

Project Documentation

Local Authority Enforcement Monitoring System

XML Schema Description

Version History.

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OVERVIEW

This document defines and explains the formal structure of the data expected to be returned to the FSA from the Local Authorities. The document is laid out in three sections:

XML SKELETON STRUCTURE gives a very simple overview of the basic structure outlining the tags and their structure.

DESCRIBING THE STRUCTURE examines each tag, defining whether it's required, the number of expected occurrences, whether its values are limited and a brief description of its place in creating the report data summary. Each definition comes with a simple description and a basic example of how the tag might look in practice.

CASE STUDY takes a fictional example and walks through creating the separate elements of the data with relation to a "real-life" situation, building towards a complete example data file.

There are two associated documents - a formal XSD schema defining the XML data: structure

<http://archive.food.gov.uk/laemsxmlschema.xsd>

and the complete XML data file that represents the CASE STUDY in full

<http://archive.food.gov.uk/laemsxmlcasestudy.xml>.

XML SKELETON STRUCTURE

Below is the expected structure of the XML data to be returned by the Local Authority. This is only a skeleton layout identifying the elements and the hierarchy required. Each tag will be described in detail, with the expected data and occurrences and working examples, in the next section *DESCRIBING THE STRUCTURE*.

Skeleton

```
<?xml version="1.0" encoding="utf-8" ?>
<LAEMSData>
  <LocalAuthority>
    <LocalAuthorityCode />
    <LocalAuthorityName />
    <FinancialYear />

    <HeadOfFoodServices>
      <Name />
      <Email />
      <Telephone />
      <Fax />
      <JobTitle />
      <Address />
      <TownCity />
      <Postcode />
    </HeadOfFoodServices>

    <MonitoringReturnsOfficer>
      <Name />
      <Email />
      <Telephone />
      <Fax />
    </MonitoringReturnsOfficer>

    <Responsibility>
      <ResponsibilityType />
      <RiskRatingType />

      <OfficerResponsible>
        <Name />
        <Email />
        <Telephone />
        <Fax />
      </OfficerResponsible>

      <FTEPosts>
        <FTEPostType />
        <FTEPostCount />
        <FTEPostOccupied />
      </FTEPosts>
  </LocalAuthority>
</LAEMSData>
```

```
<Premise>
  <LAPremiseID />
  <Owner />
  <Name />
  <Address />
  <TownCity />
  <Postcode />
  <PremiseType />
  <Approved />
  <Registered />
  <InterventionsDue />
  <CeasedTrading />
  <RiskRating />

  <Complaints>
    <ComplaintType />
  </Complaints>

  <RiskScores>
    <RiskScoreType />
    <RiskScore />
  </RiskScores>

  <Intervention>
    <Type />
    <RiskRatingAtIntervention />
  </Intervention>

  <Enforcement>
    <Type />
    <Reason />
  </Enforcement>

  <Conviction>
    <Reason />
  </Conviction>

  <Sample>
    <ProductType />
    <ImportedFrom />
    <SampleStatus />

    <SampleDetail>
      <SampleType />
      <ResultType />
    </SampleDetail>
  </Sample>
</Premise>
</Responsibility>
</LocalAuthority>
</LAEMSData>
```

DESCRIBING THE STRUCTURE

Each <...Tag...> shown in the structure is described in this section. Descriptions will include;

- a definition of the data required
- how the information links to the appropriate value in the data summary. The 'data summary map' refers to the screens of the data summary for which the data will be used. Examples of the data summaries for each 'responsibility' can be found on the FSA website using the following links:
 - [Food Hygiene](#)
 - [Food Standards](#)
 - Animal Feed (split into 4 parts due to size of files):
 - <http://www.food.gov.uk/multimedia/spreadsheets/laemsfeeddatasummary1.xls>
 - <http://www.food.gov.uk/multimedia/spreadsheets/laemsfeeddatasummary2.xls>
 - <http://www.food.gov.uk/multimedia/spreadsheets/laemsfeeddatasummary3.xls>
 - <http://www.food.gov.uk/multimedia/spreadsheets/laemsfeeddatasummary4.xls>
 - [Primary Production](#)
 - [Imported Food](#)
- examples and explanation of expected data

Examples of individual tags and how they should be structured will be given throughout this section. More detailed examples showing how the XML structure builds up and how it might be applied to "real" data are contained in the **CASE STUDY**. All individual examples relate to the fictional case study.

Note: XML is case-sensitive - <Premise> is not the same as <premise>. XML has a number of characters it considers "special" - chief among these are the ampersand (&), less than (<), greater than (>) and pound (£) signs. Please try to avoid using these characters in the data elements. If they must be included in a data element, the standard XML entities should be used: < (<), > (>), & (&) and £ (£).

<?xml version="1.0" encoding="utf-8" ?>

Required	Yes
Occurrences	1
Data Summary Map	N/A

Description

Formal declaration of the XML document. Please note the required encoding is **UTF-8**.

LAEMSData

Required	Yes
Occurrences	1
Data Summary Map	N/A

Description

The ROOT element of the XML document. Every XML document must have a single root element that encloses all the other data within the document. It's customary to make the tag for the root element generally descriptive of the data contained within the document – hence *LAEMSData*.

LocalAuthority

Required	Yes
Occurrences	1
Data Summary Map	N/A

Description

This is the top-level element for an individual Local Authority. All data for an LA will be contained within this element.

LocalAuthorityCode

Required	Yes
Occurrences	1
Max characters	5
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Code No

Description

This is a simple element which should contain the numeric code assigned to the LA by the FSA.

Example

For Exempleton District Council, the completed tag could be:

```
<LocalAuthorityCode>999</LocalAuthorityCode>
```

LocalAuthorityName

Required	Yes
Occurrences	1
Max characters	100
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Name of Authority (this is not technically correct as the Name of the Authority will be derived from a list of LAs using the LocalAuthorityCode)

Description

This is a simple element which should contain the name of the Local Authority. It is used for a simple check against a mistyped LocalAuthorityCode.

Example

For Exempleton DC, the completed tag would be:

```
<LocalAuthorityName>Exempleton District Council</LocalAuthorityName>
```

FinancialYear

Required	Yes
Occurrences	1
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Year for Return

Description

This is a simple element which should contain the Financial Year for which the return is being completed. This is taken to be the year in which the Financial Year starts, e.g. for 2007/08, 2007 is the required value.

Example

For the Financial Year 2007-08.

```
<FinancialYear>2007</FinancialYear>
```

PROGRESS POINT - Local Authority (Simple elements)

An example of how these elements are collated when building the full XML data can be found at:

Progress Example 1 – Local Authority (Simple elements)

--- End of section ---

HeadOfFoodServices

Required	Yes
Occurrences	1
Data Summary Map	Elements contained within this tag map to FH1.1, FS1.1, AF1.1 and PPE1.1 and will be detailed individually

Description

This is a container element holding a break-down of the information required on the Head of Food Services for the Local Authority

{HeadOfFoodServices}.Name

Required	Yes
Occurrences	1
Max characters	50
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Head of Food Services.Name

Description

This is a simple element which should contain the name of the Head of Food Services for the Local Authority

Example

The completed tag would be:

```
<Name>Ms Alice Guardian</Name>
```

{HeadOfFoodServices}.Email

Required	Yes
Occurrences	1
Max characters	100
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Head of Food Services.Email

Description

This is a simple element which should contain the email address of the Head of Food Services for the Local Authority

Example

The completed tag would be:

```
<Email>A.Guardian@exampleton.gov.uk</Email>
```

{HeadOfFoodServices}.Telephone

Required	Yes
Occurrences	1
Max characters	25
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Head of Food Services.Tel

Description

This is a simple element which should contain the telephone number of the Head of Food Services for the Local Authority. Telephone numbers should be entered as a single string of digits with no formatting.

Example

The completed tag would be:

```
<Telephone>04567123001</Telephone>
```

{HeadOfFoodServices}.Fax

Required	Yes
-----------------	-----

Occurrences	1
Max characters	25
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Head of Food Services.Fax

Description

This is a simple element which should contain the fax number of the Head of Food Services for the Local Authority. Telephone numbers should be entered as a single string of digits with no formatting.

