

**Report on the Audit of Local Authority Feed Law  
Enforcement Controls of Imported Feed  
Not of Animal Origin**

Wrexham County Borough Council  
15-16 March 2011



## Foreword

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

This Great Britain (GB) wide programme of focused audits has been specifically developed to address two of the priorities identified in the Food Standard Agency's Strategy for 2010-2015 in meeting the outcomes that feed meets the legislative requirements for animal consumption and is safe to enter the human food chain and that regulation is effective, risk-based and proportionate. The strategic priority is to ensure risk-based, targeted checks at ports and effective local authority monitoring of imports throughout the feed chain. The audits will also be an opportunity for the Agency to establish the level of controls being implemented by Local Authorities (LAs) and Port Health Authorities (PHAs) following the FVO Mission to the United Kingdom on animal feed controls which took place from 16-26 June 2009. The report entitled 'The Implementation of Measures Concerning Official Controls on Feed Legislation' is available from the Europa website at:

[http://ec.europa.eu/food/fvo/rep\\_details\\_en.cfm?rep\\_id=2335](http://ec.europa.eu/food/fvo/rep_details_en.cfm?rep_id=2335)

The audits examined Port Health Authority (PHA) and Local Authority (LA) systems and procedures for the control of imported feed and where relevant inland imported feed, at ports of entry (sea and air) and at inland authorities, in 10 geographically representative PHAs and LAs in Great Britain. The audits were confined to feed not of animal origin (FNAO). As part of the programme, meetings have been organised with four additional authority's to further establish whether appropriate imported feed checks and liaison between ports and inland LAs are being undertaken.

Agency 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 Official Feed and Food Controls by Local Authorities (amended April 2010) and is available on the Agency's website at:

[www.food.gov.uk/enforcement/auditandmonitoring](http://www.food.gov.uk/enforcement/auditandmonitoring).

It should be acknowledged that there will be considerable diversity in the way and manner in which local authorities may provide their feed enforcement services reflecting local needs and priorities.

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

feedingstuffs. Parallel local authority audit schemes are implemented by the Agency's offices in all devolved countries comprising the UK.

For assistance, a glossary of technical terms used within the audit report can be found at Annexe C.

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## 1. Introduction

- 1.1 This report records the results of an audit at Wrexham County Borough Council with regard to feed law enforcement, under relevant headings of the Food Standards Agency Feed and Food Law Enforcement Standard. The audit focused on the Authority's arrangements for controls of imported feed of non-animal origin at feed establishments. The audit was undertaken as part of the Agency's focused GB audit programme of imported feed controls. The report has been made publicly available on the Agency's website at:

[www.food.gov.uk/enforcement/auditandmonitoring/auditreports](http://www.food.gov.uk/enforcement/auditandmonitoring/auditreports).

Hard copies are available from the Food Standards Agency's Local Authority Audit and Liaison Division at Aviation House, 125 Kingsway, London WC2B 6NH, Tel: 020 7276 8428.

### ***Reason for the Audit***

- 1.2 The power to set standards, monitor and audit local authority feed and food law enforcement services was conferred on the Food Standards Agency by the Food Standards Act 1999 and the Official Feed and Food Controls (Wales) Regulations 2009. This audit of Wrexham County Borough Council was undertaken under section 12(4) of the Act as part of the Food Standards Agency's annual audit programme. Regulation (EC) No. 882/2004 on official controls performed to ensure the verification of compliance with feed and food law includes a requirement for competent authorities to carry out internal audits or to have external audits carried out. The purpose of these audits is to verify whether official controls relating to feed and food law are effectively implemented. To fulfil this requirement, the Food Standards Agency, as the central competent authority for feed and food law in the UK has established external audit arrangements. In developing these, the Agency has taken account of the European Commission guidance on how such audits should be conducted.<sup>1</sup>

- 1.3 Wrexham County Borough Council was included in the Food Standards Agency's programme of audits of local authority feed law enforcement services to be representative of a geographical mix of 10 PHAs and local LAs across Great Britain.

### ***Scope of the Audit***

- 1.4 The audit examined Wrexham County Borough Council's arrangements for imported feed controls in respect of imported feed not of animal origin (FNAO). Products of animal origin (POAO) are subject to veterinary control checks and separate auditing regimes.

