

Local Authority Enforcement Monitoring System

'Fall-back' plan for delivery of data

*To be read in conjunction with
Manual Entry of Data*

<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsmanualentry.pdf>

Version History.

Version No.	Date	Synopsis
1.0	30/03/2009	First distribution
2.0	29/03/2012	Amendments to weblinks

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LAEMS ‘fall-back’ plan

Users unable to supply data via an XML to LAEMS, may choose to use the fall-back plan to supply monitoring data.

What is required under the fall-back plan?

(i) the production of reports from local systems, to cover:

- the premises profile;
- number of inspections/interventions
- numbers of samples;
- numbers of enforcement actions
- for those elements of the risk scores used to determine “broadly compliant”, the number of premises for each score, by risk rating; and,
- the number of broadly compliant premises, by risk rating category.

This information will enable the relevant LAEMS screens to be completed manually.

You should refer to the relevant screenshots in this guidance note to assess the categorisation – premises types, risk rating etc – required for each report.

(ii) the production of an excel file detailing the risk rating scores for all food establishments, identified by premises type and risk rating category, based on the template available on the FSA website <http://www.food.gov.uk/enforcement/auditandmonitoring/laems/generalinfo/>

PLEASE NOTE: THE GUIDANCE RELATING TO THE ‘FALL-BACK’ PLAN DOES NOT CHANGE THE REQUIREMENTS OF THE XML FILE.

Manually entering data to the LAEMS summary screens:

Arranging access

The facility to manually enter data must be pre-arranged with the FSA. You should send an email to laems@foodstandards.gsi.gov.uk requesting this facility. Please ensure that this email contains the text 'LAEMS Manual Entry Facility' in the title line.

Guidance

Once the facility to manually enter data has been arranged (the monitoring team will email you to confirm this), you should refer to the guidance on manually entering data:

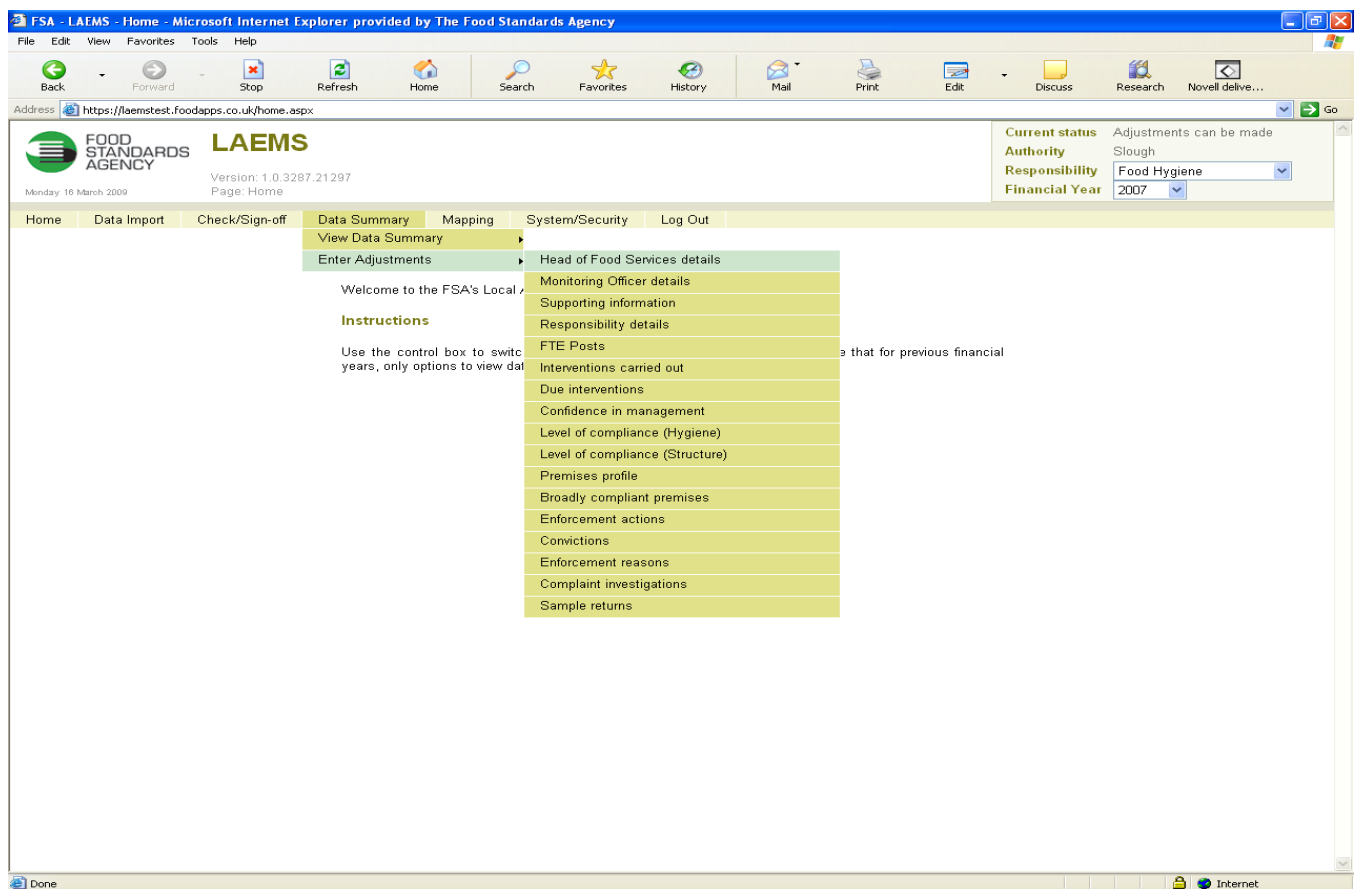
<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsmanualentry.pdf>

You will need to follow these steps to 'initialise' the data for manual entry (this is more straightforward than it sounds).

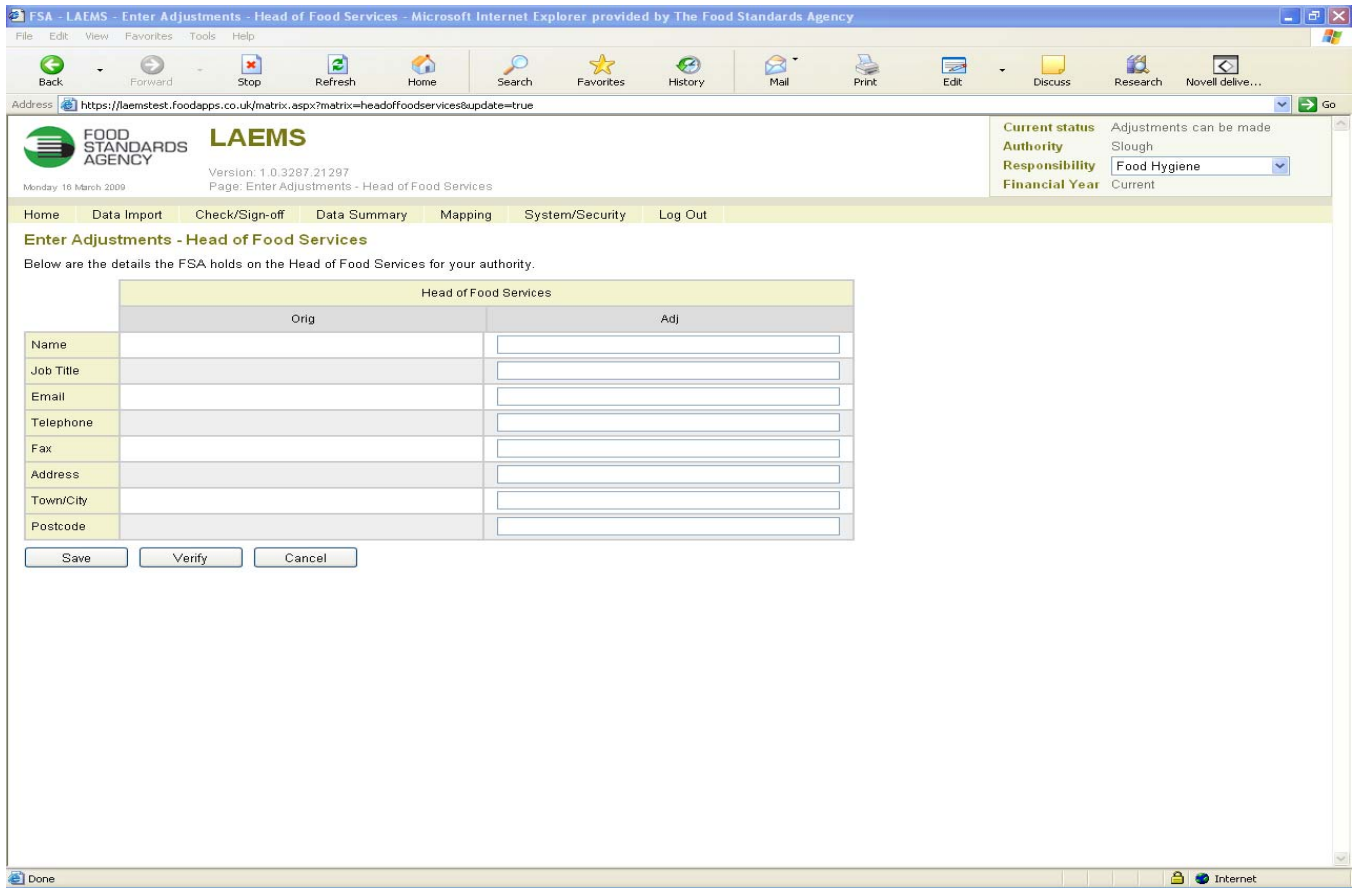
LAEMS can be accessed via: <https://laems.foodapps.co.uk/>

General information on manually entering data

You should navigate between screens using the 'Enter Adjustments' option under 'Data Summary':



The column headed 'Adj' is available for the manual entry of data. Please note, the 'Orig' column will be empty, as no data have been uploaded via XML:



The screenshot shows a web browser window with the following details:

- Browser Title:** FSA - LAEMS - Enter Adjustments - Head of Food Services - Microsoft Internet Explorer provided by The Food Standards Agency
- Address Bar:** https://laemstest.foodapps.co.uk/matrix.aspx?matrix=headoffoodservices&update=true
- Page Header:**
 - FOOD STANDARDS AGENCY LAEMS**
 - Version: 1.0.3287.21297
 - Page: Enter Adjustments - Head of Food Services
 - Monday 16 March 2009
- Navigation Menu:** Home, Data Import, Check/Sign-off, Data Summary, Mapping, System/Security, Log Out
- Page Content:**

