

**Report on the Audit of Port Health Authority/Local Authority
Food Law Enforcement Controls of Imported Food Not of
Animal Origin and Arrangements in respect of
Imported Feed at Portsmouth Port**

Portsmouth Port Health Authority
30 November – 1 December 2010



Foreword

Audits of local authorities' feed and food law enforcement services are part of the Food Standards Agency's arrangements to improve consumer protection and confidence in relation to food. These arrangements recognise that the enforcement of UK food law relating to food safety, hygiene, composition, labelling, imported food and feeding stuffs is largely the responsibility of local authorities. These local authority regulatory functions are principally delivered through their Environmental Health and Trading Standards Services. The Agency's website contains enforcement activity data for all UK local authorities and can be found at:

www.food.gov.uk/enforcement/auditandmonitoring

The attached audit report examines the Local Authority's Feed and Food Law Enforcement Service. The audit scope includes the assessment of local arrangements in place for service planning, delivery and review, provision and adequacy of officer training on imports and authorisations, and implementation and effectiveness of imported food and where applicable feed control activities, (including inspection, sampling and enforcement). Maintenance and management of appropriate records in relation to imports activity at ports and food businesses that handle imported food in inland local authorities (LAs) and internal service monitoring arrangements will also be examined.

This programme of focused audits has been specifically developed to address one of the main priorities identified in the Food Standard Agency's Strategy for 2010-2015 in meeting the outcomes that imported food is safe to eat and that regulation is effective, risk-based and proportionate. The strategic priority is to ensure risk-based, targeted checks at ports and local authority monitoring of imports throughout the food chain.

The audits examined Port Health Authority (PHA) and Local Authority (LA) systems and procedures for control of imported food and where relevant imported feed, at ports of entry (sea and air) and at inland authorities, in 15 geographically representative PHAs and LAs in England. The audits of PHAs were confined to food not of animal origin (FNAO). However the audits of inland authorities covered products of animal origin (POAO) and FNAO. As part of the programme, other LAs with ports are also being contacted to establish whether liaison with ports and appropriate checks on imports are being undertaken.

Agency audits assess local authorities' conformance against the Feed and Food Law Enforcement Standard ("The Standard"), which was published by the Agency as part of the Framework Agreement on Official Feed and Food Controls by Local Authorities (amended April 2010) and is available on the Agency's website at:

www.food.gov.uk/enforcement/auditandmonitoring.

It should be acknowledged that there will be considerable diversity in the way and manner in which local authorities may provide their food enforcement services reflecting local needs and priorities.

The main aim of the audit scheme is to maintain and improve consumer protection and confidence by ensuring that local authorities are providing an effective food law enforcement service. The scheme also provides the opportunity to identify and disseminate good practice and provide information to inform Agency policy on food safety, standards and feeding stuffs. Parallel local authority audit schemes are implemented by the Agency's offices in all devolved countries comprising the UK.

For assistance, a glossary of technical terms used within the audit report can be found at Annexe C.

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1. Introduction

1.1 This report records the results of an audit at Portsmouth Port Health Authority with regard to food law enforcement, under relevant headings of the Food Standards Agency Feed and Food Law Enforcement Standard. The audit focused on the Authority's arrangements for imported food controls with discussion on the Authority's arrangements in respect of imported feed. The audit was undertaken as part of the Agency's focused audit programme on imported food and, where appropriate, feed controls. The report has been made publicly available on the Agency's website at:

www.food.gov.uk/enforcement/auditandmonitoring/auditreports.

Hard copies are available from the Food Standards Agency's Local Authority Audit and Liaison Division at Aviation House, 125 Kingsway, London WC2B 6NH, Tel: 020 7276 8428.