Example

The completed tag would be:

```
<Fax>04567123091</Fax>
```

{HeadOfFoodServices}.JobTitle

Required	Yes
Occurrences	1
Max characters	50
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Head of Food Services.Job Title

Description

This is a simple element which should contain the job title of the Head of Food Services for the Local Authority

Example

The completed tag would be:

```
<JobTitle>Director of Environmental Services</JobTitle>
```

{HeadOfFoodServices}.Address

Required	Yes
Occurrences	1
Max characters	100
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Head of Food Services.Address

Description

This is a simple element which should contain the number/street address of the postal contact address of the Head of Food Services for the Local Authority

Example

The completed tag would be:

```
<Address>Town Hall, 134 High Street</Address>
```

{HeadOfFoodServices}.TownCity

Required	Yes
Occurrences	1
Max characters	50
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Head of Food Services.TownCity

Description

This is a simple element which should contain the town/city of the postal contact address of the Head of Food Services for the Local Authority

Example

The completed tag would be:

```
<TownCity>Exampton</TownCity>
```

{HeadOfFoodServices}.Postcode

Required	Yes
Occurrences	1
Max characters	10
Data Summary Map	FH1.1, FS1.1, AF1.1, PPE1.1. Head of Food Services.Postcode

Description

This is a simple element which should contain the postcode of the postal contact address of the Head of Food Services for the Local Authority

Example

The completed tag would be:

```
<Postcode>NT1 5HS</Postcode>
```

Example – HeadOfFoodServices

The completed HeadOfFoodServices tag would look like this

```
<HeadOfFoodServices>
  <Name>Ms Alice Guardian</Name>
  <Email>A.Guardian@example.com</Email>
  <Telephone>04567123001</Telephone>
  <Fax>04567123091</Fax>
  <JobTitle>Director of Environmental Services</JobTitle>
  <Address>Town Hall, 134 High Street</Address>
  <TownCity>Exampleton</TownCity>
  <Postcode>NT1 5HS</Postcode>
</HeadOfFoodServices>
```

PROGRESS POINT – LocalAuthority with HeadOfFoodServices

An example of how these elements are collated when building the full XML data can be found at:

Progress Example 2 – LocalAuthority with HeadOfFoodServices

--- End of section ---

MonitoringReturnsOfficer

Required	Yes
Occurrences	1
Data Summary Map	Elements contained within this tag map to FH1.1, FS1.1, AF1.1 or PPE1.1 and will be detailed individually

Description

This is a container element holding a break-down of the information required on the Monitoring Returns Officer for the Local Authority

{MonitoringReturnsOfficer}.Name

Required	Yes
Occurrences	1
Max characters	50
Data Summary Map	FH1.1, FS1.1, AF1.1 or PPE1.1.Monitoring Returns Officer.Name

Description

This is a simple element which should contain the name of the Monitoring Returns Officer for the Local Authority

Example

The completed tag would be:

```
<Name>Mr Ivor Beedyeye</Name>
```

{MonitoringReturnsOfficer}.Email

Required	Yes
Occurrences	1
Max characters	100
Data Summary Map	FH1.1, FS1.1, AF1.1 or PPE1.1. Monitoring Returns Officer.Email

Description

This is a simple element which should contain the email address of the Monitoring Returns Officer for the Local Authority

Example

The completed tag would be:

```
<Email>I.Beedyeye@exampleton.gov.uk</Email>
```

{MonitoringReturnsOfficer}.Telephone

Required	Yes
Occurrences	1
Max characters	25
Data Summary Map	FH1.1, FS1.1, AF1.1 or PPE1.1. Monitoring Returns Officer.Tel

Description

This is a simple element which should contain the telephone number of the Monitoring Returns Officer for the Local Authority. Telephone numbers should be entered as a single string of digits with no formatting.

Example

The completed tag would be:

```
<Telephone>04567123007</Telephone>
```

{MonitoringReturnsOfficer}.Fax

Required Occurrences	Yes
Max characters	1
Data Summary Map	25
	FH1.1, FS1.1, AF1.1 or PPE1.1. Monitoring Returns Officer.Fax

Description

This is a simple element which should contain the fax number of the Monitoring Returns Officer for the Local Authority. Telephone numbers should be entered as a single string of digits with no formatting.

Example

The completed tag would be:

```
<Fax>04567123087</Fax>
```

Example – MonitoringReturnsOfficer

The completed MonitoringReturnsOfficer tag would look like this

```
<MonitoringReturnsOfficer>
  <Name>Mr Ivor Beedyeye</Name>
  <Email>I.Beedyeye@example.gov.uk</Email>
  <Telephone>04567123007</Telephone>
  <Fax>04567123087</Fax>
</MonitoringReturnsOfficer>
```

PROGRESS POINT – LocalAuthority with MonitoringOfficer

An example of how these elements are collated when building the full XML data can be found at:

Progress Example 3 – LocalAuthority with MonitoringOfficer

--- End of section ---

Responsibility

Required	Yes
Occurrences	Multiple - 1 per Responsibility covered by the LA
Data Summary Map	Elements contained within this tag form the fundamental data for the Data Summary and will be detailed individually.

Description

A RESPONSIBILITY is an area of FSA/LA activity e.g. Food Standards (FS), Food Hygiene (FH), Animal Feed (AFU) and Primary Production (PPE). A single Responsibility element must be defined for each area of Responsibility covered by a Local Authority. The Responsibility element will then enclose all the information relating to the premises which the LA needs to monitor under that mandate.

{Responsibility}.ResponsibilityType

Required	Yes
Occurrences	1
Value List	FH FS AFU PPE
Data Summary Map	Determines the Responsibility to which the data relates

Description

This is a simple element which should contain the code of the area of responsibility the enclosed details relate to. These codes are supplied as part of these guidance notes.

Example

The completed tag would be:

```
<ResponsibilityType>FH</ResponsibilityType>
```

{Responsibility}.RiskRatingType

Required	Yes
Occurrences	1
Value List	FH CoP FS CoP LACORS AFU CoP LACORS PPE CoP
Data Summary Map	Determines to which sections of the Data Summary the enclosed data relates. FH - CoP FH2.2, FH2.3 and FH2.4 FS - CoP FS2.2 and FS2.3 FS - LACORS

FS2.4	FS2.4
AFU - CoP	AF2.2 and AF 2.3
AFU - LACORS	AF2.4
PPE - CoP	PPE2.3

Description

This is a simple element defining the type of Risk Rating being used for the Premises. This allows us to interpret the Risk Ratings correctly and add the Premise data to the correct page of the Data Summary. These codes are supplied as part of these guidance notes.

Example

The completed tag would be:

```
<RiskRatingType>CoP</RiskRatingType>
```

OfficerResponsible

Required	Yes
Occurrences	1
Data Summary Map	Elements contained within this tag map to FH1.1, FS1.1, AF1.1 or PPE1.1 and will be detailed individually

Description

This is a container element holding a break-down of the information required on the Lead Officer for the area of Responsibility within the LA

{OfficerResponsible}.Name

Required	Yes
Occurrences	1
Max characters	50
Data Summary Map	FH1.1, FS1.1, AF1.1 or PPE1.1. Officer With Lead Responsibility for <i>ResponsibilityType.Name</i>

Description

This is a simple element which should contain the name of the Lead Officer.

Example

The completed tag would be:

```
<Name>Mrs Fiona Heart</Name>
```

{OfficerResponsible}.Email

Required	Yes
Occurrences	1
Max characters	100
Data Summary Map	FH1.1, FS1.1, AF1.1 or PPE1.1. Officer With Lead Responsibility for <i>ResponsibilityType.Email</i>

Description

This is a simple element which should contain the email address of the Lead Officer

Example

The completed tag would be:

```
<Email>F.Heart@exampleton.gov.uk</Email>
```

{OfficerResponsible}.Telephone

Required	Yes
Occurrences	1
Max characters	25
Data Summary Map	FH1.1, FS1.1, AF1.1 or PPE1.1. Officer With Lead Responsibility for <i>ResponsibilityType.Tel</i>

Description

This is a simple element which should contain the telephone number of the Lead Officer. Telephone numbers should be entered as a single string of digits with no formatting.

Example

The completed tag would be:

```
<Telephone>04567124002</Telephone>
```

{OfficerResponsible}.Fax

Required	Yes
Occurrences	1
Max characters	25
Data Summary Map	FH1.1, FS1.1, AF1.1 or PPE1.1. Officer With Lead Responsibility for <i>ResponsibilityType.Fax</i>

Description

This is a simple element which should contain the fax number of the Lead Officer. Telephone numbers should be entered as a single string of digits with no formatting.

Example

The completed tag would be:

```
<Fax>04567124092</Fax>
```

Example – OfficerResponsible

The completed OfficerResponsible tag would look like this

```
<OfficerResponsible>
  <Name>Mrs Fiona Heart</Name>
  <Email>F.Heart@exampleton.gov.uk</Email>
  <Telephone>04567124002</Telephone>
  <Fax>04567124092</Fax>
</OfficerResponsible>
```

FTEPosts

Required	For FH, FS and AFU only
Occurrences	Multiple - one for each of the values in the {FTEPosts}.FTEPostType Value List
Data Summary Map	Elements contained within this tag map to FH1.2, FS1.2, AF1.2 or PPE1.2 and will be detailed individually

Description

This is a container element holding an analysis of the number of full-time equivalent posts for the area of Responsibility within the LA.

{FTEPosts}.FTEPostType

Required	Yes
Occurrences	1
Value List	Professional Administration
Data Summary Map	FH1.2, FS1.2 or AF1.2. <i>ResponsibilityType.Professional/Administration</i> }

Description

This is a simple element which should contain one of the values in the value list above.