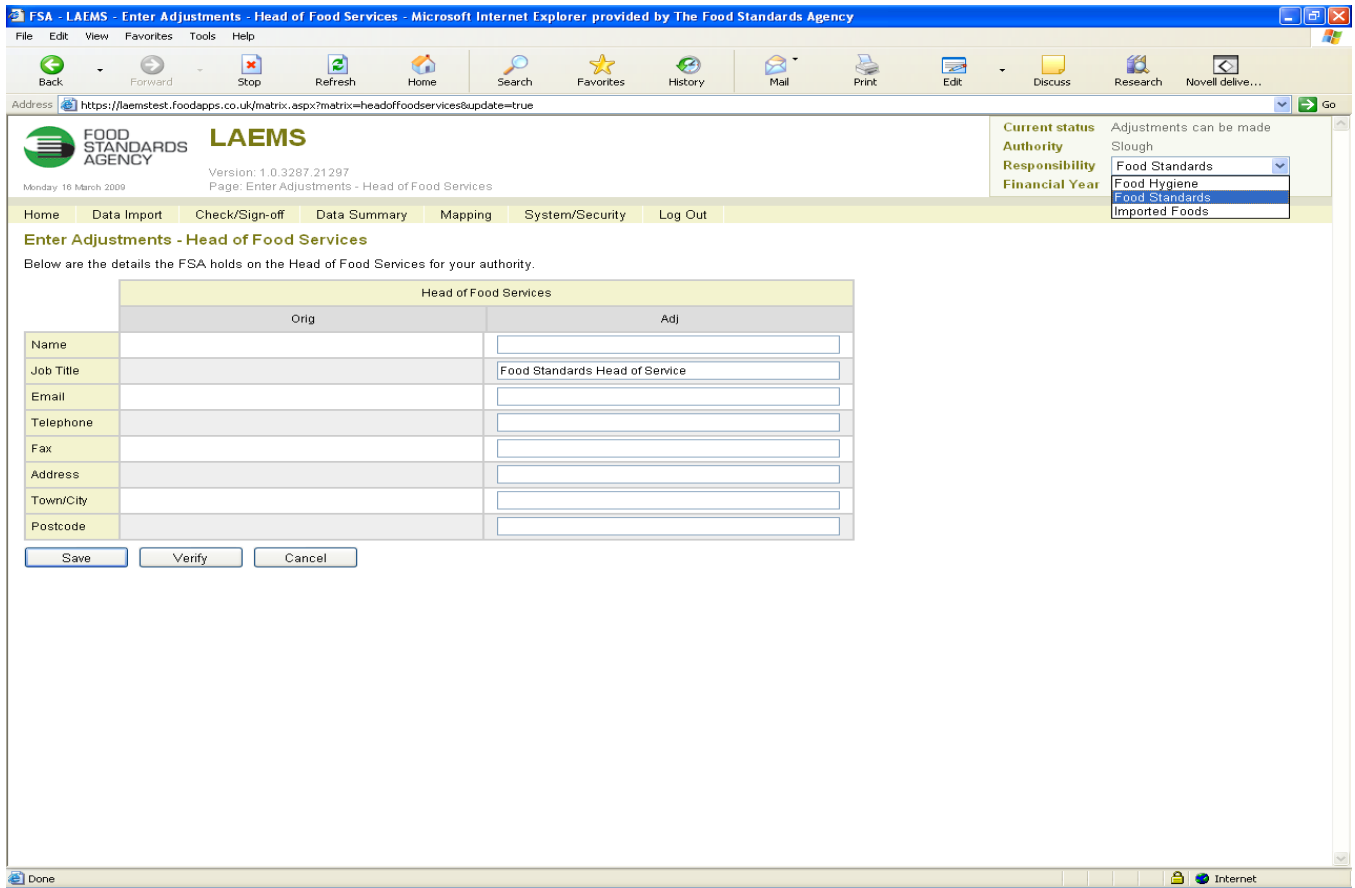
Enter Adjustments - Head of Food Services

Below are the details the FSA holds on the Head of Food Services for your authority.

	Head of Food Services	
	Orig	Adj
Name		<input type="text"/>
Job Title		<input type="text"/>
Email		<input type="text"/>
Telephone		<input type="text"/>
Fax		<input type="text"/>
Address		<input type="text"/>
Town/City		<input type="text"/>
Postcode		<input type="text"/>

Buttons: Save, Verify, Cancel
- Right Panel:**
 - Current status:** Adjustments can be made
 - Authority:** Slough
 - Responsibility:** Food Hygiene
 - Financial Year:** Current

To navigate between the relevant 'responsibilities' e.g. Food Hygiene, Food Standards etc, you should use the drop-down menu in the top right hand corner of the screen.



FOOD STANDARDS AGENCY
LAEMS
Version: 1.0.3287.21297
Monday 16 March 2009
Page: Enter Adjustments - Head of Food Services

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Head of Food Services
Below are the details the FSA holds on the Head of Food Services for your authority.

Head of Food Services	
Orig	Adj
Name	<input type="text"/>
Job Title	Food Standards Head of Service
Email	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Address	<input type="text"/>
Town/City	<input type="text"/>
Postcode	<input type="text"/>

Save | Verify | Cancel

Current status: Authority: Slough
Adjustments can be made
Responsibility: Food Standards
Food Hygiene
Food Standards
Imported Foods

There are separate screens for Food Hygiene and Food Standards, so you will need to produce separate local reports showing data for each of these responsibilities.

Data Required

Local reports

You will need to produce reports from your local system to enable you to manually enter data to the LAEMS summary screens. These reports should show the position at year end i.e. 31st March.

Screens to be completed

Each of the required LAEMS screens are shown below.

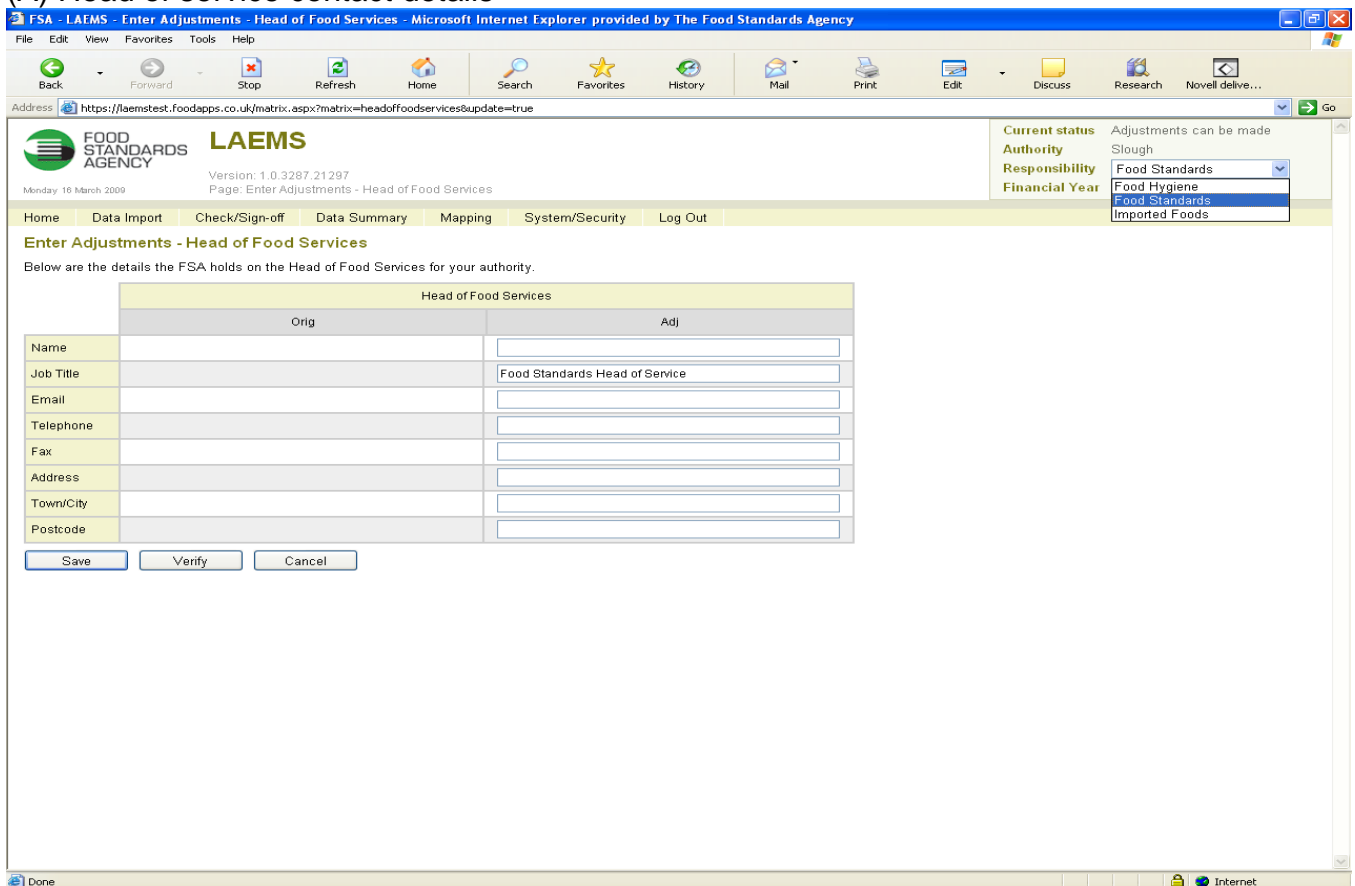
- Screens A to E are the screens for LA details i.e. contact details for the Head of service and the monitoring officer, supporting information

- Screens F to O are the screens for data on the enforcement activities e.g. Interventions, Enforcement Actions, Samples etc

Where the requirement for Food Standards (FS) is significantly different to that for Food Hygiene (FH), the equivalent FS screens have been shown. Otherwise, the FH screens are used as examples, but these screens are also required for Food Standards.

Please note: screens F, I, I1, K, L, M and O do not show the full requirement, as these screens contain a scroll-bar for navigating the screen. Please refer to the associated notes for details of the data required.

(A) Head of service contact details



FOOD STANDARDS AGENCY **LAEMS**
Version: 1.0.3287.21297
Monday 16 March 2009 Page: Enter Adjustments - Head of Food Services

Home Data Import Check/Sign-off Data Summary Mapping System/Security Log Out

Enter Adjustments - Head of Food Services

Below are the details the FSA holds on the Head of Food Services for your authority.

