

Scottish National Database 2.0

User Instruction Manual



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1 Revision History

This document will be revised and re-issued each time an upgrade is applied to the Scottish National Database ('SND'). Note that the document

Version	Date	Author	
1.0	19/09/2019	Jacquie Sutton	<p>First Issue for upgrade to SND 2.0: Contains:</p> <ul style="list-style-type: none">• Portal link and sign in.• Mappings• New format of Food Establishment screen• New format of Approved Establishment screen
2.0	Due October 2019		Will contain updates to all SND Dashboards.

2 Introduction, SND Portal and Sign-in

SND is a central repository developed within FSS. It collects Food Enforcement Activity from each of the 32 Scottish Local Authorities via an API with each LA's Management Information System.

The portal is accessed via the following URL: <https://portal.fss-snd.scot>



Welcome to the Scottish National Database
Please login

you@example.com

Password

Remember me?

[Forgot Your Password?](#)



User Administration in SND is managed within each Local Authority and within FSS.

Please note that screen shots of SND within this document are often taken from our Test SND Portal which uses turquoise header and footers. The Live SND portal has dark purple headers and footers throughout.

3 Applying Mappings

Data mappings can be created and modified by SND Administrators in each Local Authority:



The Mapping Function maps data that has arrived from the LA MIS to standard values that are used for national reporting. (If the national values are used within the LA MIS, then there will be no need to apply mappings in SND.)

The following areas require mappings.

Mapping type	Number of mappings required	Number of mappings applied	
Enforcements	0	10	Create/Edit Enforcement Mappings
Complaints	0	0	No mappings required
FoodEstablishments	0	82	Create/Edit FoodEstablishment Mappings
Interventions	0	25	Create/Edit Intervention Mappings
Responsibilities	0	0	No mappings required
Food Hygiene Information Scheme	0	2	Create/Edit Food Hygiene Information Scheme Mappings
Approval Status	0	0	No mappings required
Approval Code	0	0	No mappings required
Approval Category	0	0	No mappings required
Approval Associated Activity	0	0	No mappings required
Approval Remark	0	0	No mappings required
Approval Species	0	0	No mappings required

Click on Create / Edit boxes to apply any required mappings.

New Mappings and Mappings that have changed for SND 2.0 are listed below.

3.1 Enforcement Mappings:

[Download excel file !\[\]\(eafc244b53721dd1ec133f0772f70fc7_img.jpg\)](#)

Enforcement Mappings.

[Back to Mappings](#)

Input Text	Map value to	Save
FS Seizure, detention or Surrender	Detention and Seizure - Food Safety	▼
FH Improvement notice	Hygiene Improvement Notice	▼
FS Voluntary closure	Voluntary Closure	▼
FH Food Hygiene Contravention Letter	Contravention Letter Food Hygiene	▼
FH Voluntary closure	Voluntary Closure	▼
FH Remedial Action/Detention Notice	Remedial Action Notice	▼
FS Improvement notice	Improvement Notice	▼
FS Food Standards Contravention Letter	Contravention Letter Food Standards	▼
FH Written Warning	Contravention Letter Food Hygiene	▼
FS Written Warning	Contravention Letter Food Standards	▼

The above shows an example of Enforcement Mappings. The 'Input Text' on the left is the Enforcement Type text that has arrived in SND from your MIS. The 'Map value to' boxes on the right allow selection from a standard list of Enforcement Type values.

The box below shows the expanded list of the Enforcement Types that can be chosen in SND 2.0.

Advice Letter Food Hygiene Advice letter Food Law Advice letter Food Standards Compliance Notice Contravention Letter Food Hygiene Contravention Letter Food Law Contravention Letter Food Standards Detention and Seizure - Food Information Law Detention and Seizure - Food Safety Detention and Seizure - Novel Foods Detention Notice (Approved Businesses) Fixed Penalty Notice Food Incident / Recall / Withdrawal Hygiene Emergency Prohibition Notice Hygiene Emergency Prohibition Order Hygiene Improvement Notice Hygiene Prohibition Order Improvement Notice Prosecution Regulation 27 Notice Remedial Action Notice Simple Caution Suspension of Approval Value not recognised Voluntary Closure Withdrawal of Approval
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3.2 Complaint Mappings

The box below shows the expanded list of the Complaint Types that can be chosen in SND 2.0.

