**Action Note 2025/06/****02: Chapter 2.5: Animal** **Identification: Change in contact details and title for SGRPID Inspection and Enforcement Teams**

**Purpose**

This action note (AN) is to inform all Authorised Officers (AOs) of a change in title and mailbox contact details for the SGRPID Inspection and Enforcement Teams. This AN is replacing [Action Note 2024/04/01](https://scotsconnect.sharepoint.com/%3Aw%3A/r/sites/SG_FSS_Ops/_layouts/15/Doc.aspx?sourcedoc=%7B9ECD384A-B007-4950-8ACD-F0CB34BA390E%7D&file=Action%20Note%202024-04-01%20-%20Chapter%202.5%20Animal%20Identification.docx&action=default&mobileredirect=true), which is now revoked.

**Background**

Since 1 June 2023 the Scottish Government Rural Payments and Inspectors Directorate (SGRPID) have been responsible for the provision of inspection and enforcement services for Cattle Identification Inspections (CII). This includes:

* Inspection processing
* Directly providing ScotEID with IRM (Identification, Registration and Movement) updates as a result of the inspection findings
* Management of movement restrictions and unidentified animal cases as a result of the inspection findings
* Internal and external reporting of inspection findings
* Undertaking targeted CII referrals from other organisations.

**Procedure**

FSS AOs are to note that from 03 June 2025 the SGRPID Inspection and Enforcement teams have a new title - Inspection and Enforcement Services – Cross Compliance and Livestock.

In addition, the IES Cattle Mailbox, ies.cattle@gov.scot has now replaced the AITEnforcementsMailbox@gov.scot mailbox. The new mailbox should be copied when referring cattle identification issues to the Trading Standards department of a Local Authority, including the suspicion of cattle identification fraud, and when reporting unreconciled passports via the AID 5/4 form.

There is also a new mailbox for sheep, goats and pig inspection related queries which should be directed to the IES Sheep Goats Pigs Mailbox: ies.sheep.goats.pigs@gov.scot

**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 of this note for the plant file.
* Note that [Action Note 2024/04/01](https://scotsconnect.sharepoint.com/%3Aw%3A/r/sites/SG_FSS_Ops/_layouts/15/Doc.aspx?sourcedoc=%7B9ECD384A-B007-4950-8ACD-F0CB34BA390E%7D&file=Action%20Note%202024-04-01%20-%20Chapter%202.5%20Animal%20Identification.docx&action=default&mobileredirect=true) is now revoked.

**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 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).

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Note drafted by** | **Action Note agreed by** | **Published** | **Revoked** |
| Victoria Carroll | Elena McWatt | Chris Quick |  |
| 09/06/2025 | 20/06/2025 | 23/06/2025 |  |

## **Action/Information Log**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Action Note Number: 2025/06/02 |
| SMOC Chapter: Chapter 2.5 Animal Identification |
| Implementation Date: 23/06/2025 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Print Name** | **Designation** | **Date** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |