



## Food Standards Agency in Northern Ireland

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### **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](http://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](http://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.

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## 1.0 INTRODUCTION

### 1.1 Reason for the Audit

1.1.1 The primary purpose of FSA audits of Enforcement Authorities 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 2006<sup>1</sup>.

1.1.2 In Northern Ireland, the power to set standards, monitor and audit Enforcement Authorities food law enforcement services was conferred on the FSA by The Food Standards Act 1999<sup>2</sup> and The Official Feed and Food Controls (Northern Ireland) Regulations 2009<sup>3</sup>. The audit will be undertaken under section 12 of the Act and regulation 7 of the Regulations.

1.1.3 The Framework Agreement on Local Authority (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 scheme<sup>4</sup> 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 Larne Borough Council (Larne BC) was included in the FSA's programme of audits of local authority food law enforcement services; because Larne BC had not been audited by the Agency since 2004 and had an approved LBM establishment.

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<sup>1</sup> [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](#)

<sup>2</sup> [Food Standards Act 1999 c.28](#)

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

<sup>4</sup> [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 Larne BC's delivery of official controls in approved LBM establishments, with particular reference to Regulations 852/2004, 853/2004, 854/2004, 882/2004 and 178/2002.

1.2.2 In particular:

- LBMs 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 Larne BC 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 Larne BC:

- Had implemented and applied official controls in relation to the requirements of the appropriate legislation relating to LBMs
- Had effectively managed the registration and approval activities required by Regulations (EC) No 852/2004, 853/2004 and 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 There are nine towns and villages within the Borough. These are Larne town, Islandmagee Ballycarry, Ballygally, Cairncastle, Carnlough, Glenarm, Gleno, and Glynn. The largest of these is Larne town.

1.3.2 Larne town is a substantial seaport and industrial market town located on the east coast of County Antrim, with a population of 18,228 people in the 2001 Census. As of 2011, there were about 31,000 residents in the greater Larne area. Set midway between Belfast and County Antrim's famous scenic coastal attractions, Larne has become known as the 'Gateway to the Glens and Coast'.

1.3.3 The relative shelter and deep water of Larne Lough made it a natural harbour. It has been used as a seaport for over 1,000 years, and is today a major passenger and freight roll-on roll-off port; with 850,000 passengers still passing through the port of Larne each year.

1.3.4 The profile of Larne BC's food businesses as of 31 March 2009<sup>5</sup> was as follows:

<b>Type of Food Establishment</b>	<b>Number</b>
Primary Producers	4
Manufacturers and Packers	24
Importers / Exporters	0
Distributors / Transporters	4
Retailers	64
Restaurants and Caterers	197
<b>Total Number of Food Establishments</b>	<b>293</b>

1.3.5 Larne BC had one approved LBM establishment which required approval under Regulation (EC) No. 853/2004.

1.3.6 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.

1.3.7 Larne 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.

1.3.8 The Food Safety Service was based in the Council offices located at [Smiley Buildings, Victoria Road, Larne, Co. Antrim, BT40 1RU](#).

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<sup>5</sup> Establishment profile information taken from Larne BC's Local Authority Enforcement Monitoring System (LAEMS) return for 2008 / 2009

## **2.0 EXECUTIVE SUMMARY**

- 2.1** Larne BC 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).
- 2.2** The Council had a documented procedure for approving establishments subject to Regulation (EC) 853/2004. However the information contained in the re-approval process was unclear. The name and owner details had changed since approval was granted.
- 2.3** The Council had a documented procedure for carrying out food hygiene inspections and a review of the inspection records indicated the inspections were carried out by an appropriately experienced and authorised officer.
- 2.4** Larne BC had a documented food sampling policy and a risk based annual sampling programme which was updated and amended during the year.
- 2.5** Larne BC approved establishment file was organised and records were easily retrievable. However the approved establishment file did not contain sufficient records and detail to support the FBO's application for approval and describe the activities carried out by the FBO.
- 2.6** The Council had a procedure for the issue of registration documents. At the time of audit the Council had not been required to issue any registration documents.
- 2.7** Larne BC had issued a Permanent Transport Authorisation (PTA) however the details contained in the PTA were not up to date.
- 2.8** The Council had a documented procedure for the temporary closure of a shellfish bed which included a requirement for shellfish bed harvester to identify the relevant interested parties for the bed.
- 2.9** Larne BC had no approved fishery product establishments in their area and was not required to implement fishery product charging.
- 2.10** The auditors, in conjunction with an authorised officer from Larne BC, carried out a reality check visit to the approved live bivalve mollusc establishment. The auditors noted the Council's decision to approve the establishment was correct.