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<sup>1</sup> Commission Decision 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 (2006/677/EC)

- 1.5 The audit scope included the assessment of local arrangements for service planning, delivery and review, provision and adequacy of officer training on imports and authorisations, implementation and effectiveness of imported feed control activities, including inspection, sampling and enforcement. Maintenance and management of appropriate records in relation to inspection activity at feed establishments and internal service monitoring arrangements were also covered.
- 1.6 The on-site element of the audit took place at the Authority's offices at High Street, Ruabon, Wrexham on 15-16 March 2011. The audit included a reality check at a feed establishment to assess the effectiveness of official controls carried out by the Authority's officers to verify compliance with imported feed law requirements.
- 1.7 The audit also afforded the opportunity for discussion with officers involved in imported feed law enforcement with the aim of exploring key issues and gaining opinions to inform Agency policy. A set of structured questions were used as the basis for discussions which sought views and information on areas related to imported feed controls such as:
- service planning and the strategic framework of controls
  - training and support
  - criteria used to determine the level of checks
  - issues affecting the imported food control programme
  - sampling, surveillance and enforcement approaches.
- 1.8 The information gained during discussions will be incorporated into a summary report on the imported feed inspection and control activities audit programme.

### ***Background***

- 1.9 Wrexham is the third largest retail centre in Wales behind Cardiff and Swansea.
- 1.10 The industrial character of Wrexham has changed significantly as the older heavy industries based on coal and steel have been replaced with new sectors, although manufacturing plays a key role for employment.
- 1.11 Large international food manufacturers have sites within the Authority's area and there were 87 feed establishments registered with the Authority at the time of the audit.
- 1.12 Within the organisational service structure the Housing and Public Protection Service delivered a range of services through their Commerce Team including all Trading Standards functions and Animal Health and Welfare. The Housing and Public Protection Service was headed by a Service Manager, with day to day management of feedingstuffs enforcement being undertaken by a Senior Trading Standards Officer.

Front-line intervention and enforcement was carried out by Trading Standards Officers supported by Animal Health Officers.

- 1.13 Wrexham County Borough Council is a Welsh unitary authority and is responsible for all local government services in the area.

## **2.0 Executive Summary**

- 2.1 According to the Authority's 2010/2011 Business Regulation Service Plan there were 87 feed businesses in the area subject to feed law official control.
- 2.2 The Authority had developed a Food Service Plan for 2010/2011 which was broadly in line with the Service Planning Guidance in the Framework Agreement. The plan contained references to a range of objectives in relation to planned feedingstuffs activities. Variances in meeting the 2010/2011 Service Plan were intended to be incorporated in the subsequent year's plan.
- 2.3 The Authority had, prior to the audit, self-assessed their service in providing imported feed controls and this had highlighted that some areas of improvement were needed. The Authority had subsequently produced an action plan incorporating timescales to undertake the work and had allocated tasks to individual officers.
- 2.4 Auditors discussed the need, (highlighted by the Authority's internal review) to develop and implement documented procedures to cover the inspection and sampling of imported feed in accordance with the Feed Law Enforcement Code of Practice and centrally issued guidance, together with the full range of enforcement procedures.
- 2.5 Checks on the current authorisations highlighted that officers were currently not authorised to undertake enforcement of imported feed legislation. The Authority had a documented procedure on the authorisation of officers; however this will need to be reviewed to ensure that officers are appropriately authorised for the duties they are expected to carry out.
- 2.6 A procedure for updating, and maintaining the accuracy of the database had been developed but needed review to reflect the methods currently used to update and maintain the database.
- 2.7 Although no formal enforcement activity in relation to feed had been carried out, the Authority had a general Enforcement Policy for all enforcement actions across the range of the Service. The Policy is to be reviewed annually to ensure that it is up to date with current legislation and centrally issued guidance.
- 2.8 Internal service monitoring was carried out on a general basis. Auditors discussed the benefit of extending the monitoring procedure to ensure that risk-based monitoring of all areas of imported feed enforcement was carried out on a regular basis. Records of such monitoring should be maintained.