Example

The completed tag would be:

```
<FTEPostType>Professional</FTEPostType>
```

{FTEPosts}.FTEPostCount

Required	Yes
Occurrences	1
Data Summary Map	FH1.2, FS1.2 or AF1.2. <i>ResponsibilityType.Professional/Administration</i> }.Count

Description

This is a simple element which should contain the number of full-time equivalent posts of the type defined above.

Example

The completed tag would be:

```
<FTEPostCount>10</FTEPostCount>
```

{FTEPosts}.FTEPostOccupied

Required	Yes
Occurrences	1
Data Summary Map	FH1.2, FS1.2 or AF1.2. <i>ResponsibilityType.Professional/Administration</i> }.Count

Description

This is a simple element which should contain the number of full-time equivalent posts of the type defined above which are occupied.

Example

The completed tag would be:

```
<FTEPostOccupied>10</FTEPostOccupied>
```

Example – FTEPosts

The completed FTEPosts tag would look like this - note: there must be an entry for both Administration and Professional.

```
<FTEPosts>
  <FTEPostType>Professional</FTEPostType>
  <FTEPostCount>10</FTEPostCount>
  <FTEPostOccupied>9</FTEPostOccupied>
</FTEPosts>
<FTEPosts>
  <FTEPostType>Administration</FTEPostType>
  <FTEPostCount>3</FTEPostCount>
  <FTEPostOccupied>3</FTEPostOccupied>
</FTEPosts>
```

PROGRESS POINT – LocalAuthority up to FTE Posts

An example of how these elements are collated when building the full XML data can be found at:

Progress Example 4 – LocalAuthority up to FTE Posts

--- End of section ---

Premise

Required	Yes
Occurrences	Multiple
Data Summary Map	Elements contained within this tag are used to create the majority of the elements shown on the Data Summary and will be detailed individually

Description

This is a container element holding a break-down of the information required on premises covered by the specific responsibility within the Local Authority. A Premises record is required for EVERY premise covered by the LA's responsibility, even if no intervention, enforcement or sample activities have taken place at the premise during the financial year – premises which were not subject to any enforcement activities during the year will still be required for the premises profile. Should a Local Authority have multiple responsibilities on a premise (e.g. FH and FS), then the premise must be identified for each Responsibility - e.g. once under Responsibility where ResponsibilityType = FH, and once under Responsibility where ResponsibilityType = FS, with data appropriate to the each different responsibility separated on to each premise record accordingly.

{Premise}.LAPremiseID

Required	No
Occurrences	1
Max characters	50
Data Summary Map	N/A

Description

This tag should be used if the Local Authority needs to create separate Premise elements to detail intervention, enforcement or sample activity against the same premise. The values in the field should be created by the LA and can be of any type that can easily guarantee uniqueness for each Premise. The value will be used to link such separate Premise records during the FSAs data load process. Once the data load process is complete, the LAPremiseID data will not be retained.

If the LAPremiseID is not set, it will be assumed that each Premise record refers to a unique premise. LAPremiseID is an "all or none" tag - if it has a value on the first Premise record, then it must have a value on ALL Premise records; if it does not have a value on the first Premise record, then it must NOT have a value on ANY Premise records.

Example

The completed tag would be:

```
<LAPremiseID>EDC1561</LAPremiseID>
```

{Premise}.Owner

Required	No
Occurrences	1
Max characters	100
Data Summary Map	N/A

Description

This tag is required for "easy" identification of data within the FSA data load process, particularly when needing to report errors found during the load process. Once the data load process is complete, the Owner data will not be retained.

Example

The completed tag would be:

```
<Owner>Mr Roberto Uffizi</Owner>
```

{Premise}.Name

Required	Optional if LAPremiseID supplied, otherwise mandatory
Occurrences	1
Max characters	100
Data Summary Map	N/A

Description

This tag is required for "easy" identification of data within the FSA data load process, particularly when needing to report errors found during the load process. Once the data load process is complete, the Name data will not be retained.

Example

The completed tag would be:

```
<Name>Il Italiano Pizza</Name>
```

{Premise}.Address

Required	Optional if LAPremiseID supplied, otherwise mandatory
Occurrences	1
Max characters	100
Data Summary Map	N/A

Description

This tag is required for "easy" identification of data within the FSA data load process, particularly when needing to report errors found during the load process. Once the data load process is complete, the Address data will not be retained.

Example

The completed tag would be:

```
<Address>45 High Street</Address>
```

{Premise}.TownCity

Required	Optional if LAPremiseID supplied, otherwise mandatory
Occurrences	1
Max characters	50
Data Summary Map	N/A

Description

This tag is required for "easy" identification of data within the FSA data load process, particularly when needing to report errors found during the load process. Once the data load process is complete, the TownCity data will not be retained.

Example

The completed tag would be:

```
<TownCity>Exampleton</TownCity>
```

{Premise}.Postcode

Required	Optional if LAPremiseID supplied, otherwise mandatory
Occurrences	1
Max characters	10
Data Summary Map	N/A

Description

This tag is required for "easy" identification of data within the FSA data load process, particularly when needing to report errors found during the load process. . Once the data load process is complete, the Postcode data will not be retained.

Example

The completed tag would be:

```
<Postcode>NT1 6HS</Postcode>
```

{Premise}.PremiseType

Required Occurrences Value List	Yes
	1
	<p>FH Primary Producers Manufacturers and Packers Importers/Exporters Distributors/Transporters (Retailers) Supermarket/Hypermarket Small retailer Retailer - other (Restaurants and Caterers) Restaurant/Cafe/Canteen Hotel/Guest house Pub/Club Take-away Caring premises School/College Mobile food unit Restaurants and caterers - other</p> <p>FS Primary Producers Manufacturers and Packers Importers/Exporters Distributors/Transporters (Retailers) Supermarket/Hypermarket Small retailer Retailer - other (Restaurants and Caterers) Restaurant/Cafe/Canteen Hotel/Guest house Pub/Club Take-away Caring premises School/College Mobile food unit Restaurants and caterers - other</p>

Value List (cont.)	AFU Primary Producers Livestock Farm Manufacturers/Processors Food Businesses Supplying Co-Products Importers/Exporters Distributors/Transporters Retailers Stores PPE Livestock Arable Horticulture/Vegetable growers Other
Max characters	50
Data Summary Map	FH2.1, FH2.5, FH3.1 and FH3.2 FS2.1, FS2.5, FH3.1 and FH3.2 AF2.1, AF2.5, AF3.1 and AF3.2 PPE2.1, PPE2.2, PPE3.1 and PPE3.2

Description

This tag defines the type of premises. Premise Type is an "Accumulator Grouping" used to allocate Intervention, Enforcement and Sample data to the correct cells on many of the reports in the Data Summary. The values shown above represent the minimum reporting level required by the FSA - Local Authorities will be expected to use the MAP function of the LAEMS application to match their codes to those of the FSA – further information on the mapping process is available at <http://www.food.gov.uk/multimedia/pdfs/laemsdatadeliverymappingdoc.pdf>.

Example

The completed tag would be:

```
<PremiseType>Restaurant/Cafe/Canteen</PremiseType>
```

{Premise}.Approved

Required	No - the Premise is assumed to be NOT Approved if this tag is not present
Occurrences	This tag ONLY applies to AFU
Value List	1
Data Summary Map	Y
	N/A

Description

This tag identifies AFU premises which have been designated Approved - it should only be supplied for AFU premises. ***For Food Hygiene, approved premises will now be part of the Code of Practice risk rating scheme.***

Example

The completed tag would be:

```
<Approved>Y</Approved>
```

{Premise}.Registered

Required	No - the Premise is assumed to be NOT Registered if this tag is not present
-----------------	---

Occurrences	This tag ONLY applies to AFU
Value List	1
Data Summary Map	Y or N
	N/A

Description

This tag identifies AFU premises which have been designated Registered - it should only be supplied for AFU premises

Example

The completed tag would be:

```
<Registered>Y</Registered>
```

{Premise}.InterventionsDue

Required	Yes
Occurrences	1
Value List	Integer >= 0
Data Summary Map	FH2.1, FS2.1 or AF2.1

Description

This is the number of interventions that should have been enacted against the premise during the current financial year based on the required frequency in the code of practice.

Example

The completed tag would be:

```
<InterventionsDue>1</InterventionsDue>
```

{Premise}.CeasedTrading

Required	No - the Premise is assumed to be still trading if this tag is not present
Occurrences	1
Value List	Y
Data Summary Map	FH2.1 and FH2.5 FS2.1 and FS2.5 AF2.1 and AF2.5 PPE2.1 and PPE2.2

Description

This tag should be set only when the premise ceases trading during the financial year. This allows for any intervention, enforcement or sample activity to be recorded for monitoring purposes, but excludes the premise from the authority's end-of-year premise count.

