

To: Local Authority Chief Executive

Cc Head of Service
Lead Officer for Food

(by email)

Date 01.10.2019

Ref: FSS/ENF/19/016

Dear Colleague,

Food Standards Scotland: Sampling Activity Audit

I am writing to advise you that a Sampling Activity Audit is being carried out by Food Standards Scotland, which will involve all 32 Scottish Local Authorities. The audit will be conducted in line with the terms of the Audit Brief and Plan: [Audit Sampling Activity Brief and Plan](#) (FSS/ENF/19/016) which has been published on the Food Standards Scotland website, and the legal framework below in Annex 1.

The Audit Questionnaire and the Audit Checklist have also been published on our website at: [Audit and Monitoring Page](#)

There will be two stages to this audit, all LAs are being requested to provide information, then a smaller number may be either contacted or visited to verify the details and provide further context.

Information Requested

Would you please forward electronic copies of the information/documents listed in the attached Sampling Audit Questionnaire (September 2019) by **21st October 2019**.

This is an important part in the audit process and I would be grateful if it is cleared at an appropriate senior level before it is returned to us. The aim of this request is to provide the auditors with background information on your Authority's food

sampling systems and procedures. The information provided will enable the auditors to review your Authority's enforcement systems and procedures prior to any onsite visit.

Once the information from all 32 LAs has been reviewed, there will be a report published, with anonymised data, to summarise the findings of the audit.

Should there be any questions about the contents of this letter or the practicalities of participating in the audit please contact Graham Forbes at graham.forbes@fss.scot or on 01224 285192.

[Click here for a Privacy Notice](#)

Yours sincerely



Marion McArthur
Head of Audit
Food Standards Scotland

Annex 1 – Legal framework

The power to set standards, monitor and audit the performance of enforcement authorities was conferred on Food Standards Scotland by Sections 3 and 25 of the Food (Scotland) Act 2015¹ and Regulation 7 of The Official Feed and Food Controls (Scotland) Regulations 2009².

In addition Article 4(6) of Regulation (EC) No 882/2004³ on official controls performed to ensure the verification of compliance with feed or food law, includes a requirement for competent authorities to carry out internal audits or to have external audits carried out.

To fulfil this requirement Food Standards Scotland, has established external audit arrangements in respect of competent authorities. These arrangements are intended to ensure competent authorities are providing an effective and consistent service for the delivery of official controls and are meeting the general criteria laid out in Regulation (EC) No 882/2004.

¹ <http://www.legislation.gov.uk/asp/2015/1/contents/enacted>

² <http://www.legislation.gov.uk/ssi/2009/446/contents/made>

³ [\(EC\) No 882/2004](#)