Food
Food Standards Complaint
Hygiene of premises
Value not recognised

3.3 Intervention Mappings

The box below shows the expanded list of the Intervention Types that can be chosen in SND 2.0. Note that the only change from SND 1.0 is that 'Revisits and other visits' has changed to 'Revisits, Surveillance and other visits'.

Advice and education
Information/intelligence gathering
Inspections and audits
Revisits, Surveillance and other visits
Sampling visits
Value not recognised

3.4 Approval Mappings

Approval Mappings listed below are all new in SND 2.0.

3.4.1 Approval Status

This box shows the expanded list of the Approval Status values.

Approved
Authorised
Conditional Approval
Refused
Suspended
Value not recognised
Withdrawn

3.4.2 Approval Code

This box shows the expanded list of the Approval Code values.

- Collagen
- Dairy products**
- Eggs and egg products
- Fishery products
- Frogs' legs and snails
- Gelatine
- General activity establishments
- Live bivalve molluscs
- Meat products
- Minced meat, meat preparations and mechanically recovered meat
- Rendered animal fats and greaves
- Treated stomachs, bladders and intestines
- Value not recognised

3.4.3 Approval Category

This box shows the expanded list of the Approval Category values.

- auction hall
- cold store
- collection centre
- cutting plant
- dispatch centre
- factory vessel
- freezer vessel
- fresh fishery products plant
- game handling establishment
- liquid egg plant
- meat preparation establishment**
- mechanically separated meat establishment
- minced meat establishment
- packing centre
- processing plant
- purification centre
- re-wrapping establishment
- slaughterhouse
- Value not recognised
- wholesale market

3.4.4 Approval Associated Activity

This box shows the expanded list of the Approval Associated Activity values.

- auction hall
- cold store
- collection centre
- cutting plant
- dispatch centre
- factory vessel
- freezer vessel
- fresh fishery products plant
- game handling establishment
- liquid egg plant
- meat preparation establishment
- mechanically separated meat establishment
- minced meat establishment
- packing centre
- processing plant
- purification centre
- re-wrapping establishment
- slaughterhouse
- Value not recognised**
- wholesale market

3.4.5 Approval Remark

This box shows the expanded list of the Approval Remark values.

- blood products**
- frogs' legs
- meat extracts and any powdered products derived from meat
- meat products
- snails
- treated stomachs, bladders and intestines
- Value not recognised**

3.4.6 Approval Species

This box shows the expanded list of the Approval Species values.

bovine
caprine
farmed land mammals other than domestic ungulates
lagomorphs
ovine
porcine
poultry
ratite
shellfish
solipeds
Value not recognised
wild birds
wild lagomorphs
wild land mammals other than wild ungulates and wild lagomorphs.
wild ungulates

4 Food Establishment Detail View

Changes have been applied to the layout and content of the Food Establishment view.

The view splits the information into various categories as shown in the demo example below:

Food Establishment: Dominive

Business Information

Business Operator Annelle Lasker	Date Registered 21st Feb 1992
Trading Name Dominive	Business Start Date not provided
Address 53110 Queen Street North District B02 1WA	Ceased Trading No
Food Establishment Type Retailers	Modified in MIS 18th Jul 2018

Business Performance (Food Law)

Current Food Law Rating B	Last Inspection Date 17th Jul 2018	FHIS Status Pass
Food Law Business Group 2	Next Inspection date 17th Jan 2020	FHIS Status Date 16th Jul 2018
Average Score 2	Officer Responsible Stan Stillings	
Food Safety and Practice Performance	2	2 - Generally Compliant
Cross Contamination Performance	2	2 - Generally Compliant
Structural Performance:	2	2 - Generally Compliant
Food Information Performance:	2	2 - Generally Compliant
Composition Performance:	2	2 - Documented appropriate (HACCP based) FSMS in place and followed.
Food Safety Management System:	2	2 - Generally Compliant
Confidence In Management	3	3 - Some confidence. Engage with obligations but gaps in technical awareness. Reliant on LA. New Business or FBO

The Business Performance box will show complete information from the latest risk rating of the food business. If the business has not been rated for Food Law then the most recent Food Hygiene and Food Standards risk ratings will be shown in the Business Performance box.

