

Action Note 2024/03/01: Chapter 4: Audit – Plant checks form

Purpose:

This action note is to inform field staff of the changes to the plant checks template. Action is required for all OV's working in slaughterhouses and approved game handling establishments (AGHE) to complete the updated template for the routine plant checks. OV's are to get familiarised with the amended template and start using it from April 2024. The main changes are in relation to the frequencies of some of the checks.

Background:

The regular plants checks undertaken by OV's are essential for FSS to meet our regulatory requirements and specifically to support auditors and unannounced inspectors with added evidence for their interventions.

Procedure:

The new plant checks form can be found in the Share Point folder [Vet Profession - Home](#) as version 9 which is to be used for Slaughterhouses with collocated cutting plants and AGHEs since the specific AGHE plant check form has been discontinued. A copy should be uploaded in every individual plant folder and kept in the Enforcement Subfolder for each relevant year by the attending OV. The main changes applied in version 9 are in relation to some frequencies. Also, the summary tab populates automatically upon completion of the relevant subsection.

Action:

The new plant checks form must be completed from the 1st of April 2024 following the frequencies detailed in the document as per the link above.

This Action Note will be:

- Uploaded to the Action Note Live Folder and Operations tracker log on SharePoint.
- Forwarded to Website mailbox (websiteteam@fss.scot) for publication on our website.

The Action Note will remain live until formally incorporated in the SMOC. Copies of the live and revoked Action Notes can be found on [SharePoint](#).

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