

# Chapter 9 Forms

Section 1 Introduction

Section 2 Forms

# 1. Introduction

- 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 No carbon required (NCR) forms

Requests for forms should be sent to the Central Support Unit in York.

Note: The only NCR form in use is the PMI 4/8.

### 1.1.3 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 04/14) and the form number (for example ABP 7/1).

**Caution: Out of date forms should not be used and any stocks should be destroyed.**

### 1.1.4 New / amended forms

Requests for the introduction of new forms or changes to existing forms can be made by emailing [MOC@food.gov.uk](mailto:MOC@food.gov.uk).

### 1.1.5 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 Technical Co-ordination 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.

### 1.1.6 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: <https://foodgov.sharepoint.com/security/Documents/workingwithofficialinformation.pdf>

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

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PMI	Post-Mortem Inspection
TSE	Transmissible Spongiform Encephalopathy
WSB	Wine Standards
WEL	Welfare

### 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

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

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### 2.1 ABP

Form no.	Rev date	Form title	Submit to	Retain for
ABP 7/1	08/18	Dispatch of SRM for Exhibition, Teaching, Scientific Research, Special Studies or Analysis	Ops	1 year
ABP 7/2	04/14	Transfer Permit: Sheep or Goat Carcasses	With carcase	1 year
ABP 7/3	04/14	Bovine SRM Record	N/A	1 year
ABP 7/4	11/18	Sheep and Goats SRM Record	N/A	1 year
ABP 7/5	08/18	Monthly Summary Report of FBO Compliance with Specified Risk Material Controls	Ops (B scores only)	1 year
ABP 7/6	04/18	Application for Authorisation to Remove SRM Vertebral Column from Bovine Carcasses	OpA Approvals	1 year
ABP 7/7	04/18	Application to authorise the Removal of Spinal Cord from Adult Sheep and Goats	OpA 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	04/14	Food Standards Agency Referrals to Local Authority	Local Authority	1 year

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### 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	04/14	Ante-Mortem Health Inspection Suspect Animal	N/A	1 year
AMI 2/3	04/14	Ante-Mortem Inspection Record for Red Meat	N/A	1 year
AMI 2/4	04/14	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	08/18	Weekly Ante-Mortem Inspection Report – Red Meat (excluding Cattle, Calves and Pigs)	OpA	1 year

### 2.4 AUD

Form no.	Rev date	Form title	Submit to	Retain for
AUD 9/2	01/15	Poultry Slaughterhouse Operational Hygiene Report	N/A	See form
AUD 9/7	04/14	Daily Inspection Report – Wholesale Markets	Ops	1 year

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### 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



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### 2.6 DH

Form no.	Rev date	Form title	Submit to	Retain for
DH 1	01/14	Hygiene Inspection Visit: Dairy	Ops	1 year
DH 2	01/14	Hygiene Inspection Report: Dairy	Ops	6 years
DH ENF 11/1	08/18 (E)	Detention of Food Notice – Food Safety Act (England)	N/A	6 years
	08/18 (W)	Detention of Food Notice – Food Safety Act (Wales)	N/A	6 years
DH ENF 11/2	08/18 (E)	Withdrawal of Detention of Food Notice (England)	N/A	6 years
	08/18 (W)	Withdrawal of Detention of Food Notice (Wales)	N/A	6 years
DH ENF 11/3	08/18 (E)	Food Condemnation Warning Notice (England)	N/A	6 years
	08/18 (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	04/18	Referral for Investigation	Ops	1 year
DH ENF 11/7	08/18	Agreement to Destroy Food Notice	N/A	6 years
DH ENF 11/8	01/18	Guidance letter	Ops	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
DH ENF 11/10	01/18 (E)	RCDM guidance letter (England)	Ops	6 years
	01/18 (W)	RCDM guidance letter (Wales)	Ops	6 years

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Form no.	Rev date	Form title	Submit to	Retain
DH ENF 11/11	08/18 (E)	Notice of Intention to Apply for a Hygiene Emergency Prohibition Order. Food Safety Act (England)	N/A	6 years
	08/18 (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	08/18 (E)	Order for Condemnation of Food (England)	N/A	6 years
	08/18 (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	08/18 (E)	Notice of Intention to Apply for a Warrant of Entry (England)	N/A	6 years
	08/18 (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

