

To: Heads of Food Service.
Lead Food Officers.

30 January 2020

FSS/ENF/20/002

Dear Colleague

Upgrade of the Scottish National Database ('SND') to SND 2.2

An upgrade to the SND Portal will be carried out on Friday 31st January and will be available for your use on Monday 3rd February 2020.

This upgrade provides:

- A new Risk Rating Dashboard.
- The first phase of a new suite of Food Enforcement Reports collectively referred to as the Scottish Food Enforcement Annual Return ('SFEAR')*. The reports that will be implemented in this phase are:
 - Food Establishment Profile
 - Food Law Compliance Report
 - Food Hygiene Risk Ratings Report
 - Food Standards Risk Ratings Report
 - Complaints received in Reporting Period
 - Interventions carried out in Reporting Period
 - Enforcement Actions in Reporting Period.

* Note that all SFEAR reports can be run for any time period and are not limited to Annual Return use.

The SND User Manual accompanying this letter provides further information and guidance on the use of SND. This copy of the SND User Manual replaces all previous issues.

There are no specific actions required before using SND 2.2 but Lead Food Officers are asked to check that all required mappings are in place in SND. After applying new mappings please contact MacLaren West on support@maclarenwest.co.uk to ensure that the new mappings are applied to your existing SND data.

Further upgrades to SND that will be applied before the end of this financial year are:

- Additional SFEAR report 'Inspections Due and Achieved in Reporting Period'.
- Introduction of new Import and Export recording and reporting functionality.

If you have any questions or require further assistance please contact me, using the contact details provided below, or contact MacLaren West at support@maclarenwest.co.uk.

Yours sincerely

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