**Action Note 2023/02/01: Chapter 4: Cutting Plant Inspection form for Official Auxiliaries**

**Purpose**

This Action Note is to introduce the Cutting Plant Inspection form for Official Auxiliaries (OAs) and to clarify the process for co-located cutting plant inspections carried out by OAs.

**Procedure**

FSS-approved slaughterhouses can also have cutting activities within the same approval. Where co-located operating times coincide with the slaughterhouse operational hours, then the inspection team (under the supervision of the abattoir OV) may carry out daily reality checks into the cutting plant operations as part of official controls for the approved establishments.

The co-located cutting plant checks carried out by the inspection teams must be recorded in the Cutting Plant Inspection form. The form can be found in Annex 1 of this Action Note and it will be introduced as an annex to Chapter 4, with a future SMOC amendment. Guidance for completion can be found in Part 3 of the document.

Please note that this form can be adjusted to each plant’s internal protocols, as the OV and inspection team may see fit.

**Field Staff** are required to:

* Note the contents of the Action Note, plant attending OVs to ensure that the Action Note is read by all FSS staff and this is noted in the Action/ Information Log.
* Print a copy for the plant file together with an Action/ Information Log.
* **Start conducting co-located cutting plant inspections and recording the findings immediately upon releasing this Action Note.**

**This Action Note will be**:

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

The Action Note will remain live until either incorporated in the SMOC, or revoked.

Copies of the live and revoked Action Notes can be found on [SharePoint](http://sgsharepoint16/sites/FSS/ops/_layouts/15/start.aspx#/SitePages/Home.aspx?RootFolder=%2Fsites%2FFSS%2Fops%2FShared%20Documents%2FSMOC%2FSMOC%20%2D%20Action%20Notes&FolderCTID=0x012000BE19D936AC67B044AE90EEDEB6E4B48F&View=%7B4874B561%2DB608%2D40C4%2DBE22%2DC4C905F4C7BD%7D).

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| **Action Note drafted by** | **Action Note agreed by** | **Published** | **Revoked** |
| Ioana Negrea | Elena Gafenco | **15/02/2023** |  |
| **23/01/2023** | **03/02/2023** |  |  |

**Annex 1:**