Head of Food Services	
Orig	Adj
Name	<input type="text"/>
Job Title	Food Standards Head of Service
Email	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Address	<input type="text"/>
Town/City	<input type="text"/>
Postcode	<input type="text"/>

Save Verify Cancel

Current status: Adjustments can be made
 Authority: Slough
 Responsibility: Food Standards
 Financial Year: Food Standards, Food Hygiene, Imported Foods

(B) Monitoring officer contact details

FSA - LAEMS - Enter Adjustments - Officer Responsible for Monitoring Returns - Microsoft Internet Explorer provided by The Food

Address: https://laemstest.foodapps.co.uk/matrix.aspx?matrix=monitoringofficer&update=true

LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Officer Responsible for Monitoring Returns

Monday 16 March 2009

Current status: Adjustments can be made
 Authority: Slough
 Responsibility: Food Hygiene
 Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Officer Responsible for Monitoring Returns

Below are the details the FSA holds on the Officer Responsible for Monitoring Returns for your authority.

Officer Responsible for Monitoring Returns	
	Adj
Name	The monitoring officer
Email	monoff@example.gov.uk
Telephone	
Fax	

Save | Verify | Cancel

Done | Internet

(C) Supporting information – this is the free text box that may be used to supply additional information.

FOOD STANDARDS AGENCY **LAEMS**
Version: 1.0.3287.21297
Monday, 16 March 2009
Page: Enter Adjustments - Supporting information

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Supporting information
Please enter supporting information of importance to the FSA.

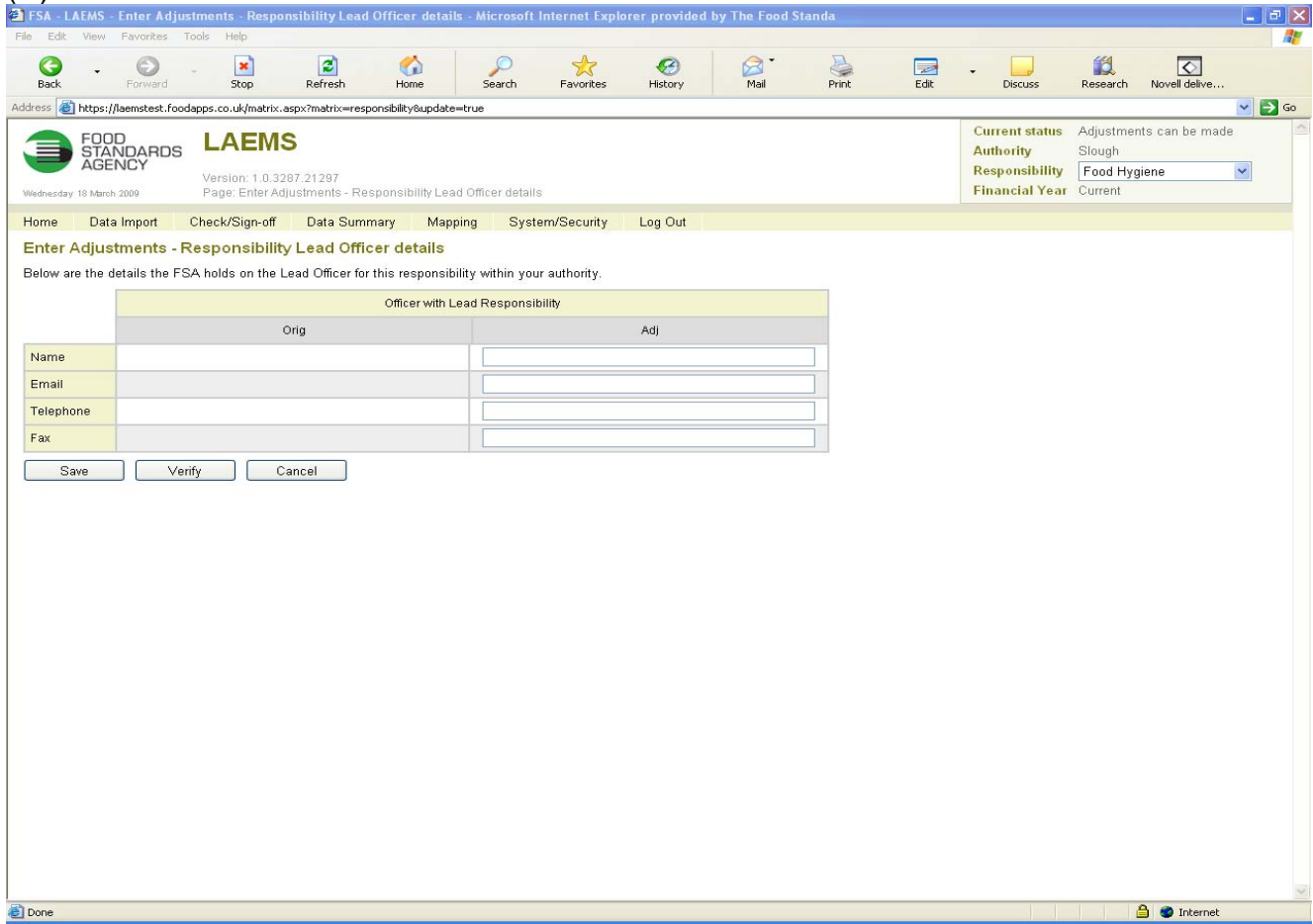
Comments	
Orig	Adj
General comments	Information on data
Comments on other statutory duties	

Save | Verify | Cancel

Current status: Adjustments can be made
Authority: Slough
Responsibility: Food Hygiene
Financial Year: Current

Done | SSL Secured (128 Bit)

(D) Lead officer contact details



The screenshot shows a Microsoft Internet Explorer browser window displaying the LAEMS web application. The address bar shows the URL: <https://laemstest.foodapps.co.uk/matrix.aspx?matrix=responsibility&update=true>. The page title is "FSA - LAEMS - Enter Adjustments - Responsibility Lead Officer details".

The application header includes the Food Standards Agency logo, the text "LAEMS", and the version number "Version: 1.0.3287.21297". The page is dated "Wednesday 18 March 2009". A navigation menu contains links for Home, Data Import, Check/Sign-off, Data Summary, Mapping, System/Security, and Log Out.

The main content area is titled "Enter Adjustments - Responsibility Lead Officer details" and contains the text: "Below are the details the FSA holds on the Lead Officer for this responsibility within your authority." Below this text is a table with the following structure:

Officer with Lead Responsibility	
Orig	Adj
Name	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>

Below the table are three buttons: "Save", "Verify", and "Cancel".

On the right side of the page, there is a summary of current settings:

- Current status:** Adjustments can be made
- Authority:** Slough
- Responsibility:** Food Hygiene (dropdown menu)
- Financial Year:** Current


(E) Full-time equivalents information (see note 1)

FSA - LAEMS - Enter Adjustments - FTE (Full Time Equivalency) Posts - Microsoft Internet Explorer provided by The Food Standard

File Edit View Favorites Tools Help

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Address <https://laemstest.foodapps.co.uk/matrix.aspx?matrix=ftepost&update=true>



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - FTE (Full Time Equivalency) Posts

Monday 18 March 2009

Current status Adjustments can be made

Authority Slough

Responsibility Food Hygiene

Financial Year Current

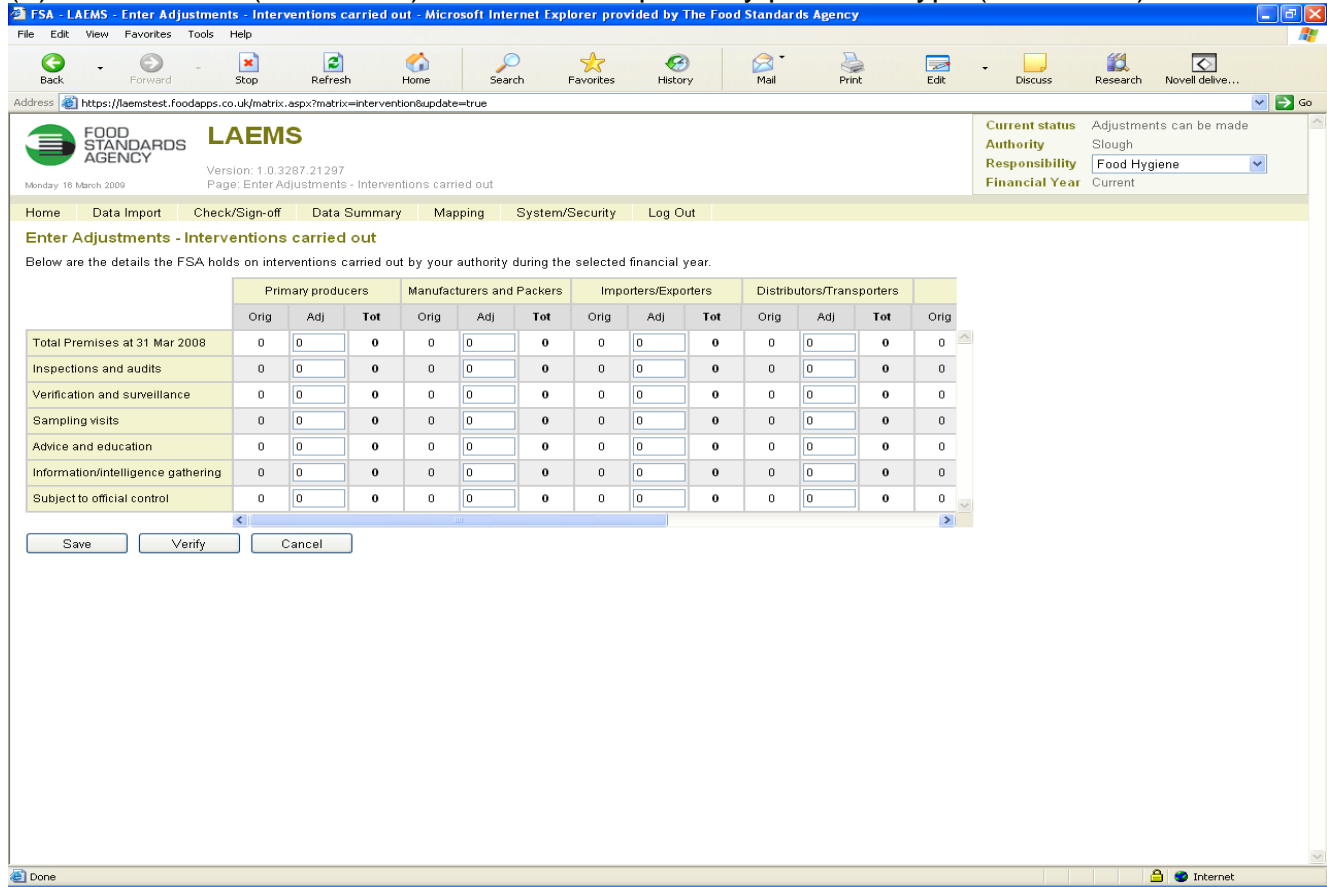
Home Data Import Check/Sign-off Data Summary Mapping System/Security Log Out

Enter Adjustments - FTE (Full Time Equivalency) Posts

	FTE Posts - Allocated			FTE Posts - Occupied		
	Orig	Adj	Tot	Orig	Adj	Tot
Professional	0	<input type="text" value="2"/>	0	0	<input type="text" value="1.75"/>	0
Administration	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0

Done Internet

The following screens show the information required on enforcement activities:
(F) Interventions (see note 2) carried out: required by premises type (see note 3)



LAEMS
 Version: 1.0.3287.21297
 Monday 16 March 2009
 Page: Enter Adjustments - Interventions carried out

Current status: Adjustments can be made
 Authority: Slough
 Responsibility: Food Hygiene
 Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Interventions carried out
 Below are the details the FSA holds on interventions carried out by your authority during the selected financial year.