Example

The completed tag would be:

```
<CeasedTrading>Y</CeasedTrading>
```

{Premise}.RiskRating

Required	Yes
Occurrences	1
Value List	FH - CoP

Data Summary Map	A, B, C, D, E Unrated Outside
	FS - CoP A, B, C Unrated Outside
	FS - LACORS A, B, C Unrated Outside
	AFU - CoP A, B, C Unrated
	AFU - LACORS A, B, C Unrated
	PPE 2, 1, 0
	FH2.1, FH2.2, FH2.3, FH2.4 and FH2.5 FS2.1, FS2.2, FS2.3, FS2.4 and FS2.5 AF2.1, AF2.2, AF2.3, AF2.4 and AF2.5 PPE2.2 and PPE2.3

Description

Risk Rating is an "Accumulator Grouping" used to allocate Intervention, Enforcement and Sample data to the correct cells on many of the reports in the Data Summary. Note: the values that are valid for this tag depend on the value entered at Responsibility level for Risk Rating Type.

Example

The completed tag would be:

```
<RiskRating>B</RiskRating>
```

{Premise}.Complaints

Required	N
Occurrences	Multiple - one for each complaint received relating to the premises
Data Summary Map	Elements contained within this tag are accumulated for the values in FH4.1, FS4.1 or AF4.1 and will be detailed individually

Description

This is a container element holding an analysis of the type of complaints received for the premises.

{Complaints}.ComplaintType

Required	Yes
Occurrences	1
Value List	FH Food Hygiene of premises FS Food

Data Summary Map	AFU Pet Food Other Feed
	PPE <i>Not required</i>
	FH4.1, FS4.1 or AF4.1.

Description

This is a simple element which should contain one of the values in the value list above.

Example

The completed tag would be:

```
<ComplaintType>Food</ComplaintType>
```

Example – Complaints

The completed Complaints tag would look like this - note: there must be an entry for each Complaint Type

```
<Complaints>
  <ComplaintType>Food</ComplaintType>
</Complaints>
<Complaints>
  <ComplaintType>Hygiene of premises</ComplaintType>
</Complaints>
```

{Premise}.RiskScores

Required Occurrences	Yes
Data Summary Map	Multiple - one for each of the values in the {RiskScores}.RiskScoreType Value List
	Elements contained within this tag map to FH2.2, FH2.3 and FH2.4 FS2.2, FS2.3 and FS2.4 AF2.2, AF2.3 and AF2.4 PPE 2.3 and will be detailed individually

Description

This is a container element holding an analysis of the elements of the Risk Scores associated with a premise

{RiskScores}.RiskScoreType

Required Occurrences	Yes
Value List	1
	FH - CoP Type of food and method of handling Method of processing Consumers at risk Confidence in management/control systems Level of (current) compliance (hygiene) Level of (current) compliance (structural) Vulnerable groups Risk of contamination
	FS - CoP

Data Summary Map	Risk to consumers and/or other businesses Extent to which the activities of the business affect any hazard Ease of compliance Consumers at risk Confidence in management/control systems Level of (current) compliance
	FS - LACORS Confidence in business control systems
	AFU - CoP Risk to animal/human health and/or other businesses Extent to which the activities of the business affect any hazard Ease of compliance Animals and people at risk Level of (current) compliance Confidence in management/control systems
	AFU - LACORS Confidence in business control systems
	PPE - CoP Compliant
	FH2.2, FH2.3 and FH2.4 FS2.2, FS2.3 and FS2.4 AF2.2, AF2.3 and AF2.4 PPE 2.3

Description

This is a simple element which should contain values in the value list above. Each member of the value list should be present once and only once.

Example

The completed tag would be:

```
<RiskScoreType>Confidence in management/control systems</RiskScoreType>
```

{RiskScores}.RiskScore

Required Occurrences Value List	Yes
	1
	FOOD HYGIENE (FH)
	FH – CoP - Type of food and method of handling 5, 10, 30, 40
	FH – CoP - Method of processing 0, 20
	FH – CoP - Consumers at risk 0, 5, 10, 15.
FH - CoP - Level of (current) compliance (hygiene) (a) 0, 5, 10, 15, 20, 25	
FH - CoP - Level of (current) compliance (structural) (b) 0, 5, 10, 15, 20, 25	

<p>Value List (cont.)</p>	<p>FOOD HYGIENE (FH) (cont.) FH - CoP - Confidence in management/control systems (c) 0, 5, 10, 20, 30</p> <p>FH – CoP – Vulnerable groups 0, 22</p> <p>FH – CoP - Risk of contamination 0, 20</p> <p>FOOD STANDARDS (FS) FS – CoP - Risk to consumers and/or other businesses 0, 10, 20, 30</p> <p>FS – CoP – Extent to which the activities of the business affect any hazard 0, 10, 20, 30</p> <p>FS – CoP – Ease of compliance 0, 10, 20, 30</p> <p>FS – CoP – Consumers at risk 0, 5, 10, 20</p> <p>FS - CoP - Level of (current) compliance (d) 0, 10, 40</p> <p>FS - CoP - Confidence in management/control systems (e) 0, 10, 20, 30</p> <p>FS - LACORS - Confidence in business control systems (f) 0, 5, 10, 20, 30</p> <p>ANIMAL FEED (AFU) AFU - CoP – Risk to animal/human health and/or other businesses 10, 20, 30</p> <p>AFU - CoP – Extent to which the activities of the business affect any hazard 0, 10, 20, 30</p> <p>AFU - CoP – Ease of compliance 0, 10, 20, 30</p> <p>AFU - CoP – Animals and people at risk 0, 5, 10, 20</p> <p>AFU - CoP – Level of (current) compliance (g) 0, 10, 40</p> <p>AFU - CoP - Confidence in management/control systems (h) -10, 0, 5, 10, 20, 30</p> <p>AFU - LACORS - Confidence in business control systems (i) 0, 5, 10, 20, 30</p>
<p>Data Summary Map</p>	<p>The elements of the risk rating scores which will be used in the data summary are as follows: (a) = FH2.2, (b) = FH2.3, (c) = FH2.4, (d) = FS2.2, (e) = FS2.3, (f) = FS2.4, (g) = AF2.2, (h) = AF2.3, (i) = AF2.4</p>

Description

This is a simple element which should contain the Risk Score associated with the RiskScoreType above.

Example

The completed tag would be:

```
<RiskScore>30</RiskScore>
```

Example – RiskScores

The completed RiskScores tag would look like this - note: there must be an entry for each RiskScoreType

```
<RiskScores>
  <RiskScoreType>Type of food and method of handling</RiskScoreType>
  <RiskScore>30</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Method of processing</RiskScoreType>
  <RiskScore>0</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Consumers at risk</RiskScoreType>
  <RiskScore>5</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Level of (current) compliance (hygiene)</RiskScoreType>
  <RiskScore>10</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>
    Level of (current) compliance (structural)
  </RiskScoreType>
  <RiskScore>20</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Confidence in management/control systems</RiskScoreType>
  <RiskScore>10</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Vulnerable groups</RiskScoreType>
  <RiskScore>0</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Risk of contamination</RiskScoreType>
  <RiskScore>0</RiskScore>
</RiskScores>
```

The basic Premise tag would look like this - note: this does not yet include the Intervention, Enforcement, Conviction or Sample activity data.

```
<Premise>
  <Owner>Mr Roberto Uffizi</Owner>
  <Name>Il Italiano Pizza</Name>
  <Address>45 High Street</Address>
  <TownCity>Exampton</TownCity>
  <Postcode>NT1 6HS</Postcode>
  <PremiseType>Restaurant/Cafe/Canteen</PremiseType>
  <InterventionsDue>1</InterventionsDue>
  <RiskRating>B</RiskRating>
  <Complaints>
    <ComplaintType>Food</ComplaintType>
  </Complaints>
  <Complaints>
    <ComplaintType>Hygiene of premises</ComplaintType>
  </Complaints>
  <RiskScores>
    <RiskScoreType>Type of food and method of handling</RiskScoreType>
    <RiskScore>30</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Method of processing</RiskScoreType>
    <RiskScore>0</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Consumers at risk</RiskScoreType>
    <RiskScore>5</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Level of (current) compliance (hygiene)</RiskScoreType>
    <RiskScore>10</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>
      Level of (current) compliance (structural)
    </RiskScoreType>
    <RiskScore>20</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Confidence in management/control systems</RiskScoreType>
    <RiskScore>10</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Vulnerable groups</RiskScoreType>
    <RiskScore>0</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Risk of contamination</RiskScoreType>
    <RiskScore>0</RiskScore>
  </RiskScores>
</Premise>
```

PROGRESS POINT – Basic Premise details

An example of how these elements are collated when building the full XML data can be found at:

Progress Example 5 – Basic Premise details

--- End of section ---

Activities

The concept of **Activities** covers all the actions that can be undertaken involving a premise - they are sub-divided in four separate groups:

- **Intervention**
- **Enforcement**
- **Conviction**
- **Sample**

Each of these is examined below

Note: The FSA is NOT collecting the dates of individual **Activities** beyond the **Financial Year** in which they occur but they need to be held in order for the Local Authority to determine whether the **Activity** should be included in the end of year statistics. For the majority of **Activities**, the date that determines its inclusion is the date of undertaking - e.g. the date of an inspection or the date a caution was issued.

