

# Chapter 10

## Operational Training

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# 1. OV training

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### 1.1 Introduction

#### 1.1.1 Legal requirements

The competent authority may appoint as OVs, veterinarians who have passed a test meeting the requirements contained in Regulation 2019/624, Annex II, Chapter I.

#### 1.1.2 Eligibility for appointment as an OV

To be eligible for appointment as an OV, the candidate must:

- hold a veterinary degree (see topic [1.5](#) on 'OVs from other countries' regarding equivalent qualifications from other countries)
- be a member of the RCVS
- have successfully completed their practical probationary period and passed the assessment which is conducted at the end of the probationary period

#### 1.1.3 OV role

The following summarise the main duties and responsibilities of an OV, according to legal requirements. **Reference:** Regulation 2017/625 Article 18

- food chain information (FCI)
- ante-mortem inspection
- animal health and welfare
- post mortem inspection
- hygiene of meat production
- compliance with presence of residues of veterinary medicinal products and contaminants
- specified risk material and other animal by products (ABPs)
- laboratory testing

- health marking of carcasses of domestic ungulates, farmed game mammals other than lagomorphs, and large wild game, as well as half carcasses, quarters and cuts produced by cutting half-carcasses into three wholesale cuts.

### **OV auditing tasks**

- Audit of good hygiene practices and hazard analysis and HACCP based procedures:
- checks on FCI
- design and maintenance of premises
- preoperational, operational and post-operational hygiene
- personal hygiene
- training in hygiene and in work procedures
- pest control
- water quality
- temperature controls
- controls on food entering and leaving the establishment and any accompanying documentation
- verification that FBO applies HACCP- based procedures continuously and properly
- verification of compliance with microbiological criteria
- verify application of the identification mark

### **OVs other tasks**

- Communication of inspection results
- Decisions concerning FCI
- Decisions concerning live animals
- Decisions concerning animal welfare
- Decisions concerning meat
- Enforcement
- Supervision of MHIs carrying out official controls

## **1.2 The OV Training Programme**

FSS have created an Official Controls Veterinarian customised award developed by SQA (Scottish Qualifications Authority) which consists of a full training programme to designate staff as Official Veterinarians to enable them to conduct Official Controls in approved premises.

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The FSS OV training programme consists of ten mandatory units as per below:

- Unit 1: Competent Authority and Legislation Framework
- Unit 2: AMI and Animal Identification
- Unit 3: Animal Health and Welfare
- Unit 4: Food Processing and Technology
- Unit 5: Residues and Microbiology
- Unit 6: Labelling and Traceability
- Unit 7: Enforcement and HACCP
- Unit 8: Audits and Approvals
- Unit 9: Imports and Exports
- Unit 10: Agriculture, Environment and Principles of Epidemiology

The OV programme, which can be found in [Annex 6](#) - is set to a minimum duration of 10 weeks where the mandatory units will be covered by interlinking theoretical modules in Essential Skillz eLearning platform, practical experience in different approved establishments (abattoirs, GHEs, cutting plants, holdings and laboratories), self-study time and case studies.

During the OV training Programme, the trainee OV (tOV) will always be accompanied by an experienced Authorised Officer when undertaking any practical experience and will be under the line management and supervision of a Veterinary Advisor/Auditor within the FSS Veterinary Branch, who will guide and support them throughout the process by having regular meetings, as described in the OV Training Programme.

There is also further training that might be provided as part of the training programme but that is not mandatory and that is not reflected in the mandatory units, such as Game, RTE and Fish training.

In addition, depending on the planned deployment of the future OV and business needs, official qualification for exporting by [Improve International](#) might be considered as part of the training programme.

FSS may not require the candidate to complete the OV training programme, or certain parts of it, if it is satisfied that the candidate has acquired the required knowledge as part of:

- a veterinary degree,
- though continuous professional development,
- as a result of a post graduate qualification,
- past experience, for instance candidates with sufficient experience as an OV in EU Member States.

In any of the circumstances detailed above, and subject to agreement from the Competent Authority, the veterinarian may be permitted to complete only part of the modules, or none of them, but they **MUST** sit and pass all aspects of the assessment. The candidate should discuss any specific arrangements for sitting the examination with their line manager.

### 1.3 Training period

#### 1.3.1 Theoretical Training

This will consist of a series of online modules delivered on the Essential Skillz online platform, which will cover the mandatory units of the OV training programme.

They will also be supported by:

- recommended readings of guidance, articles, SMOC, policies and procedures and relevant regulation
- regular meetings with the Veterinary Technical Team, particularly with the Vet Advisor designated to the trainee OV
- completion of case studies, which will be then reviewed by the Vet Advisor and feedback provided during the technical meetings

#### 1.3.2 Practical training

Regulation 2019/624 requires the OV to carry out practical training for a probationary period of at least two hundred hours under the supervision of existing OVs before starting to work independently.

The tOV is responsible for ensuring that the visits and a minimum of 200 practical training hours in specific type of establishments have been met (see [Annex 11](#) of this chapter). It is mandatory that the hours in establishments listed on the 'OV practical experience requirements' are met.

The FSS Veterinary Advisor/Auditor line managing and guiding the tOV throughout their training will ensure that regular contact with them is established and the right level of support is provided (for example, by way of entries in the Theoretical Assessment Plan – see [Annex 7](#) to this chapter).

During their training period, the tOV needs to gain experience in all areas covered in the training syllabus. However, emphasis could be made in certain areas depending on future deployment of the tOV.

Additionally, they should develop knowledge and experience of:

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- FSS working practices
- FSS IT systems and procedures (for example: OWS, SharePoint)
- FSS audit of FBO's Food Safety Management Systems (FSMS)

They must keep a record of the total number of hours completed in each type of establishment as part of their OV [Training Practical Experience Learning Log](#) which can be found in [Annex 4](#), guidance on how to complete it and the competency framework to be covered can be found in Practical Experience Learning Log Notes for Guidance in [Annex 3](#).

The table below contains details of the establishments, species and minimum total hours that every tOV must complete during their training period.

For other type of establishments and the hours that FSS strongly recommends, refer to 'OV practical experience requirements' in this chapter.

Establishment	How will a tOV gain knowledge
Red and/or white meat slaughterhouse (covering at least cattle, sheep and pigs slaughter,)	Shadow an experienced OV at Slaughterhouses (if possible with co-located CP)
Red and/or white meat cutting plant	Shadow audits and UAIs in CP with an appointed Veterinary Auditor, Veterinary Advisor, OV or UAI inspector
Minced meat establishment	Shadow official control delivery in establishments producing them and/or audits and UAIs in CP / processing plants with an appointed Veterinary Auditor, Veterinary Advisor, OV or UAI inspector
Meat preparations establishment	
Meat products establishment	
Holdings	Conduct an accompanied visit to a livestock holding (farm)
<b>Total minimum hours</b>	<b>200</b>

Visits to a wild/farmed game establishment are not compulsory; however, if the tOV wishes to gain OV appointment in relation to wild game, they must complete the following activities:

Establishment	Activity
Approved Game Handling Establishment	Dressing of wild/farmed game: <ul style="list-style-type: none"> <li>• large: deer</li> <li>• small: game birds, lagomorphs</li> </ul>

	Cutting of wild/farmed game
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For further information about wild game training please refer to [section 4](#).

