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Chapter 2: The Standard

Introduction

This guidance brings together the obligations on food law enforcement services arising from existing legislation and related guidance and sets out the requirements for the planning, management and delivery of local authority food law enforcement services.

The Standard

1 Scope

This Standard specifies the arrangements to be put in place and operated by an Authority for the enforcement of food hygiene, food standards and/or feedingstuffs legislation.

The Standard is applicable to those activities which should be included in an Authority's food service. The legislation, Codes of Practice and other documents referred to in this Standard are listed in the annex to the Standard.

2 Terms and definitions

For the purposes of this Standard the following terms and definitions apply.

2.1 Authority

local authority whose responsibilities cover either food hygiene, food standards or feedingstuffs, or a combination of those activities.

3 Organisation and Management

3.1 The Authority shall draw up, document and implement a service delivery plan in accordance with the Service Planning Guidance in Chapter 1.

3.2 A performance review shall be carried out by the Authority at least once a year based on the service delivery plan, documented and submitted for appropriate member approval.

3.3 Any variance in meeting the service delivery plan shall be addressed in the subsequent year's service arrangements.

4 Review and Updating of Documented Policies and Procedures

- 4.1 The Authority shall ensure that all documented policies and procedures for each of the enforcement activities covered by this Standard are reviewed.

NOTE: This should normally be at regular intervals and whenever there are changes to legislation or centrally issued guidance.

- 4.2 The Authority shall set up, maintain and implement a control system for all documentation, which may be in electronic format, relating to its enforcement activities. The system shall ensure that:
- a) up to date copies of the appropriate documentation including legislation and guidance are available at all relevant locations and to all relevant staff;
 - b) all changes to documents or amendments to documents are covered by the correct authorisation and are carried out without undue delay to ensure timely availability; and
 - c) superseded documents are removed from use throughout the Authority.

5 Authorised Officers

- 5.1 The Authority shall set up, maintain and implement a documented procedure for the authorisation of officers based on their competence and in accordance with the relevant Food Safety Act Code of Practice.
- 5.2 The Authority, where it is responsible for the enforcement of food hygiene, food standards and/or feedingstuffs legislation, shall appoint an officer/s with specialist knowledge to have lead responsibility for that legislation.
- 5.3 The Authority shall appoint a sufficient number of authorised officers to carry out the work set out in the approved service delivery plan and they shall have suitable qualifications, training and experience consistent with their authorisation and duties in accordance with the relevant Food Safety Act Code of Practice.
- 5.4 The Authority shall set up, maintain and implement a documented training programme. The Authority shall ensure the training of all authorised officers and appropriate support staff in the technical and administrative aspects of the work in which they will be involved. Where training is provided, details of the content and objectives of the course, the duration and any assessment made of that training shall be maintained on file. The training given shall depend upon the ability, qualifications, experience and responsibility of persons involved and their level of authorisation.

- 5.5 Records of relevant academic or other qualifications, training and experience of each authorised officer and appropriate support staff shall be maintained by the Authority in accordance with the relevant Food Safety Act Code of Practice.

6 Facilities and Equipment

- 6.1 The Authority shall make available the necessary facilities and equipment to permit all activities associated with the service to be carried out.
- 6.2 The Authority shall set up, maintain and implement a documented procedure to ensure that equipment is properly maintained and calibrated, and removed from service when found to be defective.
- 6.3 Relevant information about the equipment shall be recorded.

NOTE: This should normally include identification, calibration status and the results of any in service checks.

- 6.4 Any computer software package or other method of record administration used by the Authority shall be capable of providing any information reasonably requested by the Food Standards Agency. Such systems shall be operated in such a way so as to be able to provide required information to the Agency.
- 6.5 The Authority shall set up, maintain and implement appropriate back up systems for any electronic databases and systems or documented procedures which have been designed to minimise the risk of corruption or loss of information held on its databases.

7 Food and Feedingstuffs Premises Inspections

- 7.1 The Authority shall carry out food hygiene, food standards and feedingstuffs inspections of premises in their area, at a frequency which is not less than that determined under the inspection rating system set out in the relevant legislation, Food Safety Act Code of Practice or other centrally issued guidance.
- 7.2 The Authority shall inspect, approve, register, and license relevant premises in accordance with the relevant legislation, Food Safety Act Codes of Practice, centrally issued guidance and the Authority's policies and procedures.
- 7.3 The Authority shall assess the compliance of premises and systems in their area to the legally prescribed standards.

NOTE: In assessing compliance, the Authority shall give due consideration to any relevant Industry Guides to Good Hygiene Practice and have regard to any other relevant centrally issued guidance.

The Authority shall take appropriate action on any non-compliance found, in accordance with the Authority's enforcement policy.

