

**Summary of Examples of Good Practice identified during FSA Focussed Audit of
Local Authority Assessment of Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs in Food Business Establishments**

Local Authority	Examples of Good Practice
Dundee City Council	The real time electronic monitoring of enforcement activities allows managers and staff to continuously be aware of their performance. This allows the service to address any developing issues as they happen, rather than reacting to past events.
	Well designed aide memoires (particularly the checklist for butchers premises) were being appropriately completed.
	A letter sent to a food establishment which was the subject of a report to the Procurator Fiscal contained photographs which clearly demonstrated the reason to the Food Business Operator for submitting the report.
	By following their internal monitoring system, which includes both qualitative and quantitative assessment, the Authority has ensured that service delivery is being completed to a consistently high standard.
West Lothian Council	The Food Service Plan incorporates case studies that demonstrate the extent and complexity of Environmental Health Food Safety work together with well presented comparisons of workload, service costs and staff resources.
	Well designed aide memoires, particularly the Food Hygiene Inspection form, were being appropriately completed. The section on documentation of policies and records allows Food Safety Management prerequisite programmes to be recorded, evaluated and tracked at future inspections.
Orkney Islands Council	A Notice check sheet is in use which allows Officers to collate the required information to ensure that Notices are valid and served correctly.
	Decision tree documents for Inspection revisits and formal actions were in use. These helped ensure adherence to the Enforcement Policy and consistency of enforcement by Authorised Officers.
Perth & Kinross Council	Well designed documentation, particularly the Butchers Food Safety Inspection Record, was being appropriately completed.
	The Food Hygiene Inspection Policy for Article 5 Requirements provides guidance to Officers on pre-requisites, together with suggested requirements and detailed guidance for a variety of retailing and catering situations.
	The Food Safety Enforcement Action Template is an example of clear and concise communication with Food Business Operators, which leaves no doubt about the outcome of the inspection and the subsequent actions of the Local Authority.
	The Food Hygiene / Food Standards team Self Audit Checklist which is completed following every inspection helps ensure that all required elements are considered.

Local Authority	Examples of Good Practice
East Dunbartonshire Council	Well designed aide memoires, for example the Inspection Record for Regulation (EC) 852/2204 General Food Hygiene Establishments, were being appropriately completed. The section on Training levels facilitates the Officers questions and decision making as it provides information that can be recorded, evaluated and tracked at future inspections.
	Following an inspection the letter sent by the Authority to the Food Business Operator contains a schedule of contraventions and recommendations in which any repeat contraventions are effectively highlighted by being prefixed with an asterisk.
West Dunbartonshire Council	The Food Safety Information Form contains a box on the front of the form to identify if a premises is a significant risk (red flagging). Officers are also expected to include on the form changes since the last inspection, proposed changes/ improvements for the next visit and priorities for next planned inspection.
Midlothian Council	Well designed aide memoires, particularly the Food Premises Hygiene Inspection Record (High Risk), were being appropriately completed by Officers during and after inspections.
	The Authorisation documents (Instrument of Appointment) carried by Officers were detailed and relevant to the officers level of competency.
	The Operating Procedure for the evaluation of HACCP assessment competence is well developed and satisfies the requirements of the HACCP Evaluation Competencies in the Food Law Code of Practice.
	Operational procedures were in many cases in flow chart format, making them simple to follow and understand. These had been made available through the Lothian and Borders Food Liaison Group and had been adapted for local use.
	Officers are provided with, and regularly use, dedicated official notebooks for recording formal action and other items considered to be of significance. Officers are provided with individual digital cameras and are actively encouraged to take pictures and videos and store them on the computer system.
Clackmannanshire Council	The Authority were using the Scottish Food Enforcement Liaison Committee (SFELC) <i>Proposed Trigger Values for Secondary Inspection</i> Guidance document and were therefore revisiting businesses that satisfied the guidance criteria for a revisit following initial inspection. This revisit criteria is also specified within the Authority's own Enforcement Policy.
	The Authority's Alternative Enforcement Procedure was being effectively implemented.