There are two exceptions:

- For **Prosecutions**, the date that determines inclusion is the date on which the prosecution was concluded, rather than the start of a prosecution.
- For **Samples**, the date that determines inclusion is the date on which the results of the sample are received, not the date on which the sample was taken.

Intervention

Required	No
Occurrences	Multiple
Data Summary Map	FH2.1, FS2.1, AF2.1 and PPE2.1

Description

This is a container element which holds information about each intervention (as defined by the CoP) carried out on a Premise during the financial year.

{Intervention}.Type

Required	Yes
Occurrences	1
Value List	Local Authority codes that have been mapped to the standard FSA Intervention Type codes.
Max characters	50
Data Summary Map	FH2.1, FS2.1, AF2.1 and PPE2.1

Description

The types are totalled to produce the cell values in Data Summary pages FH2.1, FS2.1, AF2.1 or PPE2.1. Local Authorities will be expected to use the MAP function of the LAEMS application to match their codes to those of the FSA.

Example

The completed tag would be:

```
<Type>Full Inspection</Type>
```

{Intervention}.RiskRatingAtIntervention

Required Occurrences	Yes
Value List	1
Max characters	See the list of acceptable values for {Premise}.RiskRating
Data Summary Map	50
	FH 2.2, FS 2.2

Description

The Risk Rating of the Premises at the time the intervention occurred. This allows for due credit where the Risk Rating of the Premises changes following the intervention and therefore the number of required interventions during the financial year also changes.

Example

The completed tag would be:

```
<RiskRatingAtIntervention>C</RiskRatingAtIntervention>
```

Example – Intervention;

A full Intervention tag would look like this:

```
<Intervention>
  <Type>Full Inspection</Type>
  <RiskRatingAtIntervention>C</RiskRatingAtIntervention>
</Intervention>
```

Enforcement

Required Occurrences	No
Data Summary Map	Multiple
	FH3.1 and FH3.2, FS3.1 and FS3.2, AF3.1 and AF3.2 PPE3.1 and PPE3.2

Description

This is a container element which holds information about each enforcement (as defined by the CoP) carried out on a Premise during the financial year.

{Enforcement}.Type

Required Occurrences	Yes
Value List	1
Max characters	Local Authority codes that have been mapped to the standard FSA Enforcement Type codes.
Data Summary Map	50
	FH3.1, FS3.1, AF3.1 and PPE3.1

Description

The types are totalled to produce the cell values in Data Summary pages FH3.1, FS3.1, AF3.1 of PPE3.1. The values shown above are those required by the FSA - Local Authorities will be expected to use the MAP function of the LAEMS application to match their codes to those of the FSA.

Example

The completed tag would be:

```
<Type>Written Warning</Type>
```

{Enforcement}.Reason

Required	Yes
Occurrences	Multiple
Value List	Local Authority codes that have been mapped to the standard FSA Enforcement Reason codes.
Max characters	50
Data Summary Map	FH3.2, FS3.2, AF3.2 and PPE3.2

Description

The types are totalled to produce the cell values in Data Summary pages FH3.2, FS3.2 or AF3.2. The values shown above are those required by the FSA - Local Authorities will be expected to use the MAP function of the LAEMS application to match their codes to those of the FSA. **Note:** the **{Enforcement}.Reason** codes will be identical to the **{Conviction}.Reason** codes.

Example

The completed tag would be:

```
<Reason>HACCP</Reason>
```

Example – Enforcement;

A full Enforcement tag might look like this:

```
<Enforcement>
  <Type>Written Warning</Type>
  <Reason>HACCP</Reason>
</Enforcement>
```

Conviction

Required	No
Occurrences	Multiple
Data Summary Map	FH3.1 and FH3.2, FS3.1 and FS3.2, AF3.1 and AF3.2 PPE3.1 and PPE3.2

Description

This is a container element which holds information about each conviction against a Premise, where the court's decision was made during the current Financial Year.

{Conviction}.Reason

Required	Yes
Occurrences	Multiple
Value List	Local Authority codes that have been mapped to the standard FSA Enforcement Reason codes.
Max characters	50
Data Summary Map	FH3.2, FS3.2, AF3.2 and PPE3.2

Description

The types are totalled to produce the cell values in Data Summary pages FH3.2, FS3.2 or AF3.2. The values shown above are those required by the FSA - Local Authorities will be expected to use the MAP function of the

LAEMS application to match their codes to those of the FSA. **Note:** the **{Conviction}.Reason** codes will be identical to the **{Enforcement}.Reason** codes.

Example

The completed tag would be:

```
<Reason>Hygiene</Reason>
```

Example – Conviction;

A full Conviction tag might look like this:

```
<Conviction>  
  <Reason>Hygiene</Reason>  
</Conviction>
```

PROGRESS POINT – Interventions, Enforcements and Convictions

An example of how these elements are collated when building the full XML data can be found at:

Progress Example 6 – Interventions, Enforcements and Convictions

--- End of section ---

Sample

Required Occurrences Data Summary Map	No
	Multiple
	FH5.1, FS5.1, AF5.1, AF5.2 and AF5.3

Description

This is a container element which holds information about each sample (as defined by the CoP) carried out on a Premise during the financial year.

{Sample}.ProductType

Required Occurrences Value List	Yes
	1
Max characters Data Summary Map	Local Authority codes that have been mapped to the standard FSA Product Type codes.
	50
	FH5.1, FS5.1, AF5.1, AF5.2 and AF5.3.

Description

The product types are totalled to produce the cell values in Data Summary pages FH5.2, FS5.2, AF5.1, AF5.2 and AF5.3. The values shown above are those required by the FSA - Local Authorities will be expected to use the MAP function of the LAEMS application to match their codes to those of the FSA.

Example

The completed tag would be:

```
<ProductType>Beef</ProductType>
```

{Sample}.ImportedFrom

Required Occurrences Value List	No
	1
Data Summary Map	Country code indicating from which country the sampled product came. If the specific country is not known then the value "EU, "Non-EU" or "Not easily identifiable" should be used.
	Valid country codes are included in the annex XML value lists and are derived from the ISO 3166-1 international standard – details on the standard can be found at: http://www.iso.org
	FH5.1, FS5.1, AF5.1, AF5.2 and AF5.3.

Description

The ImportedFrom code is used to extract those samples of interest to the FSAs Imported Foods unit. In this example, it has been determined that the product sampled was originally imported from China.

Example

The completed tag would be:

```
<ImportedFrom>CN</ImportedFrom>
```

{Sample}.SampleStatus

Required Occurrences	Yes
Value List	1
Data Summary Map	Official
	FH5.1, FS5.1, AF5.1, AF5.2 and AF5.3.

Description

Following the Code of Practice review, only Official Samples need now be reported.

Example

The completed tag would be:

```
<SampleStatus>Official</SampleStatus>
```

{Sample}.SampleDetail

Required Occurrences	Yes
Value List	Multiple
Data Summary Map	FH5.1, FS5.1, AF5.1, AF5.2 and AF5.3.

Description

SampleDetail is a complex element which contains the information used to create the cell values on FH5.1, FS5.1, AF5.1, AF5.2 and AF5.3. {Sample}.{SampleDetail}.SampleType

Required Occurrences	Yes
Value List	1
Data Summary Map	Microbiological Contamination Other Contamination Composition Labelling and Presentation Others
Max characters	50
Data Summary Map	FH5.1, FS5.1, AF5.1, AF5.2 and AF5.3.

Description

SampleType defines to which of the columns on FH5.1, FS5.1, AF5.1, AF5.2 or AF5.3. the sample result data is allocated. The values shown above are those required by the FSA - Local Authorities will be expected to use the MAP function of the LAEMS application to match their codes to those of the FSA.

Example

The completed tag would be:

```
<SampleType>Microbiological Contamination</SampleType>
```

{Sample}.{SampleDetail}.ResultType

Required Occurrences	No
Value List	Multiple
Data Summary Map	Informal Unsatisfactory

Max characters Data Summary Map	Official Unsatisfactory Unacceptable (for Microbiological contamination) Prosecution
	50
	FH5.1, FS5.1, AF5.1, AF5.2 and AF5.3.

Description

ResultType defines to which of the result columns on FH5.1, FS5.1, AF5.1, AF5.2 or AF5.3, the sample result data is allocated. The values shown above are those required by the FSA - Local Authorities will be expected to use the MAP function of the LAEMS application to match their codes to those of the FSA.

