

**Sampling Activity Audit
Questionnaire
(September 2019)
(for completion by Local Authorities)**

For FSS Use Only
(Date Received)

This questionnaire should be completed by the nominated lead Officer(s) for food law enforcement, or a more senior Officer.

Local Authorities are encouraged to discuss any difficulties completing this form with Graham Forbes (01224 285192).

When completed, the questionnaire should be sent, together with any relevant documents, to:

LAAudit@fss.scot, by the 21st October 2019.

Thank you for your co-operation.

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- **Section A** General Details
- **Section B** General Questions
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Section A – General Details

A1 Local Authority

A2 Name and position of Officer
completing this return

Section B - General Questions

Where requested, please enclose copies of those documents or records listed below. **Please mark every document you send with the appropriate reference number** as detailed below e.g. Latest Approved Service Plan – B1 and please **tick** boxes where appropriate.

Service Planning.

Please provide a copy of the following:

- B1** The latest Approved Service Plan.
- B2** Previous Service Plans covering 2018/19 and 2017/18, or equivalent.
- B3** Any review of the Authority's performance against last year's plan.
- B4** Evidence showing Member or designated Senior Officer Approval for the current Service Plan.
- B5** If not included within the Service Plan please provide details of how the budget for your annual sampling programmes is determined and allocated i.e. is this fixed over a period of time, or allocated year on year basis?
- B6** Please provide details of the budget allocated to sampling activities annually over the past 3 years.

All documents enclosed.....

If not enclosed,
please give
reasons:

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B7 Reports.

Please provide copies of any reports relevant to sampling activities provided to the Authority's Members during 2018 or 2019, together with the relevant Committee minutes. If these are within Service plans please use these.

Documents enclosed

If not enclosed,
please give reason:

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Enforcement.

Please provide a copy of the following:

B8 Enforcement Policy – latest copy

Document enclosed

If not enclosed,
please give reason:

B9 Any published summary

Document enclosed

If not enclosed,
please give reason:

B10 Any other details you consider relevant

Please provide
details:

Section C – Sampling Requirements

Sampling Policy.

Please provide a copy of the following:

C1 Sampling Policy

Documents enclosed

If not enclosed,
please give reason:

C2 Any published summary / copy

Documents enclosed

If not enclosed,
please give reason:

C3 Sampling Procedure(s). Please provide a copy of all of your Sampling Procedures.

Document(s) enclosed

If not enclosed,
please give reason:

C4 Sampling Programmes. Please provide a copy of your sampling programme covering each of the following years: 2019-20, 2018-19, and 2017-18

Documents enclosed

If not enclosed,
please give reason:

C5 Is all sampling activity recorded on the SFSD (UKFSS) database?

Yes / No

If no, please provide
details of where
they are recorded:

C6 Is SFSD used for internal monitoring and reporting of sampling activities?

Yes / No

If no, please provide
details of alternative
system:

C7 Please provide a copy of the most recent example of a report used for the internal monitoring and reporting of sampling activities.

Documents enclosed

If not enclosed,
please give reason:

C8 FSS produce Annual sampling reports which summarises the findings of sampling activities undertaken by LAs across Scotland, do you find these useful?

Yes / No

Please provide
details to support
your answer:

Section D – Public Analyst/Food Examiner

D1 Please provide details of the appointment of the Public Analyst (PA) at a laboratory accredited for the purposes of analysis which is listed as a designated official control laboratory (OCL)

Documents enclosed

If not enclosed,
please give reason:

D2 Please provide details of the Food Examiner (FE) used by your Authority.

Documents enclosed

If not enclosed,
please give reason:

D3 Please provide details of how the Sampling Policy and the Sampling Programme have been prepared in consultation with PA/FE.

Documents enclosed

If not enclosed,
please give reason:

D4 What are your arrangements for procuring scientific services (both PA and FE)?

Please
provide
details:

D5 Have scientific services been procured via contract, service level agreement or other arrangement?

Please
provide
details:

D6 Have these services been tendered through the open market?

Please
provide
details:

D7 Does the PA/FE have a role in the provision of advice on sampling or the sampling activity itself? i.e. are there occasions when the PA/FE would accompany the sampling officer on a visit to advise on appropriate sampling points or go out and take the samples themselves?

Details enclosed

If not enclosed,
please give reason:

D8 Please describe how are the analyses and examination methods to be undertaken on submitted samples determined? Please include details of how the extent of this is decided by the PA/FE or, alternatively, does the Officer prescribe the testing parameters for samples based solely on legislative requirements?

Details enclosed

If not enclosed,
please give reason:

D9 Have there been any occasions where you have been unable to access a particular method required to support a sampling intervention?

Details enclosed

If not enclosed,
please give reason: