

## Action Note 2020/08/02 : Chapter 10 Operational training

### Purpose:

This action note is to clarify the new approach regarding the Novice Official Veterinarians (NOVs) practical training for the probationary period of at least 200 hours before undertaking the assessment to start working independently.

### Background:

The current instructions set down in the SMOC require NOVs to carry out a total of 200 hours minimum of practical training covering, both red and white meat slaughterhouses and cutting plants. This also included a minimum of 42 hours equally split between premises producing minced meat, meat preparations and meat products.

FSS policy has changed, and is now possible to achieve full Official Veterinarian status in either red or white meat abattoirs, or both. In addition, there is no minimum number of hours which NOVs must complete in each of the minced meat, meat preparations or meat products to achieve designation.

**COMMISSION DELEGATED REGULATION (EU) 2019/624** sets out the specific minimum requirements for Official Veterinarians designated by the Competent Authorities as follows:

### Annex II, Chapter I:

5. Each official veterinarian must undergo practical training for a probationary period of at least 200 hours before starting to work independently. Relevant training during veterinary studies may be included in the probationary period. During this period the probationer is to work under the supervision of existing official veterinarians in slaughterhouses, cutting plants and on holdings. The training must concern the auditing of Good Hygiene Practices and procedures based on the HACCP principles in particular.

### Procedure:

With immediate effect, during the probationary period, the NOVs will be required to carry out a minimum total number of 200 hours of practical training in red/ white meat slaughterhouses and cutting plants, but there is no minimum time which training must take place in each or all of them,.

The requirement for practical training in establishments producing minced meat, meat preparations and meat products will be reduced to a minimum of 24 hours with a minimum of 4 hours in each type of operation. There is no requirement for these to be stand-alone businesses and this practical training may take place in co-located cutting plants.

The requirement for wild game hours remains optional, but wild game designation will only be granted after additional training and hours in plant as specified in the SMOC currently.

In addition, as a result of the proposed change to the audit system to include remote audit, the requirement for auditing is modified.

NOVs will be required to assist the auditor in the review of two Food Safety Management Systems, and attend any subsequent site visit for verification. At least one of the plants audited must be a premises cutting or further processing meat, not co-located to a slaughterhouse.

Therefore the minimum hours for each establishment/species type are as follows:

Red and/or white meat slaughterhouse (160 hours minimum) (covering at least cattle, sheep and pigs slaughter, each with a minimum of 14 hours)	Work as Slaughterhouse OV (if possible with co-located CP) under supervision of the SOV
Red and/or white meat cutting plant (16 hours minimum)	<ul style="list-style-type: none"> <li>Conduct UAIs and shadow audits in CP with an appointed Veterinary Auditor</li> </ul>
Minced meat establishment (4 hours minimum)	<ul style="list-style-type: none"> <li>Conduct UAIs and shadow audits in CP / processing plants with an appointed Veterinary Auditor</li> <li>A total of minimum 24 hours should be achieved by adding up the time spent in the 3 categories to the left.</li> </ul>
Meat preparations establishment (4 hours minimum)	
Meat products establishment (4 hours minimum)	
<b>Total minimum hours</b>	<b>200</b>

The annexes which relate to the recording of these hours for NOV assessment have been accordingly modified and are attached as annexes to this Action Note.

Supervisory OV's and Field Veterinary Managers are to note the contents and arrange to review the hours of any NOV's currently in training, ensuring that Operations Managers are made aware of NOV's who are working as Meat Hygiene Inspectors and who are nearing completion of these hours.

To achieve full designation, the NOV must still produce a portfolio of the reflective learning achieved in these 200 hours, complete an essay with an abstract approved by their line manager, and successfully pass the OV assessment carried out by one of the verified assessors.

**Field Staff** are required to:

- Note the contents of the action note, Lead OV to ensure that the Action note is read by all FSS staff and this is noted in the day book.
- Save the action note on their laptop for reference alongside a downloaded copy of the SMOC.
- Where necessary, print a copy for the plant file.

**Operations admin** are required to:

Upload to the Action Note Live Folder and Operation tracker log.

Forward to Website mailbox ([website@fss.scot](mailto:website@fss.scot)) for publication on the website in publications.

The action note will remain live until either incorporated in the SMOC, or revoked.

Operations Admin will maintain copies of the live and revoked action notes.

Comms will add a link to action notes in the relevant portion of the SMOC.

<u>Action note drafted by</u>	<u>Agreed by</u>	<u>Published</u>	<u>Revoked</u>
Miriam Diaz 23/07/2020	Vikki Halliday 03/08/2020		
		Madeleine Bowie 19/08/2020	

**Annex I** NOV assessment request completed hours checklist



Copy of Chapter 10  
- Annex 14 V 1.xls

**Annex II** OV learning log and portfolio



Chapter 10 - Annex  
4.doc