### **3.0 Audit Findings**

#### **3.1 Organisation and Management**

##### *Strategic Framework, Policy and Service Planning*

- 3.1.1 The Authority had developed a Food Service Plan which was broadly in line with the Service Planning Guidance in the Framework Agreement and which included references to feed law enforcement arrangements. The Service Plan had been approved by the Executive Regeneration Scrutiny Board and subsequently by the Executive Board in May 2010.
- 3.1.2 The Service Plan contained references to a number of objectives in relation to planned feedingstuffs activities. Due to staff recruitment issues and activities in relation to equine feed issues, the targets contained within the service were not met. Auditors were advised that it is the intention to incorporate those targets and any issues arising from the audit into the subsequent year's service arrangements.
- 3.1.3 The Authority had, prior to the audit, undertaken a review of their enforcement activities in relation to official controls for imported feed and had devised an action plan, drawn up timescales and had allocated work streams to individual officers in order to meet these requirements.
- 3.1.4 The Authority also advised that the subsequent year's Service Plan would incorporate and be aligned with the proposed National Enforcement Priorities for Feed. The auditors were informed that the style of the Service Plan would be changed to improve the format and to inform Members of the Department's initiatives and audit outcomes. The remaining layout of the Service Plan would still incorporate all areas of the Service Planning Guidance but these will be presented as annexes.

#### ***Recommendation***

3.1.5 The Authority should:

Further develop the Service Delivery Plan to ensure that it incorporates variances from the previous year's plan into the 2011/2012 Plan and issues arising from the internal review. The Service Plan should indicate how these variances and improvements will be undertaken within the 2011/2012 financial year. [The Standard – 3.3]

### *Documented Policies and Procedures*

- 3.1.6 The Authority did not have up to date imported feed control procedures and acknowledged, in their internal review, that operational procedures needed to be drawn up and reviewed. The Authority advised that historically, they had produced a Service Quality Manual. The Manual had been drafted but did not contain any updates nor had it been implemented.
- 3.1.7 The Authority had also commenced a review of their existing feed related documents contained on the database. The Authority was undertaking a process to integrate a number of imported feed and general feed documents into one manageable directory. Once this process had been finalised it would form the basis of a document control policy.

#### ***Recommendations***

3.1.8 The Authority should:

- (i) Set up, maintain and implement documented procedures for the range of enforcement activities in relation to imported feed that it carries out. [The Standard - 4.1]
- (ii) Set, up and maintain a control system for all documentation relating to imported feed enforcement activities. [The Standard – 4.2]

### *Authorised Officers*

- 3.1.9 The Authority provided a documented procedure for the authorisation of officers but this applied only to authorisations under the Food Safety Act 1990.
- 3.1.10 The lead officer previously responsible for feed enforcement left the Authority in 2010 and there was a significant period before a replacement lead officer was appointed. In the interim, an officer had undertaken shadow visits with the previous lead officer in order to gain experience and afford continuity of service provision.
- 3.1.11 Two officers were assigned to undertake imported feed interventions, but checks on their current authorisations highlighted that these officers were not authorised to undertake enforcement of feed legislation.
- 3.1.12 The two officers had recently attended FSA funded courses on feed enforcement and sampling and had consequently completed the minimum 10 hours of feed related training based on Continuing Professional

Development (CPD) in accordance with the Feed Law Enforcement Code of Practice.

3.1.13 The Authority undertook staff appraisals on an annual basis with six monthly interim meetings, in order to monitor staff progress against objectives and to highlight any deficiencies in staff training.

3.1.14 The Authority retained training records for the training courses that officers had attended.

***Recommendations***

3.1.15 The Authority should:

(i) Develop a documented procedure for the authorisation of officers and ensure that the level of authorisation conferred reflects the level of qualifications and competence required by the Feed Law Enforcement Code of Practice and any centrally issued guidance.

(ii) Review and update the authorisation documents to ensure that they include references to all relevant and up to date legislation.

[The Standard - 5.1]

Facilities and Equipment including Verification Visit

3.1.16 Reports arising from interventions were held as a hard copy but the Authority planned to scan all records into an electronic format. The Authority had an electronic database for the recording of other feed law enforcement activities including sampling.

3.1.17 A procedure for updating, and maintaining the accuracy of the database had been developed but this needed review to reflect the methods actually used to update the database e.g. comparison with the Rural Payments Agency list. Auditors discussed the need to ensure that the Authority's monitoring returns to the Agency accurately reflected the number of samples taken particularly those taken whilst on inspection visits.

3.1.18 A verification visit to a feed manufacturer was undertaken as part of the audit. The details recorded by the Authority at the last inspection reflected the conditions found at the establishment.

