 2 amend wording on FSA internal review of CoC suspension or revocation

- Section 6.3.7 Add wording to clarify that after 3 years from revocation / conviction of a welfare offence an individual can apply for a new TCoC. Remove reference to OV role in TCoC application refusal.
- Annex 15 Remove annex as no longer required

## **Chapter 2.4**

- Section 5.5.3 Change reference to Annex 9 to Annex 7
- Section 10 Removal of section 10 and renumbering of subsequent sections.
- Annex 7 Changed password (case sensitive)

## **Chapter 2.5**

- Section 1.1.2 Clarification on legal requirements
- Section 2.11.1 Deleted reference to point 2.22.2 (lack of relevance)
- Section 2.11.2 and 2.11.3 Minor changes to improve clarity
- Section 2.11.7 Inserted link to clarify reporting system of pigs movements
- Section 2.11.9 Deleted reference to Innova system (not in use anymore) and updated contact details for eAML2

## **Chapter 2.7**

- Section 3.3.5 Text modified so Annex 6 can be added to the list of annexes for this chapter.
- Section 3.3.5 Text modified to indicate introduction of annex 6 and specific inspection card for bovine tongues
- Section 3.3.15 Typo. Bovine animals instead of ovine animals
- Annex 3 and 4 number corrected on the footing
- Annex 6 New annex with details around tongue SRM removal, including picture guidance

## **Chapter 2.8**

- Section 3.2.15 Instructions expanded to include scenarios when the transporter (registered) can't disclose the destination at the time of collection (commercial or otherwise reasons) FSA checks around this scenario and verification systems. It also moves the duty of verifying these exceptions to the local OV.

## **Chapter 3**

- Section 3.3 Several changes in Sections 3.3.1 and 3.3.2 to update information regarding FBO and FSA duties in Non-EU export approved establishments, including two new Annexes (Form 11A and Form 11B) to be completed by the OV when exporting to some Non-EU countries. A new table has also been added to describe the frequency of completing OV verification forms
- Section 3.3.2 Table updated - "Forms to be completed by the OV"
- Section 3.3.2 New table added "Frequency of completion verification forms"
- Section 3.4 Several changes in Sections 3.4.1 and 3.4.2 to include the most updated information when conducting a Non-EU Export (NEUE) Audit and the audit frequency depending on the importing country. Updated the Corrective Actions required by the FBO when submitting the CAR and the Flowchart for the CAR submission.
- Section 3.4.1 Table updated - "Audit frequency"
- Section 3.4.2 Diagram for the submission of the Corrective Action Report (CAR) updated and made it accessible (Read Aloud) detailing the steps
- Section 3.5 Several changes in sections 3.5.1, 3.5.2 & 3.5.3 to include most updated information and removed references to "third country"

- Section 3.6 Several changes to 3.6.1, 3.6.2 & 3.6.3 to include most updated information. Introduction of types and definitions of internal movement documents (3.6.2)
- Section 4 Annex 4I3 - Form 11 A
- Section 4 Annex 4I4 - Form 11 B
- Section 4 Annex 6 - "Surrender of third country approval" removed

## **Chapter 4.1**

- Annex 1 Title of sections 1.2, 1.3, 1.5, 2.23, 2.24, 3.1, 3.4, 5.3, 5.4, 5.14, 7.1 and 7.2 amended
- Annex 1 Section 1.1 amended: VAN requirements introduced.

## **Chapter 4.3**

- Section 1.1 Clarification on the microbiological requirements
- Section 3 Updated Microbiological section to include instructions and clarify requirements
- Section 5.4.2 Rewording of text and updating link to food safety business guidance
- Annex 2 - poster for Campylobacter testing

## **Chapter 5.1**

- Section 2.1.2 Text modified so it is clear that samples cannot be taken from the same producer.