Business Identifiers

SND Unique Id 357643	UPRN 61MQLNMUJLD
MIS Unique ID 51	Northing / Easting 656496.0 / 282214.0
LA Premises Code No value provided	

The Business Identifier box shows all unique identifiers related to the business. With the exception of the SND Unique ID (which is generated in SND), the identifiers originate in the LA MIS.

Food Law Risk Rating history (Count: 1)							
				Edit Last Food Law Risk Rating			
Source	Officer Resp.	Business Group	Rating	Band	Risk Rating Date	Next Risk Rating	Food Safety And Practice Performance
							Description
SND	Stan Stillings	2	2	B	17th Jul 18	17th Jan 20	2 - Generally Compliant

The Food Law Risk Rating History box lists all of the Food Law Risk Rating records for the Food Business. Note that, for early adopters of FLRS, some of these records will have originated in SND, and this is shown in the Source column, as indicated. The source of all other FLRS records will be 'MIS'.

Interventions (Count: 17)		
Type	Responsibility	Date
Inspections and audits	FS	16th Jul 18
Inspections and audits	FH	16th Jul 18
Inspections and audits	FH	5th Mar 18
Inspections and audits	FH	13th Jan 17
Inspections and audits	FS	13th Jan 17
Revisits, Surveillance and other visits	FS	14th Nov 16

Enforcements (Count: 3)		
Type	Date	
FH Food Hygiene Contravention Letter	17th Jul 18	
FH Food Hygiene Contravention Letter	17th Jan 17	
FH Food Hygiene Contravention Letter	7th Jan 14	

Complaints (Count: 1)		
Type	Responsibility	Date
Food	FH	1st Feb 18

All Interventions, Enforcement Actions and Complaints recorded for the Food Business will be listed as shown above. The view will also show all Food Hygiene Risk Ratings, Food Standards Risk Ratings, and completed Sample records as detailed below:

Food Hygiene Risk Rating history (Count: 5)

Date	Next Inspection Date	Officer Resp.	Rating	Score	Consumers at Risk	Level of Hygiene Compliance	Level of Structural Compliance	NP
16th Jul 18	16th Jan 20	Williemaes Wedge	C	60	5	10	10	0
13th Jan 17	13th Jul 18	Williemaes Wedge	C	60	5	10	10	0
22nd Jul 15	22nd Jul 17	Abraham Arnold	D	50	5	5	5	0
6th Jan 14	6th Jan 16	Abraham Arnold	D	50	5	5	5	0
12th Jul 12	12th Jul 14	Abraham Arnold	D	50	5	5	5	0

Food Standards Risk Rating history (Count: 5)

Date	Next Inspection Date	Officer Resp.	Rating	Score	Level of Current Compliance	Ease of Compliance	Consumers at Risk
16th Jul 18	16th Jul 23		C	35	0	10	5
13th Jan 17	13th Jan 22		C	35	0	10	5
22nd Jul 15	22nd Jul 20		C	35	0	10	5
6th Jan 14	6th Jan 19		C	35	0	10	5
12th Jul 12	12th Jul 17		C	35	0	10	5

Samples (Count: 0)

Sample Date	Sample Number	Food Description	Brand Name	Is Satisfactory
No Data				

5 Approved Food Establishment Detail View

The Approved Food Establishment Detail View follows the same format as the Food Establishment Detail View above, with the addition of the Approval Information box as shown below:

Approval Information	
Approved: Yes	Approval Associated Activities: Meat Preparation Establishment
Approval Date: 2nd Sep 2003	Approval Codes: V - Minced meat, meat prep VI - Meat products
Approval Number: KD026	Approval Details:
Approval Category: Meat Preparation Establishment	Approval Remarks: Meat products
	Approval Species:



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