



Food Standards Agency in Northern Ireland

Report of a Focused Audit of the Delivery of Official Controls in Approved Live Bivalve Mollusc and Fishery Product Establishments in Northern Ireland

Foreword

Audits of local authorities' food law enforcement services are part of the Food Standards Agency's (FSA) arrangements to improve consumer protection and confidence in relation to food. These arrangements recognise that the enforcement of UK food law relating to food safety, hygiene, composition, labelling, imported food, and feeding stuffs is largely the responsibility of local authorities. These local authority regulatory functions are principally delivered through their Environmental Health Services.

The attached audit report examines the official controls implemented in approved establishments by the Local Authority's Food Law Enforcement Service. The audit assessments included the authority's policies, organisation and management and local arrangements for implementation of official controls in approved establishments, with specific focus on approved Live Bivalve Mollusc (LBM), Fishery Product, and related areas of food law enforcement.

FSA audits assess local authorities' conformance against the Food Law Enforcement Standard ("The Standard"), which was published by the Agency as part of the Framework Agreement on Local Authority Food Law Enforcement. The Framework Agreement and the audit protocols are available on the Agency's website at:

www.food.gov.uk/enforcement/auditandmonitoring

The main aim of the audit scheme is to improve and maintain consumer protection and confidence by ensuring that local authorities are providing an effective food law enforcement service. The scheme also provides the opportunity to identify and disseminate good practice and information to inform Agency policy on food safety.

The report contains some statistical data on food law enforcement activities undertaken by the authority. The FSA's website contains enforcement activity data for all UK local authorities and can be found at: www.food.gov.uk/enforcement/auditandmonitoring

The report also contains an action plan, prepared by the Authority, to address the audit findings.

A glossary of technical terms used within the audit report can be found at Annexe C.

Table of Contents

1.0 INTRODUCTION.....	4
1.1 Reason for the Audit	4
1.2 Scope and objectives of the audit	5
1.3 Background.....	5
2.0 EXECUTIVE SUMMARY.....	7
3.0 AUDIT FINDINGS	8
3.1 Authorised Officers.....	8
Scheme of Delegation.....	8
Authorisation Procedure.....	8
Qualifications and Training.....	9
3.2 Food and Feedingstuffs Establishments Interventions and Inspections.....	9
Approved Establishments	9
Interventions	9
Compliance	10
3.3 Food, Feed and Food Establishments Complaints.....	11
3.4 Food and Feed Inspection and Sampling.....	11
3.5 Records and Interventions	11
Approved Establishments Files.....	11
Reports after inspections	12
3.6 Additional Requirements	12
Fishery Products Charging.....	12
Animal By products	13
3.7 Reality Check Visits	14
Annexe A – Good Practice	16
Annexe B – Action Plan for Cookstown District Council	17
Annexe C - Glossary	21

1.0 INTRODUCTION

1.1 Reason for the Audit

1.1.1 The primary purpose of FSA audits of Local Authorities (LAs) is to provide assurance that local delivery of official controls for feed and food is compliant with EC and UK legal requirements and official guidance. The detailed guidelines for the conduct of audits of competent authorities are set out in an EC Decision of September 2006¹.

1.1.2 The power to set standards, monitor and audit LA food law enforcement services was conferred on the FSA by The Food Standards Act 1999² and The Official Feed and Food Controls (Northern Ireland) Regulations 2009³. The audit will be undertaken under section 12 of the Act and regulation 7 of the Regulations.

1.1.3 The Framework Agreement on LA Food Law Enforcement sets out the arrangements through which the FSA audits LA enforcement activities to help ensure that LAs are providing an effective service to protect public health.

1.1.4 The overarching aims of the audit scheme⁴ are to:

- Help to protect public health by promoting effective local enforcement of food law;
- Maintain and improve consumer confidence;
- Assist in the identification and dissemination of good practice to aid consistency;
- Provide information to aid the formulation of FSA policy;
- Promote conformance with the '*Food Law Enforcement – Standard*' and any relevant central guidance or Codes of Practice;
- Provide a means to identify underperformance in LA food law enforcement;
- Promote self regulation and peer review;
- Identify continuous improvement.