	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters			Orig
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	
Total Premises at 31 Mar 2008	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Inspections and audits	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Verification and surveillance	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Sampling visits	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Advice and education	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Information/intelligence gathering	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Subject to official control	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0

Save | Verify | Cancel

(G) Food Hygiene Interventions achieved and due interventions (see note 4) outstanding: required by risk rating

FSA - LAEMS - Enter Adjustments - Due Interventions Outstanding - Microsoft Internet Explorer provided by The Food Standards Ag

File Edit View Favorites Tools Help

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Address <https://laemstest.foodapps.co.uk/matrix.aspx?matrix=interventions&update=true> Go

FOOD STANDARDS AGENCY **LAEMS**
Version: 1.0.3287.21297
Page: Enter Adjustments - Due Interventions Outstanding

Monday 16 March 2009

Current status: Adjustments can be made
Authority: Slough
Responsibility: Food Hygiene
Financial Year: Current

Home Data Import Check/Sign-off Data Summary Mapping System/Security Log Out

Enter Adjustments - Due Interventions Outstanding

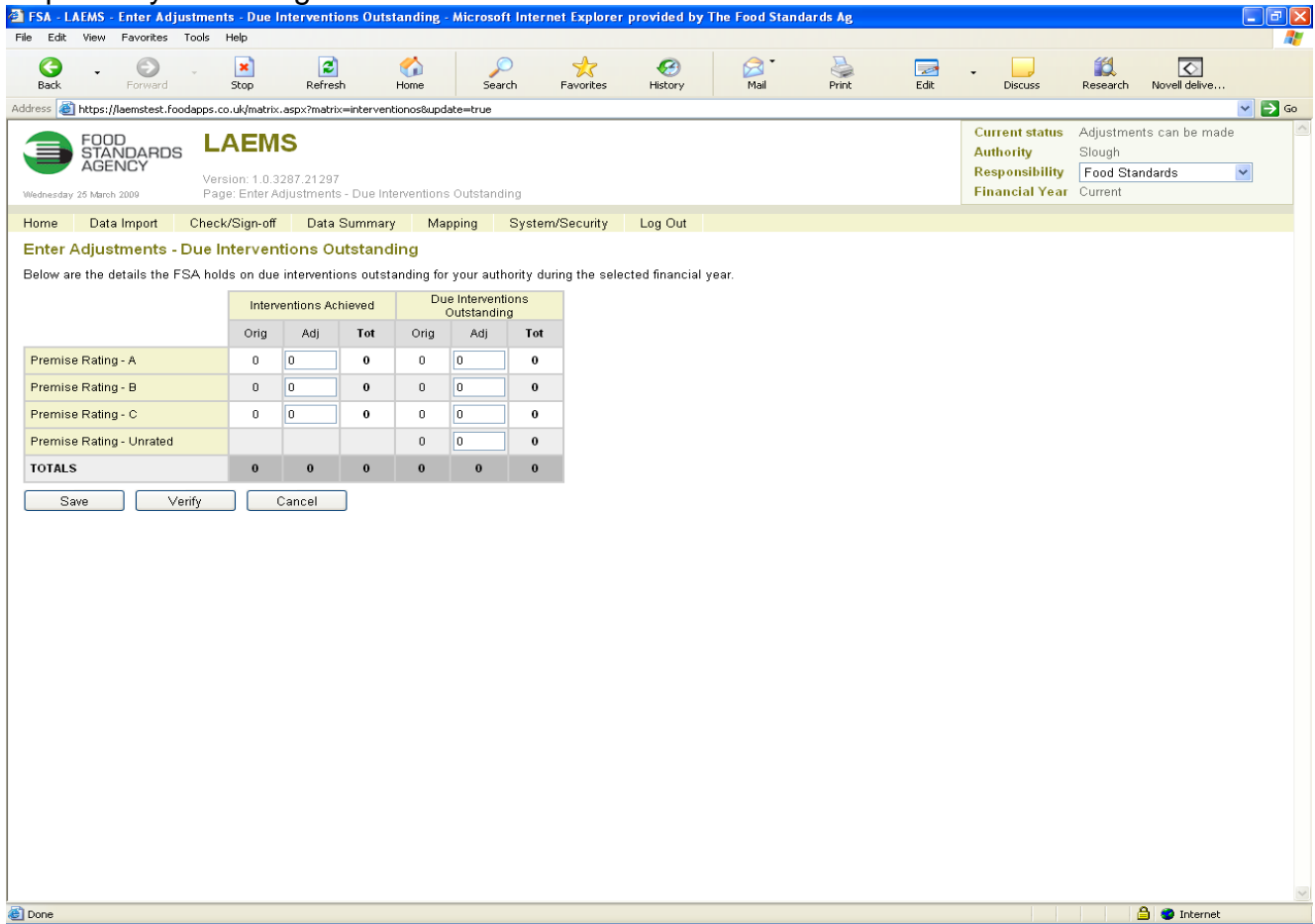
Below are the details the FSA holds on due interventions outstanding for your authority during the selected financial year.

	Interventions Achieved			Due Interventions Outstanding		
	Orig	Adj	Tot	Orig	Adj	Tot
Premise Rating - A	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Premise Rating - B	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Premise Rating - C	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Premise Rating - D	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Premise Rating - E	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Premise Rating - Unrated				0	<input type="text" value="0"/>	0
TOTALS	0	0	0	0	0	0

Save Verify Cancel

Done Internet

(G1) Food Standards Interventions achieved and due interventions outstanding (see note 4): required by risk rating



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Due Interventions Outstanding

Wednesday 25 March 2009

Current status: Adjustments can be made
 Authority: Slough
 Responsibility: Food Standards
 Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Due Interventions Outstanding

Below are the details the FSA holds on due interventions outstanding for your authority during the selected financial year.

	Interventions Achieved			Due Interventions Outstanding		
	Orig	Adj	Tot	Orig	Adj	Tot
Premise Rating - A	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Premise Rating - B	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Premise Rating - C	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Premise Rating - Unrated				0	<input type="text" value="0"/>	0
TOTALS	0	0	0	0	0	0

Save Verify Cancel


(H) Outcomes (FH) - Confidence in management: required by risk rating

FSA - LAEMS - Enter Adjustments - Outcomes - CoP:Confidence in Management - Microsoft Internet Explorer provided by The Food St

File Edit View Favorites Tools Help

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Address <https://laemstest.foodapps.co.uk/matrix.aspx?matrix=copconfidence&update=true> Go



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Outcomes - CoP:Confidence in Management

Monday 18 March 2009

Current status Adjustments can be made

Authority Slough

Responsibility Food Hygiene

Financial Year Current

Home Data Import Check/Sign-off Data Summary Mapping System/Security Log Out

Enter Adjustments - Outcomes - CoP:Confidence in Management

Below are the details the FSA holds on the number of premises with the specified scores for "Confidence in Management" (as defined by the Code of Practice) at the end of the selected financial year.

	A			B			C			D			E		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
30	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
20	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
10	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
5	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0

Save Verify Cancel

Done Internet

(H1) Outcomes (FH) - Level of compliance (Hygiene) scores: required by risk rating

FSA - LAEMS - Enter Adjustments - Outcomes - CoP:Level of Compliance (Hygiene) - Microsoft Internet Explorer provided by The Fo

Address: https://laemstest.foodapps.co.uk/matrix.aspx?matrix=copcompliancehygiene&update=true

LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Outcomes - CoP:Level of Compliance (Hygiene)

Monday 10 March 2009

Current status: Adjustments can be made
Authority: Slough
Responsibility: Food Hygiene
Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Outcomes - CoP:Level of Compliance (Hygiene)

Below are the details the FSA holds on the number of premises with the specified scores for "Level of Compliance (Hygiene)" (as defined by the Code of Practice) at the end of the selected financial year.

	A			B			C			D			E		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
25	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
20	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
15	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
10	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
5	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0

Save | Verify | Cancel

(H2) Outcomes (FH) - Level of compliance (Structure) scores: required by risk rating

FSA - LAEMS - Enter Adjustments - Outcomes - CoP:Level of Compliance (Structure) - Microsoft Internet Explorer provided by The

Address: https://laemstest.foodapps.co.uk/matrix.aspx?matrix=copcompliancestructure&update=true

LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Outcomes - CoP:Level of Compliance (Structure)

Monday 10 March 2009

Current status: Adjustments can be made
Authority: Slough
Responsibility: Food Hygiene
Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Outcomes - CoP:Level of Compliance (Structure)

Below are the details the FSA holds on the number of premises with the specified scores for "Level of Compliance (Structure)" (as defined by the Code of Practice) at the end of the selected financial year.

	A			B			C			D			E		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
25	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
20	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
15	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
10	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
5	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0

Save | Verify | Cancel

(H3) Outcomes (FS) - Level of compliance scores: required by risk rating

FSA - LAEMS - Enter Adjustments - Outcomes - CoP:Level of Compliance - Microsoft Internet Explorer provided by The Food Standar

Address: https://laemstest.foodapps.co.uk/matrix.aspx?matrix=copcompliance&update=true

LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Outcomes - CoP:Level of Compliance

Monday 16 March 2009

Current status: Adjustments can be made
 Authority: Slough
 Responsibility: Food Standards
 Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Outcomes - CoP:Level of Compliance

Below are the details the FSA holds on the number of premises with the specified scores for "Level of Compliance" (as defined by the Code of Practice) at the end of the selected financial year.

