

# Scottish National Database 2.0

## User Instruction Manual



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## 1 Revision History

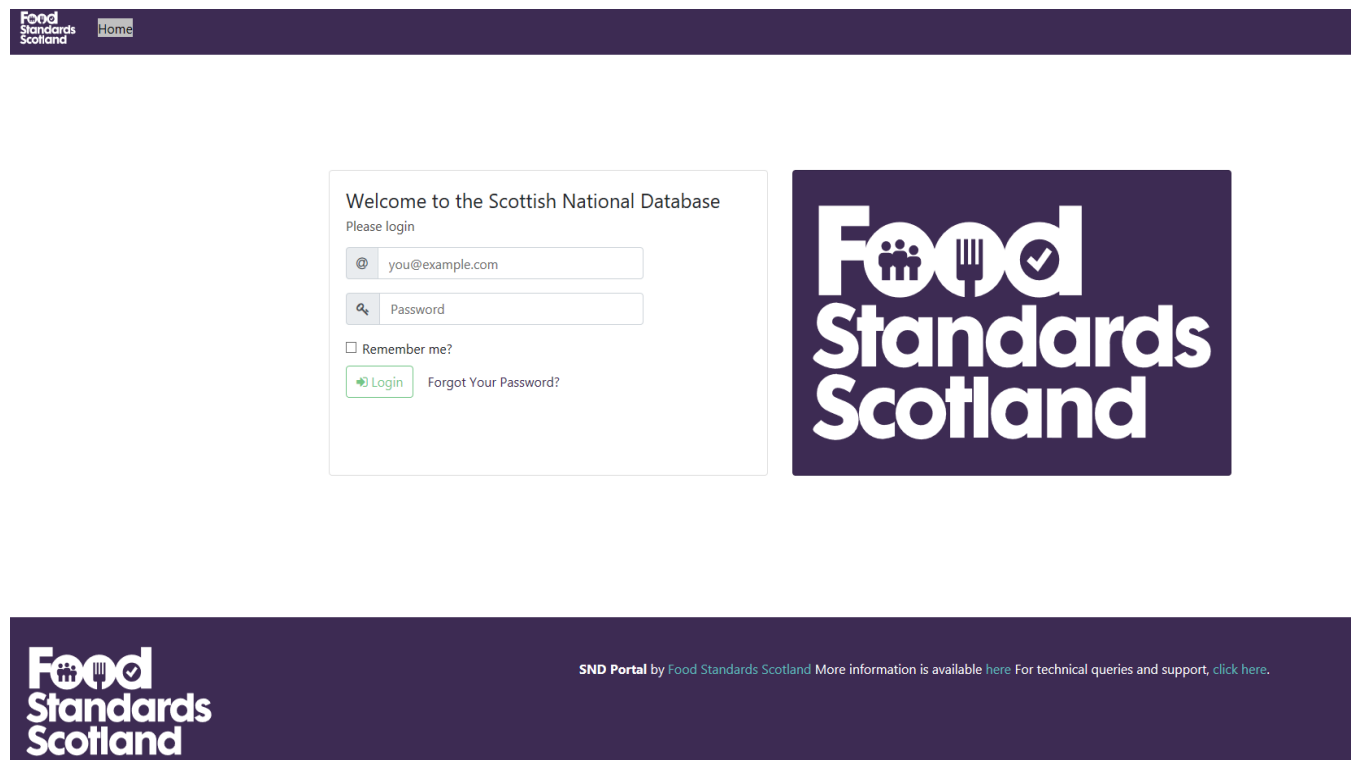
This document will be revised and re-issued each time an upgrade is applied to the Scottish National Database ('SND'). Note that the document

Version	Date	Author	
1.0	19/09/2019	Jacque Sutton	First Issue for upgrade to SND 2.0: Contains: <ul style="list-style-type: none"><li>• Portal link and sign in.</li><li>• Mappings</li><li>• New format of Food Establishment screen</li><li>• New format of Approved Establishment screen</li></ul>
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>



The screenshot shows the login interface for the Scottish National Database. At the top left, there is a dark purple header with the Food Standards Scotland logo and a 'Home' link. The main content area is white and contains the following elements:

- Text: "Welcome to the Scottish National Database"
- Text: "Please login"
- Input field for email: "@ you@example.com"
- Input field for password: "Password"
- Checkbox: "Remember me?"
- Buttons: "Login" (green) and "Forgot Your Password?" (blue)

To the right of the login form is a large dark purple square containing the Food Standards Scotland logo in white.