- 7.4 The Authority shall set up, maintain and implement documented inspection procedures for the range of inspections it carries out. Written procedures shall include instructions for any action that may be required following inspection in accordance with the relevant Food Safety Act Codes of Practice.
- 7.5 Observations made and/or data obtained in the course of an inspection shall be recorded in a timely manner to prevent loss of relevant information. Officers' contemporaneous records of inspections shall be legible and stored in such a way that they are retrievable.

8 Food, Feedingstuffs and Food Premises Complaints

- 8.1 The Authority shall set up, maintain and implement a documented policy and procedure(s) in relation to food and feedingstuffs complaints that originate within the UK, and those foods and feedingstuffs originating from other EU member states, or from third countries and in relation to complaints against food premises.
- 8.2 The Authority shall investigate complaints received in accordance with the relevant Food Safety Act Code of Practice, centrally issued guidance and the Authority's policies and procedures.
- 8.3 The Authority shall take appropriate action on complaints received in accordance with the Authority's enforcement policy.

9 Home Authority Principle

- 9.1 The Authority shall provide advice to businesses on legal compliance where they act as home and/or originating authority.
- 9.2 The Authority shall have regard to any information or advice it has received from any liaison with home and/or originating authorities.
- 9.3 The Authority shall liaise with the home and/or originating authority of a company whose premises have been inspected and offences identified which are, or appear to be, associated with the company's centrally defined policies and procedures.
- 9.4 During a complaint investigation, the Authority shall liaise with the home and/or originating authority regarding matters which are or may be associated with the company's centrally defined policies or procedures.

- 9.5 The Authority shall liaise with the home and/or originating authority of a company in relation to any unsatisfactory samples which are or may be associated with the company's centrally defined policies or procedures.
- 9.6 The Authority, having initiated liaison with any home and/or originating authority, shall notify that authority of the outcome.

10 Advice to Business

- 10.1 The Authority shall work with businesses to help them comply with the law. For example this may include:
- running training courses/seminars;
 - on the spot advice during routine visits and inspections;
 - the provision of advice lines;
 - Business Information Sheets;
 - responding to queries; and
 - dialogue with business through local business partnerships or similar forum.

11 Food and Feedingstuffs Premises Database

- 11.1 The Authority shall set up, maintain and implement a database of the food premises and the feedingstuffs premises in its area.
- 11.2 The Authority shall set up, maintain and implement a documented procedure to ensure that its food and feedingstuffs premises database is accurate and up to date and that reasonable security measures are in place to prevent access and amendment by unauthorised persons.

12 Food and Feedingstuffs Inspection and Sampling

- 12.1 The Authority shall ensure that food and feedingstuffs are inspected in accordance with relevant legislation, Food Safety Act Codes of Practice and centrally issued guidance to ensure that food and feedingstuffs meet legally prescribed standards.
- 12.2 The Authority shall take appropriate action on any non-compliance found in accordance with the Authority's enforcement policy.

- 12.3 The Authority shall set up, maintain and implement a documented sampling policy and programme that shall accord with any centrally issued or relevant guidance, and relevant Food Safety Act Code of Practice and shall include reference to its approach to any relevant national sampling programme centrally co-ordinated by the Food Standards Agency.

NOTE: The Authority should consider the nature of its food establishments and also have regard to any relevant sampling programme centrally co-ordinated by LACOTS and the PHLS and in Scotland, the Scottish Food Co-ordinating Committee and in Wales the Welsh Food Microbiological Forum.

- 12.4 The Authority shall set up, maintain and implement documented procedures for the procurement or purchase of samples, continuity of evidence and the prevention of deterioration or damage to samples whilst under their control in accordance with the relevant Food Safety Act Code of Practice and centrally issued guidance.
- 12.5 The Authority shall carry out sampling in accordance with its documented sampling policy, procedures and programme.
- 12.6 The Authority shall take appropriate action in accordance with its enforcement policy where sample results are not considered to be satisfactory.
- 12.7 The Authority shall, where appropriate, ensure a Public Analyst, and/or Agricultural Analyst is appointed to carry out examinations and analyses of food and feedingstuffs samples. In making these appointments all relevant legal requirements and Food Safety Act Codes of Practice shall be satisfied. All samples for examination should be submitted to a Food Examiner at a laboratory accredited for the purpose of examination.

13 Control and Investigation of Outbreaks and Food Related Infectious Disease

- 13.1 The Authority shall set up, maintain and implement a documented procedure which has been developed in association with all relevant organisations in relation to control of outbreaks of food related infectious disease in accordance with relevant central guidance.
- 13.2 The Authority shall set up, maintain and implement a documented procedure which has been developed in accordance with centrally issued guidance, and in association with all relevant organisations for the investigation of notifications of food related infectious disease.
- 13.3 All records relating to the control and investigation of outbreaks and food related infectious disease shall be kept for at least 6 years.