	A			B			C		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
40	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
10	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0

Save Verify Cancel

(H4) Outcomes (FS) – Confidence in management: required by risk rating

FSA - LAEMS - Enter Adjustments - Outcomes - CoP:Confidence in Management - Microsoft Internet Explorer provided by The Food St

Address: <https://laemstest.foodapps.co.uk/matrix.aspx?matrix=copconfidence&update=true>

FOOD STANDARDS AGENCY LAEMS

Version: 1.0.3287.21297
Page: Enter Adjustments - Outcomes - CoP:Confidence in Management

Wednesday 25 March 2009

Current status Adjustments can be made
Authority Devon
Responsibility Food Standards
Financial Year Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Outcomes - CoP:Confidence in Management

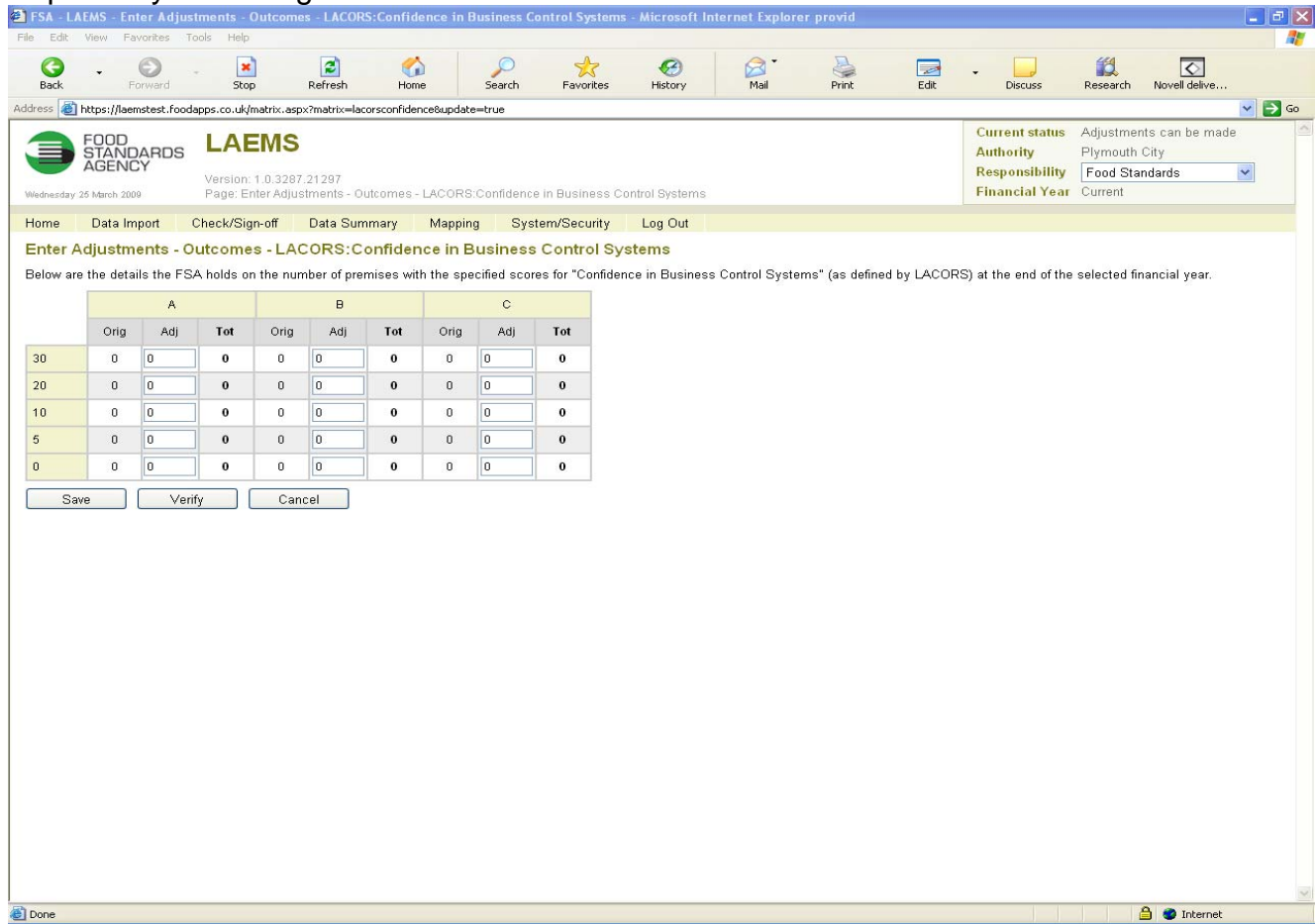
Below are the details the FSA holds on the number of premises with the specified scores for "Confidence in Management" (as defined by the Code of Practice) at the end of the selected financial year.

	A			B			C		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
30	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
20	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
10	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0

Save | Verify | Cancel

Done | Internet

**(H5) Outcomes (FS) – Confidence in business control systems (users of LACORS risk rating):
required by risk rating**



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Outcomes - LACORS: Confidence in Business Control Systems

Wednesday 25 March 2009

Current status Adjustments can be made
Authority Plymouth City
Responsibility Food Standards
Financial Year Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Outcomes - LACORS: Confidence in Business Control Systems

Below are the details the FSA holds on the number of premises with the specified scores for "Confidence in Business Control Systems" (as defined by LACORS) at the end of the selected financial year.

	A			B			C		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
30	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
20	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
10	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
5	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0

Save | Verify | Cancel

(I) FH Premises profile: required by risk rating and premises type (see note 3)

FSA - LAEMS - Enter Adjustments - Premises profile - Microsoft Internet Explorer provided by The Food Standards Agency

Address: https://laemstest.foodapps.co.uk/matrix.aspx?matrix=premisesprofile&update=true

FOOD STANDARDS AGENCY **LAEMS**
Version: 1.0.3287.21297
Page: Enter Adjustments - Premises profile
Monday 16 March 2009

Current status: Adjustments can be made
Authority: Slough
Responsibility: Food Hygiene
Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

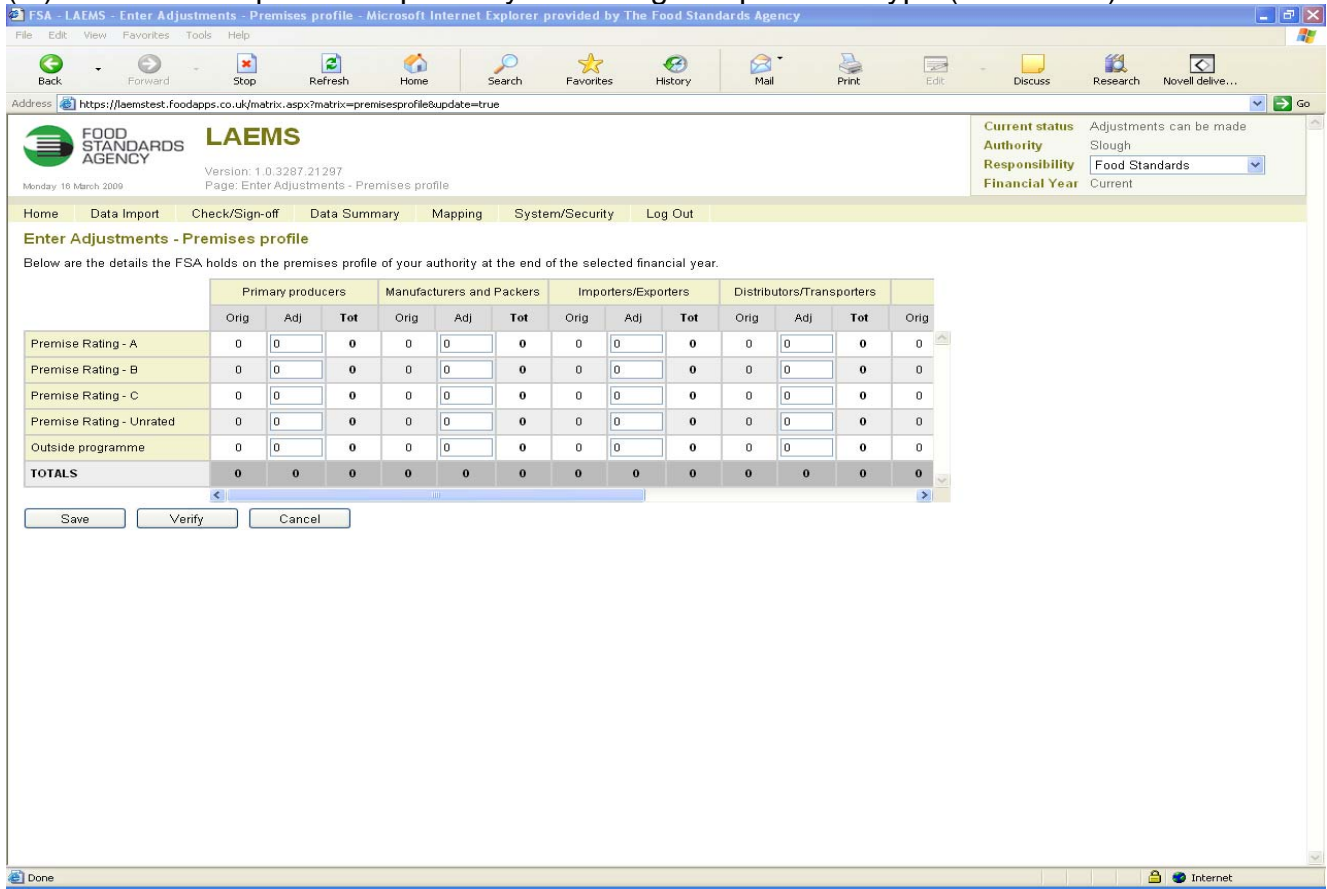
Enter Adjustments - Premises profile
Below are the details the FSA holds on the premises profile of your authority at the end of the selected financial year.