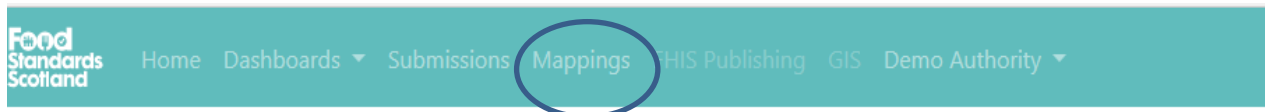
At the bottom of the screenshot is a dark purple footer with the Food Standards Scotland logo on the left and the text: "SND Portal by Food Standards Scotland More information is available [here](#) For technical queries and support, [click here](#)."

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	<a href="#">Create/Edit Enforcement Mappings</a>
Complaints	0	0	<a href="#">No mappings required</a>
FoodEstablishments	0	82	<a href="#">Create/Edit FoodEstablishment Mappings</a>
Interventions	0	25	<a href="#">Create/Edit Intervention Mappings</a>
Responsibilities	0	0	<a href="#">No mappings required</a>
Food Hygiene Information Scheme	0	2	<a href="#">Create/Edit Food Hygiene Information Scheme Mappings</a>
Approval Status	0	0	<a href="#">No mappings required</a>
Approval Code	0	0	<a href="#">No mappings required</a>
Approval Category	0	0	<a href="#">No mappings required</a>
Approval Associated Activity	0	0	<a href="#">No mappings required</a>
Approval Remark	0	0	<a href="#">No mappings required</a>
Approval Species	0	0	<a href="#">No mappings required</a>

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](#)

## 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

### 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
<b>Dairy products</b>
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
<b>meat preparation establishment</b>
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 <b>Annelle Lasker</b>	Date Registered <b>21st Feb 1992</b>
Trading Name <b>Dominive</b>	Business Start <b>Date not provided</b>
Address <b>53110 Queen Street North District BO2 1WA</b>	Ceased Trading <b>No</b>
Food Establishment Type <b>Retailers</b>	Modified in MIS <b>18th Jul 2018</b>

Business Performance (Food Law)

Current Food Law Rating <b>B</b>	Last Inspection Date <b>17th Jul 2018</b>	FHIS Status <b>Pass</b>
Food Law Business Group <b>2</b>	Next Inspection date <b>17th Jan 2020</b>	FHIS Status Date <b>16th Jul 2018</b>
Average Score <b>2</b>	Officer Responsible <b>Stan Stillings</b>	

Food Safety and Practice Performance	<b>2</b>	<b>2 - Generally Compliant</b>
Cross Contamination Performance	<b>2</b>	<b>2 - Generally Compliant</b>
Structural Performance:	<b>2</b>	<b>2 - Generally Compliant</b>
Food Information Performance:	<b>2</b>	<b>2 - Generally Compliant</b>
Composition Performance:	<b>2</b>	<b>2 - Documented appropriate (HACCP based) FSMS in place and followed.</b>
Food Safety Management System:	<b>2</b>	<b>2 - Generally Compliant</b>
Confidence In Management	<b>3</b>	<b>3 - Some confidence. Engage with obligations but gaps in technical awareness. Reliant on LA. New Business or FBO</b>

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 <b>357643</b>	UPRN <b>61MQLNMUJLD</b>
MIS Unique ID <b>51</b>	Northing / Easting <b>656496.0 / 282214.0</b>
LA Premises Code <b>No value provided</b>	

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) [Add Food Law Risk Rating](#) [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	Williamae Wedge	C	60	5	10	10	0
13th Jan 17	13th Jul 18	Williamae 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 Date: **2nd Sep 2003**  
Approval Number: **KD026**  
Approval Category: **Meat Preparation Establishment**

Approval Associated Activities: **Meat Preparation Establishment**  
Approval Codes: **V - Minced meat, meat prep VI - Meat products**  
Approval Details:  
Approval Remarks: **Meat products**  
Approval Species:

**Food**  
**Standards**  
**Scotland**

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**Inbhe**  
**Bìdh Alba**

For further information please contact:

Jacque Sutton

Delivery Assurance Project Manager

[jacque.sutton@fss.scot](mailto:jacque.sutton@fss.scot)

07796 940 299

Food Standards Scotland

Pilgrim House

Old Ford Road

Aberdeen

AB11 5RL