Reason for the Audit

1.2 The power to set standards, monitor and audit local authority food law enforcement services was conferred on the Food Standards Agency by the Food Standards Act 1999 and the Official Feed and Food Controls (England) Regulations 2009. This audit of Portsmouth Port Health Authority was undertaken under section 12(4) of the Act as part of the Food Standards Agency's annual audit programme. Regulation (EC) No. 882/2004 on official controls performed to ensure the verification of compliance with feed and food law includes a requirement for competent authorities to carry out internal audits or to have external audits carried out. The purpose of these audits is to verify whether official controls relating to feed and food law are effectively implemented. To fulfil this requirement, the Food Standards Agency, as the central competent authority for feed and food law in the UK has established external audit arrangements. In developing these, the Agency has taken account of the European Commission guidance on how such audits should be conducted.¹

1.3 Portsmouth Port Health Authority was included in the Food Standards Agency's programme of audits of food and feed law enforcement services, because the port is a designated point of entry for certain high risk food and feed products. In addition the Authority was selected to be representative of a geographical mix of 15 PHAs and LAs selected across England.

¹ Commission Decision of 29 September 2006 setting out the guidelines laying down criteria for the conduct of audits under Regulation (EC) No. 882/2004 of the European Parliament and of the Council on official controls to verify compliance with feed and food law, animal health and animal welfare rules (2006/677/EC)

Scope of the Audit

- 1.4 The audit examined Portsmouth Port Health Authority's arrangements for imported food controls in respect of imported food *not* of animal origin (FNAO). Products of animal origin (POAO) are subject to veterinary control checks and separate auditing regimes. The Authority also had enforcement responsibilities for non POAO imported feed and these arrangements were discussed during the audit.
- 1.5 The audit scope included the assessment of local arrangements for service planning, delivery and review, provision and adequacy of officer training on imports and authorisations, implementation and effectiveness of imported food and feed control activities, including inspection, sampling and enforcement. Maintenance and management of appropriate records in relation to imports activity at the port and internal service monitoring arrangements were also covered.
- 1.6 The on-site element of the audit took place at the Authority's Civic Offices at Guildhall Square, Portsmouth on 30 November - 1 December 2010. The audit included a reality check to assess the effectiveness of official controls implemented by the Authority at the port and more specifically, the checks carried out by the Authority's officers to verify compliance with imported food law requirements.
- 1.7 The audit also afforded the opportunity for discussion with officers involved in imported food and feed law enforcement with the aim of exploring key issues and gaining opinions to inform Agency policy. A set of structured questions was used as the basis for discussions which sought views and information on areas related to imported food and feed controls such as:
- service planning and the strategic framework of controls;
 - training and support;
 - criteria used to determine the level of checks;
 - issues affecting the imported food control programme;
 - sampling, surveillance and enforcement approaches.
- 1.8 The information gained during interviews will be incorporated into a summary report on the imported food inspection and control activities audit programme.

Background

- 1.9 Portsmouth Port is located on the south coast of England, forming part of Portsmouth City Council (PCC), which has a district that covers 4,027 hectares and a population of approximately 190,000 people.

- 1.10 Operational Port Health duties were carried out by a Senior Port Health Officer based within the Commercial Team of the Environment and Public Protection Service.
- 1.11 The Authority had responsibility for a range of port health activities, including the inspection of imported FNAO, shellfish and fishery control and the inspection of vessels at Portsmouth Continental Ferry Port including passenger vessels, pleasure launches, and work relating to environmental protection and infectious disease control.
- 1.12 Portsmouth port was designated as a point of entry (DPE) for certain high risk FNAO, but the Border Inspection Post status for Portsmouth had been removed and therefore there were no direct imports of POAO from third countries.

