

# Chapter 9

## Forms

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## 1. Introduction

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#### 1.1 Background

##### 1.1.1 Requests for forms

The forms in this chapter can be completed on screen, sent by email or, if a signature is required, printed and completed in hardcopy. Electronic signatures are also acceptable.

##### Notes:

- a) Hard copies of the forms can be printed from the digital SMOC located on SharePoint. Should you not have access to a printer in your plant, seek help from other FSS offices via your OM. It is not necessary to print the forms in colour.
- b) The forms should be downloaded first and then completed on screen. Under no circumstance should any Authorised Officer complete and save the forms at their location on FSS SharePoint as this replaces the blank form.

##### 1.1.2 Version control

It is essential that the correct version of each form is used.

Check the revision date of the hard copy forms against the copy in this chapter. These can be recognised by the revision date, (for example: Rev 03/23) and the form number (for example: ABP 7/1), both found in the footer.

**Caution: Stocks of out-of-date forms must not be used and are to be destroyed immediately.**

##### 1.1.3 New/amended forms

Requests for the introduction of new forms, or changes to existing forms can be made by emailing the relevant Veterinary Advisor (VA).

##### 1.1.4 Unofficial forms

Only official SMOC forms should be used for reporting purposes. These must follow the SMOC forms style guide and can only be issued/approved by the FSS Veterinary Branch Team.

If an unofficial form is being used locally by an FSS Operational team it must contain, as a minimum, the same information contained in an equivalent official version. If this is the case, the OV should first discuss it with their relevant VA, for agreement.

### 1.1.5 Secure storage and disposal of forms

In line with government policy, operational forms have been protectively marked in accordance with the new security classification system introduced on 1<sup>st</sup> of April 2014. Further guidance on the protective marking system can be found [here](#).

Completed forms must be stored in locked cabinets and securely disposed of by the approved methods and following the retention periods specified on each FSS form template.

## 1.2 Form numbering and retention

### 1.2.1 Form suites

The forms provided in this chapter have been numbered in individual suites relating to the relevant chapter. The breakdown of suites is as follows:

Abbreviation	Title
ABP	Animal By-Products
AID	Animal Identification
AMI	Ante-Mortem Inspection
AUD	Audit
ENF	Enforcement
IMP	Imports/Exports
PMI	Post-Mortem Inspection
TSE	Transmissible Spongiform Encephalopathy
WEL	Welfare

### 1.2.2 Retention periods

For Audit and Records Management purposes, copies of completed forms (hard copies) must follow the retention periods specified on each FSS form template. Following that period, the OV should make arrangements with the FSS team in plant for these to be destroyed (shredded using the shredder available in each plant) or with the FOC, for the completed documents to be transferred to FSS headquarters in Aberdeen. If a shredder machine is not available in plant, the OV should contact the FOC to request one. The retention periods have been set to ensure that copies of forms are kept for as long as it is required for legal and business purposes, and are then transferred/disposed of, to minimise paper storage at plants.

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For electronic forms, SharePoint is to be used, in particular for cutting plants, where there is usually no separate office used by FSS staff in plant.

The same retention periods apply for both paper and electronic formats of completed documents.

## 2. Forms

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### 2.1 ABP

Form No.	Rev. date	Form title	Submit to	Retain for
ABP 7/1	03/23	<a href="#">Dispatch of SRM and/or any other ABP material for Exhibitions, Artistic activities and for Diagnostic, Educational or Research Purposes</a>	FSS Ops Approvals	1 Year
ABP 7/2	03/23	<a href="#">Transfer Permit: Sheep or Goat Carcasses</a>	With carcase	1 Year
ABP 7/6	03/23	<a href="#">Application for Authorisation to Remove SRM Vertebral Column from Bovine Carcasses</a>	FSS Ops Approvals	1 Year
ABP 7/7	03/23	<a href="#">Application to authorise the Removal of Spinal Cord from Adult Sheep and Goats</a>	FSS Ops Approvals	1 Year