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Form no.	Rev date	Form title	Submit to	Retain
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	08/18 (E)	Hygiene Improvement Notice (England)	N/A	6 years
	08/18 (W)	Hygiene Improvement Notice (Wales)	N/A	6 years
DH ENF 11/24	08/18 (W)	Remedial Action Notice (Wales)	N/A	6 years
DH ENF 11/25	08/18 (E)	Certification of Food Failing to Comply with the Hygiene Regulations (England)	N/A	6 years
	08/18 (W)	Certification of Food Failing to Comply with the Hygiene Regulations (Wales)	N/A	6 years
DH ENF 11/27	08/18 (E)	Seizure of Food Notice – Food Hygiene Regs (England)	N/A	6 years
	08/18 (W)	Seizure of Food Notice – Food Hygiene Regs (Wales)	N/A	6 years
DH ENF 11/28	08/18 (E)	Hygiene Emergency Prohibition Notice (England)	N/A	6 years
	08/18 (W)	Hygiene Emergency Prohibition Notice (Wales)	N/A	6 years
DH ENF 11/29	04/18 (E)	Certificate Indicating the Health Risk Condition No Longer Exists (England)	N/A	6 years
	04/18 (W)	Certificate Indicating the Health Risk Condition No Longer Exists (Wales)	N/A	6 years

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### 2.7 ENF

Form no.	Rev date	Form title	Submit to	Retain for
ENF 11/1	04/18 (E)	Detention of Food Notice – Food Safety Act (England)	N/A	6 years
	04/18 (W)	Detention of Food Notice – Food Safety Act (Wales)	N/A	6 years
ENF 11/2	08/18 (E)	Withdrawal of Detention of Food Notice (England)	N/A	6 years
	08/18 (W)	Withdrawal of Detention of Food Notice (Wales)	N/A	6 years
ENF 11/3	08/18 (E)	Food Condemnation Warning Notice (England)	N/A	6 years
	08/18 (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	04/18	Referral for Investigation	Ops	1 year
ENF 11/7	08/18	Agreement to Destroy Meat	N/A	6 years
ENF 11/11	04/18 (E)	Notice of Intention to Apply for a Hygiene Emergency Prohibition Order. Food Safety Act (England)	N/A	6 years
	04/18 (W)	Notice of Intention to Apply for a Hygiene Emergency Prohibition Order. Food Safety Act (Wales)	N/A	6 years
ENF 11/12	08/18 (E)	Notice for the Disposal of Animal By-Products (England)	N/A	6 years
	08/18 (W)	Notice for the Disposal of Animal By-Products (Wales)	N/A	6 years
ENF 11/13	08/18 (E)	ABPR Cleansing and Disinfection Notice (England)	N/A	6 years
	08/18 (W)	ABPR Cleansing and Disinfection Notice (Wales)	N/A	6 years

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Form no.	Rev date	Form title	Submit to	Retain for
ENF 11/14	08/18 (E)	ABPR Notice Prohibiting By-Products Being Brought on to the Premises (England)	N/A	6 years
	08/18 (W)	ABPR Notice Prohibiting By-Products Being Brought on to the Premises (Wales)	N/A	6 years
ENF 11/15	04/18 (E)	Complaint for Condemnation of Food Order (England)	N/A	6 years
	04/18 (W)	Complaint for Condemnation of Food Order (Wales)	N/A	6 years
ENF 11/16	04/18 (E)	Order for Condemnation of Food (England)	N/A	6 years
	04/18 (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
	04/14 (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
	04/18 (W)	Hygiene Emergency Prohibition Order (Wales)	N/A	6 years
ENF 11/19	08/18 (E)	Notice of Intention to Apply for a Warrant of Entry (England)	N/A	6 years
	08/18 (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	04/18	Internal Communication of Non-Compliance	CSU & FVC	6 years