Example

The completed tag would be:

```
<ResultType>Unsatisfactory</ResultType>
```

PROGRESS POINT – Samples

An example of how these elements are collated when building the full XML data can be found at:

Progress Example 7 – Samples

--- End of section ---

CASE STUDY

Progress Examples

The purpose of the progress examples is to demonstrate how the XML builds up within the schema and to show how the case study example would populate the appropriate tags. They are based on a fictional local authority, Exampleton District Council and each section describes the sort of "real life" information about the authority that is being collected and how that should be represented in the XML schema.

Progress Example 1 – Local Authority (Simple elements)

Exampleton District Council is a small local authority with responsibility for Food Standards, Food Hygiene, Animal Feed and Primary Production based in a small town, Exampleton. Its FSA local authority code is 999.

XML representation

```
<?xml version="1.0" encoding="utf-8" ?>
<LAEMSData>
  <LocalAuthority>
    <LocalAuthorityCode>999</LocalAuthorityCode>
    <LocalAuthorityName>Exampleton District Council</LocalAuthorityName>
    <FinancialYear>2007</FinancialYear>
    --- To be defined ---
  </LocalAuthority>
</LAEMSData>
```

Progress Example 2 – LocalAuthority with HeadOfFoodServices

Head of Food Services, Alice Guardian, works out of the main offices at the Town Hall on the High Street.

XML representation

```
<?xml version="1.0" encoding="utf-8" ?>
<LAEMSData>
  <LocalAuthority>
    <LocalAuthorityCode>999</LocalAuthorityCode>
    <LocalAuthorityName>Exampleton District Council</LocalAuthorityName>
    <FinancialYear>2007</FinancialYear>
    <HeadOfFoodServices>
      <Name>Ms Alice Guardian</Name>
      <Email>A.Guardian@exampleton.gov.uk</Email>
      <Telephone>04567123001</Telephone>
      <Fax>04567123091</Fax>
      <JobTitle>Director of Environmental Services</JobTitle>
      <Address>Town Hall, 134 High Street</Address>
      <TownCity>Exampleton</TownCity>
      <Postcode>NT1 5HS</Postcode>
    </HeadOfFoodServices>
    --- To be defined ---
  </LocalAuthority>
</LAEMSData>
```

Progress Example 3 – LocalAuthority with MonitoringOfficer

Alongside Ms Guardian, works her Monitoring Officer, Ivor Beedyeye.

XML representation

```
<?xml version="1.0" encoding="utf-8" ?>
<LAEMSData>
  <LocalAuthority>
    <LocalAuthorityCode>999</LocalAuthorityCode>
    <LocalAuthorityName>Exampleton District Council</LocalAuthorityName>
    <FinancialYear>2007</FinancialYear>
    <HeadOfFoodServices>
      <Name>Ms Alice Guardian</Name>
      <Email>A.Guardian@exampleton.gov.uk</Email>
      <Telephone>04567123001</Telephone>
      <Fax>04567123091</Fax>
      <JobTitle>Director of Environmental Services</JobTitle>
      <Address>Town Hall, 134 High Street</Address>
      <TownCity>Exampleton</TownCity>
      <Postcode>NT1 5HS</Postcode>
    </HeadOfFoodServices>
    <MonitoringReturnsOfficer>
      <Name>Mr Ivor Beedyeye</Name>
      <Email>I.Beedyeye@exampleton.gov.uk</Email>
      <Telephone>04567123007</Telephone>
      <Fax>04567123087</Fax>
    </MonitoringReturnsOfficer>
    --- To be defined ---
  </LocalAuthority>
</LAEMSData>
```

Progress Example 4 – LocalAuthority up to FTE Posts

The Food Hygiene team is led by Fiona Heart and consists of 10 professionals with 3 administration staff to back them up - currently one of the professional posts is vacant..

The Food Standards team, headed up by Fred Selby, has 9 professionals and just the 2 administration staff.

The Animal Feed unit answer to Arthur Felix who is one of 3 professionals and has 1 administrator to help him.

The Primary Production team is led by Paul Power with 2 professionals and an administrator. He should have 4 professionals but 2 posts are currently unfilled.

XML representation

```
<?xml version="1.0" encoding="utf-8" ?>
<LAEMSData>
  <LocalAuthority>
    - Tags excluded
    <Responsibility>
      <ResponsibilityType>FH</ResponsibilityType>
      <RiskRatingType>CoP</RiskRatingType>
      <OfficerResponsible>
        <Name>Mrs Fiona Heart</Name>
        <Email>F.Heart@exampleton.gov.uk</Email>
        <Telephone>04567124002</Telephone>
        <Fax>04567124092</Fax>
      </OfficerResponsible>
      <FTEPosts>
        <FTEPostType>Professional</FTEPostType>
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        <FTEPostOccupied>9</FTEPostOccupied>
      </FTEPosts>
      <FTEPosts>
        <FTEPostType>Administration</FTEPostType>
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      </FTEPosts>
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continued ...

... continued

```
<Responsibility>
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  <RiskRatingType>LACORS</RiskRatingType>
  <OfficerResponsible>
    <Name>Mr Fred Selby</Name>
    <Email>F.Selby@exampleton.gov.uk</Email>
    <Telephone>04567129001</Telephone>
    <Fax>04567129031</Fax>
  </OfficerResponsible>
  <FTEPosts>
    <FTEPostType>Professional</FTEPostType>
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    <FTEPostOccupied>9</FTEPostOccupied>
  </FTEPosts>
  <FTEPosts>
    <FTEPostType>Administration</FTEPostType>
    <FTEPostCount>2</FTEPostCount>
    <FTEPostOccupied>2</FTEPostOccupied>
  </FTEPosts>
  --- To be defined ---
</Responsibility>
<Responsibility>
  <ResponsibilityType>AFU</ResponsibilityType>
  <RiskRatingType>CoP</RiskRatingType>
  <OfficerResponsible>
    <Name>Mr Arthur Felix</Name>
    <Email>A.Felix@exampleton.gov.uk</Email>
    <Telephone>04567128044</Telephone>
    <Fax>04567128055</Fax>
  </OfficerResponsible>
  <FTEPosts>
    <FTEPostType>Professional</FTEPostType>
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    <FTEPostOccupied>3</FTEPostOccupied>
  </FTEPosts>
  <FTEPosts>
    <FTEPostType>Administration</FTEPostType>
    <FTEPostCount>1</FTEPostCount>
    <FTEPostOccupied>1</FTEPostOccupied>
  </FTEPosts>
  --- To be defined ---
</Responsibility>
```

continued ...

... continued

```
<Responsibility>
  <ResponsibilityType>PPE</ResponsibilityType>
  <RiskRatingType>CoP</RiskRatingType>
  <OfficerResponsible>
    <Name>Mr Paul Power</Name>
    <Email>P.Power@exampleton.gov.uk</Email>
    <Telephone>04567139039</Telephone>
    <Fax>04567139040</Fax>
  </OfficerResponsible>
  <FTEPosts>
    <FTEPostType>Professional</FTEPostType>
    <FTEPostCount>4</FTEPostCount>
    <FTEPostOccupied>2</FTEPostOccupied>
  </FTEPosts>
  <FTEPosts>
    <FTEPostType>Administration</FTEPostType>
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    <FTEPostOccupied>1</FTEPostOccupied>
  </FTEPosts>
  --- To be defined ---
</Responsibility>
</LocalAuthority>
</LAEMSData>
```

Note

This shows the expected return for a Local Authority with responsibility for Food Hygiene, Food Standards, Animal Feed and Primary Production - note that there are four Responsibility groupings, one for each area of Responsibility. For Local Authorities with only one area of responsibility, there would only be one Responsibility grouping holding the relevant data.

Progress Example 5 – Basic Premise detail

There are four premises in Exampleton that both the Food Hygiene and Food Standards teams have a responsibility for:

BOTH: Il Italiano Pizza (EDC1561), Jersey Dairy (EDC2913), Bun's Bakery (EDC3148)
Alittle Supermarket (EDC4795), (Ceased Trading 31-12-2007)

The Food Hygiene team have successfully implemented a complex IT system which records all the team's activities but Fred from the FS team is still awaiting budget approval for his new system and still has to record everything on spreadsheets. As a result, The Food Hygiene team will wrap all their Intervention, Enforcement and Sample activity data into a single Premise element, whereas the Food Standards will have to use the LAPremiseID to match up the premises on their individual Intervention, Enforcement and Sample spreadsheets.

The Animal Feed team keep an eye on the goings-on at Pusscat Pets Emporium - an Approved and Registered establishment.

One of Primary Production's main responsibilities is Spudgro Farm, owned by Edward Firpink.

Intervention, Enforcement and Sample data will be discussed later in this study - this example prepares the groundwork and illustrates the two ways in which Premise data can be recorded.

XML representation

