

## Action Note 2022/09/01: Chapter 1: Introduction

### Purpose

This Action Note is to revoke the PMI 4/19 form (FSS- FBO meeting minutes), to introduce a revised template as part of Chapter 1 and to clarify the process for FSS-FBO meetings.

### Procedure

FSS-FBO meetings are to take place in all FSS approved plants with routine OV attendance, on a risk based frequency. This can be from daily (when urgent or high level of non-compliance exists), to every two months for highly compliant plants.

OVs from OV only plants (where securing time with FBO representatives is a challenge) should liaise with their FOCs for delegation of plant Official Control duties to OAs, to accommodate release for these meetings.

OVs should lead on the scheduling of the meetings and liaise with their FOCs for their attendance. If FOC attendance is not possible, a written update should be provided in advance.

OVs should notify their OM if FBOs repeatedly fail to engage with this process.

OVs should ensure the template to record the meeting notes is completed and uploaded into the relevant SharePoint plant folder.

The revised template can be found in Annex 1 of this Action Note and it will be introduced as an Annex to Chapter 1 with a future SMOC amendment.

**Field Staff** are required to:

- Note the contents of the Action Note, plant attending OVs to ensure that the Action Note is read by all FSS staff and this is noted in the Action/ Information Log.
- Print a copy for the plant file together with an Action / Information Log.

**This Action Note will be:**

- Uploaded to the Action Note Live Folder and Operation tracker log on SharePoint.
- Forwarded to Website mailbox ([website@fss.scot](mailto:website@fss.scot)) for publication on our website.

The Action Note will remain live until either incorporated in the SMOC, or revoked.

Copies of the live and revoked Action Notes can be found on [SharePoint](#).

<u>Action Note drafted by</u>	<u>Action Note agreed by</u>	<u>Published</u>	<u>Revoked</u>
Ioana Negrea	Elena Gafenco		
<u>08/09/2022</u>	<u>14/09/2022</u>		

### Annex 1:



FSS FBO MEETING  
TEMPLATE (1).docx