Part of the statutory requirements regarding OV training is that this training must include the auditing of Food Safety Management Systems. To gain this experience, the tOV must accompany (shadow) a designated FSS Veterinary Auditor (or Veterinary Advisor) in at least 1 full FBO Audit of Food Safety Management Systems. The training must include the understanding of the audit process and familiarisation with audit outcomes and reporting systems.

### 1.3.3 Practical Experience Learning Log

Trainee OVs (TOVs) undertaking the required minimum of 200 hours practical application should complete the Practical Experience Learning Log at the end of each period of practical experience in Approved Establishments, on holdings and/or laboratories. The template can be found at [Annex 4](#) and the guidance for completion in [Annex 3](#).

The log will be used as a reference and a brief record of the key points of practical experience for the purposes of the assessment of competence at the end of the required minimum of 200 hours.

The log will provide evidence of the individual progress through the practical experience.

All tOVs will complete one Learning Log per establishment and feedback from the OV accompanying the tOV during the visit to the establishment will be included.

Feedback on completion of Practical Experience Learning Log as well as any support needed would be provided during the meetings with the technical team.

The Practical Experience Learning Logs will be also used as evidence of competence during the final assessment, meaning that if the assessor considers that some competencies have already been covered by the logs, these might not need to be assessed again during the final assessment and vice versa. Feedback from the assessor will be also provided in Section 5 of the form once these are submitted.

## 1.4 Assessment of tOVs

### 1.4.1 Assessment Process

The assessment process for the trainee OVs will consists of:

- Individual theoretical tests upon completion of the theoretical modules in Essential Skillz eLearning platform
- Completion of case studies (one per unit) – This will be checked by the Veterinary Advisors/ Auditors and discussed with the tOVs
- Completion of the Practical Experience Learning Logs
- Final Assessment with the designated assessor – Ideally this will be conducted in the plants, but can be done remotely also, in case of any restrictions to plant visits.

### 1.4.2 Theoretical Assessment Plan

All theoretical training will be assessed as mentioned in the section above, these will be recorded in the individual Theoretical Assessment Plan by the Veterinary Advisors/Auditors including the outcome of the assessments, i.e., if the individual has passed or not their assessments and any further action that might be required.

This document will be kept by the Veterinary Advisors/Auditors throughout the process and any significant information and/or actions will be communicated to the tOVs and relevant assessor.

The template can be found at [Annex 8](#).

### 1.4.3 Final assessment request

When the training has been completed and the tOV feels prepared to go through the final assessment, they should request this from their line manager (VA or Vet Auditor, as the case may be).

By the time the tOV requests the final assessment all the following should have been completed and submitted to the line manager:

- Practical Experience Learning Logs
- Practical Experience Hours Log
- Trainee OV Log of hours & calculator Case Studies
- Theoretical training (This must be completed but there is no need to submit, the VA will obtain the report from Essential Skillz)

### 1.4.4 Final Assessment procedure

Once all the actions as per [section 1.4.3](#) have been completed, the Veterinary Advisor/Auditor will notify the assessor and arrange a date and time for assessment.

The assessor will conduct the assessment through observation, questioning, exploration of actions taken, evidence of liaison with establishment team(s) and



discussions regarding the practical experience that the tOV has undertaken during the probationary period.

The assessor may also ask questions in relation to the content of the completed “Practical Experience Learning Log,” case studies and establishments other than the one at which the assessment is taking place.

The assessor will complete the ‘Final Official Veterinarian Assessment Confirmation Report’ which can be found at [Annex 2](#), together with the Final Assessment Plan giving feedback regarding the evidence gathered during the assessment day and including the outcome of the assessment; the individual will either have been successful or will require further experience.

The completed ‘Final Official Veterinarian Assessment Confirmation Letter’ must be sent by the assessor to the Veterinary Advisor/Auditor allocated to the tOV (copy to the Head Veterinarian), who will notify the tOV of the outcome within ten working days of receipt. The Vet Advisor/Auditor will also submit required evidence to FSS Admin team, to enable them to process the OV authorisation/ warrant.

More detailed guidance on the assessment process can be found at [Annex 5](#).

### **1.4.5 Successful tOV**

After the completion and successful achievement of the assessment, the tOV will receive a letter of Confirmation of Appointment ([Annex 8](#)) and a copy of the ‘Official Veterinarian Final Assessment Confirmation Report’ ([Annex 2](#)) from the Operations team, confirming that they may begin working independently as an OV. As well as the warrant from the administration team.

### **1.4.6 Unsuccessful tOV**

If after the completion of the assessment, the tOV has not shown the level of competence/experience required, the assessor will forward the completed ‘Assessment of Practical Application Experience’ to the tOV, within five working days of receipt.

The ‘Assessment of practical application experience’ will define the areas requiring further attention, and the suggested additional hours of experience required.

Arrangements to cover any skills gap(s) need to be organised between the tOV and their assigned VA/Vet Auditor.

The tOV should continue to complete the ‘Practical Experience Learning Log during the additional hours required.

When the tOV and the VA/Vet Auditor are satisfied that the further experience required from the initial assessment has been gained, a re-assessment should be requested following the process as defined in [1.4.1 on ‘Assessment request’](#) above.

### 1.4.7 Appeal procedure

If a tOV disagrees with the outcome of an assessment, they should follow the FSS appeals procedures.

They should communicate their appeal to their assessor in the first instance, who will arrange a meeting to provide clear explanation and justification of the decision, including the review of any additional information that the tOV wishes to be taken into consideration at the point of appeal. The tOV may be accompanied by their line manager Vet Advisor/Auditor at the appeal hearing so that a full and thorough review of any assessed gaps can be made.

If the candidate is not satisfied with the outcome, then they should escalate it to the Head Veterinarian, by submitting evidence to support their appeal.

Last stage, if the candidate is still not satisfied, is to be escalated to the HOD, by submitting evidence supporting the appeal. HOD will then make the final decision.

If the training was provided as part of the SQA customised award, the appeals procedure for the assessment centre should be followed.

## 1.5 OVs from other countries

### 1.5.1 RCVS membership

OVs are required to be members of the Royal College of Veterinary Surgeons (RCVS) to be enrolled in the SQA customised award. However, if they are in the process of obtaining their MRCVS, they can still receive training, as long as they are not authorised nor deployed for work without RCVS registration.

The RCVS will be able to confirm the equivalency of veterinary qualifications obtained in other member states and if a statutory exam is required or not. For further information, please visit [Home - Professionals \(rcvs.org.uk\)](http://rcvs.org.uk)

### 1.5.2 OVs from EU Countries

In accordance with Section 1.2.2 of the Food Law Code of Practice (made under the Food Hygiene (E/S/W) Regulations 2006), an OV from an EU member state may feel it unnecessary to undertake the entire OV training programme and/or undertake the 200 hours practical training, as they consider they have sufficient knowledge and experience of the requirements detailed in Regulation 2019/624, Annex II, Chapter I including domestic legislation and enforcement procedures. This should be discussed with the Veterinary Advisor/Auditor and evidence of previous training/ experience should be presented for consideration. Similar applies to other Third Countries.