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### 2.2 AID

Form No.	Rev date	Form title	Submit to	Retain for
AID 5/1	03/23	<a href="#">Cattle Identification Record</a>	N/A	2 Years
AID 5/4	03/23	<a href="#">Cattle Identification Non-Compliance Report</a>	ScotEID	6 Years
AID 5/7	03/23	<a href="#">Official Veterinarians Referrals to Local Authority</a>	Local Authority	1 Year

### 2.3 AMI

Form No.	Rev date	Form title	Submit to	Retain for
AMI 2/1	03/23	<a href="#">Ante-Mortem Health Inspection Pen Card</a> (not compulsory, the FBO may provide an alternative form/card or a suitable approved protocol)	N/A	Do not retain once used
AMI 2/2	03/23	<a href="#">Ante-Mortem Health Inspection Suspect Animal</a>	N/A	1 Year
AMI 2/3	03/23	<a href="#">Ante-Mortem Inspection Record for Red Meat</a> . The FBO may provide an approved alternative	N/A	1 Year
AMI 2/4	03/23	<a href="#">Ante-Mortem Inspection Record for White Meat</a> . The FBO may provide an approved alternative	N/A	1 Year

### 2.4 AUD

Form No.	Rev date	Form title	Submit to	Retain for
AUD 9/1	03/23	<a href="#">Red Meat Slaughterhouse - Operational Hygiene Report</a>	N/A	1 year
AUD 9/2	03/23	<a href="#">White Meat Slaughterhouse Operational Hygiene Report</a>	N/A	1 year
AUD 9/4	03/23	<a href="#">Game Handling Establishment Operational Hygiene Report</a>	N/A	1 year

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### 2.5 ENF

Form No.	Rev date	Form title	Submit to	Retain for
ENF 11/1	03/23	<a href="#">Detention of Food Notice</a> – The Food Safety Act	N/A	6 Years
ENF 11/2	03/23	<a href="#">Withdrawal of Detention of Food Notice</a>	N/A	6 Years
ENF 11/3	03/23	<a href="#">Food Condemnation Warning Notice</a>	N/A	6 Years
ENF 11/4	03/23	<a href="#">Delivery of Over-Temperature Meat by Vehicle</a>	N/A	6 Years
ENF 11/6	03/23	<a href="#">Referral for Investigation</a>	Scottish Food Crime and Incidents Unit	6 Years
ENF 11/7	03/23	<a href="#">Agreement to Destroy Food</a>	N/A	6 Years
ENF 11/11	03/23	<a href="#">Notice of Intention to Apply for a Hygiene Emergency Prohibition Order</a> . The Food Hygiene (Scotland) Regs 2006	N/A	6 Years
ENF 11/12	03/23	<a href="#">Notice for the Disposal of Animal By-Products</a>	N/A	6 Years
ENF 11/13	03/23	<a href="#">ABPR Cleansing and Disinfection Notice</a>	N/A	6 Years
ENF 11/14	03/23	<a href="#">ABPR Notice Prohibiting By-Products Being Brought on to the Premises</a>	N/A	6 Years
ENF 11/15	03/23	<a href="#">Complaint for Condemnation of Food Order</a>	N/A	6 Years
ENF 11/16	03/23	<a href="#">Order for Condemnation of Food</a>	N/A	6 Years
ENF 11/17	03/23	<a href="#">Complaint for Hygiene Emergency Prohibition Order</a>	N/A	6 Years
ENF 11/18	03/23	<a href="#">Hygiene Emergency Prohibition Order</a>	N/A	6 Years
ENF 11/19	03/23	<a href="#">Notice of Intention to Apply for a Warrant of Entry</a>	N/A	6 Years