***Recommendation***

3.1.19 The Authority should:

Develop and implement a procedure that captures all methods used to ensure that the database is accurate, reliable and up to date. [The Standard - 11.2]

*Liaison with Other Organisations*

- 3.1.20 The Authority had liaison arrangements in place with other enforcement bodies through the North Wales Technical Panel for Agricultural Standards, and through that to the Wales Heads of Trading Standards Food and Agricultural Standards Panel.
- 3.1.21 The Authority had also generated links with the Veterinary Medicines Inspectorate in order to undertake joint inspections and the exchange of information of feed establishments.

## **3.2 Imported Feed Control Activities**

### *Feed Inspection and Sampling*

- 3.2.1 There were 87 registered feed establishments within the Authority's area. The Authority had, historically, received a large number of requests for registration resulting from a service newsletter sent to the farming community and from departmental attendance at farming events. In order to maintain their knowledge of feed establishments the Authority were intending to utilise feedback information from visits to farms by Animal Health Officers. Recent inspection activity at the larger manufacturing establishments had highlighted those that were in receipt of imported feed, including details on the origin of the feed and in some instances the port of entry. The larger businesses had been risk rated in accordance with the FSA risk rating scheme.
- 3.2.2 The Authority had previously developed inspection documents for manufacturing and non manufacturing establishments, which were being replaced with updated documents. The Authority acknowledged that historically they had not had detailed records of the activities of the larger establishments in relation to imported feed, but recent records were progressing towards rectifying that situation.
- 3.2.3 The Authority had developed a feed sampling programme in 2010/2011 but due to recruitment issues and an unplanned investigation into equine feed issues the programme was not completed.
- 3.2.4 The necessary arrangements were in place with an accredited laboratory for the analysis of feed samples.
- 3.2.5 The Authority had not previously applied for a grant from the Agency for imported feed sampling but auditors were advised that an application for the next financial year was under consideration.
- 3.2.6 The Authority had also previously undertaken general sampling of feed from registered farms and had written to the feed business operators to inform them of the results.
- 3.2.7 Auditors discussed the need to further develop and implement documented procedures to cover the examination and sampling of imported feed.

### **Recommendations**

3.2.8 The Authority should:

- (i) Ensure that procedures for interventions/ inspections of feed establishments are maintained and implemented for all inspection activities. Ensure that interventions are systematic, risk based and proportionate at all feed establishments. [The Standard - 12.1]
- (ii) Set up and implement a sampling policy, programme and procedure/work instructions for imported feed sampling. [The Standard - 12.2]
- (iii) Develop and implement documented procedures to cover the examination and sampling of imported feed. [The Standard - 12.4]

### *Enforcement*

3.2.9 The Authority had a general Enforcement Policy in place which was approved in June 2010 by the Executive Board. The Policy related to all enforcement actions across the Authority and was not specific to imported feed or feed issues. The Policy was planned to be updated annually to take account of changes in guidance and legislative processes.

3.2.10 No formal enforcement activity had been carried out in relation to imported feed activity in the Authority's area.

### **Recommendation**

3.2.11 The Authority should:

Review and update the Enforcement Policy to include up to date legislation and relevant imported feed enforcement activities in line with centrally issued guidance. [The Standard - 15.1]

### *Feed Complaints, Primary Authority Scheme and Home Authority Principle*

3.2.12 The Authority did not have a procedure for dealing with imported feed complaints and referrals. The auditors acknowledged that at the time of audit the Authority had not received any imported feed complaints, and the Authority advised that should any feed complaints be received in the future they would be investigated as a service request.

3.2.13 The Authority had a Home Authority arrangement with one feed manufacturing company and these links were to be further developed due to recent officer recruitment and specialisation.

*Feed Safety Incidents*

3.2.14 The Authority had a documented procedure for food alerts and had received alerts from the Agency, but the relevant document was outdated and did not make reference to feed alerts or reflect the actions they would take upon receipt.

***Recommendations***

3.2.15 The Authority should:

- (i) Develop a documented procedure for initiating and responding to Feed Alerts. [The Standard 14.1]
- (ii) Develop a procedure to document the response and outcome for each Alert received [The Standard - 14.3]

*Advice to Business*

3.2.16 The Authority had historically produced a quarterly newsletter applicable to the farming community which included advice on feed issues, which had since been discontinued. This had resulted in the large number of establishments that subsequently registered with the Authority.

