

**Capacity and Capability
Supplementary Questionnaire
for
Local Authorities
(November 2017)**

These questions are designed to assist Food Standards Scotland in reviewing the scope of the Capacity and Capability audits of your Authority's statutory duties.

This questionnaire should be returned by a Senior Officer at or above the level of Head of Service.

When completed the questionnaire should be returned by email to LAudit@fss.scot by **22 December 2017**.

Contents

Please complete **ALL** sections:

- **A: General details**
- **B: Procedure for dealing with outbreaks of foodborne disease and or infectious intestinal disease**
- **C: Procedure for dealing with incidents of food fraud**
- **D: Procedure for dealing with food incidents involving a response to food alerts issued by FSS**

Local Authorities are encouraged to discuss any questions or difficulties about completing this form with Graham Forbes on 01224 285192 or by email at graham.forbes@fss.scot

Thank you for your co-operation

A – General Details

A1 Local Authority name

--

A2 Name and title of Officer completing this return

Name
Title

A3 With regard to contingency planning in general, do you have an overall plan in place? If yes please attach and return electronic copies or hyperlinks to these.

Yes / No

B – Procedure for a Food Hazard relating to the Investigation of outbreaks of foodborne disease and or infectious intestinal disease

B1 Do you have documented procedure/s and / or an Outbreak Control Plan designed to meet all of the requirements of the current Food Law Code of Practice (Scotland) at 8.3 in relation to outbreaks of foodborne disease. If yes please attach and return electronic copies or hyperlinks to these.

Yes / No

C – Procedure for initiating and responding to a Food Fraud Incident

C1 Do you have documented procedure/s designed to meet all of the requirements of the current Food Law Code of Practice (Scotland) at 8.2 (3b) in relation to a food incident suspected to be a food fraud? If yes please attach and return electronic copies or hyperlinks to these.

Yes / No

D – Procedure for dealing with food incidents requiring an effective response (including food alerts (FAFA's etc) issued by FSS)

D1 Do you have documented procedure/s designed to meet all of the requirements of the current Food Law Code of Practice (Scotland) at 10.1(1a) and 10.2 (1) in relation to an effective response to incidents (including food alerts issued by the FSS)? If yes please attach and return electronic copies or hyperlinks to these.

Yes / No

D2 Do you have facilities to receive food alerts from FSS by an electronic mail system? If yes please attach and return details, electronic copies or hyperlinks to these.

Yes / No

D3 Do you have systems in place to ensure that food alerts can be responded to outside normal working hours? If yes please attach and return electronic copies or hyperlinks to these.

Yes / No