2. Executive Summary

- 2.1. The Authority had developed a Food Service Plan for 2010/2011, approved by relevant Members in July 2010, which detailed the scope of the Service and included reference to its imported food responsibilities at Portsmouth port. The Plan was broadly in line with planning guidance in the Framework Agreement, with financial and budgetary details being available through other Service documents including a performance monitoring and improvement initiative developed by the Local Government Association.
- 2.2. Portsmouth port was a Designated Point of Entry (DPE) for high risk food not of animal origin (FNAO). Auditors visited the port and were able to confirm that appropriate facilities and equipment were available to meet requirements as a DPE and to permit all activities associated with the imported food control service.
- 2.3. Although the port had extensive facilities for the handling and storage of a wide range of foodstuffs, the foods handled at the port were generally limited to fresh organic and non-organic fruits, particularly bananas and mangoes from third countries. There were effective systems and arrangements in place in relation to the monitoring and control of these imported foods, including those for high risk FNAO.
- 2.4. The Authority had in place a robust system for the identification of incoming consignments through the systematic detailed checking of every ship's manifest. Appropriate facilities and equipment were available for the inspection of imported FNAO. Imported food controls including documentary checks and random physical checks were risk based and targeted, in accordance with regulations and previous knowledge and experience. Appropriate official controls were being carried out as required on high risk FNAO.
- 2.5. Due to the limited range of products handled at the port, few formal enforcement actions had been required. In all cases examined the appropriate actions had been taken by the Authority.
- 2.6. The Authority had developed and implemented policies and procedures covering most areas within the scope of the audit as part of the Authority's quality management system. The procedures provided instructions and guidance regarding the inspection and sampling of imported foods. These procedures required further review to include guidance on the specific sampling and checks required in association with Regulation (EC) No. 669/2009 concerning imported food controls for high risk FNAO.
- 2.7. The Authority had a documented procedure for the authorisation of officers, including the Principal Port Health Officer (PPHO), all of whom were found to be acting within their individual levels of authorisation.

- 2.8 There were extensive and effective liaison arrangements in place with central government, other enforcement bodies, professional organisations and other external stakeholders, including port managers and importing agents. The Authority was also contributing to the training of students on imported food matters.
- 2.9 Internal monitoring procedures had been developed to monitor the quality of activities across the Service. Whilst there was little evidence in practice of any quality monitoring associated with imported food controls there was substantial evidence of quantitative monitoring associated with sampling and other checks on high risk FNAO.
- 2.10 During the audit, the arrangements for the control of imported feed were discussed. Through its system of 100% manifest checks on vessels arriving at the port, the Authority was able to confirm that no feed had been presented at the port in recent times. One of the Authority's officers had undertaken a review of arrangements for imported feed controls at the port. The resulting report made several recommendations including the development of a separate procedure for official feed controls and the provision of specific officer training. The Authority confirmed its plans to provide feed training for relevant officers in the near future.

3. Audit Findings

3.1 Organisation and Management

Strategic Framework, Policy and Service Planning

- 3.1.1 The Authority had produced a Food Service Plan for 2010/2011 that was generally in accordance with the requirements of the Service Planning Guidance in the Framework Agreement. The Plan was linked to the wider Environment and Public Protection Service Plan for 2009-2012 and had received Member approval in July 2010. Although the Plan did not detail precise staffing and financial allocations, auditors noted evidence that these matters were being considered as part of a wider review of resources under the “DECATS” (*Delivering Efficiency Capability and Transformation Services*) programme, developed by the Local Government Association. This included the development of a detailed spreadsheet containing financial and staffing allocations for the Service, allowing an analysis of resources available to the Service compared to resource needs.
- 3.1.2 The Food Service Plan detailed the Authority’s commitment to the inspection of imported foods and the targeted microbiological and non-microbiological sampling of relevant FNAO. The Plan outlined the need for a local authority presence at the Portsmouth Continental Ferry Port, and highlighted the need for new documentary and physical checks on certain foodstuffs in response to recent EU imported food legislation.
- 3.1.3 The Service contributed to the wider objectives of the Environment and Public Protection Service Plan 2009-2012 by helping to protect the public and improving safety. The Environment and Public Protection Plan 2009-2012 contained information on the scope of a range of services, including those relevant to food safety, and set out service specific objectives and performance targets. The objective relevant to the scope of this audit was linked to the development of sampling programmes to ensure that imported food complied with food safety and standards legislation. The target for 2009-2012 had been set at using 100% of the sampling grant received from the Agency. Auditors were advised that the target had been achieved.
- 3.1.4 Information supplied prior to the audit indicated that imported food controls at the port were primarily the responsibility of one Principal Port Health Officer (PPHO), equating to 1 full time equivalent (FTE) post for imported food and feed duties.

