

## Action Note 2020 – 01/02 : SMOC Action Note Procedure

### Purpose:

This action note is to inform field and office staff of the new procedure for altering instructions to the Scottish Manual of Official Controls (SMOC).

### Background:

FSS are the competent Authority under the Food Hygiene (Scotland ) Regulations 2006, for enforcement of EU Community food hygiene regulations.

Regulation EC 625 / 2017 states:

Article 5

General obligations concerning the competent authorities and the organic control authorities

1. The competent authorities and the organic control authorities shall:

- (a) have procedures and/or arrangements in place to ensure the effectiveness and appropriateness of official controls and other official activities;
- (b) have procedures and/or arrangements in place to ensure the impartiality, quality and consistency of official controls and other official activities at all levels;...

FSS discharges its responsibilities under 1(b) by publishing the Scottish Manual for Official Controls (SMOC).

Where updates are needed this is a large project, and so to inform staff that there is a new procedure to communicate these updates in a timely manner.

### Procedure:

Information will be sent to staff in a serially numbered (yyyy / mm/ no.) and dated action note setting out the information and actions required.

**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 and agreed by</u>	<u>Published</u>	<u>Revoked</u>
Vikki Halliday 16/01/2020	16/01/2020	