### **3.0 AUDIT FINDINGS**

#### **3.1 Authorised Officers**

##### *Scheme of Delegation*

- 3.1.1 The Council's 'Scheme of Delegation' indicated the delegation of all relevant food law enforcement powers. The power to authorise officers had been delegated to the Director of Environmental Services.

##### *Authorisation Procedure*

- 3.1.2 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.
- 3.1.3 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, and specifically under the Regulations relating to food made under that Act.

##### *Qualifications and Training*

- 3.1.4 Records of officers' qualifications and training were maintained by the Council. All training records examined contained evidence of a minimum 10 hours relevant training in the last year based on the principles of continuing professional development.

#### **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 to follow when applying for the approval of their establishments in accordance with EC Regulation 853/2004. The Council had a documented procedure to be followed when approving establishments subject to Regulation (EC) 853/2004.
- 3.2.2 An examination of the approved establishment file indicated the information contained in the re-approval process was unclear. The name and owner details had changed since approval was granted.

##### Recommendation

- (i) The Council should review the approval details for the LBM establishment in their area to ensure they reflect the current FBO details.



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]

#### *Interventions*

- 3.2.3 The Council had developed 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 In the majority of cases the Council had inspected the approved establishment at the correct frequency;
- 3.2.5 The inspections had been carried out by an appropriately experienced and authorised officer. In all cases examined the Council had carried out the inspections using specific approved fishery products and LBM inspection forms.

#### ***Good Practice***

The Council had made good use of the inspections forms with detailed evidence in all sections of the form to support the officer's findings.

#### *Compliance*

- 3.2.6 In all cases examined the approved establishment had been correctly risk-rated in accordance with the intervention rating scheme in Annex 5 of the FLCoP. The auditors noted a risk rating given to the approved establishment had been changed as a result of an instruction given by NGEHC. The auditors considered the original score given by the Council to be a more accurate reflection of the activities carried out by the approved establishment.

### **3.3 Food, Feed and Food Establishments Complaints**

- 3.3.1 The pre-visit questionnaire (PVQ) sent to Larne BC by the auditors requested information on fishery product complaints in the last two years.
- 3.3.2 The Council had a food complaints procedure and records showed they had received two complaints in relation to fishery products. The auditors noted both complaints had been recorded on the Council's complaints database. The auditors also noted the Council were actively involved in investigating illegal gathering of marine gastropods.

Recommendation

- (ii) The Council should consider reporting information concerning illegal or fraudulent activities identified through the investigation of complaints to the FSA Food Fraud Database using the Intelligence report (form A) found on the [Food Fraud Database](#) section of the FSA website.

### 3.4 Food and Feed Inspection and Sampling

- 3.4.1 Larne BC had a documented food sampling policy the sampling programme detailed areas where samples would be selected and the target number of samples to be taken each year.
- 3.4.2 From the review of the sampling programme and discussions with Council officers it was clear that the sampling programme was a working document which was updated and amended during the year.
- 3.4.3 The Council used sampling guidance issued from NGEHC when compiling their annual sampling programme. The NGEHC sampling guidance contained a large number of methods for taking samples and it was not clear how the Council decided which methods were included in the sampling programme. For example, the reasons for implementing an annual sampling programme and specific methods used to drive the programme.

Recommendation

- (iii) The Council should record the decision making process used when compiling the annual sampling programme from the NGEHC sampling programme.