14 Food Safety Incidents

- 14.1 The Authority shall set up, maintain and implement a documented procedure for responding to food hazard warnings received from the Food Standards Agency, in accordance with the relevant Food Safety Act Code of Practice. This shall include out of hours contact arrangements.
- 14.2 The Authority shall maintain a computer system capable of receiving food hazard warnings.
- 14.3 The Authority shall document its response to and the outcome of each food hazard warning.
- 14.4 The Authority shall set up, maintain and implement a documented procedure for responding to food safety incidents.

NOTE: Food safety incidents might be notified as part of the food hazard warning system (see 14.1 above) or as a separate notification from the Food Standards Agency.

- 14.5 The Authority shall notify the Food Standards Agency of any serious localised incident or a wider food safety problem in accordance with the Food Safety Act Codes of Practice or feedingstuffs legislation.

15 Enforcement

- 15.1 The Authority shall set up, maintain and implement a documented enforcement policy, in accordance with the relevant Food Safety Act Codes of Practice and other official guidance, approved by the relevant Local Authority Member forum.

NOTE: The enforcement policy or an accurate summary should be readily available to the public and food businesses in the Authority's area.

- 15.2 The Authority shall carry out food law enforcement in accordance with the relevant Food Safety Act Codes of Practice and centrally issued guidance.
- 15.3 All decisions on enforcement action shall be made following consideration of the Authority's enforcement policy. The reasons for any departure from the criteria set out in the enforcement policy shall be documented.

16 Records and Inspection Reports

- 16.1 The Authority shall maintain up to date accurate records in retrievable form for all food and feedingstuffs premises in its area in accordance with the relevant Food Safety Act Codes of Practice. These records shall include

reports of all inspections and visits and the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, results of any sampling, details of any complaints and any action taken, and also relevant food and/or feedingstuffs registration, approval and licensing information.

- 16.2 All records shall be kept for at least 6 years unless they have been marked for longer retention because of litigation or Local Government Ombudsmen review.

17 Complaints About the Service

- 17.1 The Authority shall set up, maintain, implement and make readily available to the public and the food and feedingstuffs businesses in its area, a documented complaints procedure regarding complaints about the service.
- 17.2 The Authority shall investigate complaints received in accordance with the relevant centrally issued guidance.
- 17.3 A record shall be made of all complaints received and of the actions taken by the Authority in response to those complaints.

18 Liaison with Other Organisations

- 18.1 The Authority shall put in place liaison arrangements with neighbouring authorities and any other appropriate body aimed at facilitating consistent enforcement in accordance with the relevant Food Safety Act Code of Practice.

19 Internal Monitoring

- 19.1 The Authority shall set up, maintain and implement documented internal monitoring procedures in accordance with the relevant Food Safety Act Code of Practice and centrally issued guidance.
- 19.2 The Authority shall verify its conformance with this Standard, relevant legislation, the relevant Food Safety Act Codes of Practice, relevant centrally issued guidance and the Authority's own documented policies and procedures.

20 Third Party or Peer Review

- 20.1 The Authority shall participate in any appropriate third party or peer review process against the Standard.

21 Food and Feedingstuffs Safety and Standards Promotion

21.1 The Authority shall promote food and feedingstuffs safety and standards. For example this may include:

- food and feedingstuffs safety and standards awards or competitions;
- participation in co-ordinated food and feedingstuffs safety and standards campaigns;
- partnerships with voluntary organisations, the community and other agencies with a view to targeting specific groups;
- targeted dissemination of information on food and feedingstuffs safety and standards issues; and
- supporting food and feedingstuffs safety and standards training in schools and colleges.

21.2 The Authority shall maintain records of its food and feedingstuffs safety and standards promotions.

Annex

Legislation

This Annex provides a list of official guidance only. Information on food legislation can, however, be found in 'Food Law' and 'Food Law in Scotland'. 'Food Law' is available on the Food Standards Agency website www.food.gov.uk/enforcement/regulation/foodlaw and is regularly updated. 'Food Law in Scotland' is also available on the website. These documents have been produced as a general guide and cannot be treated as an interpretation of the law.

Authorities can update the list of legislation from, among other places, the Stationery Office Weekly List or standard reference legal textbooks.