1.1.5 Cookstown District Council (Cookstown DC) was included in the FSA's programme of audits of local authority food law enforcement services; because of the time since they were last audited by FSA in NI and their establishment profile which had a number of approved fishery product establishments.

¹ [Commission Decision \(2006/677/EC\) of 29 September 2006 setting out the guidelines laying down criteria for the conduct of audits under Regulation \(EC\) No 882/2004 of the European Parliament and of the Council on official controls to verify compliance with feed and food law, animal health and animal welfare rules](#)

² [Food Standards Act 1999 c.28](#)

³ [SR 2009/427 - The Official Feed and Food Controls Regulations \(Northern Ireland\) 2009](#)

⁴ [Chapter 5 of the Framework Agreement on Local Authority Food Law Enforcement: 'Audit Scheme'](#)

1.2 Scope and objectives of the audit

1.2.1 The audit examined Cookstown DC delivery of official controls in approved fishery product establishments, with particular reference to Regulations 852/2004, 853/2004, 854/2004, 882/2004 & 178/2002.

1.2.2 In particular:

- Fishery products from landing to placing on the market for sale to the final consumer.
- The delivery of official controls against the relevant sections and/or sub-sections of the '*Standard*' in Chapter 2 of the Framework Agreement:
 - Authorised Officers (Section 5)
 - Food and Feedingstuffs Establishments Interventions and Inspections (Section 7)
 - Food and Feed Inspection and Sampling (Section 12)
 - Records and Interventions/Inspections Reports (Section 16)

1.2.3 The audit sought to gain assurance that Cookstown DC's food hygiene law enforcement service systems and arrangements are effective in supporting food business compliance, and that local enforcement is managed and delivered effectively.

1.2.4 Specifically, the audit sought to establish that Cookstown DC:

- Had implemented and applied official controls in relation to the requirements of the appropriate legislation relating to fishery products and live bivalve molluscs.
- Had effectively managed the registration and approval activities required by Regulations (EC) No 852/2004, 853/2004 & 882/2004.
- Had carried out interventions that are appropriate, risk-based, and effectively managed.
- Had enforcement records that are sufficiently detailed, accurate, up to date, and effectively managed.

1.3 Background

1.3.1 Cookstown District occupies a central position in Northern Ireland, and is an area of outstanding natural beauty. It is situated between the contrasting scenery of Lough Neagh to the east and the rugged beauty of the Sperrin Mountains to the North West, offering some of Tyrone's finest scenery and attractions.

1.3.2 The District has a population of 36,283 (2009), and covers approximately 622 square kilometres. Cookstown District has largely a rural population, with Cookstown town accounting for one third of the district's population.

Cookstown is the 15th most deprived district of Northern Ireland's 26 districts, with 10% of its population living in the most disadvantaged areas of Northern Ireland. The main town is Cookstown, with five main villages namely, Ballyronan, Coagh, Moneymore, Pomeroy, and Stewartstown.

- 1.3.3 Following local government reorganisation in Northern Ireland in 1973 a statutory grouping system was set up to support district councils. This system consisted of four regional groups covering the 25 smaller district councils in Northern Ireland. Belfast City Council due to its size was not included in the statutory grouping system.
- 1.3.4 Cookstown DC was a constituent council of Northern Group Environmental Health Committee (NGEHC). NGEHC provided co-ordination, monitoring, and support to its constituent councils, Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Cookstown, Larne, Magherafelt, Moyle, and Newtownabbey.
- 1.3.5 The Food Safety Service was based in the Council offices located at [Burn Road, Cookstown, Co. Tyrone, BT80 8DT](#).
- 1.3.6 The profile of Cookstown DC's food businesses as of 31 March 2009 was as follows:

Type of Food Establishment	Number
Primary Producers	0
Manufacturers and Packers	27
Importers / Exporter	0
Distributors / Transporters	14
Retailers	78
Restaurants and Caterers	226
Total Number of Food Establishments	345

- 1.3.7 There were four approved fishery product establishments in the Authority's area which required approval under Regulation (EC) No. 853/2004.