## **Chapter 6**

- Section 8 Minor typos and wrong reference corrections throughout this section.
- Section 8.5.1 Changes in relation to Designation in England granted by Defra instead of FSA added
- Section 8.5.2 Reference to new Annex 25 included.
- Section 8.8 Clarification on antemortem inspection requirements for birds moved under AI licence.
- Section 10.3.1 Change report of animal movement to LIS.
- Section 10.4 Updated circumstances that will require the designation of a slaughterhouse and changes in relation to Designation in England granted by Defra instead of FSA added. Designation requirements updated.
- Annex 25 Update of designation of poultry slaughterhouse during poultry ND outbreak
- Annex 29 Updated designation of a slaughterhouse. Bluetongue disease.

## **Chapter 7**

- Section 2.5.4 Clarified instruction on the use of FSA provide notebooks only
- Section 2.5.8 Updated list of material that may need to be disclosed and correction of job title abbreviations
- Section 2.5.9 Correction to abbreviation
- Section 2.5.11 Reiterated guidance around turning location data off in TimeStamp app
- Section 2.5.12 Updated guidance around the use of digital cameras for evidence gathering
- Section 2.5.13 Clarified instruction around the production of Supporting Evidence Photographic Reports
- Section 3.7 Made reference to the correct form to use when seizing CCTV equipment
- Section 4.1.2.3 Removal of underlining to text within table
- Section 4.2.2 Amended section title
- Section 4.10.2 section of text rewritten to provide better understanding around subsequent RFIs

- Section 5.3.1 Correction of terminology
- Section 5.4.1 Correction of reference
- Section 5.4.2 Correction of terminology following changes to Chronos
- Section 5.4.4 Flow chart amended to reflect changes in Chronos system
- Section 5.4.8 Correction to terminology
- Section 6.7 Correction of job title abbreviation
- Section 6.9 Removal of reference to Annex 7 which has been removed from Chapter
- Section 6.11 Removal of reference to Annex 8 which has been removed from Chapter & correction to abbreviation
- Section 6.11 Insert sentence clarifying the action we take if a FBO does not provide guarantees, change of job title for the SCS decision maker
- Section 6.13 deleted as already covered in Charging chapter. As a result all the section till the end of the chapter have been re-numbered
- Section 6.15 Two out of date paragraphs deleted, amended a job title for Head of OAE and change section number due to removal of previous section (now 6.14)
- Annexes 7 and 8 removed as new Audit chapter will cover these documents to reduce duplication
- Annex 12 Contents and numbering updated and section titles updated to improve ease of understanding.
- Annex 12 section 3.1 - terminology updated to reflect live system & removal of inaccurate instructions
- Annex 12 3.2 - addition of generic statement, new screenshots, references added & instructions updated
- Annex 12 section 5 - replacement screenshot
- Annex 12- Annex 7 clarification provided and terminology changed to reflect live system
- Annex 15 (Quick start guide - Procedure for enforcement escalation cOV to Enforcement Delivery Manager) to be removed and replaced with new version reflecting current working practices
- Annex 17 (EDP form cOV to VEDM) to be removed and replaced with new version
- Annex 19 Clarification on instructions around the taking and storage of photographic evidence

## **Chapter 9**

- Section 2.6 Form DH ENF 11-6 form - Email address for CSU changed
- Section 2.7 Form ENF 11-6 form updated. Reference number field changed to single field, removal of excessive text box lines, grammatical corrections to enforcement history, addition of further suggested documents, text box added for AO rationale and plant file link, change from OV to AO and email address for CSU corrected.

## **Chapter 13**

- Section 1 to 5 This chapter has been transferred from Chapter 1 section 4. As it is a new chapter in its own right, new section headings have been introduced which has led to some content being reordered to fit the new section headings of Introduction, Application Process, Significant Changes, Review of Approval
- Section 2 Job title of decision maker for approvals has changed to Head of Operational Assurance and Excellence
- Section 3 Insertion of new paragraph 3.1 explaining the FBOs requirement to notify the FSA of all significant changes
- Section 4 Removal of the process for reviewing approval as this is out of sync with the intervention protocol in Chapter 7, Section 6 (previously in 4.1.17)
- Annex 1 - list of activities subject to approval or additional authorisation



## **Volume 2**

- Section 2 Hyperlink corrected for ABP (Enforcement) (England) (Amendment) Regulations 2018
- Section 5 Hyperlink corrected for TSE (Wales) Regulations 2015