Food Safety Act 1990 Codes of Practice

- No.1 Responsibility for Enforcement of the Food Safety Act 1990. Issued 1991. ISBN 0-11-321354-9
- No.2 Legal Matters. Issued 1991. ISBN 0-11-321353-0
- No.3 Inspection Procedures – General. Issued 1991. ISBN 0-11-321355-7
- No.4 Inspection, Detention and Seizure of Suspect Food. Issued 1991. ISBN 0-11-321350-6
- No.5 The Use of Improvement Notices (Revised 1994). ISBN 0-11-321777-3
- No.6 Prohibition Procedures. ISBN 0-11-321349-2
- No.7 Sampling for Analysis or Examination (Revised October 2000)*
- No.8 Food Standards Inspections (Revised July 1996)*
- No.9 Food Hygiene Inspections (Revised October 2000)*
- No.10 Enforcement of the Temperature Control Requirements of the Food Hygiene Regulations. Issued 1991. ISBN 0-11-321465-0
- No.11 Enforcement of the Food Premises (Registration) Regulations. Issued 1991. ISBN 0-11-321478-2
- No.12 Quick-Frozen Foodstuffs Division of Enforcement Responsibilities: Enforcement of temperature monitoring and temperature measurement (Revised February 1994). ISBN 0-11-321793-5

- No.13 Enforcement of the Food Safety Act 1990 in relation to Crown Premises. Issued 1992. ISBN 0-11-321500-2
- No.14 Enforcement of the Food Safety (Live Bivalve Molluscs and Other Shellfish) Regulations 1992. Issued 1994. ISBN 0-11-321695-5
- No.15 Enforcement of the Food Safety (Fishery Products) Regulations 1992 and associated Regulations. Issued 1994. ISBN 0-11-321798-6
- No.16 Enforcement of the Food Safety Act 1990 in relation to the Food Hazard Warning System (Revised August 1997)*
- No.17 Enforcement of the Meat Products (Hygiene) Regulations 1994. Issued 1994. ISBN 0-11-321880-X
- No.18 Enforcement of the Dairy Product (Hygiene) Regulations 1995 and the Dairy Product (Hygiene) (Scotland) Regulations 1995. Issued 1995. ISBN 0-11-321957-1
- No.19 Qualifications and Experience of Authorised Officers (Revised October 2000)*
- No.20 Exchange of Information between Member States of the EU on routine Food Control Matters. Issued 1996.*

Copies of the Codes of Practice may still be obtainable from The Stationery Office.
*Codes available only from the Agency's Local Authority Enforcement Division (LAED) Branch C.

Industry Guides to Good Hygiene Practice

- Baking Guide ISBN 0-900103-55-8
Catering Guide ISBN 0-900103-00-0
Fresh Produce Guide ISBN 1-902423-19-4
Flour Milling Guide ISBN 1-902423-20-8
Markets and Fairs Guide ISBN 1-902423-00-3
Retail Guide ISBN 0-900103-60-4
Wholesale Distributions Guide ISBN 0-900103-65-5
Vending and Dispensing Guide Supplement (To the Catering Guide)
ISBN 1-902423-00-3

Copies available from Chadwick House Group Limited. Agency contact
Microbiological Safety Division (MSD) Branch A.

Additional Government Guidance on Enforcement Approach

Butchers' Licensing

Guidance Notes – The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000. Issued May 2000 – contact Microbiological Safety Division (MSD) Branch A.

Supplementary Guidance Notes – The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000. Issued 15 September 2000 – contact MSD Branch A.

Dairy

Guidance notes to be read in conjunction with Code of Practice No.18 on Enforcement of the Dairy Product (Hygiene) Regulations 1995 and the Dairy Product (Hygiene) (Scotland) Regulations 1995 – contact MSD Branch B.

General Hygiene

A guide to food hazards and your business – Identifying and controlling potential food hazards – contact MSD Branch A.

The Food Safety (General Food Hygiene) Regulations 1995 – Guidance on the Regulations – contact MSD Branch A.

Guidance on the Food Safety (Temperature) Control Regulations 1995 – contact MSD Branch A.

Meat and Meat Products, Minced Meat and Meat Preparations

Guidance Note on the Beef Bones (Amendment) (England) Regulations 1999 and Beef Bones Regulations 1997 – contact BSE Division (BSE) OTM Branch.

Guidance notes to be read in conjunction with the Food Safety Act 1990 Code of Practice No.17 on the Enforcement of the Meat Products (Hygiene) Regulations 1994 – contact MSD Branch A.

Guidance Notes on the Meat Products (Hygiene) (Amendment) Regulations 1999. Issued March 1999 – contact MSD Branch A.

Guidance to Accompany the Meat Products (Hygiene) (Amendment) (England) Regulations 2000, amending Schedule 2, Part IX, Paragraph 2 of the Meat Products (Hygiene) Regulations 1994. Issued March 2000, attached to CEHO/00/8 – contact MSD Branch A.