### 1.5.3 Required knowledge

Regardless of when the OV qualified and depending on whether they have had a gap in their employment, the OV must be acquainted with:

- post 2006 EU hygiene legislation,
- domestic hygiene, animal health and welfare legislation
- associated retained EU, FSS and Scottish Government guidance documents
- knowledge of veterinary risk assessment and enforcement
- drafting and service of formal notices
- evidence gathering techniques

When there has been a complete gap of more than 2 years in an OV's employment in relation to the OV specific role, a re-assessment should be undertaken, to ensure their knowledge is still adequate. Any potential gaps should be discussed ahead of the assessment and re-training should be given in the specific areas.

## 2. OA Training

### [2.1 Introduction](#)

### [2.2 OA Training Programme](#)

### [2.3 Training Period](#)

### [2.4 Assessment](#)

### 2.1 Introduction

In order for a candidate to be qualified as Official Auxiliary or previously called Meat Hygiene Inspector, a training programme of 24 weeks must be undertaken.

It consists of a total of 21 weeks of training in red meat and 3 weeks in white meat.

Note that in Scotland, OA do not undertake the poultry training as there is no plant requiring AO for PMI, they all have PIA systems in place.

Regulation 2019/624 Annex II, Chapter II sets out the minimum requirements for the Official Auxiliaries. The training must cover:

a) in relation to holdings:

theoretical part:

- background related to the farming industry organisation, production methods, international trade standards for animals;
- good livestock husbandry practices;
- basic knowledge of diseases, in particular zoonoses by viruses, bacteria and parasites;
- monitoring for disease, use of medicines and vaccines, residue testing;
- hygiene and health inspection;
- animal welfare on the farm and during transport;
- environmental requirements — in buildings, on farms and in general;
- relevant laws, regulations and administrative provisions;
- consumer concerns and quality control;

practical part:

- visits to holdings of different types and using different rearing methods;
- visits to production establishments;
- observation of the loading and unloading of animals;
- laboratory demonstrations;
- veterinary checks;
- documentation;

b) in relation to slaughterhouses, game-handling establishments and cutting plants:

theoretical part:

- background related to meat industry organisation, production methods, international trade standards for food and slaughter and cutting technology;
- basic knowledge of hygiene and good hygienic practices, and in particular industrial hygiene, slaughter, cutting and storage hygiene, hygiene at work;
- basic knowledge of HACCP and the audit of HACCP-based procedures;

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- animal welfare on unloading after transport and at the slaughterhouse;
- basic knowledge of the anatomy and physiology of slaughtered animals;
- basic knowledge of the pathology of slaughtered animals;
- basic knowledge of the pathological anatomy of slaughtered animals;
- relevant knowledge concerning TSEs and other important zoonoses and zoonotic agents, as well as important animal diseases;
- knowledge of methods and procedures for the slaughter, inspection, preparation, wrapping, packaging, and transport of fresh meat;
- basic knowledge of microbiology;
- ante-mortem inspection;
- sampling and analysis for *Trichinella*;
- post-mortem inspection;
- administrative tasks
- knowledge of the relevant laws, regulations, and administrative provisions;
- sampling procedures
- fraud aspects;

### practical part:

- animal identification;
- age checks;
- inspection and assessment of slaughtered animals;
- ante-mortem inspection at the slaughterhouse;
- post-mortem inspection in a slaughterhouse or game-handling establishment;
- sampling and analysis for *Trichinella*;
- identification of animal species by examining typical parts of the animal;
- identifying and commenting on parts of slaughtered animals in which changes have occurred;
- hygiene control, including the audit of the good hygiene practices and the HACCP-based procedures
- recording the results of ante-mortem inspections;
- sampling;
- traceability of meat;

- documentation such as evaluation of food chain information and record reading.

The competent authority (FSS) may decide to reduce the training both theoretical and practical if the OA demonstrates sufficient education on specific areas (as above) or sufficient work experience (for the practical aspect).

The qualification is delivered by Royal Society of Public Health (RSPH) and is called RSPH Level 4 Diploma for Proficiency in Meat Inspection. The objective is for trainees who wish to qualify as Official Auxiliaries and be appointed by FSS to deliver Official Controls. The qualification meets the requirements set out in Annex II of Chapter II of Regulation 2019/624.

AOs are also required to achieve Level 2 Certificate for Proficiency in Poultry Meat Inspection and the Level 4 Award for Proficiency in Pre- Slaughter Inspection of white meat species.

### 2.2 OA Training Programme

The Training Plan can be found at [Annex 10](#).

During the training period the trainee OA (tOA) will be allocated with one or more mentors who, as time served and experienced OAs, will guide them throughout the training process at theoretical and practical level.

The qualification has been developed by RSPH (Royal Society for Public Health). It is a total of 500 h of theoretical learning and 459 hours of practical experience including holdings.

-Red meat: consists of 297 hours of guided learning and a total of 937 hours.

The programme will consist of interlinked theoretical and practical training in both red and white meat.

There is a total of nineteen units, which are as follows:

- Understand how to verify food safety management procedures for meat establishments
- Verify food safety management procedures for meat establishments
- Understand how to conduct pre-slaughter inspection of red meat species
- Carry out pre-slaughter inspection of red meat species
- Understand how to carry out pre-slaughter inspection of white meat species
- Carry out post-mortem inspection of red meat
- Understand how to verify the removal of specified risk material, animal
- by-products and processing of edible co-products in meat operations

- Verify the removal of specified risk material and animal by-products and the processing of edible co-products in meat operations
- Understand how to manage sampling in meat operations
- Manage sampling in meat operations
- Principles of microbiology and parasitology in meat production
- Principles of rearing and welfare of meat species
- Principles of meat primary processing
- Principles of HACCP- based food safety management for official meat controls
- Principles of slaughter techniques for meat species
- Principles of pathology of meat species
- Principles of anatomy and physiology of meat species

The hours and learning outcomes of each unit can be found in the training programme at [Annex 10](#).

### 2.3 Training Period

#### 2.3.1 Theoretical Training

The training, which belongs to FSA learning centre and that FSS has been granted access to, will be delivered via Microsoft Teams.

Each trainee has an on-line channel through which they can access each assignment. There are 7 Principles and 5 Knowledge and Understanding units, which are all written units; these are completed on a word document in MS Teams and submitted to the assessor by an agreed date on an assessment plan and signed by the trainee and the trainer.

The template for the Assessment Plan Principles can be found at [Annex 9](#)

The written work is submitted to the assessor who marks it and returns with feedback. The feedback will let the trainee know whether there is rework on the unit and how they performed.