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 Codes of Practice and shall include reference to its approach to any relevant national sampling programme centrally co-ordinated by the Food Standards Agency.

[The Standard – 12.4]

#### *Official Controls - Wild Pectinidae*

- 3.4.4 At the time of audit Larne BC did not have auction halls, dispatch centres, or processing establishments which handled pectinidae in their area.

### 3.5 Records and Interventions

*Approved Establishments Files*

- 3.5.1 The auditors examined the records contained in the approved LBM establishment file. The establishment file was organised with records easily retrievable.
- 3.5.2 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. However the approved establishment file did not contain a synopsis of the establishment as described in Annexe 12 of the FLPG.

Recommendation

- (iv) The Council should include a synopsis of the approved establishment as referred 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]

- 3.5.3 The FLCoP at point 5.1.6 details how district councils handle applications for approval from FBOs. Paragraph three of point 5.1.6 states: *‘District councils should ensure that the food business operator supplies all relevant information before an application for approval is determined. This information may be obtained from the food business operator in documentation supplied with the application or during the subsequent on-site visit to the establishment as required by Article 31(2) (b) of Regulation 882/2004.’*
- 3.5.4 Annexe 3 of the FLCoP details the conditions necessary for approving a product-specific establishment subject to approval under Regulation 853/2004.
- 3.5.5 Also, the practice guidance, Annexe 3.4, advises that *‘District Councils should consider ‘infrastructure’ to relate not only to the physical structure of the establishment, but also to the systems and services necessary, for the food business to be able to produce safe food. Such systems would include a procedure or procedures based on the HACCP principles, in accordance with Article 5 of Regulation 852/2004.’*

- 3.5.6 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.
- 3.5.7 The approved establishment files examined did not contain sufficient records considering the activities for which the establishment had been approved to carry out e.g. evaluation of HACCP procedures, traceability, plans/layout of establishment, sample results, and dispatch records.

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*

- 3.5.8 The outcome of an official control must always be reported in writing to the FBO either at the conclusion of the official control or as soon as practicable thereafter, even if the outcome was satisfactory.
- 3.5.9 From an examination of the approved establishment file, Larne BC had produced a report following an inspection in all cases.
- 3.5.10 From the examination of the approved establishment file the auditors noted the Council had corresponded with the approved establishments following an inspection.

***Good Practice***

In all cases examined the letters contained a clear distinction between actions needed to meet statutory requirements and recommendations about good practice.

**3.6 Additional Requirements**

*Issue and Examination of Registration Documents*

- 3.6.1 Point 5.33 of the FLCoP specifies that district councils should keep details of registration documents that are issued to gatherers of live shellfish and periodically check registration documents when shellfish come ashore.

3.6.2 The Council had a process for the issue of registration documents, which included controls to verify individuals requesting registration forms for use by shellfish gatherers harvesting within the Larne BC area.

3.6.3 All shellfish currently harvested from classified shellfish beds in Larne BC are processed at the approved LBM establishment operated by both shellfish harvesters therefore no registration documents are required.

*Permanent Transport Authorisations (PTAs)*

3.6.4 Point 5.3.4 of the FLCoP details the process district councils may follow when issuing a PTA. The Code of Practice states: *'A district council may issue to gatherers a Permanent Transport Authorisation (PTA) as an alternative to separate movement documents when the gatherer also operates the purification centre, relaying area or processing establishment to which their harvested live bivalve molluscs are being delivered.'*

3.6.5 At the time of audit Larne BC had issued two PTAs for the approved LBM establishment. However the detail contained in the PTA dated 21 March 2011 related to two harvesting areas.