2.0 EXECUTIVE SUMMARY

- 2.1** Cookstown DC had a clear 'Scheme of Delegation' from the Council to the Director of Environmental Services. Officers had been authorised correctly in accordance with the Food Law Code of Practice (Northern Ireland) 2008.
- 2.2** The Council had comprehensive individual training records. The records contained details of annual reviews and detailed planned training for the year ahead.
- 2.3** The Council had a documented procedure for approving establishments subject to Regulation (EC) 853/2004. For all establishment files examined approval had been granted within the six months as laid down in Regulation (EC) 882/2004.
- 2.4** Cookstown DC had a documented procedure for carrying out food hygiene inspections. A review of the inspection records showed examples of inspection forms with insufficient detail recorded to indicate all the required areas had been assessed for all three establishments.
- 2.5** Cookstown DC had a documented food sampling policy and a risk based annual sampling programme.
- 2.6** The Council establishment files and records were easily retrievable. However two of the three approved establishment files examined contained insufficient records and detail to describe the activities carried out by the FBO.
- 2.7** Cookstown DC had establishments where charges could be levied under the Fishery Products (Official Control Charges) Regulations (NI) 2007. However charges were not being levied by the Council at these establishments.
- 2.8** The auditors, in conjunction with two authorised officers from Cookstown DC, carried out reality check visits at two approved establishments. The auditors noted the Council's decision to approve both establishments was correct.

3.0 AUDIT FINDINGS

3.1 Authorised Officers

Scheme of Delegation

- 3.1.1 The Council had delegated power to the Director of Environmental Health to authorise staff under applicable legislation which included the Food Hygiene Regulations (NI) 2006, the Official Feed and Food Control Regulations (NI) 2006 and the European Communities act 1972.
- 3.1.2 The auditors noted the Director of Environmental Health had issued approvals for establishments subject to Regulation (EC) 853/2004. However, the power to issue and revoke approvals of establishments subject to Regulation (EC) 853/2004 had not been delegated to the Director of Environmental Health.

Recommendation

- (i) The Council should review how powers to issue and revoke approvals for establishments subject to Regulation (EC) 853/2004 are delegated.

The Authority shall appoint a sufficient number of authorised officers to carry out the work set out in the service delivery plan. The level of authorisation and duties of officers should be consistent with their qualifications, training, experience, and the relevant Code of Practice.

[The Standard - 5.3]

Authorisation Procedure

- 3.1.3 The Council had a documented procedure for authorisation of officers to ensure that officers were authorised on the basis of their qualifications, training, and competency.
- 3.1.4 The records of authorisations were specific and confirmed the limitations of each officer's powers under the Food Safety (Northern Ireland) Order 1991, the Food Hygiene Regulations (Northern Ireland) 2006 and the Official Feed and Food Control Regulations (Northern Ireland) 2009. In addition, authorisations had also been conferred generally under the European Communities Act 1972.
- 3.1.5 The auditors examined the identity cards carried by two officers. The identity cards recorded the officers' authorisations; however there were inconsistencies between the two identity cards with reference to different versions of the same legislation.

Recommendation

- (ii) The council should review the content of authorised officers' identity cards to ensure they contain references to current legislation.

The Authority shall set up, maintain, and implement a documented procedure for the authorisation of officers based on their competence.

[The Standard - 5.1]

Qualifications and Training

- 3.1.6 Records of officers' qualifications and training examined contained evidence of a minimum 10 hours relevant training in the last year based on the principles of continuing professional development.
- 3.1.7 Officers' individual training and development needs were identified as part of their annual performance review. Training records were comprehensive with details of annual reviews taking place. During discussions with the Council officers it was clear food hygiene training had been identified and included in the training for the year ahead.

Good Practice

The Council had comprehensive individual training records. The records contained details of annual reviews and detailed planned training for the year ahead.

[The Standard – 5.5]

3.2 Food and Feedingstuffs Establishments Interventions and Inspections

Approved Establishments

- 3.2.1 Article 31(2) (a) of EC Regulation 882/2004 obliges competent authorities to establish procedures for food business operators (FBOs) to follow when applying for the approval of their establishments in accordance with EC Regulation 853/2004. Cookstown DC had a procedure in place for approving product specific establishments in relation to EC Regulation 853/2004.
- 3.2.2 The auditors examined the approval documentation of three approved fishery product establishments. The documentation examined indicated the re-approval process had been followed for all three establishments.