### **3.3 Internal Monitoring and Third Party or Peer Review**

#### *Internal Monitoring*

- 3.3.1 The Authority had developed an internal monitoring document which applied across the whole service.
- 3.3.2 Internal monitoring in relation to imported feed was not carried out due to the lack of activity in this area, although internal monitoring was carried out on a general basis. Auditors discussed the benefit of extending the monitoring procedure to ensure that risk-based and proportionate monitoring of all areas of imported feed enforcement was carried out on a regular basis. There were no records to support any internal monitoring that had been carried out.

#### ***Recommendation***

3.3.3 The Authority should:

Develop the existing documented internal monitoring procedure to include imported feed law enforcement activities at the establishments, and implement. Records of monitoring checks should be maintained. [The Standard - 19.1 and 19.2]

#### *Records*

- 3.3.4 At the time of audit, an electronic database and file inspection notes were being used to store records of imported feed interventions and imported feed business details. The records for recent inspections contained detailed records of interventions at the larger manufacturing establishments. In addition, current records showed sampling activity and the results of those samples. This superseded the previous recordkeeping system which held little information on earlier intervention activity, feed traceability, business processes and their feed compliance histories.

#### *Third Party or Peer Review*

- 3.3.5 The Authority had not been subject to any recent external audits in relation to imported feed activities.



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**ANNEXE A**

**Action Plan for Wrexham County Borough Council**

Audit date: 15-16 March 2011

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>BY (DATE)</b>	<b>PLANNED IMPROVEMENTS</b>	<b>ACTION TAKEN TO DATE</b>
3.1.5 Further develop the Service Delivery Plan to ensure that it incorporates variances from the previous year's plan into the 2011/2012 Plan and issues arising from the internal review. The Service Plan should indicate how these variances and improvements will be undertaken within the 2011/2012 financial year. [The Standard – 3.3]	31/05/11  Completed	Develop the Service Delivery Plan to ensure that it incorporates variances from the previous year's plan into the 2011/2012 plan and issue arising from the internal review.	Variances from previous year 2010/2011 have been incorporated into 2011 /2012 Service Delivery Plan.
3.1.8(i) Set up, maintain and implement documented procedures for the range of enforcement activities in relation to imported feed that it carries out. [The Standard - 4.1]	31/12/11	A range of documented procedures exist for Food and Agricultural Standards enforcement activities however these need to be updated and reviewed and incorporated into activities relevant to Imported Feed. Following an improvement make reference to the establishment, maintenance and review of these procedures.	
3.1.8(ii) Set, up and maintain a control system for all documentation relating to imported feed enforcement activities. [The Standard – 4.2]	30/09/11	Control system for all documentation relating to imported feed enforcement activities requires to be set up. This is in line with the overall control system for all documentation developed by the Trading Standards Service.	

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.1.15(i) Develop a documented procedure for the authorisation of officers and ensure that the level of authorisation conferred reflects the level of qualifications and competence required by the Feed Law Enforcement Code of Practice and any centrally issued guidance.	30/06/11	Food and Agriculture Standards Authorisation procedure in place.	
3.1.15(ii) Review and update the authorisation documents to ensure that they include references to all relevant and up to date legislation. [The Standard – 5.1]	30/06/11	Food and Agriculture Standards Authorisation procedure in place.	
3.1.19 Develop and implement a procedure that captures all methods used to ensure that the database is accurate, reliable and up to date. [The Standard - 11.2]	30/6/11	Procedure for keeping the database up to date in existence. Procedure requires updating to include reference to Imported feed.	
3.2.8(i) Ensure that procedures for interventions/ inspections of feed establishments are maintained and implemented for all inspection activities. Ensure that interventions are systematic, risk based and proportionate at all feed establishments. [The Standard - 12.1]	31/12/11	Food and Agricultural inspection procedure for Trading Standards Officers, and sampling policy and sampling procedure for food and feed document in existence. Reference to interventions/inspections of feed establishments are maintained and implemented for all inspection activities. Reference to imported feed required to be made in above documents.	
3.2.8(ii) Set up and implement a sampling policy, programme and procedure/work instructions for imported feed sampling. [The Standard - 12.2]	31/7/11	Food and Agricultural sampling policy and sampling procedure for food and feed document in existence. Reference to imported feed required to be made in above documents.	