Recommendation

(vi) The Council should ensure that PTAs are:

- issued to gatherers, as an alternative to registration documents, when the gatherer also operates the purification centre, relaying area, or processing establishment within the same Council area in which the shellfish are harvested
- issued to FBOs, only, when the Council is satisfied with the operator's compliance with the Hygiene Regulations
- issued for each individual shellfish harvesting bed

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]

*Closure Notices*

3.6.6 Point 5.3.6 of the FLCoP details the process district councils may follow when temporarily closing harvesting areas. The FLCoP states *'Annex II, Chapter II, Sections E(b) and (c) of Regulation 854/2004 respectively, require the district council to inform interested parties, such as the Agency, producers, gatherers and operators of purification centres or dispatch centres immediately of the closure of any area, and to act promptly to close or re-open production areas. When the closure of a production area is*

*required, the Agency recommends that a Closure Notice should be used as the means to inform interested parties.'*

- 3.6.7 Larne BC had a procedure in place for the temporary closure of a shellfish bed, including a means of collecting information from the harvester of the relevant interested parties affected by the closure of the shellfish bed. However it was not clear from the procedure the action to be taken to withdraw and / or recall any LBMs from the affected shellfish bed from sale that may already have been placed on the market (nationally or internationally).

Recommendation

- (vii) The Council should amend its procedure for the temporary closure of a shellfish bed to include actions to be taken to withdraw and / or recall any LBMs from the affected shellfish bed from sale.

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]

*Fishery Products Charging*

- 3.6.8 Larne BC had no approved fishery product establishments in their area and was not required to implement fishery product charging.

*Animal By products*

- 3.6.9 The disposal of animal by products was examined as part of the Council's inspection of approved establishments. The auditors noted the FBO had small quantities of animal by products which were not removed in accordance with the animal by product regulations.

Recommendation

- (viii) The Council should ensure FBOs removes animal by products in accordance with the animal by product regulations.

The Council should ensure the inspection and verification of correct disposal of animal by products from approved LBM establishments are recorded on inspections form.

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]

### **3.7 Reality Check Visits**

- 3.7.1 The EC decision which details guidelines for the conduct of audits of 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 Larne BC the auditors carried out reality check visits to the approved LBM establishment in the Council's area. The reality check visit was carried out in conjunction with an authorised officer from Larne BC.
- 3.7.3 The objectives of the joint reality check visit was:
- 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 the establishment visited the auditors were able to confirm that the requirements for approval of the establishment as specified in Regulation (EC) No. 853/2004 had been fulfilled and in the opinion of the auditors the Council's decision to approve the establishment was correct.

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## Annexe A – Good Practice

### ***Good Practice***

The Council had made good use of the inspections forms with detailed evidence in all sections of the form to support the officer's findings.

### ***Good Practice***

In all cases examined the letters contained a clear distinction between actions needed to meet statutory requirements and recommendations about good practice.



## Annexe B – Action Plan for Larne Borough Council

Audit Date: 10 and 11 May 2011

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>(i) The Council should review the approval details for the LBM establishment in their area to ensure they reflect the current FBO details.</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>New application form to be issued to FBOs and re-issue approval documents as necessary</p>	<p>30/11/2011</p>
<p>(ii) The Council should consider reporting information concerning illegal or fraudulent activities identified through the investigation of complaints to the FSA Food Fraud Database using the Intelligence report (form A) found on the <a href="#">Food Fraud Database</a> section of the FSA website.</p>	<p>All staff to receive refresher training regarding the use of the Food fraud database</p>	<p>30/11/2011</p>
<p>(iii) The Council should record the decision making process used when compiling the annual sampling programme from the NGEHC sampling programme.</p>	<p>To draw up a procedure to set out the decision making process with regard to compiling a sampling procedure</p>	<p>30/11/2011</p>

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>The Authority shall set up, maintain, and implement a documented sampling policy and programme that shall with any centrally issued or relevant guidance and relevant Codes of Practice and shall include reference to its approach to any relevant national sampling programme centrally co-ordinated by the Food Standards Agency.</p> <p>[The Standard – 12.4]</p>		
<p>(iv) The Council should include a synopsis of the approved establishment as referred 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>To produce a more detailed synopsis of the approved premises</p>	<p>30/11/2011</p>
<p>(v) The Council should refer to Annexe 12 of the</p>	<p>To review and update as necessary, the contents of the approved</p>	<p>31/03/2011</p>