Interventions

- 3.2.3 The Council had a documented procedure for carrying out food hygiene inspections. The procedure made reference to the process to be followed when

carrying out a food hygiene inspection, relevant industry guides and inspection forms to be used.

- 3.2.4 A review of the inspections records of three approved establishments indicated the Council had inspected the approved establishments at the correct frequency.
- 3.2.5 The inspections had been carried out by an appropriately experienced and authorised officer. In the majority of cases the Council had carried out the inspections using specific approved fishery products inspection forms.
- 3.2.6 Points 4.2.2 and 4.2.3 of the Food Law Code of Practice (Northern Ireland) August 2008 provide information on the areas that should be assessed. However, for all three establishments, the auditors noted inspection forms which did not record sufficient detail to indicate all the required areas had been assessed. For example, FBO records, sample results, suppliers and customers, HACCP, control of identification mark, traceability, and packaging.

Recommendation

- (iii) The Council should ensure inspection records contain sufficient detail to indicate the areas assessed during a food hygiene inspection or a note to indicate those areas not assessed and why.

The Authority shall carry out interventions/inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.

[The Standard - 7.2]

Compliance

- 3.2.7 In all cases the approved establishments had been correctly risk-rated in accordance with the intervention rating scheme in Annex 5 of the FLCoP following the inspections.
- 3.2.8 However, the recorded scores for the food standards scoring system did not allow the auditors to distinguish individual scores given against each section of the intervention rating scheme.

Recommendation

- (iv) The Council should record the intervention rating scheme scores in a manner which distinguishes between the individual scores given under each section of the intervention rating scheme.

The Authority shall carry out interventions/inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.

[The Standard - 7.2]

3.3 Food, Feed and Food Establishments Complaints

- 3.3.1 The pre-visit questionnaire (PVQ) sent to Cookstown DC by the auditors requested information on fishery product complaints in the last two years.
- 3.3.2 The Council received no complaints in relation to fishery products.

3.4 Food and Feed Inspection and Sampling

- 3.4.1 Cookstown DC had a documented food sampling policy which detailed how the sampling programme was developed each year. The Council also had sampling guidance from the FSA, Northern Ireland Food Liaison Group (NIFLG), and NGEHC.
- 3.4.2 The Council's sampling programme detailed areas where samples would be selected and the target number of samples to be taken each year.
- 3.4.3 It was clear from the review of the sampling programme and discussions with Council officers that the sampling programme was risk based and took into consideration factors such as establishment activities, planned interventions, and resources.

3.5 Records and Interventions

Approved Establishments Files

- 3.5.1 The auditors examined the records contained in three approved establishment files. Annexe 12 of the Food Law Practice Guidance (Northern Ireland) 2006 FLPG) gives guidance on the use of a synopsis for an approved establishment to briefly describe what type of establishment it is, products produced, volume of product, type of trade, number of employees, approval number and what it is approved for. A synopsis of the establishment was available for all three of the establishment files examined by the auditors.

- 3.5.2 Annexe 12 of the FLPG also provides guidance to district councils regarding the content and structure of files produced for establishments which require formal approval.
- 3.5.3 Two of the three approved establishment files contained insufficient records and detail to fully describe the activities carried out by the FBO. For example, establishment file records did not contain information regarding supplier information, product recall procedures, sampling protocol, and examples of identification labels.

Recommendation

- (v) The Council should refer to Annexe 12 of the Food Law Practice Guidance (NI) 2006 when considering the contents of approved establishment files.

The Authority shall maintain up to date accurate records in retrievable form on all food and feed establishments in its area, and for all relevant checks on imported food and feed, in accordance with Codes of Practice and centrally issued guidance. These records shall include relevant food and/or feed registration and approval information.

[The Standard – 16.1]

Reports after inspections

- 3.5.4 The outcome of an official control must always be reported in writing to the food business operator either at the conclusion of the official control or as soon as practicable thereafter, even if the outcome was satisfactory.
- 3.5.5 From an examination of the three approved establishments Cookstown DC had produced a report following an inspection in the majority of cases.