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Form no.	Rev date	Form title	Submit to	Retain for
ENF 11/23	11/18 (E)	Hygiene Improvement Notice (England)	N/A	6 years
	11/18 (W)	Hygiene Improvement Notice (Wales)	N/A	6 years
ENF 11/24	11/18 (E)	Remedial Action Notice (England)	N/A	6 years
	11/18 (W)	Remedial Action Notice (Wales)	N/A	6 years
ENF 11/25	08/18 (E)	Certification of Meat Failing to Comply with the Requirements of the Hygiene Regulations (England)	N/A	6 years
	08/18 (W)	Certification of Meat Failing to Comply with the Requirements of the Hygiene Regulations (Wales)	N/A	6 years
ENF 11/26	08/18 (E)	Detention Notice – Food Hygiene Regs (England)	N/A	6 years
	08/18 (W)	Detention Notice – Food Hygiene Regs (Wales)	N/A	6 years
ENF 11/27	08/18 (E)	Seizure of Food Notice – Food Hygiene Regs (England)	N/A	6 years
	08/18 (W)	Seizure of Food Notice – Food Hygiene Regs (Wales)	N/A	6 years
ENF 11/28	08/18 (E)	Hygiene Emergency Prohibition Notice (England)	N/A	6 years
	08/18 (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 11/32	08/18 (E)	Letter of Official Detention under Regulation (EC) 882/2004 (England)	N/A	6 years
	08/18 (W)	Letter of Official Detention under Regulation (EC) 882/2004 (Wales)	N/A	6 years
ENF 11/33	08/18 (E)	Notice under Regulation 19, The Trade In Animals And Related Products Regulations 2011 (England)	N/A	6 years
	08/18 (W)	Notice under Regulation 19, The Trade In Animals And Related Products Regulations 2011 (Wales)	N/A	6 years
ENF 11/34	04/18 (E)	Certificate Indicating the Health Risk Condition No Longer Exists (England)	N/A	6 years
	04/18 (W)	Certificate Indicating the Health Risk Condition No Longer Exists (Wales)	N/A	6 years

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### 2.8 IMP

Form no.	Rev date	Form title	Submit to	Retain for
IMP 8/1	08/18	Import Failures: Public Health	Ops	Do not retain at plant
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	<i>Cysticercus bovis</i> : Detention Label	N/A	See form

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Form no.	Rev date	Form title	Submit to	Retain for
PMI 4/16	08/18	Transfer Permit: Cold Storage of Meat to be Treated for <i>Cysticercus bovis</i>	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	08/18	Sheep TSE Brain Stem Sampling Weekly Summary and Deviations Report	SLA Unit	1 year
TSE 6/2	08/18	Rapid Testing of Brainstem Scrapie Survey: Sampling and Testing of Sheep Submitted at the Abattoir	N/A	1 year
TSE 6/3	06/18	Scrapie Survey: Sampling and Testing of Sheep Dead on Arrival or Dead in Lairage 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	08/18	Results and Release. Brainstem BSE Testing	Ops	1 year
TSE 6/9	04/14	FSA Check at Brain Stem Sampling Point	N/A	See form
TSE 6/10	04/14	Security Seal Form	N/A	See form
TSE 6/11	04/14	BSE Sampling Serial Number Report	See form	See form



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### 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	08/18	Enforcement Notice	Ops	1 year
WS ENF 1-2	08/18	Prohibition Notice	Ops	1 year
WS ENF 1-3	08/18	Warning Notice	Ops	1 year

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### 2.12 WEL

Form no.	Rev date	Form title	Submit to	Retain for
WEL 3/1	10/16	Daily Welfare Assessment Report Red Meat Slaughterhouse	N/A	1 year
WEL 3/2	10/16	Daily Welfare Assessment Report Poultry Meat Slaughterhouse	N/A	1 year
WEL 11/34	11/18 (E)	WATOK Enforcement Notice (England)	CSU	6 years
	11/18 (W)	WATOK Enforcement Notice (Wales)	CSU	6 years
WEL 11/35	11/18 (E)	WATOK Completion Notice (England)	CSU	6 years
	11/18 (W)	WATOK Completion Notice (Wales)	CSU	6 years
WEL 11/36	11/18 (E)	WATOK Refusal Notice (England)	N/A	6 years
	11/18 (W)	WATOK Refusal Notice (Wales)	N/A	6 years
WEL 11/37	11/18 (E)	WATOK Seizure and Detention Receipt (England)	N/A	6 years
	11/18 (W)	WATOK Seizure and Detention Receipt (Wales)	N/A	6 years
WEL 11/38	02/19 (E)	CCTV Enforcement Notice (England)	CSU	6 years
WEL 11/39	02/19 (E)	CCTV Completion Notice (England)	CSU	6 years
WEL 11/40	02/19 (E)	CCTV Refusal to Issue a Completion Notice (England)	CSU	6 years
WEL 11/41	02/19 (E)	CCTV Seizure Receipts (England)	CSU	6 years

For applications for a Certificate of Competence, please refer to:  
[www.food.gov.uk/slaughter-licence](http://www.food.gov.uk/slaughter-licence).