#### 2.3.2 Practical Training

The practical training consists of:

- Practical hours conducted in the plants to gain experience
- Fourteen observation assessments which are carried out by the assessor in plant.

The observations consist of assessing the trainee's practical skills and also their retention of the knowledge they have gained during written work and practical hours in plant.

The observations are generally done at the end of each unit of written work.

The documents used for the observations are:

- Observation Sheet: This must be used by the assessor to capture the information observed at the learner's observation.
- Question and answer sheet: This document to be used by the assessor if more information is required to complete the criteria.
- Q&A can be used for both observations & written work.
- Assessor Trackers: this document is used to map the trainee's learning path, from when the assessment plan started to the completion of the task. Any comments are recorded for the Internal Quality Assurance (IQA) and can be used for verification.

### 2.4 Assessment

The training is completed by continuous learning and practical experience coupled to staged assessments. There is no final exam, the trainee just must complete and pass each written unit and practical observations.

Each written task has a contents page which indicates to the Trainee the required criteria to be submitted for each question.

Each trainer will coordinate their trainees learning plan, documents for each written task are:

- Assessment Plan: This document is a contract between learner and assessor to set up their next piece of work (written or observation). Additional Information/ Specific Assessment Needs box must be completed on every assessment plan and signed by the learner.
- Assessment task sheet: This document is to be used by the learner to complete all their written tasks
- Task summary Sheet: This document is to record the information after marking the trainee written work and to provide feedback. If re-work is required, this will be completed in RED, if further rework is required this is completed in BLUE on the task sheets.
- Crib Sheets: These crib sheets are for the assessor only, to provide a model answer and ensure consistent marking across the FSA training centre.



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- Reflective Writing: This is completed by the Trainee after completion of each written task for the trainee to give feedback.
- Witness Testimonies: This document must be completed by the learner's mentor; the WT is used as additional evidence and is set out like a third observation. (Support will be given by the IQA when completing this document)

There are practical tables which are used by the assessor to assess how much knowledge the trainee has retained as they do not have notes or books with them.

As explained in [section 2.3.1](#) above, there are 7 principal units and 5 knowledge and understanding units, which are a series of questions, that the trainee needs to answer correctly to pass the unit. These questions are in line with the standards set by RSPH.

The assessor uses a set of crib sheets which have been approved by RSPH and the IQA. This means that each trainee is marked using a standardised set of answers.

Once the trainee submits the written work and the assessor marks it against the crib sheet, it is returned to the trainees with feedback on a summary sheet, which states whether they have completed the unit or not. If they have not completed the unit up to the standards, they will have rework to do to complete.

Two opportunities are provided to complete before the IQA would have to step in and assess the competency of the trainee before allowing them to continue.

The observations are based on a series of questions which the assessor asks and also observes the trainees in plant to assess their practical skills.

The course requires five witness testimonies one for each of the knowledge and understanding unit. This should be completed by an authorised officer and not by the assessor as it is required to be an observation carried out on the trainee to back up what the assessor has observed.

All assessments methods are subject to internal and external verification

**NOTE:** When there has been a complete gap of more than 2 years in an OA's employment in relation to the OA specific role, a re-assessment should be undertaken, to ensure their knowledge is still adequate. Any potential gaps should be discussed ahead of the assessment and re-training should be given in the specific areas.

## 3. UAI training for FSS Authorised Officers

### [3.1 Introduction](#)

### [3.2 Training and assessment](#)

### [3.3 Practical Experience](#)

### [3.4 Practical Experience Learning Log](#)

### [3.5 Assessment outcome](#)

### 3.1 Introduction

To enable Authorised Officers (AOs) to undertake unannounced inspections (UAI), FSS requires the AOs to conduct theoretical and practical training for a probationary period as required.

During the training period the candidates will be assigned to a Vet Advisor who will oversee the training process. However, the practical training might take place with Vet Auditors

#### 3.1.1 Theoretical training

The theoretical training will consist of 10 units as described in UAI Training Programme can be found in the following link: [Vet Management - SMOC - UAI Training Programme details - Objective ECM \(scotland.gov.uk\)](#) or requested from your Veterinary Advisor.

The modules will be undertaken through Essential Skillz, and each will have a test at the end.

As part of the theoretical training the candidates will conduct case studies that will be assigned by the Veterinary Advisor/Veterinary Auditor allocated for their training. The links to the case studies can be found in the Training Programme.

#### 3.1.2 Practical Training

During this period, the AO will undertake at least 3 UAIs accompanied by a Veterinary Auditor/VA/ Experienced UAI Inspector.

During the first UAI visit the trainee UAI will be shadowing the Vet Advisor/Auditor/UAI Inspector and the entire process will be explained including the completion of the Establishment Live Report (ELR).

For the following remaining visits, the trainee UAI is expected to lead and generate the ELR for each visit, which will be then reviewed by the Vet Auditor/Advisor/UAI Inspector accompanying during the visit.

The practical aspect of the training will be carried out interlinked with the theoretical part as per training programme.

**Note:** Official controls referred to in Article 18(2)(d), including auditing activities, in cutting plants may also be performed by other staff designated by the competent authorities, by way of derogation from the requirements laid down in Article 18(2)(d) of Regulation 2017/625, provided that the competent authorities regularly check the work of such staff. Performance of these activities is subject to compliance with Chapter III of Annex II to this Regulation.

**Reference:** Regulation 2019/624, Article 10.

### 3.2 Training and assessment

A pre-requisite for training as a UAI inspector is that the AO must hold a minimum HACCP Level 3 qualification, with level 4 being desirable and necessary to be able to conduct “targeted” UAIs.

The assessment will consist of:

- The enforcement case studies conducted as part of the theoretical training
- Practical Experience Learning Log completion, as per [section 3.4](#)
- Completion of ELRs

### 3.3 Practical experience

During their practical experience, the AO should gain experience in all areas covered in the training.

Additionally, they should develop knowledge of:

- FSS working practices
- FSS audit of FBO Food Safety Management Systems

The AO must work under supervision of a VA or Veterinary Auditor (from here on called the “supervisor”) during the practical experience. Regular contact must be maintained between the AO and their supervisor.

Frequent catch-up sessions will be set to provide technical assistance.

Both AOs and supervisor must demonstrate that they have followed up the issues discussed between them (for example, by way of entries in action plans and portfolios of evidence created by the AO - see topic [3.4](#) Practical Experience Learning Log)

The candidates responsible for ensuring that at least three unannounced inspections, under the supervision of a Veterinary Auditor/Advisor, have been conducted.

### **3.4 Practical Experience Learning Log**

After each of the UAI visits carried out as part of the practical training, the trainee UAI should complete a Practical Experience Learning Log, the template can be found at [Annex 12](#). These must be submitted once all the UAI practical training sessions have been completed. But as soon as possible after the visit so the supervisor can provide feedback. It should therefore be completed as fully as possible, making sure that entries are made for areas where experience has been gained.

The Practical Experience Learning Log Guidance can be found at [Annex 13](#).