3.6 Additional Requirements

Fishery Products Charging

- 3.6.1 Under the Fishery Products (Official Control Charges) Regulations (NI) 2007 FBO's are required to pay district councils a contribution towards the costs of carrying out official controls on fishery products landed directly in NI.
- 3.6.2 During discussions with the Council the auditors noted the Council had not identified those FBOs required to pay district councils a contribution towards the costs of carrying out official controls on fishery products landed directly in NI.

Recommendation

- (vi) The Council should determine the charges that should be levied on the establishments affected by Fishery Products (Official Control Charges) Regulations (NI) 2007 and issue invoices to recover these costs.

The Authority shall carry out interventions/inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.

[The Standard – 7.2]

3.6.3 It should be noted that the European Commission began a review of EU Regulation 882/2004 in summer 2009, with special emphasis on Articles 26-29, which cover fee mechanisms for financing official controls. FSA, during its open board meeting in January 2011, discussed the UK's position on charging for official controls.

3.6.4 One of the principles discussed in the board paper was the need for a clearer, simpler fee system⁵. The FSA recognise the way fees are calculated within the current legal framework is complicated and lacks clarity, and implementation can be administratively burdensome for the agencies delivering official controls.

Animal By products

3.6.5 The disposal of animal by products was examined as part of the Council's inspection of fish processing establishments. However, limited information was recorded on the inspection form to verify the correct disposal of animal by product. In the majority of cases waste was removed in accordance with the animal by product regulations.

Recommendation

- (vii) The Council should ensure the inspection and verification of correct disposal of animal by products from approved fishery product establishments are recorded on inspection forms.

The Authority shall carry out interventions/inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.

[The Standard – 7.2]

⁵ [FSA 11/01/05 - EU and UK Review of Charging for Official Controls - Food Standards Agency FSA 11/01/05 Open Board – 25 January 2011](#)

3.7 Reality Check Visits

- 3.7.1 The EC decision which details guidelines for the conduct of audits by competent authorities makes reference to the use of on-site verification visits (or reality checks) as a process for the verification of the effective implementation of planned arrangements and the verification of compliance with and effective implementation of planned arrangements.
- 3.7.2 As part of the audit at Cookstown DC the auditors carried out reality check visits to two approved establishments in the Council's area. The reality check visits were carried out in conjunction with an authorised officer from Cookstown DC.
- 3.7.3 The objectives of the joint reality check visits were:
- To assess, on the basis of the information in the Council's establishment file and through observations made by the auditors during the visit, whether the Council's decision to approve the establishment was correct.
 - To establish the degree of understanding that the authorised officer had in respect of the food safety systems that the FBO of the establishment had in place.
- 3.7.4 For both establishments visited the auditors were able to confirm that the requirements for approval of the establishments as specified in Regulation (EC) No. 853/2004 had been fulfilled and in the opinion of the auditors the Council's decision to approve both establishments was correct.
- 3.7.5 However, in one of the establishments the auditors noted activities carried out on site which had not been recorded in the establishment's file by the Council. The auditors noted products stored in the establishment's cold storage which were not identified with an identification mark. From a discussion with the FBO and the inspecting officer it was not clear whether these products were food or animal by products.
- 3.7.6 The auditors recognised the fact that the last intervention at the establishment was carried out over a year ago and some of these activities may have commenced since the last intervention.

Recommendation

- (viii) The Council should satisfy themselves they have examined and recorded the activities carried out at approved establishments and ensure the FBO is aware of their responsibilities regarding, for example, the use of identification mark, storage of food for human consumption and animal by products.

The Authority shall carry out interventions/inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.

[The Standard – 7.2]

Auditors:

Kevin Nagle (Lead Auditor) - Corporate Resources Unit
Louise Connolly (Technical Expert) - Primary Production Unit

Food Standards Agency in Northern Ireland

10a-c Clarendon Road

BELFAST

BT1 3BG

Tel: 028 90 41 77 00

www.food.gov.uk

Annexe A – Good Practice

Good Practice

The Council had comprehensive individual training records. The records contained details of annual reviews and detailed planned training for the year ahead.