	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters			Orig
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	
Premise Rating - A	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Premise Rating - B	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Premise Rating - C	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Premise Rating - D	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Premise Rating - E	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Premise Rating - Unrated	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Outside programme	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0

Save | Verify | Cancel

Done | Internet

(I) FS Premises profile: required by risk rating and premises type (see note 3)



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Premises profile

Monday 16 March 2009

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

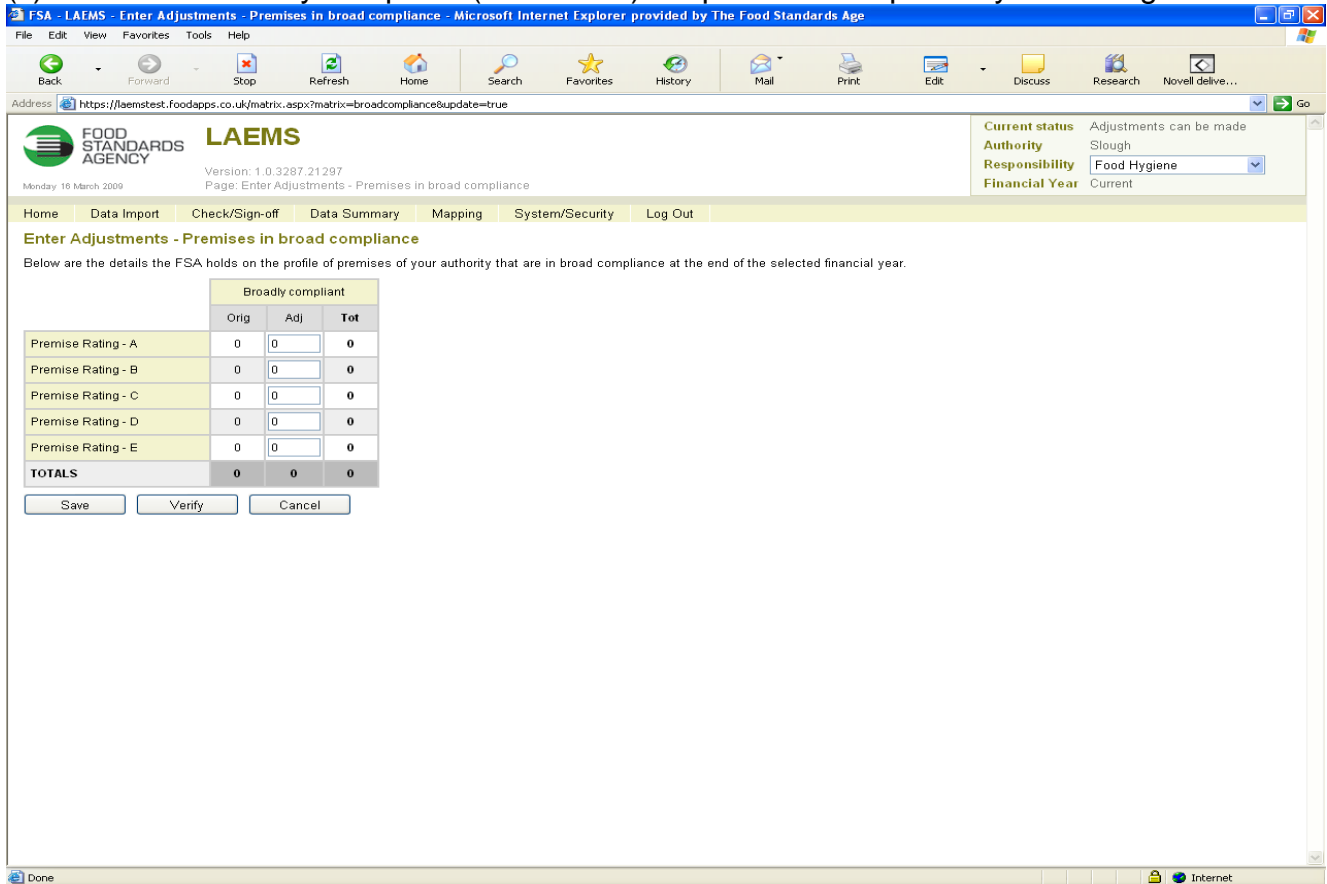
Enter Adjustments - Premises profile

Below are the details the FSA holds on the premises profile of your authority at the end of the selected financial year.

	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters			Orig
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	
Premise Rating - A	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Premise Rating - B	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Premise Rating - C	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Premise Rating - Unrated	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Outside programme	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0

Save | Verify | Cancel

(J) Number of broadly compliant (see note 5) FH premises: required by risk rating



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Premises in broad compliance

Monday 16 March 2009

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

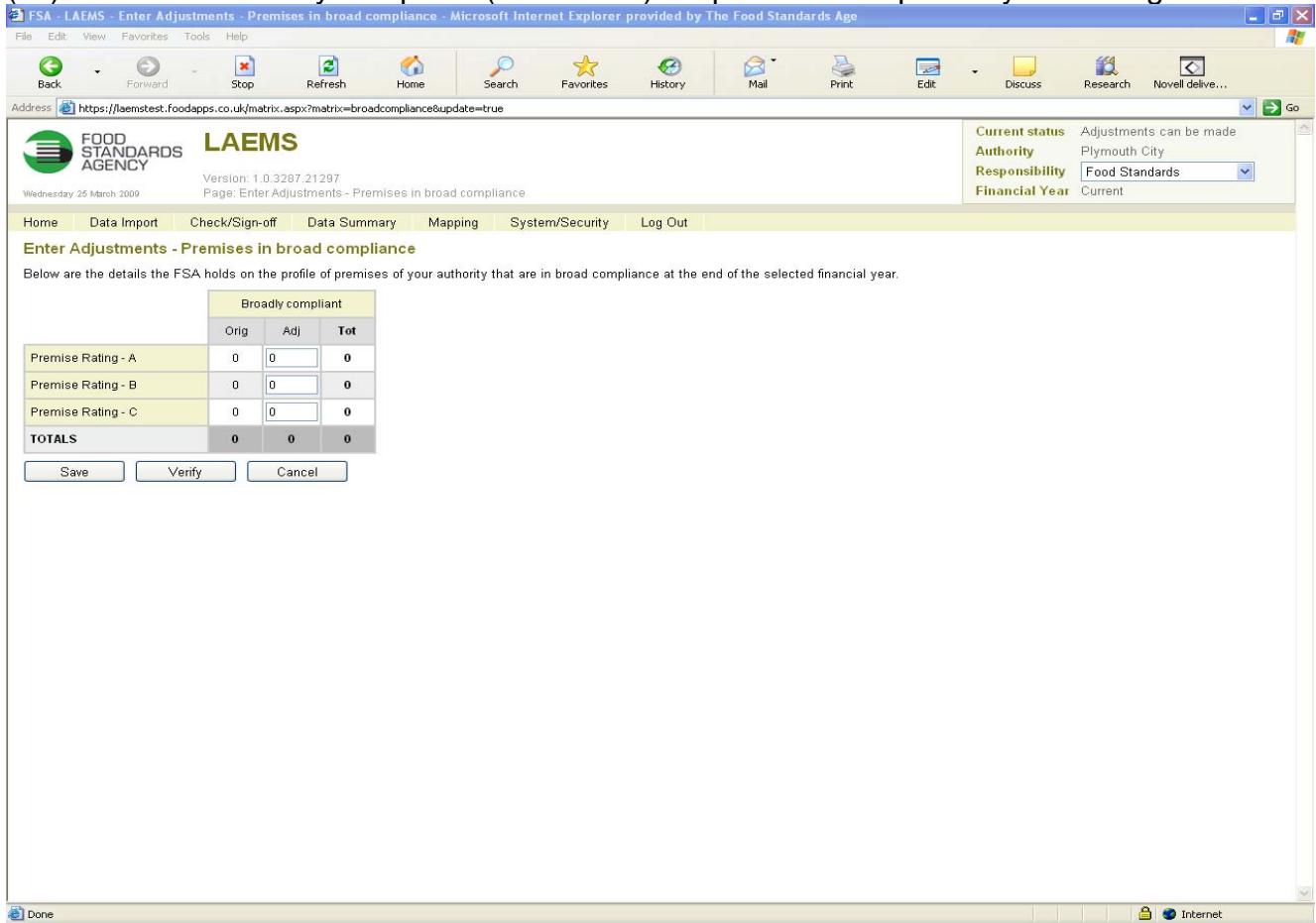
Enter Adjustments - Premises in broad compliance

Below are the details the FSA holds on the profile of premises of your authority that are in broad compliance at the end of the selected financial year.

	Broadly compliant		
	Orig	Adj	Tot
Premise Rating - A	0	<input type="text" value="0"/>	0
Premise Rating - B	0	<input type="text" value="0"/>	0
Premise Rating - C	0	<input type="text" value="0"/>	0
Premise Rating - D	0	<input type="text" value="0"/>	0
Premise Rating - E	0	<input type="text" value="0"/>	0
TOTALS	0	0	0

Save | Verify | Cancel

(J1) Number of broadly compliant (see note 5) FS premises: required by risk rating



The screenshot shows the LAEMS web application interface. The page title is "Enter Adjustments - Premises in broad compliance". The address bar shows the URL: <https://laemstest.foodapps.co.uk/matrix.aspx?matrix=broadcompliance&update=true>. The page content includes a navigation menu with options like Home, Data Import, Check/Sign-off, Data Summary, Mapping, System/Security, and Log Out. Below the navigation menu, there is a section titled "Enter Adjustments - Premises in broad compliance" with a sub-header "Broadly compliant". This section contains a table with the following data:

	Broadly compliant		
	Orig	Adj	Tot
Premise Rating - A	0	<input type="text" value="0"/>	0
Premise Rating - B	0	<input type="text" value="0"/>	0
Premise Rating - C	0	<input type="text" value="0"/>	0
TOTALS	0	0	0

Below the table, there are three buttons: "Save", "Verify", and "Cancel".

(K) Enforcement actions (see note 6): required by premises type (see note 3)
 This should show the number of establishments subject to each type of action.