```
<?xml version="1.0" encoding="utf-8" ?>
<LAEMSData>
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    <Responsibility>
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      <RiskRatingType>CoP</RiskRatingType>
    - Tags excluded
    <Premise>
      Note: no LAPremiseID, each Premise record is unique
      and complete
      <Owner>Mr Roberto Uffizi</Owner>
      <Name>Il Italiano Pizza</Name>
      <Address>45 High Street</Address>
      <TownCity>Exampleton</TownCity>
      <Postcode>NT1 6HS</Postcode>
      <PremiseType>Restaurants and Caterers</PremiseType>
      <InterventionsDue>1</InterventionsDue>
      <RiskRating>B</RiskRating>
      <Complaints>
        <ComplaintType>Food</ComplaintType>
      </Complaints>
      <Complaints>
        <ComplaintType>Hygiene of premises</ComplaintType>
      </Complaints>
      <RiskScores>
        <RiskScoreType>
          Type of food and method of handling</RiskScoreType>
          <RiskScore>30</RiskScore>
        </RiskScores>
      <RiskScores>
        <RiskScoreType>Method of processing</RiskScoreType>
        <RiskScore>0</RiskScore>
      </RiskScores>
```

continued ...

... continued

```

<RiskScores>
  <RiskScoreType>Consumers at risk</RiskScoreType>
  <RiskScore>5</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>
    Level of (current) compliance (hygiene)
  </RiskScoreType>
  <RiskScore>10</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>
    Level of (current) compliance (structural)
  </RiskScoreType>
  <RiskScore>20</RiskScore>
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  <RiskScore>10</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Vulnerable groups</RiskScoreType>
  <RiskScore>0</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Risk of contamination</RiskScoreType>
  <RiskScore>0</RiskScore>
</RiskScores>
<Intervention> ... to be defined ... </Intervention>
<Enforcement> ... to be defined ... </Enforcement>
<Conviction> ... to be defined ... </Conviction>
<Sample> ... to be defined ... </Sample>
</Premise>
<Premise>
  <Owner>N/A</Owner>
  <Name>Jersey Dairy</Name>
  <Address>16 Milk Lane</Address>
  <TownCity>Exampleton</TownCity>
  <Postcode>NT1 1ML</Postcode>
  <PremiseType>Manufacturers and Packers</PremiseType>
  <InterventionsDue>2</InterventionsDue>
  <RiskRating>A</RiskRating>
  Note: no Complaints at these Premises during FY
  <RiskScores>
    <RiskScoreType>
      Type of food and method of handling</RiskScoreType>
    <RiskScore>30</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Method of processing</RiskScoreType>
    <RiskScore>20</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Consumers at risk</RiskScoreType>
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  </RiskScores>

```

continued ...

```

    <RiskScores>
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        Confidence in management/control systems
      </RiskScoreType>
      <RiskScore>30</RiskScore>
    </RiskScores>
    <RiskScores>
      <RiskScoreType>
        Level of (current) compliance (hygiene)
      </RiskScoreType>
      <RiskScore>20</RiskScore>
    </RiskScores>
    <RiskScores>
      <RiskScoreType>
        Level of (current) compliance (structural)
      </RiskScoreType>
      <RiskScore>20</RiskScore>
    </RiskScores>
    <RiskScores>
      <RiskScoreType>Vulnerable groups</RiskScoreType>
      <RiskScore>0</RiskScore>
    </RiskScores>
    <RiskScores>
      <RiskScoreType>Risk of contamination</RiskScoreType>
      <RiskScore>0</RiskScore>
    </RiskScores>
    Note: no FH activity at these Premises during the financial
    year but basic data still included.
  </Premise>
  <Premise>
    <Owner>Mr Bernard Bun</Owner>
    <Name>Bun's Bakery</Name>
    <Address>10 High Street</Address>
    <TownCity>Exampleton</TownCity>
    <Postcode>NT1 6HS</Postcode>
    <PremiseType>Manufacturers and Packers</PremiseType>
    <InterventionsDue>1</InterventionsDue>
    <RiskRating>C</RiskRating>
    Note: no Complaints at these Premises during FY
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      <RiskScoreType>
        Type of food and method of handling</RiskScoreType>
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    </RiskScores>
    <RiskScores>
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    </RiskScores>
    <RiskScores>
      <RiskScoreType>
        Confidence in management/control systems
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      <RiskScore>10</RiskScore>
    </RiskScores>
  </Premise>

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continued ...

... continued

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<RiskScores>
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</RiskScores>
<RiskScores>
  <RiskScoreType>
    Level of (current) compliance (structural)
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  <RiskScore>10</RiskScore>
</RiskScores>
<RiskScores>
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  <RiskScore>0</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Risk of contamination</RiskScoreType>
  <RiskScore>0</RiskScore>
</RiskScores>
  Note: no FH activity at these Premises during FY
</Premise>
<Premise>
  <Owner>GlobalFoods Inc</Owner>
  <Name>Alittle Supermarket</Name>
  <Address>100 High Street</Address>
  <TownCity>Exampleton</TownCity>
  <Postcode>NT1 5HS</Postcode>
  <PremiseType>Small retailer</PremiseType>
  <InterventionsDue>0</InterventionsDue>
  <CeasedTrading>Y</CeasedTrading>
  <RiskRating>D</RiskRating>
  Note: no Complaints at these Premises during FY
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      Type of food and method of handling</RiskScoreType>
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  </RiskScores>
  <RiskScores>
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    <RiskScore>10</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>
      Confidence in management/control systems
    </RiskScoreType>
    <RiskScore>10</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>
      Level of (current) compliance (hygiene)
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  </RiskScores>

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continued ...

... continued

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</RiskScores>
<RiskScores>
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  <RiskScore>0</RiskScore>
</RiskScores>
<RiskScores>
  <RiskScoreType>Risk of contamination</RiskScoreType>
  <RiskScore>0</RiskScore>
</RiskScores>
  Note: no FH activity at these Premises during FY
</Premise>
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  <RiskRatingType>LACORS</RiskRatingType>
  - Tags excluded
<Premise>
  <LAPremiseID>EDC1561</LAPremiseID>
  <PremiseType>RestaurantCafe/Canteen</PremiseType>
  <InterventionsDue>0</InterventionsDue>
  <RiskRating>B</RiskRating>
  Note: no Complaints at these Premises during FY
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      Confidence in Business Control Systems
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    <RiskScore>20</RiskScore>
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  Note: no FS activity at these Premises during the financial
    year but basic data still included.
</Premise>
<Premise>
  <LAPremiseID>EDC2913</LAPremiseID>
  <PremiseType>Manufacturers and Packers</PremiseType>
  <InterventionsDue>0</InterventionsDue>
  <RiskRating>B</RiskRating>
  Note: no Complaints at these Premises during FY
  <RiskScores>
    <RiskScoreType>
      Confidence in Business Control Systems
    </RiskScoreType>
    <RiskScore>20</RiskScore>
  </RiskScores>
  Note: no FS activity at these Premises during the financial
    year but basic data still included.
</Premise>
```

continued ...

... continued

Note: there are three different Premise records for EDC3148, one each for Intervention, Enforcement and Sample. If a conviction had occurred against the Premise, there would be four. The unique LAPremiseID means they can be linked.

```

<Premise>
  <LAPremiseID>EDC3148</LAPremiseID>
  <PremiseType>Manufacturers and Packers</PremiseType>
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  <RiskRating>C</RiskRating>
  Note: no Complaints at these Premises during FY
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      Confidence in Business Control Systems
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  <RiskRating>C</RiskRating>
  Note: no Complaints at these Premises during FY
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      Confidence in Business Control Systems
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    <RiskScore>20</RiskScore>
  </RiskScores>
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  <PremiseType>Manufacturers and Packers</PremiseType>
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  <RiskRating>C</RiskRating>
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    <RiskScoreType>
      Confidence in Business Control Systems
    </RiskScoreType>
    <RiskScore>20</RiskScore>
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</Premise>

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continued ...