[The Standard – 5.5]

Annexe B – Action Plan for Cookstown District Council

Audit Date: 22-23 March 2011

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>(i) The Council should review how powers to issue and revoke approvals for establishments subject to Regulation (EC) 853/2004 are delegated.</p> <p>The Authority shall appoint a sufficient number of authorised officers to carry out the work set out in the service delivery plan. The level of authorisation and duties of officers should be consistent with their qualifications, training, experience, and the relevant Code of Practice.</p> <p>[The Standard - 5.3]</p>	<p>The Council will review its arrangements to ensure that appropriate delegated procedures are in place for the issue and revocation of approvals.</p>	<p>31 December 2011</p>
<p>(ii) The council should review the content of authorised officers' identity cards to ensure they contain references to current legislation.</p> <p>The Authority shall set up, maintain, and implement a documented procedure for the authorisation of officers based on their competence.</p> <p>[The Standard - 5.1]</p>	<p>The content of Officers' Identity Cards will be reviewed and re-issued where necessary will relevant legislation.</p>	<p>30 November 2011</p>

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>(iii) The Council should ensure inspection records contain sufficient detail to indicate the areas assessed during a food hygiene inspection or a note to indicate those areas not assessed and why.</p> <p>The Authority shall carry out interventions / inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.</p> <p>[The Standard - 7.2]</p>	<p>A new fishery products inspection form was issued by the NIFLG in October 2010. The use of this new form in Cookstown will ensure that the appropriate areas are covered.</p> <p>All food officers have been made aware of the changes to the form and advised to ensure its full completion during fishery premises inspections.</p>	<p>31 October 2011</p>
<p>(iv) The Council should record the intervention rating scheme scores in a manner which distinguishes between the individual scores given under each section of the intervention rating scheme.</p> <p>The Authority shall carry out interventions / inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.</p> <p>[The Standard - 7.2]</p>	<p>A food standards inspection form will be completed for each programmed visit which will include the risk assessment. This will be completed as and when scheduled.</p>	<p>31 October 2011</p>

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>(v) The Council should refer to Annexe 12 of the Food Law Practice Guidance (NI) 2006 when considering the contents of approved establishment files.</p> <p>The Authority shall maintain up to date accurate records in retrievable form on all food and feed establishments in its area, and for all relevant checks on imported food and feed, in accordance with Codes of Practice and centrally issued guidance. These records shall include relevant food and/or feed registration and approval information</p> <p>[The Standard – 16.1]</p>	<p>A checklist will be devised which will be kept on each premises file. This checklist will include all areas under annex 12 of the NI Food Practice guidance and will ensure that all relevant documentation is held on establishment files.</p> <p>A review of the fishery premises files will be undertaken and any additional documentation required will be requested from the premises concerned.</p>	<p>30 November 2011</p> <p>30 November 2011</p>
<p>(vi) The Council should determine the charges that should be levied on the establishments affected by Fishery Products (Official Control Charges) Regulations (NI) 2007 and issue invoices to recover these costs.</p> <p>The Authority shall carry out interventions / inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority’s policies and procedures.</p> <p>[The Standard - 7.2]</p>	<p>A review of the current scale and extent of production capacity will be undertaken to determine if the application of a fee structure will be cost effective, given the scale of production.</p>	<p>31 December 2011</p>

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>(vii) The Council should ensure the inspection and verification of correct disposal of animal by products from approved fishery product establishments are recorded on inspection forms.</p> <p>The Authority shall carry out interventions / inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.</p> <p>[The Standard – 7.2]</p>	<p>The Fishery Products Inspection Form has been revised to incorporate the necessary information on animal by-products disposal.</p>	<p>30 November 2011</p>
<p>(viii) The Council should satisfy themselves they have examined and recorded the activities carried out at approved establishments and ensure the FBO is aware of their responsibilities regarding, for example use of identification mark, storage of food for human consumption and animal by products.</p> <p>The Authority shall carry out interventions / inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.</p> <p>[The Standard – 7.2]</p>	<p>Staff have been requested to record appropriate and relevant detail on production activities at each site. The use of the new NIFLG inspection form will assist in this and the premises synopsis will be updated regularly.</p>	<p>November 2011</p>

