

Updated Action Plan for London Port Health Authority (Thamesport)

Audit date: 5-6 October 2010

Action Plan updated: 4 August 2011 and 5 September 2012

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.9 Produce a Food Enforcement Service Plan for 2010/2011 and submit for Member approval or high level clearance as appropriate. Ensure that the Service Plan undergoes a review process which is also submitted for approval and ensure that any variances are addressed. Ensure that the Plan contains clear details of the resources required to carry out the Service effectively, compared directly against the resources available. [The Standard - 3.1, 3.2 and 3.3]	31/01/11	A Food Service Enforcement Plan for 2010/2011 will be produced. The production of the plan will be integrated with the LPHA Business Planning process as there are common areas between these two work areas. The plan will detail the resources required to carry out the Service effectively compared to the resources available.	Completed	A Food Service Enforcement Plan has been produced and was presented to the Port Health and Environmental Services Committee on 08/03/11.
3.1.17(i) Review the schedule of officer authorisations and update as necessary to ensure it includes all current relevant imported food legislation. [The Standard – 5.1]	Completed	The schedule of Officer Authorisations will be reviewed and updated.	Completed	Authorisation schedule updated to include relevant legislative references.

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<p>3.1.17 (ii) Ensure that the officer(s) appointed with lead responsibility for food hygiene, food standards and feed legislation are able to demonstrate the necessary specialist knowledge and experience. [The Standard – 5.2]</p>	<p>31/01/11</p>	<p>This requirement will be carried out as part of the Food Service Enforcement Plan review. Further discussions will be held with the FSA Feed Branch regarding the qualifications and experience necessary to carry out Feed enforcement activities.</p>	<p>Completed</p>	<p>A review of the qualifications and experience of the lead officer has taken place who can satisfactorily demonstrate the skills and specialist knowledge required. Feed Trading Standards Officers from the City of London have completed feed training and will be carrying out a peer review audit. FSA sponsored Animal Feed training undertaken by three Port Health Officers who are involved day to day on feed imports.</p>
<p>3.2.17 Ensure that the documented procedures on imported food and feed controls fully reflect the arrangements in place to inspect and sample consignments of high risk imported food and feed. [The Standard – 12.3 and 12.5]</p>	<p>28/02/11</p>	<p>The LPHA ISO procedures and work instructions will be reviewed and expanded to cover the full range of activities associated with high risk food inspection and sampling.</p>	<p>Completed</p>	<p>The ISO Pre Arrival Planning Procedure has been updated to include reference to High Risk Imported Feed and Food. A fundamental review of all procedures will take place during the implementation of PHILIS which has commenced and is due for completion at Thamesport by November 2011.</p>

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.22 Develop a suitable documented procedure for initiating and responding to food and feed alerts in accordance with the Food and Feed Law Codes of Practice. This should include reference to RASFF notifications and relevant EC Decisions. The procedure should also include out of hours contact arrangements. [The Standard – 14.1]	31/01/11	A suitable procedure will be developed and included in The LPHA ISO.	Completed	The ISO procedures dealing with RASFF Alerts have been updated. Out of hours contact details have been provided as part of the recent local authorities contact list review by the FSA.
3.3.4(i) Develop and implement procedures for all available follow-up and enforcement options in respect of FNAO imported food controls in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 15.2]	28/02/11	The LPHA ISO procedures and work instructions will be reviewed and expanded to include all follow up enforcement options available for FNAO imported food controls.	Completed	This procedure will be completed as part of the review of the ISO System linked to the installation of PHILIS. ISO Procedure PHP 14 was updated to include enforcement options and issued on 09/08/11.
3.3.4(ii) Ensure that appropriate records are maintained to confirm that rejected consignments of FNAO are disposed of appropriately. [The Standard – 16.1]	31/01/11	Staff were reminded at a “wash up” meeting following the Audit of the need to maintain appropriate records. The ISO procedure and work instruction will be reviewed and updated.	Completed	Records now being consistently maintained. Improved record keeping is a feature of PHILIS.
3.4.3 Review and expand the documented internal monitoring procedure to include qualitative monitoring of all aspects of the imported food service. Implement the revised procedure to verify the Service’s conformance with relevant legislation, official guidance and the Standard in the Framework Agreement. A record of internal monitoring activities should be maintained. [The Standard – 19.1, 19.2 and 19.3]	31/03/11	LPHA is holding negotiations with Suffolk Coastal District Council (SCDC) regarding the acquisition of a new information management system (PHILIS). The intention is to sign a contract by 31/12/10. As a consequence of the introduction of this system all of our business process will need to be reviewed. Internal monitoring to include qualitative monitoring will be included in this work to cover the details set out in the recommendation.	Completed	We are currently installing PHILIS. The implementation date has been delayed due to unexpected legal complications relating to EU procurement. As a temporary measure, monitoring checks to verify the accuracy of database entries are being carried out. PHILIS is in operation at Tilbury and Thamesport.

