

Appendix A

Review of Documented Procedures, Policies, Plans and Programmes Required in the Food Law Code of Practice.

Documented Procedures			
Type	Requirements	Compliant	Comments
Food business establishment database	a procedure(s) to ensure that the database of food business establishments is accurate, reliable, and up to date	Partial	Procedure not written but all new business registrations. TS receive notification of all new registrations and details are recorded. Premises are closed when identified.
Food incidents and alerts	Procedure(s) to ensure that food incidents and alerts initiated and/or responded to by Competent Authorities are dealt with effectively, and within a timely manner	Partial	No separate procedure but is reflected in complaint and enquiries allocation process.
Authorisation	procedure(s) to ensure that authorised officers (including the lead food officer(s)) engaged in official food controls and other official activities hold a suitable qualification (or equivalent) and they are competent and experienced	Yes	Staff training records for officers who undertake qualifications. Pre-employment checks for Food Qualified Officers joining the service.
Control verification	procedure(s) to ensure that official food controls and other official activities are carried out consistently and effectively to a high standard, in conformance with relevant legislation	Partial	Not documented but performance and competence reviewed through supervision and appraisal.
Corporate Complaints	procedure(s) to ensure that complaints about the Competent Authority are investigated	Yes	Corporate Complaints Policy
Food complaints	procedure(s) to ensure that complaints about food and food business establishments are investigated in accordance with the Code,	Yes	Complaint or Enquiry Allocation Process and Duty Officer Guidance
Sampling	procedure(s) to ensure that samples are taken in accordance with the Code, the Practice Guidance, the Competent Authority's policies and procedures and relevant legislation, and that where	Yes	Advice on sampling provided in sampling plan where appropriate. Follow up action in line

Documented Procedures			
Type	Requirements	Compliant	Comments
	unsatisfactory results are received, appropriate action is taken in accordance with the enforcement policy		with Enforcement and other sanctions policy.
Official food controls and other official activities	procedure(s) to ensure that the full range of official food controls and other official activities are effective and appropriate	No	
Enforcement	procedure(s) to ensure that any follow up action or enforcement is in accordance with the Code, the Practice Guidance and the enforcement policy	Yes	Compliance and Enforcement Policy, Prosecution and Other Sanctions Policy
Information	Competent Authorities must set-up, maintain and implement appropriate back-up systems for any electronic databases, and systems	Yes	Database is backed up

Documented Policies			
Type	Requirements	Compliant	Comments
Sampling Policy	must set out the Competent Authority's approach to food sampling	No	But method of sampling is set out in the sampling plan.
Enforcement policy	must cover all areas of food law that the Competent Authority has a duty to enforce, including criteria for the use of all enforcement options that are available	Yes	Compliance and Enforcement Policy, Prosecution and Other Sanctions Policy
Complaints Policy	must set out how complaints received about food and food business establishments are handled	Yes	Complaint or Enquiry Allocation Process and Duty Officer Guidance

Documented Plans			
Type	Requirements	Compliant	Comments
Contingency plan	must set out what the Competent Authority would do in an emergency	Yes	Captured in Business Continuity plans
Service Plan	must cover all areas of food law the Competent Authority has a duty to enforce and be documented. It must set out how the Competent Authority	Yes	An annual service work plan is produced that includes all food delivery

	intends to deliver and resource official food controls and other official activities in its area, and address any variance in meeting the outcomes of the previous service plan. A performance review must be carried out at least once per year and be documented.		
Intervention Programme	must be established and implemented in accordance with the requirements the code and ensure that interventions are effective, appropriate and consistent.	Yes	An annual inspection plan for food is produced
Sampling Programme	must set out the details of the Competent Authority's intended risk-based food sampling priorities	Yes	An annual sampling plan is produced
Training Programme	must ensure that authorised officers undertaking official food controls and other official activities receive appropriate training	Yes	Competent Food Officers must complete 20 hours food training to maintain competency and chartered status.
Alternative Enforcement Strategy (AES)	must set out how surveillance of food business that can have Alternative Enforcement Strategies applied to them, will be conducted	No	No AES

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