**Action Note 2023/02/02: Chapter 9: ENF 11/6 Referral for Investigation form**

**Purpose**

This Action Note is to inform all Authorised Officers (AOs) of the amendments carried out to the ENF 11/6 form, to be used when referring matters for investigation, and to provide access to the form until amendment of the SMOC Chapter 9 is concluded.

**Background**

An FSS internal audit on the referral for investigation process as part of the escalation of the enforcement action taken against Food Business Operators (FBOs), highlighted a series of recommendations for improving the process. As a result, SMOC Chapter 7 and ENF 11/6 were reviewed and amended.

**Procedure**

FSS AOs are to use the latest version of the ENF 11/6 form when referring matters for investigation to the Scottish Food Crime and Incidents Unit (SFCIU), which can be found [here](http://sgsharepoint16/sites/FSS/ops/Shared%20Documents/SMOC/SMOC/Volume%201/Chapter%209%20-%20ENF%2011-6%20%28S%29.docx). Links to evidence stored in OneDrive, Sharepoint or eRDM can be used instead of sending evidence as email attachments. The new version of the form also includes parts for the SFCIU completion, and allows the SFCIU to list recommendations for FSS Operations.

**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.
* **Use new version of** [**ENF 11/6**](http://sgsharepoint16/sites/FSS/ops/Shared%20Documents/SMOC/SMOC/Volume%201/Chapter%209%20-%20ENF%2011-6%20%28S%29.docx) **for any referral for investigation to the SFCIU.**

**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** |
| Albert Conca | Elena Gafenco |  |  |
| **17/02/2023** | **22/02/2023** | **22/02/2023** |  |