# Example template for notifying the enforcement authority

## Food Incident Report Form for FBOs notifying enforcement authorities

(notifications to FSA/FSS should be made using online form)

### **Food business name and address:**

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### Food business operator (FBO) details:

|  |  |
| --- | --- |
| Name of FBO |  |
| Contact details (business hours) | Telephone: Email: Fax:  |
| Contact details (out-with business hours) | Telephone: Email:  |

### Description of food safety incident:

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| --- |

### Description of product:

|    |
| --- |

### Type of Product:

|  |
| --- |

### Product Name:

|  |
| --- |

### Brand Name:

|  |
| --- |

### Batch Code(s)/Durability date(s):

|  |
| --- |

### Product Size and type of packaging:

|  |
| --- |

### Country of Origin of food:

|  |
| --- |

### Distribution details:

|  |
| --- |

### Manufacturer details (including contact details):

|   |
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### Import/Export details (including contact details):

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| --- |

### List of business customers supplied to:

|  |
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### Quantities, batch codes and pack sizes sent to each customer:

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### When food first placed on the market and has food reached consumer:

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### Details of risk assessment (if applicable) and action (including justification) for dealing with incident:

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### Any additional information:

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