Guidance Notes on (i) the consequential amendments to the Meat Products (Hygiene) Regulations 1994 and the Minced Meat & Meat Preparations (Hygiene) Regulations 1995; and (ii) changes to the Fresh Meat and Poultry Meat etc

Regulations, as a result of the Meat (Enhanced Enforcement Powers) (England) Regulations 2000. Issued in Feb/March 2000 – contact (i) MSD Branch A; (ii) Fresh Meat Regs MHD (Red Meat), Poultry Meat Regs MHD (White Meat).

Guidance Notes on the Enforcement of the Minced Meat & Meat Preparations (Hygiene) Regulations 1995 – contact MSD Branch A.

Final Consumer Exemption – Guidance on Take-Aways: issued 24 November 1995 – contact MSD Branch A.

Guidance Notes on the Gelatine (Intra-Community Trade) (England) Regulations 2001. Issued 17 May 2001 – contact MSD Branch A.

Guidance for Local Enforcement Authorities on the Private Slaughter of Livestock. Issued 27 December 2001 – contact MHD (Red Meat).

Guidance Notes on the Poultry Meat, Farmed Game Bird and Rabbit Meat (Hygiene and Inspection) (Amendment) (England) Regulations 2001. Issued 19 October 2001 – contact MHD (White Meat).

Fishery Products and Live Shellfish

Guidance on Fishery Products and Live Shellfish – contact LAED Branch A.

Animal Feed

Guidance on the Approval and Registration of Establishments and Intermediaries Operating in the Animal Feedstuffs sector – contact Chemical Contaminants and Animal Feed Division (CCA FD) (Animal Feed Unit).

Labelling of Feedingstuffs, Additives and Premixtures. Notes and Points on Approval and Registration Numbers. Issued November 2001 – contact CCA FD (Animal Feed Unit).

Labelling and Other Requirements for Feed Materials (under the Feeding Stuffs Regulation 2000) – contact CCA FD (Animal Feed Unit).

Labelling

'What foods should carry a 'Use By' Date?' – Guidance Notes – contact FLS Branch A.

The Food (Lot Marking) Regulations 1996 – Guidance notes – contact FLS Branch A.

The Food Labelling Regulations 1996 – Guidance notes – contact FLS Branch A.

The Food Labelling Regulations 1996 – Guidance notes on place of origin – contact FLS Branch A.

The Food Labelling Regulations 1996 – Guidance notes on Quantitative Ingredient Declarations ('QUID') – contact FLS Branch A.

Guidance notes on nutrition labelling – contact FLS Branch A.

Guidelines for the use of Nutrition Claims in Food Labelling and Advertising – contact FLS Branch A.

Guidance Notes on the Labelling of Food Containing Genetically Modified Soya and Maize (PB4447) – contact Novel Foods Division (NF) Branch B.

Guidance Notes on the Labelling Requirements for Alcoholic Drinks – contact FLS Branch A.

Revisions to Guidance Notes on the Labelling of Food Containing Genetically Modified Soya and Maize – contact NF Branch B.

Guidance Notes on Novel Foods and Novel Food Ingredients Legislation – contact NF Branch B.

Guidance Notes on Contaminants in Food Regulations 1999 (Aflatoxins) – contact CCAFD (Contaminants Branch 1).

Guidance Notes on the Labelling of Food Supplements – contact FLS Branch A.

Additives

New Food Additives Legislation – an overview – Guidance Notes – contact Chemical Safety & Toxicology Division (CST) Branch 4.

The Colours in Food Regulations 1995 (as amended) – Guidance Notes – contact CST Branch 4.

The Miscellaneous Food Additives Regulations 1995 (as amended) – Guidance Notes – contact CST Branch 4.

The Sweeteners in Food Regulations 1995 (as amended) – Guidance Notes – contact CST Branch 5.

