**Action Note 2024/11/01: Chapter 2.3 Animal Welfare: TCOC Extension Process**

**Purpose**

This action note is to inform staff of changes to FSS Temporary Certificate of Competence (TCoC) extension process and to ask OVs to inform and discuss with the FBOs.

**Background**

We initially implemented an extension process for TCoCs to allow businesses some flexibility during the training of their staff in specific circumstances. The process required the FBO to contact WATOK to make a request and WATOK would forward this to the Vet Advisor for approval. However, this process was not always including the OVs, who will have a better understanding of the circumstances and who will be signing the TCoC extension as a result.

**Procedure**

Going forward, any TCoC extension should be requested by the FBO **directly to the site OV** via email, including valid reasons as to why the extension is needed. WATOK mailbox and Area Vet Advisor must be copied into the communications, even if only included by the OV when responding.

The OV will be responsible to decide whether the **first extension** is granted always keeping the Vet Advisor copied and informed. If they need advice, they should consult their Vet Advisor. For further extension requests the OV should discuss with the Vet Advisor in all cases, so they reach a decision together.

Extensions will only be granted upon exceptional circumstances where the FBO can prove that they did not manage to train the candidate within three months for a valid reason. Poor organisation and/or lack of responsibility to arrange time to train within the three months would not be a reasonable justification. The decision not to extend should be communicated by the OV in writing, with clear reference to the legal requirements.

When requesting an extension the FBO should clearly state if there will be any changes to the previous list of units. Last minute addition of units at the time of assessment won’t be allowed.

**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 below Annex I.
* Inform the FBOs in writing about the new process and implement it in plants upon publication. Record this in the daybook.
* Print a copy for the plant file, including Annex I.

**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** |
| Miriam Diaz Galvan 10/10/24 | Elena McWatt01/11/2024 | Chris Quick04/11/2024 |  |

**Annex I**

## **Action/Information Log**

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| Action/Information Number [delete as appropriate]:  |
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| Implementation/Revocation Date [delete as appropriate]: |

***(Signing the charter below certifies that the Action/Information has been read and understood)***

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