The AO should demonstrate through their Practical Experience Learning Log that all of the learning areas listed in Regulation 2019/624, Annex II, Chapter II are covered, including details of what has been found, discussed, researched (for example, phone calls, liaison with other enforcement bodies, FBOs, other colleagues).

Performance evidence can include records of 'live' observations carried out by the AO. These observations can be collated on reports and will be assessed after the event.

Variety is also important. The evidence should include a range of conversations or meetings with different people and about different topics. It is acceptable for the AO to use the same evidence more than once.

Quality of evidence is considered more important than quantity to avoid the assessors' time be taken up with sifting through large volume of evidence.

Evidence requirement	Criteria
<b>Appropriate</b>	Content is appropriate to the level required.
<b>Reliable</b>	Is produced unaided and represents the normal standard of the AOs work and work of the same quality can be reproduced.
<b>Valid</b>	Meets the performance criteria in the syllabus, for the range of knowledge and skills
<b>Current</b>	Meets the performance criteria, for the range of knowledge and skills set out in the syllabus. An assessor may ask the AO to provide new evidence to ensure that their skills and knowledge are still up to date
	The Veterinary Advisor/Auditor must be satisfied that evidence of prior achievement is good enough to show that the candidate is currently competent.
<b>Sufficient</b>	There are enough samples of evidence to show competence & samples show consistency in competent performance.
<b>Consistent</b>	The Vet Advisor/Auditor is satisfied that the candidate will be able to perform at this standard in future.

### 3.5 Assessment outcome

Once the AO has successfully completed the theoretical and practical aspect of the training, including submission of enforcement scenarios and practical experience learning logs, the Vet Advisor allocated to the candidate will issue the UAI Authorisation- 'UAI Training Certificate of Competence ([Annex 11](#)) stating that they have been found competent to be qualified as UAI Inspectors.

Note: The UAI Training Certificate of Competence does not trigger an amendment to the member of staff warrant.

Where the AO is unsuccessful the UAI Training certificate of competence will define the areas requiring further attention and the suggested additional hours of experience required. Arrangements to cover any skills gap(s) need to be organised between the AO and the Vet Advisor/Auditor.

The AO should continue to complete their 'Practical Experience Learning Log' during the additional hours required.

**Note:** Authorisation to carry out UAIs will not be granted by FSS to any AO who does not successfully complete the full process within three attempts.

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When the Vet Advisor/Auditor is satisfied that the further experience required following the initial assessment has been gained, they should inform the AO and authorisation will be issued.

If, after their third unsuccessful attempt, an AO disagrees with the outcome of the assessment, they may appeal in writing, outlining their grounds for appeal, to FSS Operations in Aberdeen, [Operations@fss.scot](mailto:Operations@fss.scot) within 10 working days of the receipt of the outcome decision.

If the candidate disagrees with the outcome of an assessment, they should follow the FSS appeals procedures.

They should communicate their appeal to their assessor in the first instance, who will arrange a meeting to provide clear explanation and justification of the decision, including the review of any additional information that the trainee UAI wishes to be taken into consideration at the point of appeal.

If the candidate is not satisfied with the outcome, then they should escalate it to the Head Veterinarian, by submitting evidence to support their appeal.

Last stage, if the candidate is still not satisfied, is to be escalated to the HOD, by submitting evidence supporting the appeal. HOD will then make the final decision.

**Note:** After UAI designation is granted, all UAI inspectors will be subject to an annual competence assessment by the Veterinary Auditors.

Further information about the assessment can be found [here](#).

## 4. Farmed and Wild Game training

### [4.1 Introduction](#)

### [4.2 The farmed and wild game course](#)

#### **4.1 Introduction**

##### **4.1.1 Purpose**

This document contains information on the training available for FSS Authorised Officers (AOs) that will carry out official duties at Approved Game Handling Establishments (AGHEs)

This training will enable them to become appointed in wild game under Regulation 2019/624

##### **4.1.2 Prerequisites**

To be eligible to become appointed for game the candidate should:

- hold a veterinary degree in the case of Official Veterinarians
- be a member of the RCVS in the case of Official Veterinarians
- have an MHI designation – in the case of Official Auxiliaries (OA)

##### **4.1.3 Working arrangements**

Authorisation will only be issued after both parts of the training have been completed.

##### **4.1.4 AO game inspection role**

The table below summarises the main inspection duties and responsibilities of FSS staff specific to wild game.

AO's Role	
Inspection tasks	<ul style="list-style-type: none"> <li>• Wild/farmed game food chain information (FCI)</li> <li>• animal welfare</li> <li>• game post-mortem inspection</li> <li>• game animal by products</li> <li>• health marking of large game, as well as half-carcases, quarters and cuts produced by cutting half-carcases into three wholesale cuts</li> </ul>
Other tasks	<ul style="list-style-type: none"> <li>• communication of inspection results</li> <li>• decisions concerning wild game FCI</li> <li>• decisions concerning wild game meat</li> <li>• enforcement</li> <li>• OV supervision/responsible of OAs conducting official controls</li> </ul>

## 4.2 The farmed and wild game course

### 4.2.1 Theoretical training

The theoretical training consists of a series of e-learning modules on Essential Skillz Training platform.

The training is 7 hours long and it has a theoretical test at the end.

### 4.2.2 Practical training

Once the AO has undertaken the theoretical training and passed the test, they will have to carry out practical training in Approved Game Handling Establishments.

The practical training should cover all operations and official controls delivered in an Approved Game Handling Establishment. After completion of the practical experience in AGHEs, the AO should complete the Practical Experience Learning Log – the same one as Trainee OV programme that can be found at [Annex 4](#).

Ideally, the practical training should occur after the candidate has undergone the theory part; however, this is not compulsory and practical training may be carried out before the theory takes place. Please discuss this with your trainer, prior to commencing the training.

The duration of the practical experience will be subject to the candidate consideration. Once they consider they have undertaken enough hours to feel confident with Official



Controls delivery in AGHEs they can inform the Vet Advisor and submit the Practical Experience Learning Logs.

Once both theoretical and practical training have been undertaken and the Practical Experience Learning Logs have been submitted and reviewed by the Veterinary Advisor/Auditor a certificate of competence will be granted. This can be found at [Annex 16](#).

Once the AO has completed the theoretical and practical training and each aspect of the training has been signed off by the trainer they should send a copy of the 'Certificate Competence' to the Admin Team in FSS Aberdeen at: [admin@fss.scot](mailto:admin@fss.scot)

The AO will receive an amended authorisation covering wild game.

### 4.2.3 Appeal procedure

If a candidate disagrees with the outcome of an assessment, they should put their appeal in writing outlining their grounds for appeal and follow the same appeal process as for [UAI Section 3.5](#).

## 5. Ready-to-Eat (RTE) Training

### [5.1 Introduction](#)

### [5.2 RTE Course](#)

### 5.1 Introduction

This training will be available for all Authorised Officers intending to carry out inspections in FSS approved establishments producing ready-to-eat products.