CEHO and other guidance letters

Number	Title of letter and contact	Date of issue
CEHO/93/4	Information Leaflet for Food Business – MSD Branch A	23/11/93
CEHO/94/1	Assured Safe Catering – MSD Branch A	6/1/94
CEHO/94/8	Issue of Code of Practice No. 5: Use of Improvement Notices (Revised April 1994) – LAED Branch C	13/4/94
CEHO/94/14	Issue of Code of Practice No. 12 (revised): Quick Frozen Foodstuffs (Amendment) Regs 1994 – FLS Branch D	4/5/94
CEHO/94/22	Guidelines for the safe production of heat processed foods – MSD Branch A	6/7/94
CEHO/94/35	Meat Products Regulations 1994 Meat Products Code of Practice – MSD Branch A	15/12/94
CEHO/94/36	Enforcement of the Hygiene Design Requirement of the Supply of Machinery (Safety) Regulations 1992 – LAED Branch A	20/12/94
CEHO/95/1	Workroom Temperatures: HSE Guidance – MSD Branch A	10/1/95
CEHO/95/9	EC Milk and Milk Based Products Directive: EHO milk hygiene training seminars: Guidance package – MSD Branch B	20/6/95
CEHO/95/12	Milk Hygiene Package – Q&A – MSD Branch B	4/8/95
CEHO/95/18	Minced Meat and MP Directive: Approval of establishments – MSD Branch A	1/9/95
CEHO/95/19	Covering letter: Catering Industry Guide – MSD Branch A	21/9/95
CEHO/95/20	Code of Practice 18 and Guidance (dairy products) – MSD Branch B	27/10/95
CEHO/96/1	Confirmation of edible seeds – MSD Branch E	16/2/96
CEHO/96/5	Guidance on the Control of Patulin in directly pressed apple juice – FLS Branch D	15/3/96
CEHO/96/11	Premises inspection qualifications – LAED Branch C	26/6/96
CEHO/97/3	Device Bulletin – The Purchase, Operation and Maintenance of Bonditop Steam Sterilizers – LAED Branch A	4/2/97
CEHO/97/6	Visits to Farms (Zoonoses) – MSD Branch E	25/2/97
CEHO/97/7	Specialist Cheesemakers' Code of Best Practice – LAED Branch A	5/3/97
CEHO/97/10	The Food Premises (Registration) Amendment Regulations – LAED Branch A	20/3/97
CEHO/97/11	The Pennington Group Recommendations and Government Response – LAED Branch A	8/4/97
CEHO/97/15	Industry Guide to Good Hygiene Practice: Catering Guide – MSD Branch A	24/6/97
CEHO/97/21	Appointment of Authorised Officers: EHO's Higher and Ordinary Certificates in Food Premises Inspections – LAED Branch C	24/9/97

Number	Title of letter and contact	Date of issue
CEHO/97/22	Imported Food Regulations 1997 – LAED Branch A	12/11/97
CEHO/98/3	Retail and Baking Industry Guides – MSD Branch A	23/2/98
CEHO/98/11	New Poster and Leaflet: Handling Cooked Meats Safely – MSD Branch A	27/4/98
CEHO/98/17	Industry Guide: Wholesale Distributors – MSD Branch A	15/6/98
CEHO/98/23	E. Coli 0157 Fatal Accident Enquiry – LAED Branch A	15/8/98
CEHO/99/14	Officially TB Free status and the Dairy Products (Hygiene) Regs – MSD Branch B	8/6/99
CEHO/99/22	British Egg Industry Council – Code of Practice for Lion Eggs – MSD Branch C	4/8/99
CEHO/2000/6	The Meat (Enhanced Enforcement Powers) Regs 2000 – MSD Branch A	28/2/00
CEHO/2000/7	Officially TB Free status and the Dairy Products (Hygiene) Regs – LAED Branch A	6/3/00
CEHO/2000/8	Guidance to accompany the Meat Products (Hygiene) (Amendment) (England) Regs 2000 amending Schedule 2 Pt. IX para. 2 of the Meat Products (Hygiene) Regs 1994 as amended – MSD Branch A	28/3/00
FSA CEHO/2000/3	Food Standards Agency: Food Hazard Warning System and amendment to Egg Product Regs – MSD Branch C	5/5/00
FSA CEHO/2000/4	Milk and Dairies (General) Regulations 1959 – Regulation 20 (1) and Model Notice – LAED Branch A	23/6/00
FSA CEHO/2000/5	Advice given to food processors about floor surfaces during food hygiene inspections – LAED Branch A	10/7/00
FSA CEHO/2001/6	Dioxin Emissions from Pyres: Food Safety – CCAFD (Contaminants Branch 2)	25/5/01
FSA CEHO/2001/7	Allegations of Unfit Poultry Meat Entering the Human Food Chain “Operation Aberdeen” – LAED Branch B	13/6/01
FSA CEHO/2002/02	Imports of Star Anise – LAED Branch A	25/2/02

Single Market Approval Codes for Fresh Meat Cutting and Meat Products Premises: issued 29 September 1993 – contact MSD Branch A.

Single Market Approval Numbers: issued 12 November 1993 – contact MSD Branch A.

Illegal Imports of Meat and Meat Products from Non-EU States: issued 5 April 2001, 17 May 2001 and 14 January 2002 – contact LAED Branch A.

Licensing of Retail Butchers’ Shops in England: issued 9 February 2001 – contact LAED Branch A.

Other Guidance

Department of Health Management of Outbreaks of Foodborne Illness.

Department of Health Food Handlers Fitness to Work Guidance for Food Businesses, Enforcement Officers and Health Professionals (note that there are three publications – one for food business managers, one for enforcement officers and health professionals and a leaflet for food handlers).