... continued

```

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  <CeasedTrading>Y</CeasedTrading>
  <RiskRating>C</RiskRating>
  <RiskScores>
    <RiskScoreType>
      Confidence in Business Control Systems
    </RiskScoreType>
    <RiskScore>5</RiskScore>
  </RiskScores>
  Note: no FS activity at this Premise during FY
</Premise>
</Responsibility>
<Responsibility>
  <ResponsibilityType>AFU</ResponsibilityType>
  <RiskRatingType>CoP</RiskRatingType>
  - Tags excluded
<Premise>
  <Owner>Mrs Mollie Hamster-Wheel</Owner>
  <Name>Pusscat Pet Emporium</Name>
  <Address>22 High Street</Address>
  <TownCity>Exampleton</TownCity>
  <Postcode>NT1 1HS</Postcode>
  <PremiseType>Retailers</PremiseType>
  <Approved>Y</Approved>
  <Registered>Y</Registered>
  <InterventionsDue>0</InterventionsDue>
  <RiskRating>C</RiskRating>
  Note: no Complaints at these Premises during FY
  <RiskScores>
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      Risk to animal/human health and/or other businesses
    </RiskScoreType>
    <RiskScore>10</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>
      Extent to which the activities of the business affect
      any hazard
    </RiskScoreType>
    <RiskScore>0</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Ease of compliance</RiskScoreType>
    <RiskScore>0</RiskScore>
  </RiskScores>
  <RiskScores>
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    <RiskScore>10</RiskScore>
  </RiskScores>
  <RiskScores>
    <RiskScoreType>Level of (current) compliance</RiskScoreType>
    <RiskScore>10</RiskScore>
  </RiskScores>

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continued ...

... continued

```
<RiskScores>
  <RiskScoreType>
    Confidence in management/control systems</RiskScoreType>
  <RiskScore>5</RiskScore>
</RiskScores>
<Intervention> ... to be defined ... </Intervention>
<Enforcement> ... to be defined ... </Enforcement>
<Sample> ... to be defined ... </Sample>
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</Responsibility>
<Responsibility>
  <ResponsibilityType>PPE</ResponsibilityType>
  <RiskRatingType>CoP</RiskRatingType>
  - Tags excluded
  <Premise>
    <Owner>Mr Edward Firpink</Owner>
    <Name>Spudgro Farm</Name>
    <Address>Potato Lane</Address>
    <TownCity>Exampleton</TownCity>
    <Postcode>NT1 3PL</Postcode>
    <PremiseType>Horticulture/Vegetable growers</PremiseType>
    <InterventionsDue>0</InterventionsDue>
    <RiskRating>2</RiskRating>
    Note: no Complaints data should be defined for PPE
    <RiskScores>
      <RiskScoreType>Compliant</RiskScoreType>
      <RiskScore>Yes</RiskScore>
    </RiskScores>
    <Intervention> ... to be defined ... </Intervention>
    <Enforcement> ... to be defined ... </Enforcement>
    Note: no Sample data required for PPE
  </Premise>
</Responsibility>
<LocalAuthority>
<LAEMSData>
```

Progress Example 6 – Interventions and Enforcements

At Il Italiano Pizza, a full inspection was carried out by the Food Hygiene team. A subsequent visit was undertaken to obtain samples. A sample of beef was taken and this was found to be unsatisfactory. Following a revisit to the premises, a written warning was issued due to concerns over hygiene (HACCP & training).

The Food Standards team carried out a partial inspection of Bun's Bakery (LAPremiseID 00003). A pre-packaged sausage roll was taken as a sample and was found to have problems concerning labelling. The subsequent revisit showed continuing problems which resulted in the issue of a written warning concerning labelling and presentation.

The Animal Feed unit have had fewer problems - just a quick visit as Mrs Hamster-Wheel had asked for some advice.

Primary Production were out at Spudgro Farm for a formal inspection but everything went smoothly with Edward Firpink's potato farm in good condition.

XML representation

```
<?xml version="1.0" encoding="utf-8" ?>
<LAEMSData>
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    - Tags excluded
  <Responsibility>
    <ResponsibilityType>FH</ResponsibilityType>
    <RiskRatingType>CoP</RiskRatingType>
    - Tags excluded
  <Premise>
    Note: no LAPremiseID, each Premise record is unique
        and complete
    <Owner>Mr Roberto Uffizi</Owner>
    <Name>Il Italiano Pizza</Name>
    - Tags excluded
    <Intervention>
      <Type>Full Inspection</Type>
      <RiskRatingAtIntervention>C</RiskRatingAtIntervention>
    </Intervention>
    <Intervention>
      <Type>Revisit</Type>
      <RiskRatingAtIntervention>C</RiskRatingAtIntervention>
    </Intervention>
    <Enforcement>
      <Type>Written Warning</Type>
      <Reason>HACCP</Reason>
    </Enforcement>
    <Sample> ... to be defined ... </Sample>
  </Premise>
  Note: other FH premises have been excluded for clarity
</Responsibility>
```

continued ...

... continued

```

<Responsibility>
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  <RiskRatingType>LACORS</RiskRatingType>
  - Tags excluded
  Note: other FS premises have been excluded for clarity
  Note: there are three different Premise records for EDC3148 (Bun's
  Bakery), one each for Intervention, Enforcement and Sample. If a
  conviction had occurred against the Premise, there would be four. The
  unique
    LAPremiseID means they can be linked.
  <Premise>
    <LAPremiseID>EDC3148</LAPremiseID>
    - Tags excluded
    <Intervention>
      <Type>Partial inspection</Type>
      <RiskRatingAtIntervention>A</RiskRatingAtIntervention>
    </Intervention>
    <Intervention>
      <Type>Revisit</Type>
      <RiskRatingAtIntervention>C</RiskRatingAtIntervention>
    </Intervention>
  </Premise>
  <Premise>
    <LAPremiseID>EDC3148</LAPremiseID>
    - Tags excluded
    <Enforcement>
      <Type>Written warning</Type>
      <Reason>Labelling</Reason>
    </Enforcement>
  </Premise>
  <Premise>
    <LAPremiseID>EDC3148</LAPremiseID>
    <PremiseType>Suppliers and Manufacture (Retail)</PremiseType>
    - Tags excluded
    <Sample> ... to be defined ... </Sample>
  </Premise>
</Responsibility>

```

continued ...

... continued

```
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  <RiskRatingType>CoP</RiskRatingType>
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    <Name>Pusscat Pet Emporium</Name>
    - Tags excluded
    <Intervention>
      <Type>Advice</Type>
    </Intervention>
  </Premise>
</Responsibility>
<Responsibility>
  <ResponsibilityType>PPE</ResponsibilityType>
  <RiskRatingType>CoP</RiskRatingType>
  - Tags excluded
  <Premise>
    <Owner>Mr Edward Firpink</Owner>
    <Name>Spudgro Farm</Name>
    - Tags excluded
    <Intervention>
      <Type>Primary inspection</Type>
      <RiskRatingAtIntervention>2</RiskRatingAtIntervention>
    </Intervention>
  </Premise>
</Responsibility>
<LocalAuthority>
<LAEMSData>
```

Progress Example 7 – Samples

As mentioned, the Food Hygiene team took an official sample of beef from Il Italiano, which, after analysis for microbiological contamination, was found to be unsatisfactory. Results for an earlier sample of cheese – taken in 2006/07, but for which the result was not received until 2007/08 – revealed this to be satisfactory for microbiological contamination.

Over at Food Standards, the sausage roll taken at the partial inspection was found to have problems with labelling. The product was imported from China.

The Primary Production team aren't required to provide sample data to the FSA.

XML representation

```
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<LAEMSData>
  <LocalAuthority>
    - Tags excluded
    <Responsibility>
      <ResponsibilityType>FH</ResponsibilityType>
      <RiskRatingType>CoP</RiskRatingType>
      - Tags excluded
    <Premise>
      Note: no LAPremiseID, each Premise record is unique
      and complete
      <Owner>Mr Roberto Uffizi</Owner>
      <Name>Il Italiano Pizza</Name>
      - Tags excluded
      <Intervention> - Tags excluded - </Intervention>
      <Enforcement> - Tags excluded - </Enforcement>
      <Conviction> - Tags excluded - </Conviction>
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        <ImportedFrom>CN</ImportedFrom>
        <SampleStatus>Official</SampleStatus>
        <SampleDetail>
          <SampleType>Microbiological Contamination</SampleType>
          <ResultType>Unsatisfactory</ResultType>
        </SampleDetail>
        <SampleDetail>
          <SampleType>Other contamination</SampleType>
          Note: results acceptable so no ResultType tag required
        </SampleDetail>
      </Sample>
      Note: details of the cheese sample in the example have been excluded
      due to space constraints.
    </Premise>
    Note: other FH premises have been excluded for clarity
  </Responsibility>
```

continued ...

... continued

```
<Responsibility>
  <ResponsibilityType>FS</ResponsibilityType>
  <RiskRatingType>LACORS</RiskRatingType>
  - Tags excluded
  Note: other FS premises have been excluded for clarity
  Note: there are three different Premise records for EDC3148, one
  each for Intervention, Enforcement and Sample. The unique
  LAPremiseID means they can be linked.
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    <LAPremiseID>EDC3148</LAPremiseID>
    - Tags excluded
    <Intervention> - Tags excluded - </Intervention>
  </Premise>
  <Premise>
    <LAPremiseID>EDC3148</LAPremiseID>
    - Tags excluded
    <Enforcement> - Tags excluded - </Enforcement>
  </Premise>
  <Premise>
    <LAPremiseID>EDC3148</LAPremiseID>
    - Tags excluded
    <Sample>
      <ProductType>Sausage Roll</ProductType>
      <ImportedFrom>CN</ImportedFrom>
      <SampleStatus>Official</SampleStatus>
      <SampleDetail>
        <SampleType>Labelling and Presentation</SampleType>
        <ResultType>Unsatisfactory</ResultType>
      </SampleDetail>
    </Sample>
  </Premise>
</Responsibility>
<LocalAuthority>
<LAEMSData>
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