Pre-requisites prior to undertaking the training:

- Official Veterinarian Designation or Trainee Official Veterinarian
- Mandatory HACCP Level 3 and ideally HACCP Level 4 for all AOs
- For Official Auxiliaries – Mandatory MHI qualification

### 5.2 RTE course

The course consists of a theoretical online training of 7.5 hours via Essential Skillz training platform, with a final test at the end.

Upon successful completion of the course, the candidate must notify their line manager so this can be updated in the FSS Authorisation Data List.

## 6. Plant Inspection Assistant (PIA) training

### [6.1 Introduction](#)

### [6.2 Overview and process map](#)

### [6.3 PIA qualification](#)

### [6.4 Assessment of PIA competency by the OV](#)

### [6.5 Appointment of successful PIA](#)

### [6.6 Monitoring PIA performance](#)

## 6.1 Introduction

### 6.1.1 Introduction

This document contains information in relation to the training and authorisation of slaughterhouse staff to perform official control duties in white meat slaughterhouses as Plant Inspection Assistants (PIAs).

FSS is not responsible for training PIAs but is the competent authority to authorise PIAs to form part of the independent inspection team under the supervision, direction, and responsibility of the OV.

There are three different groups of slaughterhouse staff qualified to work as part of the independent inspection team:

- those trained and assessed by OVs before 2006 (pre 2006 PIAs);
- those trained and qualified under the award scheme operating between 2006 – March 2009, and

- those trained and qualified under the new award scheme since March 2009

**Note:** PIAs already authorised under previous arrangements will remain authorised, subject to on-going satisfactory performance of official control duties.

The training course will be provided by training centres that have been approved by awarding bodies. FBOs interested in training PIAs should contact the approved awarding bodies for further information on approved training centres. Alternatively, please contact FSS at [Approvals@fss.scot](mailto:Approvals@fss.scot) for further support.

Once an individual has successfully passed the examination to become a PIA, FSS may authorise them to work as part of the inspection team.

### 6.1.2 Legislation

Regulation 2017/625 Article 18 allows Competent Authorities to permit slaughterhouse staff to take over the activities of OAs in controlling the production of poultry and rabbits if they have been trained in the same way as the OAs and have passed the same examination to carry out tasks of the OAs.

Commission Delegated Regulation 2019/624 Article 14 allows the competent authority to grant authorisations to slaughterhouse staff if they have been trained to the satisfaction of the competent authority for the specific tasks they are to perform.

## 6.2 Overview and process map

### 6.2.1 Use of slaughterhouse staff

The Regulations permit the use of slaughterhouse staff to carry out tasks of the official auxiliaries (OAs) and form part of the competent authority's independent inspection team only at establishments producing poultry and rabbit meat that have a proven to have an effective food safety management system (FSMS). For further information on this please visit chapter 2.10 Section 2.3.

### 6.2.2 FBO role

FBOs wishing to use PIAs for the first time should notify the OM at the earliest opportunity.

Where a PIA system is already in place and new staff is being trained to be PIAs, the FBO should advise the OV so that arrangements can be put in place for an assessment to be made once the qualification has been obtained.

It is recommended that the FBO, the PIA candidate, the slaughterhouse OV and the training provider consult each other during the process.

### **6.2.3 PIA Role**

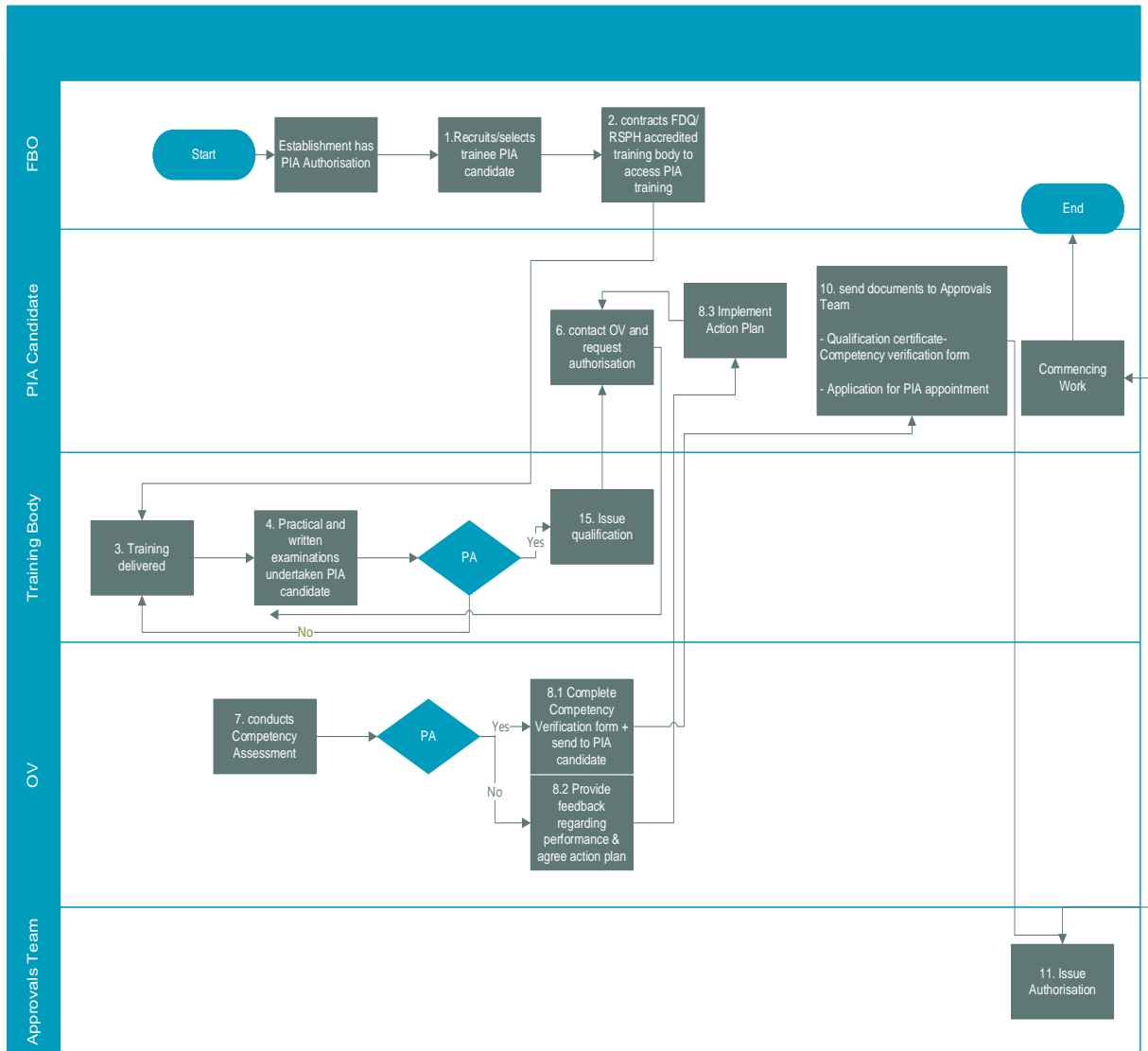
PIAs can work in place of OAs regarding the specific tasks that they are authorised to perform. PIA authorisations are now species specific (broilers and hens; ducks and geese; turkeys; farmed wild game) and not plant specific. Any previous authorisation will need to be amended to reflect this change. All PIAs must be subject to regular checks by the OV to assess their on-going competency to carry out official duties.

