



Temporary Operational Instruction

Action note: 2025-08-08 – CoC personal information storage - Chapter 2.3 of the Manual for Official Controls (MOC)

Purpose

This action note is to inform operational staff of a new temporary operational instruction relating to records kept in the welfare folders in FSA offices.

Background

It has been identified that paper records are being stored which contain CoC and TCoC personal details in FSA office welfare folders. Paper copies of CoC and TCoC shall be removed from the FSA office filing systems.

Procedure

Currently the MOC chapter 2.3 at section 3.6, welfare folder, states:

- A record of the Temporary Certificate of Competence (TCoC) and CoCs. This record can be either electronic or hard copy.
- Note: A check must be made with the WATOK team in York that CoCs are valid when new staff commence employment.

To be replaced by new wording:

- A record of the Temporary Certificate of Competence (TCoC) and CoCs. This record must be held in the premises Field Operations Documents SharePoint site, details of CoC and TCoC holders that have left employment must be removed. When an individual works at more than one site within a company the CoC record may be retained in each premises at which they work.

Note: A check must be made with the WATOK team in York that CoCs are valid when new staff commence employment.

Front line staff are required to note the following action

The following lines will be added to MOC chapter 2.3 section at 6.1.3:

“CoC checks. The FSA team should ensure that FBO operatives hold the required CoC / TCoC to perform their activities. Checks can be made by reviewing the slaughterman database with full name, CoC number or DOB of the individual or by contacting the WATOK team, Corporate Support Unit (CSU). Hard copies of personal details for CoC / TCoC holders must not be retained in the welfare file. Details of individuals CoC’s and

TCoC's working in a premises must only be recorded in the Field Operations Documents SharePoint site."

Note the contents of the action note, ensuring it is read by all front-line staff.

Where necessary, print a copy for the plant file.

Distribution

This action note will be:

- uploaded to the [Temporary Operational Instruction Folder held in the MOC area of SharePoint](#) (accessible only on an official FSA device)
- logged on the [Temporary Operational Instruction tracker](#) (accessible only on an official FSA device)
- published alongside the [MOC chapters on food.gov.uk](#)

The action note will remain live until either incorporated into the MOC or revoked.

Annex

Action note drafted by and date	Action note agreed by and date	Published and date
CW 31/07/2025	LG 04/08/2025	08/08/2025