

Audit Assurance Division

Food Standards Scotland
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To: Heads of Service
Cc: Lead Food Officer

Date: 26 April 2024

Dear Colleague,

The Delivery of Official Controls in LA Approved Establishments Audit

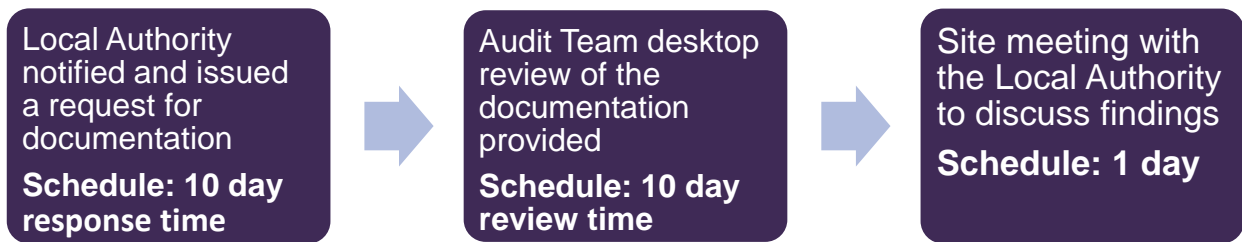
As set out in the [Local Authority Audit Programme for 2024/2025](#), the Audit Assurance Division will shortly begin the above focussed audit. The aim of this audit is to assess and verify the arrangements in place at Local Authorities to ensure the adequate and effective delivery of Official Controls in Local Authority approved establishments.

Audit Scope

The scope of the audit is detailed in the [Audit Brief](#) which has been published on our website. An Audit Checklist which provides further detail on what auditors will assess throughout the audit will be published shortly.

Audit Process

Local Authorities selected for audit will be notified and issued with a pre audit questionnaire and a request for documentation. The audit team will then carry out a desktop review of the documentation provided. At the end of the desktop review, auditors will arrange a meeting with the Local Authority to discuss its findings and request further evidence if necessary. The Audit stages are summarised in the process diagram below.



At the end of the audit, each Local Authority will receive a letter summarising the general discussion and feedback and an overall summary report will be completed at the end of the audit programme.

Timetable

This Focussed Audit will run throughout the year 2024/2025.

Official Control Verification (OCV) Implementation

In addition, to support our audit and the implementation of Official Control Verification (OCV) in Approved Establishments, FSS and the Scottish Food Enforcement Liaison Committee (SFELC) Approved Establishments Working Group (AEWG) will shortly be issuing a survey which will assess the implementation of OCV to date and inform further developments in this area.

If you have any questions or wish to discuss the audit in more detail, please do not hesitate to contact me.

Yours sincerely,

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