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ENF 11/20	03/23	<a href="#">Application for Warrant to Enter Premises</a>	N/A	6 Years
ENF 11/21	03/23	<a href="#">Warrant to Enter Premises</a>	N/A	6 Years
ENF 11/22	03/23	<a href="#">Non-Compliance Report</a>	FSS Ops	6 Years
ENF 11/23	03/23	<a href="#">Hygiene Improvement Notice</a>	N/A	6 Years
ENF 11/24	03/23	<a href="#">Remedial Action Notice</a>	N/A	6 Years
ENF 11/25	03/23	<a href="#">Certification of Meat Failing to Comply with the Requirements of the Hygiene Regulations</a>	N/A	6 Years
ENF 11/26	03/23	<a href="#">Detention Notice</a> – Food Hygiene Regs	N/A	6 Years
ENF 11/27	03/23	<a href="#">Seizure of Food Notice</a> – Food Hygiene Regs	N/A	6 Years
ENF 11/28	03/23	<a href="#">Hygiene Emergency Prohibition Notice</a>	N/A	6 Years
ENF 11/33	03/23	<a href="#">Notice under Regulation 17 The Trade In Animals And Related Products Regs 2012</a>	N/A	6 Years
ENF 11/34	03/23	<a href="#">Welfare Enforcement Notice</a>	N/A	6 years
ENF 11/35	03/23	<a href="#">Welfare Completion Notice</a>	N/A	6 years
ENF 11/36	03/23	<a href="#">Welfare Seizure and Detention Receipt</a>	N/A	6 years
ENF 11/37	03/23	<a href="#">CCTV System Seizure Written Receipt</a>	N/A	6 years
ENF 11/38	03/23	<a href="#">Enforcement Notice - The Mandatory Use of Closed Circuit Television in Slaughterhouses</a>	N/A	6 years
ENF 11/39	03/23	<a href="#">Completion Notice - The Mandatory Use of Closed Circuit Television in Slaughterhouses</a>	N/A	6 years



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### 2.6 IMP

Form No.	Rev date	Form title	Submit to	Retain for
IMP 8/1	03/23	<a href="#">Import Failures: Public Health</a>	FSS Ops	Do not retain at plant
IMP 8/2	03/23	<a href="#">Inspection Report: Imported Beef</a>	FSS Ops	1 Year

### 2.7 PMI

Form No.	Rev date	Form title	Submit to	Retain for
PMI 4/8	03/23	<a href="#">Rejected Meat Receipt</a>	N/A	1 Year
PMI 4/15	03/23	<a href="#">Cysticercus bovis: Detention Label</a>	N/A	See Form
PMI 4/16	03/23	<a href="#">Transfer Permit: Cold Storage of Meat to be treated for Cysticercus bovis</a>	See form	1 Year
PMI 4/17	03/23	<a href="#">Trichinella Sampling</a>	N/A	1 Year
PMI 4/18	03/23	<a href="#">Trichinella Test Submission Form</a>	See form	1 Year

### 2.8 TSE

Form No.	Rev date	Form title	Submit to	Retain for
TSE 6/1	03/23	<a href="#">Sheep TSE Brain Stem Sampling Weekly Summary and Deviations Report</a>	FSS Ops	1 Year
TSE 6/2	03/23	<a href="#">Rapid Testing of Brainstem Scrapie Survey: Sampling and Testing of Sheep Submitted at the Abattoir</a>	Testing Laboratory	1 Year
TSE 6/4	03/23	<a href="#">Bovine Animal Requiring BSE Testing for Human Consumption</a>	N/A	1 Year
TSE 6/5	03/23	<a href="#">Bovine Requiring BSE Testing NOT for Human Consumption</a>	N/A	1 Year
TSE 6/6	03/23	<a href="#">Sheep Brain Stem Sampling - Daily Record sheet</a>	N/A	See Form
TSE 6/7	03/23	<a href="#">Results and Release: Brainstem BSE Testing</a>	FSS Ops	1 Year
TSE 6/9	03/23	<a href="#">FSS Check at Brain Stem Sampling Point</a>	N/A	1 Year

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TSE 6/10	03/23	<a href="#">Security Seal Form</a>	N/A	1 Year
TSE 6/11	03/23	<a href="#">BSE Sampling Serial Number Report</a>	See Form	1 Year

### 2.9 WEL

Form No.	Rev date	Form title	Submit to	Retain for
WEL 3/1	03/23	<a href="#">Daily Welfare Assessment Report Red Meat Slaughterhouse</a>	N/A	1 Year
WEL 3/2	03/23	<a href="#">Daily Welfare Assessment Report Poultry Meat Slaughterhouse</a>	N/A	1 Year

For applications for a Certificate of Competence please refer to guidance and forms at: [Certificate of Competence – Guidance & Forms \(Scotland\) | Food Standards Scotland](#)