### **6.2.4 OV role**

PIAs work under the supervision, direction, and responsibility of the OV. They are subject to regular checks by the OV to assess their on-going competency to carry out official duties.

Additional information in Chapter 2.10, Section 2.

## 6.2.5 Process map



## 6.3 PIA Qualification

### 6.3.1 Level 2 award for proficiency in poultry meat inspection

FSA worked with Improve (the Sector Skills Council covering the meat sector) as well as the British Poultry Council, awarding bodies and sector employers to develop a new qualification for slaughterhouse staff (Plant Inspection Assistants).

The Level 2 Award for Proficiency in Poultry Meat Inspection has been designed to equip individuals with the knowledge and understanding to enable them to work as members of teams that carry out official controls in poultry slaughterhouses.

### 6.3.2 PIA syllabus

The Level 2 award is divided into three units:

1. introduction to food safety management;
2. regulations and responsibilities; and
3. post mortem inspection of poultry with a choice of either:
  - broilers and hens
  - turkeys
  - ducks and geese
  - non-hunted game birds

Each unit is assessed by an examination.

Holders of the qualification will have a broad knowledge and understanding of food safety and food hygiene and understand the regulatory framework within which the meat industry operates. They will also have a good appreciation of the anatomy, physiology, pathology, production methods and inspection procedures for the specific species chosen for unit 3.

### 6.3.3 Provision of training

Training is provided by trainers that have been approved by an awarding body, such as: the Royal Society for Public Health (RSPH), the Food and Drinks Qualifications (FDQ), Scottish Qualifications Authority (SQA) etc.

Anyone seeking information about the training and qualification should contact:

- RSPH - [www.rsph.org.uk](http://www.rsph.org.uk)
- FDQ – [www.fdq.org.uk](http://www.fdq.org.uk)
- SQA – [www.sqa.org.uk](http://www.sqa.org.uk)

## 6.4 Assessment of PIA competency by the OV

### 6.4.1 OV evaluation of candidate

Once a PIA candidate has obtained a Level 2 Award for Proficiency in Poultry Meat Inspection, the OV will carry out an initial evaluation to verify the candidate's competence to perform their duties to a satisfactory standard as part of the inspection team. This is particularly important at establishments where the OV has no previous knowledge of the candidate.

The Verification of Competency of PIAs form can be found at [Annex 14](#).

### 6.4.2 Authorisation request

The FBO or PIA candidate is responsible for requesting authorisation. This request will normally be made once the candidate has obtained the PIA qualification. This request should be made to the slaughterhouse OV, allowing enough time for all the necessary arrangements to be made.

The OV must make a note of such a request in the daybook and inform the Veterinary Advisor.

### 6.4.3 OV requirements

The assessment of competency can only be carried out by OVs that:

- have successfully finalised their probationary period as a Trainee Official Veterinarian (TOV) and are fully appointed
- have appropriate experience (not less than 6 months) in the relevant species that the PIA candidate is to handle

The OV may at their own discretion seek assistance from OAs in conducting the assessment of PIA candidates.

### 6.4.4 Assessment

The OV will conduct the assessment of the candidate through questioning and observation, including on-line post-mortem inspection for a period under the direct supervision of the OV. The OV may at their discretion seek information from poultry meat hygiene inspectors (PMHIs) for this assessment.

Candidates must demonstrate that they:

- understand the responsibilities of the FSS particularly in relation to their duties
- recognise the different conditions found at post-mortem inspection as described in the twenty-one 'poultry condition cards'
- are able to record the above conditions in a satisfactory manner
- can cope with the speed of the line in which the carcasses are presented
- follow good hygiene practices
- understand and are able to complete any paperwork associated with the performance of their official duties

PIAs have already demonstrated competency to obtain their qualification certificate. The OV should nevertheless be satisfied that they can carry out their duties effectively at the establishment where they will be working. The duration of the assessment will therefore depend on the particular circumstances of the establishment, including

whether the OV has previous knowledge of the candidate or whether training was carried out at the plant or elsewhere. And will also depend on the OV judgment of the lot of animals being inspected during the assessment. If the OV considers that there was not a good representative sample of pathologies to be inspected within that period of time, the assessment can be extended to cover other batches of animals.

There must be a minimum of two observations per candidate during the shift, covering as stated above, a comprehensive representative PMI sample of carcasses and offal.

Underpinning questions can be asked by the OVs throughout the assessment to verify knowledge on:

- understand the responsibilities of the FSS particularly in relation to their duties
- recognise the different conditions found at post-mortem inspection as described in the twenty-one 'poultry condition cards'
- can record the above conditions in a satisfactory manner
- are able to cope with the speed of the line in which the carcasses are presented
- follow good hygiene practices
- understand and are able to complete any paperwork associated with the performance of their official duties

The OV will complete a 'Verification of competency' form recording the outcome of the assessment.

**Reference:** See [Annex 14](#) on 'Verification of competency'.

If unsuccessful see sub [topic 6.5.2](#) on 'Unsuccessful PIA candidate'.

**Note:** There will be no PIA rebate until the PIA has been authorised by the OV to work as part of the competent authority independent inspection team, and appears as such on the FSS central database. The OV must be under no pressure to authorise a PIA until confident that the required criteria have been fulfilled.

### 6.4.5 Transferring of PIAs between establishments

PIAs may move between establishments under the control of the same employer (within the same group), providing these are processing the same species for which the PIA is authorised.

PIAs can perform post-mortem inspection duties only in establishments that have been authorised to operate a PIA system. PIAs may be used to perform these duties provided the OM is notified in advance and OVs at the receiving establishment are provided with a proof of qualification and evidence of their fitness for purpose (for example, report from the OV at the PIA's base establishment).



**Note:** Establishments operating a PIA system require full time OV supervision and the transferring PIAs are subject to standard performance monitoring checks of the resident OV.

### 6.5 Appointment of successful PIA

#### 6.5.1 Appointment procedure

The successful candidate should request official authorisation as a PIA for the relevant species and send the following information to the FSS:

- application for PIA authorisation form ([Annex 15](#))
- copy of Level 2 Award certificate
- the 'Verification of competency' form signed by the OV ([Annex 14](#))

Send to: [approvals@fss.scot](mailto:approvals@fss.scot)

The PIA will receive an authorisation from FSS, with information on their duties and responsibilities.

#### 6.5.2 Unsuccessful PIA candidate

If the OV is not satisfied that the PIA candidate has demonstrated the knowledge and skills required to become authorised, the OV will document the areas requiring further training or development in the last section of the 'Verification of competency' form.

When the PIA candidate is satisfied that the further training required from the initial assessment has been undertaken, a re-assessment may be requested - see previous sub [topic 6.4.2 on 'Authorisation request'](#).