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>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>establishment file to ensure contents are in line with Annex 12 of the Food Law Code of Practice</p>	
<p>(vi) The Council should ensure that PTAs are:</p> <ul style="list-style-type: none"> <li>• issued to gatherers who do not use movement documents when moving harvested LBMs from harvesting areas to purification centre, relaying area, or processing establishment and only when the Council is satisfied with the operator's compliance with the Hygiene Regulations</li> <li>• issued for each individual shellfish harvesting bed</li> </ul> <p>The Authority shall carry out interventions/inspections, and approve or register establishments in accordance with the relevant legislation, Codes of Practice, centrally issued</p>	<p>Re- Issue a PTA for each individual shellfish harvesting bed</p>	<p>30/11/2011</p>

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>guidance and the Authority's policies and procedures.</p> <p>[The Standard – 7.2]</p>		
<p>(vii) The Council should amend its procedure for the temporary closure of a shellfish bed to include actions to be taken to withdraw and / or recall any LBMs from the affected shellfish bed from sale.</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>To update procedure to include information on the actions to taken to withdraw and / or recall any LBMs from the affected shellfish bed from sale</p>	<p>30/11/11</p>
<p>(viii) The Council should ensure FBOs removes animal by products in accordance with the animal by product regulations.</p> <p>The Council should ensure the inspection and verification of correct disposal of animal by products from approved LBM establishments are recorded on inspections form.</p> <p>The Authority shall carry out interventions/inspections, and approve or register</p>	<p>Establish appropriate method of disposal for the small quantities of Animal by products and inform FBO of their responsibility.</p> <p>At next official or unofficial control visit to premises ensure correct disposal arrangements are in place.</p>	<p>30/11/11</p> <p>31/03/11</p>

<b>RECOMMENDATION</b>	<b>PLANNED IMPROVEMENTS</b>	<b>DUE DATE</b>
establishments in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.  [The Standard – 7.2]		

## 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>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 and Western), plus Belfast City Council.</p> <p>NGEHC is made up of the following constituent councils: Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Cookstown, Larne, Magherafelt, Moyle, and Newtownabbey.</p> <p>The purpose of the Group Committee is to ensure co-ordination of, and monitoring of the provision of environmental health services within each of the constituent council areas and also between Groups.</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 Fraud Database</p>	<p>This central intelligence system uses a specialist intelligence management program that is used by many other law enforcement agencies, including the Welsh Food Fraud Co-ordination Unit. In addition to having powerful searching capabilities, it is used to detect emerging patterns of fraudulent activity.</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</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</p>

	<p>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 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 <b>Standard</b> sets out the Agency's expectations on the planning and delivery of food law enforcement.</p> <p>The <b>Monitoring Scheme</b> 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 <b>Audit Scheme</b> 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 (HACCP) is 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>Live Bivalve Molluscs (LBM)</p>	<p>Bivalves have a shell consisting of two asymmetrically rounded halves called <i>valves</i> that are mirror images of</p>

	each other, joined at one edge by a flexible ligament called the <i>hinge</i> . E.g. clams, oysters, scallops, mussels,
Local Authority (LA)	an organization that is officially responsible for all the public services and facilities in a particular area
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 Northern Ireland.
Pectinidae	A large family of molluscs in the class Bivalvia, known commonly as scallops.
Permanent Transport Authorisation (PTA)	PTAs are used as an alternative to separate movement documents when the gatherer also operates the purification centre, relaying area or processing establishment to which their harvested LBMs are being delivered.
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.
Registration Document	Under Regulation 853/2004, each gatherer of live shellfish (including pectinidae) to be placed on the market requires a registration document (unless issued with a permanent transport authorisation) to identify each batch that they gather for its movement from the harvesting site. The movement could be either from the harvesting site (a classified bed or area in the case of wild pectinidae) to the dispatch centre or relaying area, purification centre or processing centre.
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.