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>BY (DATE)</b>	<b>PLANNED IMPROVEMENTS</b>	<b>ACTION TAKEN TO DATE</b>
3.2.8(iii) Develop and implement documented procedures to cover the examination and sampling of imported feed. [The Standard - 12.4]	31/12/11	Food and Agricultural inspection procedure for Trading Standards Officers, and sampling policy and sampling procedure for food and feed document in existence. Reference to imported feed to be made in above documents.	
3.2.11 Review and update the Enforcement Policy to include up to date legislation and relevant imported feed enforcement activities in line with centrally issued guidance. [The Standard - 15.1]	30/9/11	Enforcement Policy for Housing and Public Protection Department in existence. Reference to include up to date legislation and relevant imported feed enforcement activities in line with centrally issued guidance.	
3.2.15(i) Develop a documented procedure for initiating and responding to Feed Alerts. [The Standard 14.1]	30/6/11	Public Protection Department procedure for initiating and responding to Food Alerts in existence. Reference to imported feed to be made in above documents.	
3.2.15(ii) Develop a procedure to document the response and outcome for each Alert received. [The Standard - 14.3]	30/6/11	Public Protection Department procedure for initiating and responding to Food Alerts in existence. Procedure to be developed to include feed and imported feed alerts.	
3.3.3 Develop the existing documented internal monitoring procedure to include imported feed law enforcement activities at the establishments, and implement. Records of monitoring checks should be maintained. [The Standard - 19.1 and 19.2]	30/10/11	Public Protection Department documented internal monitoring procedure includes enforcement activities at the establishments, in existence. Reference to imported feed to be made in above documents. Monitoring to take place as part of internal appraisal system at six monthly intervals.	

## **ANNEXE B**

### **Audit Approach/Methodology**

The audit was conducted using a variety of approaches and methodologies as follows:

*(1) Examination of LA policies and procedures.*

The following LA policies, procedures and linked documents were examined before and during the audit:

- Wrexham County Borough Council Imported Feed Action Plan 2010/11
- Wrexham County Borough Council Agriculture Standards Enforcement Quality Manual
- Wrexham County Borough Council Food Service Plan 2010/2011
- Food and Agricultural Standards – Authorisation Procedure
- Procedure for keeping the Premises Database up to date
- Food and Agricultural Standards Complaints Procedures
- Checksheet for Manufacturers of Compound Feedingstuffs – in circulation
- Checksheet for Manufacturers of Compound Feedingstuffs-own holdings
- The Feed (Hygiene and Enforcement) (Wales) Regulations 2005 Feedingstuffs Inspection – non –manufacturing farm mixers
- Food and Feedingstuffs sampling policy
- Food alerts procedure
- Enforcement Policy version 3
- The Feed (Hygiene and Enforcement) (Wales) Regulations – seizure
- The Feed (Hygiene and Enforcement) (Wales) Regulations – detention
- The Feed (Hygiene and Enforcement) (Wales) Regulations – withdrawal of detention source
- The Feed (Hygiene and Enforcement) (Wales) Regulations – emergency prohibition notice
- The Feed (Hygiene and Enforcement) (Wales) Regulations – improvement notice
- The Feed (Hygiene and Enforcement) (Wales) Regulations – revocation of registration
- The Feed (Hygiene and Enforcement) (Wales) Regulations – suspend registration
- Internal Monitoring procedure.

*(2) File reviews – the following LA file records were reviewed during the audit:*

- Authorisation documents
- Feedingstuffs establishments.

*(3) Interviews – the following officers were interviewed:*

- Audit Liaison Officer (Group Manager – Trading Standards)
- Trading Standards Officers x2.

*(4) On-site verification check:*

A verification visit to a feed manufacturer was undertaken as part of the audit.

## Glossary

Agricultural Analyst	A person, holding the prescribed qualifications, who is formally appointed by a local authority to analyse feed samples.
Airways bills	Commercial documents providing a general description of cargo items.
Authorised officer	A suitably qualified officer who is authorised by the local authority to act on its behalf in, for example, the enforcement of legislation.
Border Inspection Post	Point of entry into the UK from non-EU countries for products of animal origin.
CEDs	Common Entry Documents which must accompany certain food products to designated points of entry or import.
Codes of Practice	Government Codes of Practice issued under Section 40 of the Food Safety Act 1990 as guidance to local authorities on the enforcement of food legislation.
Consignment	A unit of cargo that can consist of one or a number of different products.
County Council	A local authority whose geographical area corresponds to the county and whose responsibilities include food standards and feeding stuffs enforcement.
DPE	Designated point of entry. A port that has been designated for the entry of certain high risk feed and food products subject to enhanced checks.
DPI	Designated point of import. A port that has been designated for the entry of certain products subject to safeguard controls due to aflatoxin contamination.
Defra	The Department for Environment, Food and Rural Affairs. The Government Department designated as the central competent authority for products of animal origin in England.
District Council	A local authority of a smaller geographic area and situated within a County Council whose responsibilities include food hygiene enforcement.
ERTS	Enhanced remote transit shed. An HM Customs and Excise designated warehouse where goods are held in temporary storage pending Customs clearance and release for free circulation.
Environmental Health Officer (EHO)	Officer employed by the local authority to enforce food safety legislation.
FNAO	Feed not of animal origin. Products that do not fall under the requirements of the veterinary control regime.