#### 6.5.3 Appeal procedure

If a PIA disagrees with the outcome of an assessment, they may appeal, in writing, within ten working days of the receipt of the assessment decision. The appeal should outline their grounds for appeal and be sent to FSS Approvals and Certification Team.

The Approvals and Certification team will pass the appeal to the Head Veterinarian. The HV and another Veterinary Advisor, after considering the case and available evidence, may organise a re-assessment by a different assessor. The outcome of this re-assessment will be final.

### **6.6 Monitoring PIA performance**

#### **6.6.1 On-going review and assessment of PIA performance**

Where an FBO has a PIA system in place, OVs must monitor PIA performance on an on-going basis and identify issues where their performance affects the level of hygiene at the premises, with a special emphasis on the product being processed.

The OV must supervise the PIA's work and conduct regular performance tests to ensure their suitable performance.

The OV must supervise the PIAs daily. The OV should initial the AUD 9-2 form to record that they have supervised the PIA. In addition to the daily supervision the OV is to conduct PIA performance checks weekly and record the results of the tests on the FSS IT system, PMI verification module.

The OV can ask a PMHI to assist in monitoring PIA performance on each shift for sites where PMHIs assist with the official controls. The PMHI should record their monitoring on the PIA PM-1 form and report any deficiency to the OV. Completed PIA PM-1 forms (that can be found at Chapter 2.10) should be kept in the plant file.

Where the OV considers the performance of the PIAs to be unsatisfactory then the PIAs shall be replaced by Official Auxiliaries.

At an individual level, OVs must monitor the effectiveness of post-mortem inspection carried out by PIAs, using the same measures as for assessing MHIs. Please refer to SMOC chapter 2.4 on 'Post-mortem, health and identification marking' for details.

#### **6.6.2 Withdrawal of PIA authorisation (as per chapter 2.10)**

In cases where the performance of a PIA is found unsatisfactory during an establishment assessment visit or daily OV supervision and/or performance monitoring of the PIA, FSS can suspend or revoke the PIA authorisation following the required protocol.

All records and letters regarding PIA performance and supervision/monitoring should be saved on FSS IT system, PMI verification module.

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See below process summary:

<b>Process summary</b>	1	The OV informs the PIA about all observed deficiencies and areas of poor PIA performance. A clear timeframe for improvement is agreed, if necessary. All discussed deficiencies and actions are summarized in a letter to the PIA, with a copy of the letter given to the FBO.
	2	The OV monitors the PIA performance and records evidence of good and poor practices (Day Book entries, IT system PMI verification module, AUD 9-2).
	3	OV writes to the PIA to inform him/her about the observed improvement of the performance, closing the case.
	4	Should the PIA performance fail to improve the OV recommends the revocation of the PIA authorisation to the Approvals and Certification Team and informs the FBO/PIA about the recommendation in writing.
	5	FSS gathers required evidence and decides, following consultation with the local team. FSS will inform the FBO and the PIA of his decision in writing. If the PIA authorisation is withdrawn FSS will notify the FBO and PIA, copying the OV.
	6	The FBO / PIA returns the authorisation by recorded / registered post to FSS Approvals and Certification Team in Aberdeen.

In cases where serious concerns are raised regarding the performance of a PIA their authorisation can be immediately suspended by an OV following consultation with the Veterinary Advisor. In these instances, the FBO must be informed about the reason of suspension and requested to remove the person from the PIA duty until a decision is made on further steps

## 7. CPD requirements and Learning and Development (L&D) Strategy

### [7.1 CPD requirements for Authorised Officers](#)

### [7.2 L&D Strategy](#)

#### **7.1 CPD requirements for Authorised Officers (AO)**

In order for FSS Official Veterinarians to maintain their RCVS membership they are required to record Continuing Professional Development (CPD) activities carried out to fulfil the mandatory hours. For this purpose, the 1CPD online platform on RCVS website should be used (1CPD RCVS recording guidance – [Annex 17](#)).

All non-veterinary Operational Delivery staff are required to be members of Institute of Food Science and Technology (IFST), be responsible for their own learning and development, complete all mandatory and allocated learning within given timeframes and record them on the IFST platform following successful completion of each learning activity. To maintain IFST membership, 25 CPD hours per year are required (FSS IFST CPD Guidance [Annex 18](#)).

Staff will also be required to provide a copy of their CPD record on request from their line manager.

For additional guidance please see links below:

RCVS website: <https://www.rcvs.org.uk/home>

IFST link: <https://www.ifst.org/user/login>

#### **7.2 Learning and Development Strategy for FSS Operational delivery staff**

FSS Human Resources Branch have developed a high-level People Strategy 2022-2026, which highlights how FSS will focus on how to manage organisational change and continue to have high employee engagement. The four core pillars the strategy refers to are:

- Effective Leadership
- Internal Change

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- Employee Experience
- Talent & Skills

The Talent & Skills one highlights, amongst other points, that FSS will make effective use of the Personal Development Planning, by ensuring that planned training events are driven by Personal Learning Plans (PLP) content.

For Operational Delivery staff, training can be looked at in two categories: non-technical skills (emotional intelligence, communication etc.) and technical (HACCP courses, enforcement of legislation etc.). both types of training needs will be captured from all field delivery staff via the monthly one-to-one conversations with line managers.

For non-technical aspects, training needs will be requested actively by HR from Operations Management Team regularly (usually twice/ year), but also fed in as/when required.

Technical courses will be requested by managers via the Head of Field Operations (HOFO) or the Head Veterinarian (HV), via the regular respective branch meetings held. The HOFO and HV will bring these items for discussion at a Divisional level, to consider business requirements, budgetary and other resource implications, procurement routes and timelines for delivery.

Participation in any training course (technical or non-technical) will be granted upon clear linkage of the CPD material with the FSS L&D Strategy or any personal training or retraining needs (e.g., upon concerns raised via the performance management process).

More information on the Performance management process can be found on [Saltire](#).

### 8. Annexes

Annex 1	OV Training – Trainee OV Log of hours & calculator
Annex 2	OV Training – Final Assessment Confirmation Report
Annex 3	OV Training – Practical Experience Learning Log Notes for Guidance
Annex 4	OV Training – Practical Experience Learning Log Template
Annex 5	OV Training – Official Veterinarian Final Assessment Guidance
Annex 6	OV Training – Programme
Annex 7	OV Training – Theoretical Assessment Plan
Annex 8	OV Training – OV Confirmation of Appointment
Annex 9	OA Training – OA Assessment plan principles
Annex 10	OA Training – RSPH guide
Annex 11	UAI Training – UAI Training Certificate of Competence
Annex 12	UAI Training – Practical Experience Learning Log
Annex 13	UAI Training – Practical Experience Learning Log Notes for Guidance
Annex 14	PIA Training – Verification of competency
Annex 15	PIA Training – Application for PIA appointment
Annex 16	Game Training – Certificate of competence
Annex 17	1CPD RCVS CPD recording guidance
Annex 18	FSS IFST CPD guidance