FSA - LAEMS - Enter Adjustments - Enforcement Actions - Microsoft Internet Explorer provided by The Food Standards Agency

Address: https://laemstest.foodapps.co.uk/matrix.aspx?matrix=enforcementaction&update=true

LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Enforcement Actions

Monday 18 March 2009

Current status: Adjustments can be made
 Authority: Slough
 Responsibility: Food Hygiene
 Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

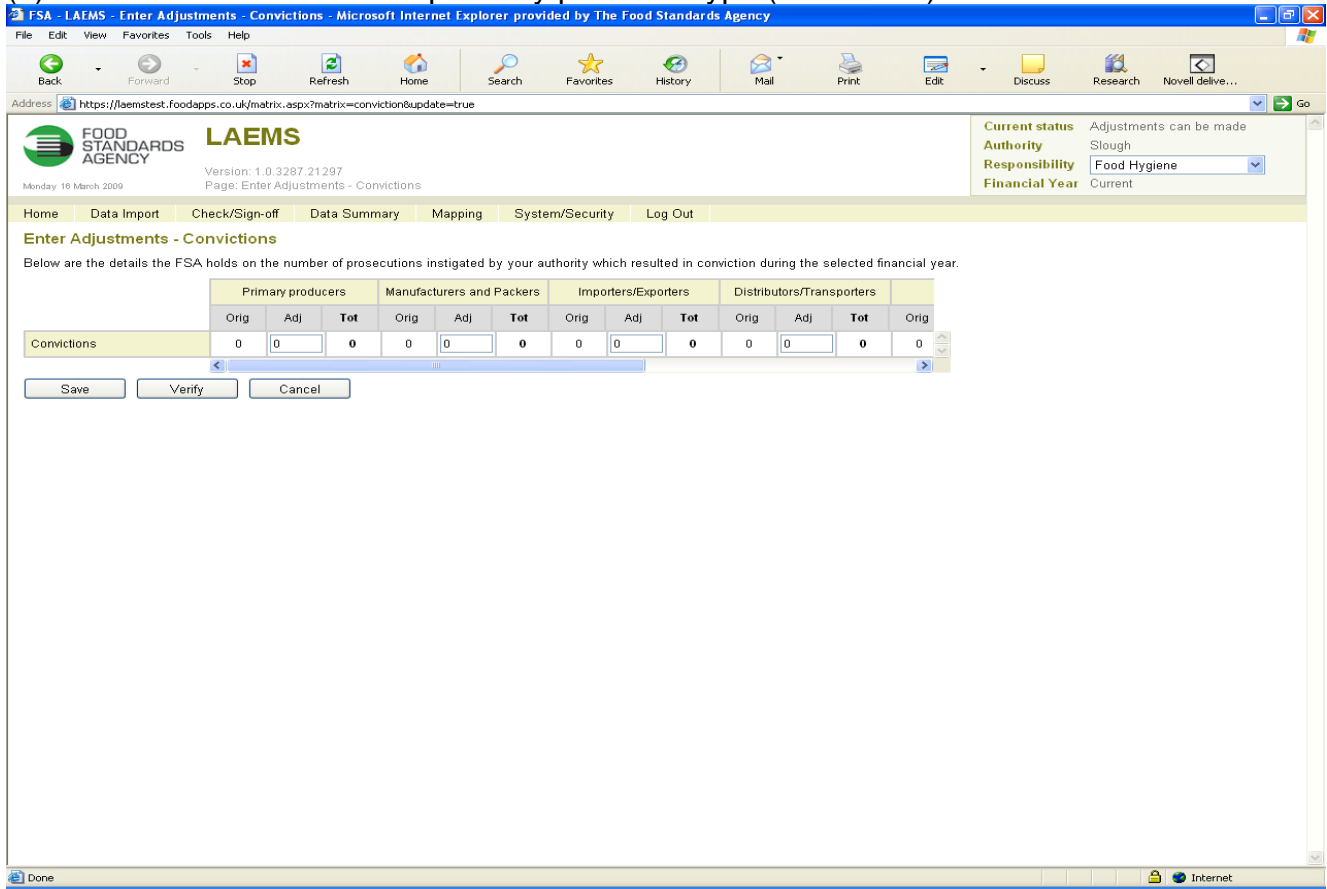
Enter Adjustments - Enforcement Actions

Below are the details the FSA holds on the enforcement actions taken by your authority during the selected financial year.

	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters			Orig
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	
Voluntary closure	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Seizure, detention & surrender of food	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Suspension/revocation of approval or licence	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Emergency prohibition notice	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Prohibition order	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Simple caution	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0

Save | Verify | Cancel

(L) Number of convictions: required by premises type (see note 3)



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Convictions

Monday 16 March 2009

Current status: Adjustments can be made
Authority: Slough
Responsibility: Food Hygiene
Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

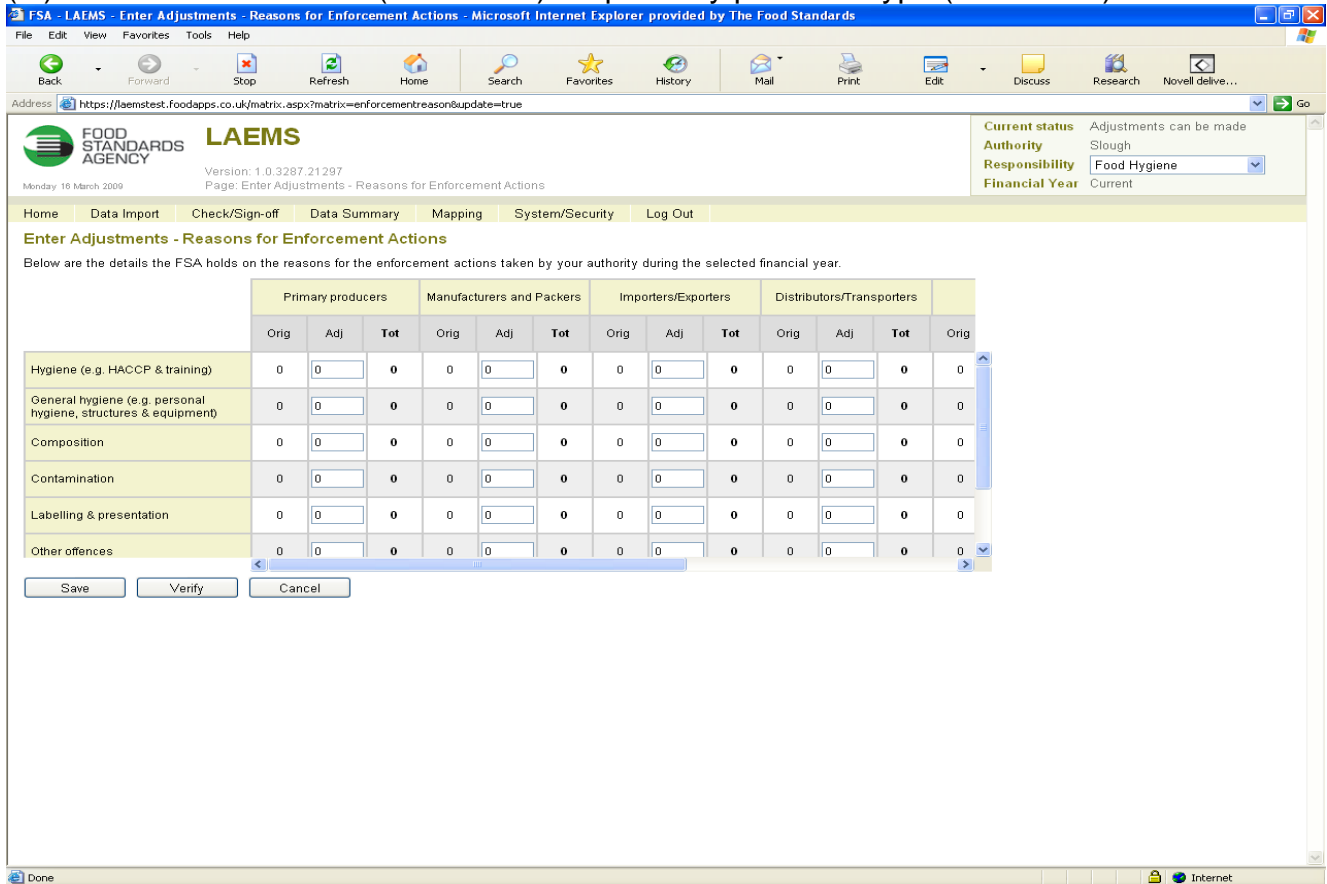
Enter Adjustments - Convictions

Below are the details the FSA holds on the number of prosecutions instigated by your authority which resulted in conviction during the selected financial year.

	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters			Orig
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	
Convictions	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0

Save | Verify | Cancel

(M) Enforcement reasons (see note 7): required by premises type (see note 3)



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Reasons for Enforcement Actions

Monday 16 March 2009

Current status: Adjustments can be made
Authority: Slough
Responsibility: Food Hygiene
Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

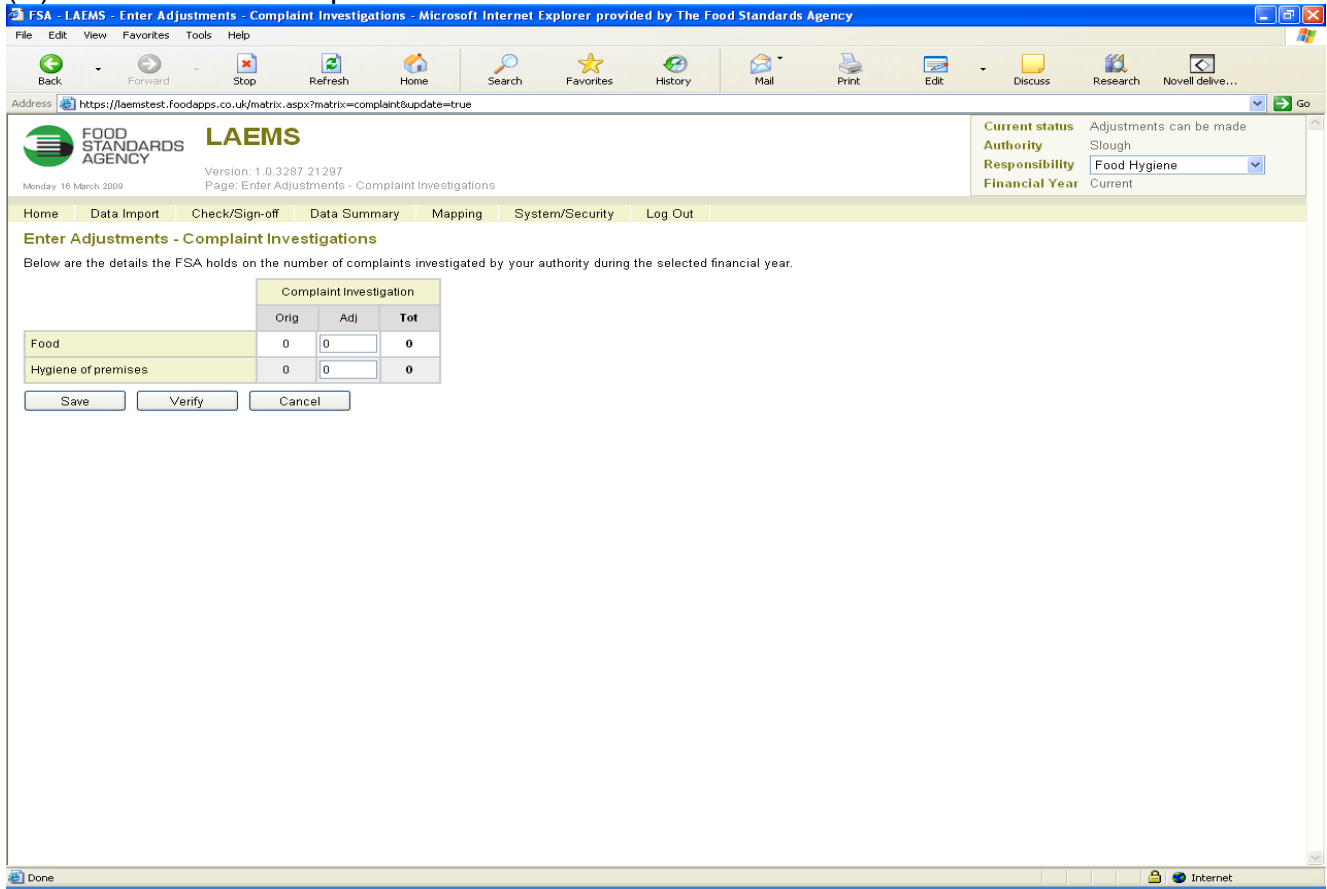
Enter Adjustments - Reasons for Enforcement Actions

Below are the details the FSA holds on the reasons for the enforcement actions taken by your authority during the selected financial year.