Department of Health Guidelines on the Control of Infection in Residential and Nursing Homes.

Department of Health Guidelines for the Safe Production of Heat Preserved Foods.

The Code for Crown Prosecutors. (not applicable in Scotland)

Criminal Procedure and Investigations Act 1996 (S23(1)) Code of Practice.

PHLS guidelines – Guidelines for the Microbiological Quality of Some Ready-to-Eat Foods Sampled at Point of Sale (Communicable Disease and Public Health, Volume 3, Number 3, September 2000).

PACE Codes of Practice. (not applicable in Scotland)

The Enforcement Concordat.

Home Office Circular 18/1994 on Formal Cautions. (not applicable in Scotland)

Cabinet Office – How to deal with complaints.

Relevant LACOTS publications

Guidance on Food Complaints – Guidance for local authorities dealing with food complaints – Second Edition November 1998.

UK Single Liaison Body – Guidance for Dealing with Transborder Enquiries and Complaints – March 1997.

Food Safety Hazard Analysis – Guidance on securing compliance with hazard analysis requirement. Regulation 4(3) – July 1997.

Food Standards Law – Guidance to local authorities on standards of service for the enforcement of Food Standards Law – March 1996.

Food Hygiene Risk Assessment – Guidance for local authorities on the application of risk assessment principles to food hygiene inspections – July 1995.

Monitoring Systems – Systems used by local authorities to ensure the quality and consistency of food hygiene inspections – June 1995.

Guidance on Food Safety Enforcement Policies – Guidance for local authority Environmental Health Departments – February 1994.

Guidance on Food Hygiene Inspections – General guidance notes to assist local authorities undertaking programmed food hygiene inspections – June 1993.

Inter-Authority Auditing – Guidance for local authorities on inter-authority auditing of food safety management systems – December 1994.

Guidelines for Home Authorities – Detailed Guidance for Authorities Acting as a Home Authority – March 1997.

Medicinal Claims Applied to Foods – Guidance on status and enforcement responsibilities in relation to foods & medicinal products – September 1998.

Wild Game – Guidance on recommended standards for wild game – October 1997.

Copies of LACOTS Circulars are available on the LACOTS website
www.lacots.com

Additional Guidance issued in Scotland

The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment (Scotland) Regulations 2000 – Guidance on the licensing of butchers.

Scottish Executive Health Department – Investigation & Control of Outbreaks of Foodborne Disease in Scotland.

Report to the Procurator Fiscal – a guide for no-police Reporting Agencies.

Guidance for Approval of Meat Product Premises.

Guidance for Approval of Minced Meat and/or Meat Preparations Premises.

Medicinal Claims applied to Foods – Guidance on Status and Enforcement.

Contact: Professional Unit (PU) of FSA Scotland.

Relevant SFCC publications

Guidance Notes on Butchers' Licensing in Scotland.

Guidance on the Implementation of Regulation 4(3).

Guidance on Assessing Progress with Regulation 4(3) Compliance.

Contact:

SFCC Secretary
Dr Charles McDonald
Glasgow Scientific Services
64 Everard Drive
Glasgow G21 1XG
Tel: 0141 562 2203

Additional Guidance issued in Wales

Guidance Notes on (i) the consequential amendments to the Meat Products (Hygiene) Regulations 1994 and the Minced Meat and Meat Preparations (Hygiene) Regulations 1995; and (ii) changes to the Fresh Meat and Poultry Meat etc. Regulations, as a result of the Meat (Enhanced Enforcement Powers) (Wales) Regulations 2001. Issued in August 2001 – contact Jane Davies, FSA Wales.

Guidance Notes on the Gelatine (Intra-Community Trade) (Wales) Regulations 2001. Issued in August 2001 – contact Jane Davies, FSA Wales.

Guidance Notes on the Food Safety (General Food Hygiene) (Butchers' Shops) (Amendment) (Wales) Regulations 2000. Issued in March 2001 – contact Adrian Preece, FSA Wales.

