

Summary of Changes

Section	Description of Change
Cover Page	The date and version number have been updated. References to Scottish Food Enforcement Liaison Committee (SFELC) as the document owner have been removed.
Section 1	A clear statement of the aims, objectives, and limitations of the guidance has been added. Background information relating to previous approvals guidance and references to SFELC as the main point of contact have been removed. Acknowledgement has been added to reflect the contribution of the Approved Establishments Working Group (AEWG) to the development and review of the guidance. References to Official Control Verification have been removed.
Section 3	References to retained European Union (EU) law have been removed.
Section 4	Additional clarification has been provided in relation to the co-location of establishments.
Section 4	Table 1, “Commodities and activities requiring approval”, has been relocated to the end of the document as an annex.
Section 4	A cross-reference to Table 4 in Annex 1 has been added.
Section 4	The paragraph relating to the maintenance of approval has been removed. A replacement provision has been included in Section 5.
Section 5	Exemption 5.1(j) has been renamed “Storage and transport undertakings”.
Section 5	Table 2, “Maximum amounts considered as small quantities for individual products of animal origin”, has been moved to the end of the document as an annex.
Section 5	Table 2 has been amended to clarify that establishments selling more than 360 eggs, while meeting the “marginal, local and restricted” exemption, do not require approval by the local authority.
Section 5	Clarification has been added to confirm that establishments handling farmed game are subject to approval by Food Standards Scotland.
Section 5	A link has been added to European Commission guidance on determining composite products for export purposes.
Section 5	References to raw egg as an ingredient have been removed.
Section 5	References to the term “controlling mind” have been removed.
Section 5	The wording has been amended to clarify the treatment of satellite units when calculating “marginal” activity, in order to align with the exemption flowchart, which excludes satellite units.
Section 5	The wording has been clarified to confirm that satellite operations may be supervised by a group of individuals rather than a single person.

Section 5	The term “handle” has been replaced with “supply” to improve legal clarity.
Section 5	Headings have been amended to ensure consistency with Section 5.1(j).
Section 5	Additional guidance has been included for approved cold stores exporting to non-EU countries. Clarification has also been provided regarding the exemption from approval for cold stores supplying a single retailer.
Section 5	An export-specific decision box has been added to the approval decision tree.
Section 6	The wording has been amended to specify that the application form must be completed and that the competent authority may request additional information to process an approval application.
Section 6	Further clarification has been provided regarding establishments that require approval to access international markets, where the activities undertaken are not otherwise subject to approval.
Section 6	The wording has been updated to require that a copy of the application form is sent to Food Standards Scotland.
Section 7	Qualifications for Environmental Health Officers (EHOs) and Food Safety Officers (FSOs) have been updated.
Section 7	References to the SFELC competency matrix have been removed, as the matrix is no longer current.
Section 7	The wording has been amended to include other relevant assimilated EU law, in addition to Regulations (EC) No. 852/2004 and 853/2004.
Section 7	Diagrams have been amended to reflect the correct wording in the Official Controls Regulation regarding extensions to conditional approval and the third approval visit.
Section 8	The wording has been updated to require that a copy of the Notification of Approval form should be sent to Food Standards Scotland.
Section 8	TRACES codes have been added where applicable.
Section 8	Links to the EU and Food Standards Scotland websites have been updated.
Section 9	References to an approval cover letter detailing areas of responsibility have been removed, as this practice is no longer in place.
Section 10	References to Practice Guidance have been removed as the material is obsolete.
Section 10	A table providing examples of identification marks has been added, together with a link to relevant advice on the Food Standards Scotland website.
Section 10	The wording has been amended to clarify that competent authorities and Local Authorities should consult Food Standards Scotland when an FBO requests permission to use an approval number that does not relate to the establishment where the product was manufactured or handled.
Section 10	A link to the TRACES lists has been added.
Section 11	Additional clarification has been provided regarding the exemption from approval for cold stores supplying a single retailer.
Section 12	The term “ownership” has been replaced with “Food Business Operator (FBO)” for accuracy.
Section 12	Notes have been removed to clarify that new curtilage may be used once the competent authority has been notified.
Section 12	The wording has been amended to reflect legal advice confirming that a change of ownership does not automatically require re-approval.
Section 12	Timescales have been amended to align with the Official Controls Regulation requirements for changes of FBO.

Section 12	Table 3 has been amended to reflect legal advice on changes of ownership and has been moved to the annex.
Section 12	The wording has been amended to clarify that, in certain circumstances, establishments may proceed directly to full approval.
Section 12	The wording has been modified to reflect that Local Authorities do not have the legal power to remove approvals.
Section 12	Additional wording has been included to reflect that a joint Food Standards Scotland and local authority visit may be required where establishments transfer from FSS to local authority oversight.
Section 13	Clarification has been added that obstruction by a Food Business Operator may trigger a review of approval. Where the FBO is not contactable, the competent authority should take appropriate action using the last known contact details.
Section 13	Local Authorities are directed to use the “Notice of decision to suspend approval” form available on the Food Standards Scotland website and to submit a copy to FSS once completed.
Section 13	Table 4, detailing enforcement responsibilities in Food Standards Scotland-approved establishments, has been added and moved to the annex.
Section 14	A definition of “Cutting Plant” has been added.
Section 15	Annex 1 has been added.
Table 1	Reefer vessels and highly refined products have been added as commodities and activities requiring approval.