	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters			Orig
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	
Hygiene (e.g. HACCP & training)	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
General hygiene (e.g. personal hygiene, structures & equipment)	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Composition	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Contamination	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Labelling & presentation	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0
Other offences	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0	<input type="text"/>	0	0

Save | Verify | Cancel

(N) Number of FH complaints:




The screenshot shows the LAEMS web application in a Microsoft Internet Explorer browser. The page title is "FSA - LAEMS - Enter Adjustments - Complaint Investigations". The address bar shows the URL: https://laemstest.foodapps.co.uk/matrix.aspx?matrix=complaint&update=true. The page header includes the Food Standards Agency logo, the text "LAEMS", and version information: "Version: 1.0.3287.21297". The page content is titled "Enter Adjustments - Complaint Investigations" and includes a navigation menu with options like Home, Data Import, Check/Sign-off, Data Summary, Mapping, System/Security, and Log Out. Below the menu, there is a table for "Complaint Investigation" with columns for "Orig", "Adj", and "Tot". The table has two rows: "Food" and "Hygiene of premises", both showing 0 in the "Orig" and "Adj" columns and 0 in the "Tot" column. There are "Save", "Verify", and "Cancel" buttons below the table. On the right side of the page, there are settings for "Current status" (Adjustments can be made), "Authority" (Slough), "Responsibility" (Food Hygiene), and "Financial Year" (Current).

Complaint Investigation			
	Orig	Adj	Tot
Food	0	0	0
Hygiene of premises	0	0	0

(N1) Number of FS complaints:

FSA - LAEMS - Enter Adjustments - Complaint Investigations - Microsoft Internet Explorer provided by The Food Standards Agency

Address: <https://laemstest.foodapps.co.uk/matrix.aspx?matrix=complaint&update=true>



LAEMS

Version: 1.0.3287.21297
Page: Enter Adjustments - Complaint Investigations

Wednesday 25 March 2009

Current status Adjustments can be made

Authority Plymouth City

Responsibility Food Standards

Financial Year Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Complaint Investigations

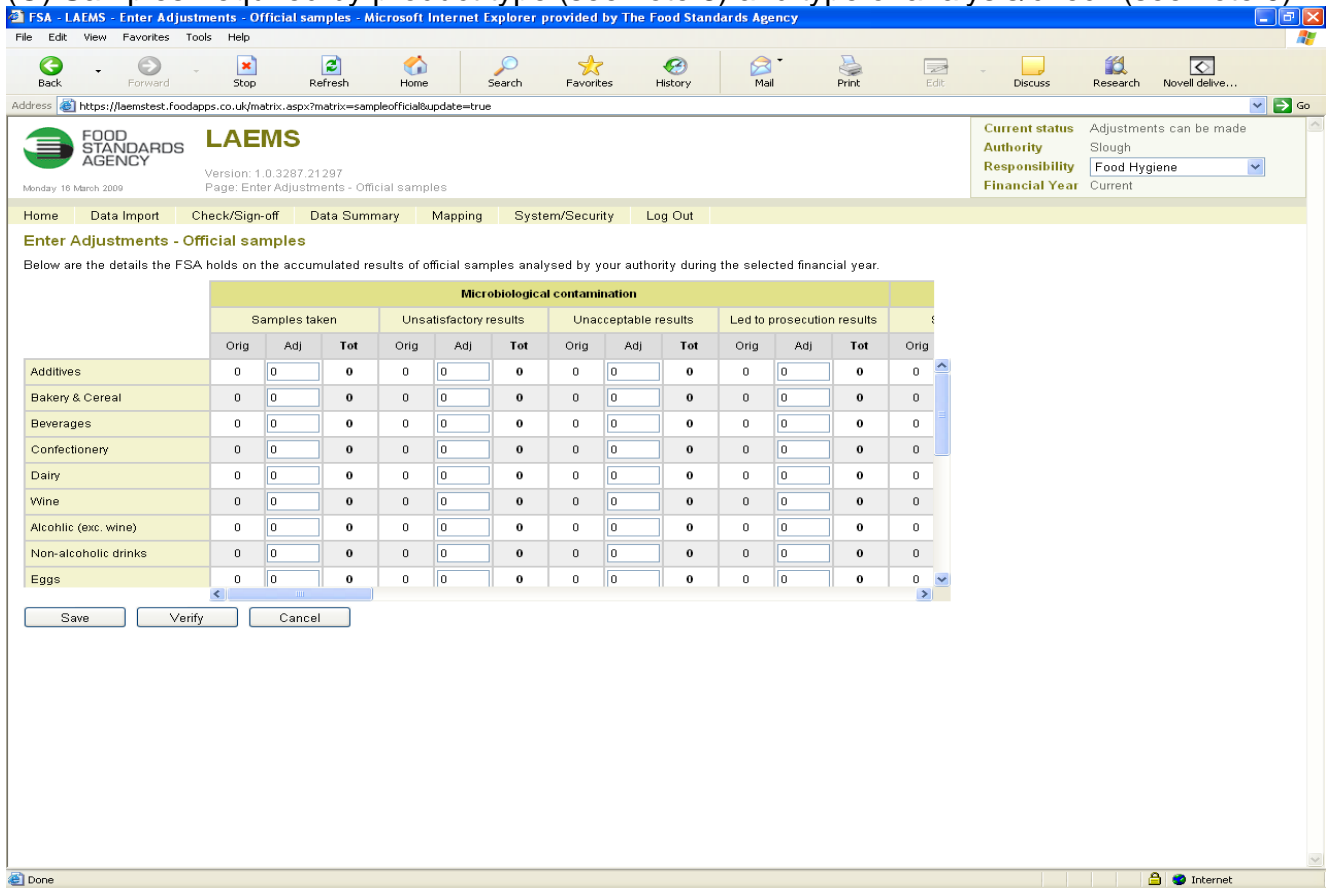
Below are the details the FSA holds on the number of complaints investigated by your authority during the selected financial year.

	Complaint Investigation		
	Orig	Adj	Tot
Food	0	<input type="text" value="0"/>	0

Save | Verify | Cancel

Done | Internet

(O) Samples: required by product type (see note 8) and type of analysis/check (see note 9)



LAEMS
Version: 1.0.3287.21297
Page: Enter Adjustments - Official samples

Monday 16 March 2009

Current status: Adjustments can be made
 Authority: Slough
 Responsibility: Food Hygiene
 Financial Year: Current

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Enter Adjustments - Official samples

Below are the details the FSA holds on the accumulated results of official samples analysed by your authority during the selected financial year.

	Microbiological contamination											
	Samples taken			Unsatisfactory results			Unacceptable results			Led to prosecution results		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
Additives	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Bakery & Cereal	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Beverages	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Confectionery	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Dairy	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Wine	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Alcoholic (exc. wine)	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Non-alcoholic drinks	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
Eggs	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0

Save Verify Cancel

Actions required after manual entry of data

Once all of the required data have been manually entered to the screens, you will need to follow the 'Check business rules' and 'Sign-off' processes. See: <http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsprocess.pdf> for guidance on these areas (clicking on the boxes for each of these processes will take you to the associated guidance).

Excel file containing a breakdown of premises

The excel file containing the breakdown of premises should follow the template available on the FSA website at **[INSERT LINK]**. There are separate worksheets for FH, FS (using the Code of Practice rating) and FS (using the LACORS rating scheme).

The premises categories used should follow those listed at note 1, below.

These excel files should be emailed to laems@foodstandards.gsi.gov.uk

Please ensure that the title line of the email contains the following: '**LAEMS breakdown of premises for [Name of Local Authority] – [Local Authority Code]**'

Please note: separate excel worksheets are required for Food Hygiene and Food Standards.

Notes:

(1) Guidance on the calculation of **FTEs** can be found in the FAQs:

<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsfaq.pdf> (Question F1 refers).

(2) The **categories of intervention** can be found at:

<http://www.food.gov.uk/multimedia/spreadsheets/laemsfhfsinterventions.xls>

(3) Premises types – the required breakdown of premises types for manual entry to LAEMS is as follows:

Primary producers
Manufacturers and packers
Importers/Exporters
Distributors/Transporters
Retailers
Restaurants and Caterers

NB: the sub-division of Retailers and of Restaurants and Caterers will not be required to be manually entered. However, this does not change the requirement for LAs supplying via XML and LAs should still be recording this sub-division on local systems.

Guidance on the definition of premises types can be found on the FSA website at:

<http://www.food.gov.uk/multimedia/spreadsheets/laemsfhfspremises.xls>

(4) **Due interventions outstanding** are those interventions due in the financial year (according to the intervention frequency in the Code of Practice) which were not carried out in the financial year.

(5) The calculation to use for the **level of broadly complaint premises** can be found in the FAQs: <http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsfaq.pdf> (Question P2 refers). The figures used in this calculation should be consistent with the premises submitted via the excel file.

(6) **Enforcement actions:**

<http://www.food.gov.uk/multimedia/spreadsheets/laemsguideactions.xls>

(7) **Enforcement reasons:**

<http://www.food.gov.uk/multimedia/spreadsheets/laemsguidereasons.xls>

(8) **Product types for sampling.** Details and definitions can be found on the FSA website at:

<http://www.food.gov.uk/multimedia/spreadsheets/laemsfhfsampling.xls>

(9) **Analyses/checks carried out on samples** are required for the following categories:

Microbiological Contamination
Other Contamination
Composition
Labelling & Presentation
Others

Definitions of these categories can be found in the Framework Agreement:

<http://www.food.gov.uk/multimedia/pdfs/frameworkjuly04.pdf> (page 4-13 refers)

END OF DOCUMENT