Codes of Practice issued under the Food Safety (Northern Ireland) Order 1991

- No.1 Legal Matters. ISBN 0-337-07627-8
- No.2 Inspection Procedures – General. ISBN 0-337-07629-4
- No.3 Inspection, Detention and Seizure of Suspect Food.
ISBN 0-337-07632-4
- No.4 The Use of Improvement Notices (Revised). ISBN 0-337-07886-6
- No.5 Prohibition Procedures. ISBN 0-337-07633-2
- No.6 Sampling for Analysis or Examination (Revised November 2000)*.
- No.7 Food Standards Inspections*.
- No.8 Food Hygiene Inspections (Revised November 2000)*.
- No.9 Enforcement of the Temperature Control Requirements of the Food Hygiene Regulations. ISBN 0-337-07673-1
- No.10 Enforcement of the Food Premises (Registration) Regulations.
ISBN 0-337-07707-X
- No.11 Enforcement of the Food Safety Act 1990 in relation to Crown Premises.
ISBN 0-337-07713-4
- No.12 Enforcement of the Food Safety (Live Bivalve Molluscs and Other Shellfish) Regulations (Northern Ireland) 1993. ISBN 0-337-07877-7
- No.13 Enforcement of the Food Safety (Fishery Products) Regulations (Northern Ireland) 1993. ISBN 0-337-07927-7
- No.14 Enforcement of the Food Safety (NI) Order 1991 in relation to the Food Hazard Warning System*.
- No.15 Quick-Frozen Foodstuffs. Enforcement of Temperature Monitoring and Temperature Measurement. ISBN 0-337-07928-5
- No.16 Enforcement of the Dairy Products (Hygiene) Regulations (NI) 1995. ISBN 0-337-37018-4
- No.17 Qualifications and Experience of Authorised Officers and Experts (Revised November 2000)*.
- No.18 Exchange of information between Member States of the EU on routine Food Control Matters*.

*Revised but not published. Contact Mr Trevor Williamson or Mrs Maria Jennings.

Additional Guidance issued in Northern Ireland

Guidance on registration of food premises. (DHSS & NIFLG)

Guidance on 'risk scoring' in COP 8. (NIFLG)

Guidance on 'experience' in COP 17. (NIFLG)

Guidance on the use of minded-to-notice. (DHSS, December 1996)

Draft Guidelines for DCs and DANI for the Approval of Stand-Alone Meat Preparations Establishments etc. (JSG, 1996) – currently under revision

Draft guidance notes for DANI and DCs on the Enforcement of the Minced Meat and Meat Preparations (Hygiene) Regs (NI) 1997. (JSG, March 1999) – currently under revision

Guidance for enforcement officers on the Egg Products Regulations, etc. (NIFLG Issue No.3, February 1999)

Guidelines for District Councils and DANI on Approval of Meat Product Establishments – as amended. (NIFLG/JSG, February 2000)

Draft Guidelines on the Application of Council Directive 92/5/EEC to Establishments Producing other Products of Animal Origin (OPOAO). (NIFLG/JSG, March 1996)

Guidance for EHOs on the implementation and enforcement of the Drinking Milk Regulations (NI) 1998. (NIFLG)

Guidance Notes on Completion of Food Sample Submission Forms of Bacteriological Examination. (NIFLG, March 1994)

Food Sampling Policies and Associated Guidance. (NIFLG, November 1998)

Food Complaints Investigation Procedure. (NIFLG, 1997) – currently under revision

Food Poisoning Pack – Investigation and Control of Food Poisoning. (DHSS, revised 1997)

Guidance Notes – The Food Safety (General Food Hygiene) (Amendment) Regulations (NI) 2001 – Licensing of Butchers' Shops (August 2001)

Shellfish Guidance Notes and Monitoring Programme (Draft – July 2001)

Contact: Mr Trevor Williamson or Mrs Maria Jennings.

Contact telephone numbers for annex on legislation

Food Standards Agency England

CCAFD	Chemical Contaminants and Animal Feed Division	
	Animal Feed Unit	020 7276 8471
	Contaminants – Branch 1	020 7276 8707
	Contaminants – Branch 2	020 7276 8727
CST	Chemical Safety & Toxicology Division – Branch 4	
	Additives	020 7276 8556
	Materials & articles in contact with food	020 7276 8553
	Flavourings & sweeteners – Branch 5	020 7276 8591
FLS	Food Labelling Standards Division	
	Branch A	
	Food labelling	020 7276 8172
	Nutrition labelling/claims	020 7276 8173
	Labelling of supplements	020 7276 8171
	Branch D	020 7276 8157
LAED	Local Authority Enforcement Division	
	Branch A	
	Fish & shellfish	020 7276 8454
	Other	020 7276 8459
	Branch B	020 7276 8453
	Branch C	020 7276 8436
MSD	Microbiological Safety Division	
	Branch A	
	General Food Hygiene	020 7276 8973
	Meat Products & Minced Meat Preparations	020 7276 8976
	Branch B	020 7276 8969
	Branch E	020 7276 8966
MHD	Meat Hygiene Division	
	Red Meat	020 7276 8336
	White Meat	020 7276 8356
BSE	BSE Division	
	OTM Branch	020 7276 8386
	SRM Branch	18002 7276 8323
NF	Novel Foods Division – Branch B	020 7276 8596

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