Feeding stuffs	Term used in legislation on feed mixes for farm animals and pet food.
Food Examiner	A person holding the prescribed qualifications who undertakes microbiological analysis on behalf of the local authority.
Food hygiene	The legal requirements covering the safety and wholesomeness of food.
Food standards	The legal requirements covering the quality, composition, labelling, presentation and advertising of food, and materials in contact with food.
Formal samples	Samples taken in accordance with the requirements of the Feed Law Code of Practice in accordance with the relevant sampling regulations and submitted to an accredited laboratory on the official list.
Framework Agreement	<p>The Framework Agreement consists of:</p> <ul style="list-style-type: none"> <li>• Service Planning Guidance</li> <li>• Food and Feed Law Enforcement Standard</li> <li>• Monitoring Scheme</li> <li>• Audit Scheme</li> </ul> <p>The <b>Standard</b> and the <b>Service Planning Guidance</b> set out the Agency's expectations on the planning and delivery of food and feed law enforcement.</p> <p>The <b>Monitoring Scheme</b> requires local authorities to submit annual returns to the Food Standards Agency on their food law enforcement activities i.e. numbers of inspections, samples and prosecutions.</p> <p>Under the <b>Audit Scheme</b> the Food Standards Agency will be conducting audits of the food and feed law enforcement services of local authorities against the criteria set out in the Standard.</p>
Full Time Equivalents (FTE)	A figure which represents that part of an individual officer's time available to a particular role or set of duties. It reflects the fact that individuals may work part-time, or may have other responsibilities within the organisation not related to food enforcement.
Home Authority	An authority where the relevant decision making base of an enterprise is located and which has taken on the responsibility of advising that business on food safety/food standards issues. Acts as the central contact point for other enforcing authorities' enquiries with regard to that company's food related policies and procedures.
Informal samples	Samples that have not been taken in accordance with the appropriate sampling regulation (e.g. samples for screening purposes) and/or not sent to an accredited laboratory.
LAEMS	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.



Member forum	A local authority forum at which Council Members discuss and make decisions on food and feed law enforcement services.
Metropolitan Authority	A local authority normally associated with a large urban conurbation in which the County and District Council functions are combined.
POAO	Products of animal origin. Animal derived products that fall under the requirements of the veterinary control regime.
Port Health Authority (PHA)	An authority specifically constituted for port health functions including imported food control.
Primary Authority	An authority that has formed a partnership with a business.
Public Analyst	An officer, holding the prescribed qualifications, who is formally appointed by the local authority to carry out chemical analysis of food samples.
RASFF	Rapid alert system for food and feed. The European Union system for alerting port enforcement authorities of food and feed hazards.
Regulators' Compliance Code	Statutory Code to promote efficient and effective approaches to regulatory inspection and enforcement which improve regulatory outcomes without imposing unnecessary burdens on businesses.
Risk rating	A system that rates feed premises according to risk and determines how frequently those premises should be inspected. For example, high risk premises should be inspected at least every six months.
Service Plan	A document produced by a local authority setting out their plans on providing and delivering a food or feed service to the local community.
Third Country	Countries outside the European Union.
Trading Standards	The Department within a local authority which carries out, amongst other responsibilities, the enforcement of food standards and feed legislation.
Trading Standards Officer (TSO)	Officer employed by the local authority who, amongst other responsibilities, may enforce food standards and feed legislation.
Unitary Authority	A local authority in which the County and District Council functions are combined, examples being Metropolitan District/Borough Councils, and London Boroughs. A Unitary Authority's responsibilities will include food hygiene, food standards and feed enforcement.