Annexe C - Glossary

<p>Audit</p>	<p>Audit means a systematic and independent examination to determine whether activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.</p>
<p>Authorised Officer</p>	<p>A suitably qualified Officer who is authorised by the Local Authority to act on its behalf in, for example, the enforcement of legislation.</p>
<p>Food Business Operator (FBO)</p>	<p>This refers to the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control.</p>
<p>Food hygiene</p>	<p>The legal requirements covering the safety and wholesomeness of food.</p>
<p>Food Law Code of Practice (Northern Ireland) August 2008 (FLCoP)</p>	<p>Article 39 of the Food Safety (NI) Order 1991 (the Order), Regulation 22 of the Food Hygiene Regulations (NI) 2006 and Regulation 6 of the Official Feed and Food Controls Regulations (NI) 2007, which empower the Department of Health Social Services and Public Safety to issue codes of practice concerning the execution and enforcement of that legislation by district councils. This code is issued as guidance to Local Authorities on the enforcement of food legislation. It relates to Northern Ireland only.</p>
<p>Food Law Practice Guidance (Northern Ireland) June 2006</p>	<p>Food Law Practice Guidance (Northern Ireland) June 2006 (FLPG) is issued by the FSA in NI to assist District Councils with the discharge of their statutory duty to enforce the Food Safety (NI) Order 1991 and Regulations made under it.</p>
<p>Food Standards Agency (FSA)</p>	<p>The Food Standards Agency is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.</p> <p>Everything we do reflects our vision of Safe Food and Healthy Eating for all.</p>

<p>Framework Agreement</p>	<p>The Framework Agreement consists of:</p> <p>Chapter One Service Planning Guidance</p> <p>Chapter Two The Standard</p> <p>Chapter Three Monitoring of Local Authorities</p> <p>Chapter Four Audit Scheme for Local Authorities</p> <p>The Standard sets out the Agency’s expectations on the planning and delivery of food law enforcement.</p> <p>The Monitoring Scheme requires Local Authorities to submit an annual return to the Agency on their food enforcement activities i.e. numbers of inspections, samples, and prosecutions. Under the Audit Scheme the Food Standards Agency will be conducting audits of the food law enforcement services of Local Authorities against the criteria set out in The Standard.</p>
<p>HACCP / FSMS</p>	<p>Hazard Analysis and Critical Control Point – a Food Safety Management System (FSMS) used within food businesses to identify points in the production process where it is critical for food safety that the control measure is carried out correctly, thereby eliminating, or reducing the hazard to a safe level.</p>
<p>LAEMS</p>	<p>Local Authority Enforcement Monitoring System is an electronic system used by local authorities to report their food law enforcement activities to the Food Standards Agency.</p>
<p>Local Authority (LA)</p>	<p>an organization that is officially responsible for all the public services and facilities in a particular area</p>
<p>Northern Group Environmental Health Committee (NGEHC)</p>	<p>Group Environmental Health Committees were first introduced in 1973 by an Order in Council, was reviewed in 1994, and is known as the Group System. There are four Groups (Northern, Eastern, Southern & Western), plus Belfast City Council.</p> <p>NGEHC is made up of the following constituent councils: Antrim, Ballymoney, Carrickfergus, Coleraine, Cookstown, Larne, Limavady, Magherafelt, Moyle, and Newtownabbey Councils.</p> <p>The purpose of the Group Committee is to ensure co-ordination of, and monitoring of the provision of</p>

	environmental health services within each of the constituent council areas and also between Groups.
Northern Ireland Food Liaison Group (NIFLG)	NIFLG is a sub-group of the Chief Officers Group (CEHOG), acts on behalf of 26 district councils in Northern Ireland as a co-ordinating body for the Food Control function, and consists of food specialist officers from each of the four Group areas in Northern Ireland, Belfast City Council, a district council representative, and a representative from the Food Standards Agency in Northern Ireland.
Practice Guidance	Guidance issued by the Food Standards Agency to assist district councils with the discharge of their statutory duty to enforce the Food Safety (NI) Order 1991, Regulations made under it, and food law made under the European Communities Act 1972.
Pre-visit Questionnaire (PVQ)	Used by FSA auditors to request information prior to an audit visit, to maximise the effectiveness of the time spent with a local authority.
Risk rating	A system that rates food premises according to risk and determines how frequently those premises should be inspected. For example, high risk premises should be inspected at least every 6 months.
Service Plan	A document produced by a Local Authority setting out their plans on providing and delivering a food service to the local community.