



Guidance title

Revision & Date

If you require this information in an alternative format – such as audio, large print, Braille – please contact us.

CONTACT TELEPHONE [NUMBER]

Summary

Intended audience:	Indicate which organisations this guidance is applicable to. In particular, highlight if it is applicable to SMEs.
Regional coverage:	Indicate which of the UK countries this guidance is applicable to.
Purpose:	Indicate the subject areas that this guidance addresses and what the guidance intends to achieve.
Legal status:	Indicate whether this guidance is intended: <ul style="list-style-type: none"> • To accompany regulations; • To address best practice; or • Both, in which case, the relevant sections should be highlighted
Essential actions to comply with regulation(s):	List in plain English all the actions a business must take in order to comply with the accompanying regulation(s). Make it as clear as you can, using bullet points if possible. If the guidance is not about regulations, delete this row.

REVISION HISTORY

This guidance follows the Government [Code of Practice on Guidance](#). If you believe this guidance breaches the Code for any reason, please contact us using the number on the front sheet. If you have any comments on the guidance, again please contact us on the number on the front sheet.

Revision No.	Revision date	Purpose of revision	Revised by
1	October 2007	Draft Model Guidance	Mike Webster (BOMEL)
2	November 2007	Revised following initial user feedback	Judith Taylor (FSA)
3	August 2008	Revised following publication of Government Code	Judith Taylor (FSA)
4	March 2009	Revised following user feedback and publication of Anderson review	Judith Taylor (FSA)
5	January 2010	Revised to include change to legal status paragraphs	Judith Taylor (FSA)

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INTRODUCTION

1. The format, style, section breaks and numbering of text and titles of this template should be kept to ensure consistency. An easy way to do this is to overwrite the existing text. Press the Insert button to toggle Overwrite on and off without changing the formatting/style. Do not delete section breaks or change paragraph numbering.
 - a. Use the given styles in the Quick Style Gallery above to indent and number sub-paragraphs. This is FSA Guidance Indent style.
 - This is FSA Guidance bullet style

This is FSA Guidance level two heading style, which will automatically be included in the Table of Contents

THIS IS FSA GUIDANCE HEADING 1 STYLE, WHICH WILL APPEAR IN CAPITALS IN THE AUTOMATIC TABLE OF CONTENTS

2. To update the table of contents automatically, left click in it, then right click and choose Update Field, Update entire table.

INTENDED AUDIENCE

3. Indicate right at the beginning exactly for whom the guidance is intended. In particular, indicate whether the guidance is intended for SMEs. Enforcement and other non-business stakeholders will also need to know if the guidance is intended for them.
4. By doing this you will let organisations know exactly whether the guidance is for them or not.

PURPOSE OF GUIDANCE

5. Explain in plain language why you are producing the guidance.

LEGAL STATUS OF GUIDANCE

6. The legal status must be indicated at the start of the guidance as:
 - Regulatory guidance
 - Best practice
 - Combination of the two.
7. The following paragraph is for guidance on regulations. There are separate guidance templates for best practice guidance and a mixture of regulatory and best practice guidance.
8. You cannot change the wording of the legal status paragraphs. Remember to include the full name of the Regulations or subject area of your guidance in the shaded area. Delete paragraphs 6, 7, 8 and 9 and the sub-title to paragraph 10 before issuing your guidance.
9. **If you believe that the Courts may interpret the law in a way which may make your guidance incorrect, bring this to your Legal adviser's attention when you put your guidance to them for consideration.**

Guidance on regulation

10. These guidance notes have been produced to explain clearly the legal requirements of the Full name of Regulation(s) They cannot cover every situation and you may need to consider the relevant legislation itself to see how it applies in your circumstances. If you do follow the guidance notes they will help you to comply with the law. Businesses with specific queries may wish to seek the advice of their local enforcement agency, which will usually be the trading standards/environmental health department of the local authority.

LANGUAGE

11. Use language suitable for your audience. Where you use a technical term, provide a definition. Consider including a glossary. Spell out any acronyms the first time you use them.

LAYOUT OF THE CONTENT

12. The layout of this document is intended to provide a template for FSA-produced guidance. However, in some instances the guidance may be typeset by printers. In this case, the number of text columns should be limited to two (stakeholders expressed concern about the readability of guidance where the text was presented in three columns).

CHARTS

13. Use a diagram or table where a complex issue would be better explained by such an illustration.
14. Stakeholders considered flowcharts to be useful.

PHOTOGRAPHS/PICTURES

15. Include a photograph or picture where it would help understanding.
16. As an example, stakeholders expressed concern about their ability to judge the fat content of meat, leading to some meat being classed conservatively as having a higher fat content. A photograph would have helped address this.

WORKED EXAMPLES

17. Use a worked example where it would illustrate a complex issue better.
18. As an example, stakeholders considered worked examples to be useful in the case of sample calculations.

REFERENCES

19. Include relevant references, but ensure that the guidance functions as a standalone document.
20. Stakeholders expressed concern about guidance where obtaining the references was essential to understanding the guidance.

REVIEW

21. Include the date when you plan to review the guidance. Invite feedback from the users, including completion and return of the feedback questionnaire at [\[insert link\]](#)

CONTACTS

22. Provide FSA contact details and make sure they are kept up to date. Bearing in mind staff moves, provide at least a telephone number. Contacts should be able to address stakeholders' issues.
23. Stakeholders expressed concern that on a limited number of occasions they were not always able to obtain help from the FSA contact listed.

ANNEXE A

ANNEXE A: ISSUES TO CONSIDER IN PREPARING GUIDANCE

Included in this template to illustrate preferred layout. If you overwrite the title, the Table of Contents will include it. Copy this Annexe to create any additional ones.

Guidance on issues to consider in preparing guidance is on *Foodweb* at <http://foodweb/operations/guidance/guidelines.pdf>