Documented Policies and Procedures

- 3.1.5 The Authority had developed and generally implemented a range of relevant policies and procedures as part of a documented quality

management system. Controlled reference copies of the documents were held within the offices and electronically on a shared drive. Procedures were regularly reviewed and updated to take account of changes in legislation and working practices.

Authorised Officers

- 3.1.6 The Authority had developed a documented procedure on the authorisation and training of enforcement officers including the PPHO. Officers had been appropriately authorised under relevant legislation, including regulations relating to imported food controls. Audit checks confirmed that officers including the PPHO were generally authorised in line with their qualifications, training and experience.
- 3.1.7 The Authority provided coverage of the port operation through an informal duty rota in the absence of the PPHO.
- 3.1.8 Officer's training needs were routinely identified through annual performance appraisals. A mechanism for providing feedback on courses attended was also built into the programme. The Authority had made use of, and contributed to, training opportunities provided by APHA and the CIEH Port Health Special Interest Group.
- 3.1.9 Comprehensive records of officers' training were being maintained. They confirmed that generally officers, including the PPHO, were achieving the minimum 10 hours food related training required by the Food Law Code of Practice. Auditors discussed the need to ensure that all officers potentially involved in imported food controls, including those providing cover in the absence of the PPHO, received relevant and up to date training on imported food controls. Auditors discussed the current provision of free "on line" imported food training being provided by the Agency, and the potential benefits for officers in undertaking the course.

Facilities and Equipment Including Verification Visit

- 3.1.10 A verification visit was carried out at the port's imported food inspection facilities. The purpose of the visit was to assess the effectiveness of the Authority's assessment and application of imported food controls with food law requirements and to assess whether the requirements for DPE status had been met.
- 3.1.11 Auditors were satisfied that appropriate facilities and equipment were available to meet requirements as a DPE and to permit all activities associated with the imported food control service. The officer accompanying the auditor was able to demonstrate a detailed and thorough knowledge of specific sampling regimes, the facilities and equipment available, and the practical working arrangements in place with other relevant Agencies and stakeholders at the port.

Liaison with Other Organisations

- 3.1.12 The Authority had liaison arrangements in place with central government, other enforcement bodies, professional organisations and other external stakeholders. The Authority actively participated in APHA meetings, in particular the Border Management and Stakeholders Group (BM&SG). The Authority also liaised regularly with other individual port health authorities and played a role in the training of students.

3.2 Imported Food Control Activities

Food Inspection and Sampling

- 3.2.1 The Authority had provided imported food statistics for 2008/2009 as a separate entry on their annual monitoring return to the Agency, but in 2009/2010 the data had been combined with Portsmouth City Council's main monitoring data. Auditors discussed the importance of including imported food checks, sampling results and enforcement actions on the imported food section of the return. The data provided indicated the following FNAO activity:

Year	FNAO (third country) Consignments:				
	Entering	Checked			Rejected
Documentary Physical		Identity			
2009/10	12,862	982	86	170	0

- 3.2.2 Although the port had extensive facilities for the handling and storage of a range of foodstuffs, in practice, at the time of the audit, the port mainly handled a large volume of FNAO, including fresh organic and non-organic fruit products, particularly bananas and mangoes from third countries including the Dominican Republic, products which had been subject to specific additional import controls under Regulation (EC) No. 669/2009 and organic food regulations. The port also handled small amounts of other miscellaneous food canned and bottled food items from third countries.
- 3.2.3 The Authority had appropriate systems and arrangements in place, together with documented procedures detailing the arrangements for checks on food consignments entering the port. It was acknowledged that the documented procedures would benefit from review to ensure they fully reflected the practical and specific arrangements in place for the inspection of high risk FNAO in accordance with Regulation (EC) No. 669/2009 (and subsequent amendments).
- 3.2.4 Auditors were informed that whilst the Authority was also responsible for feed law enforcement for any imported animal feed arriving at Portsmouth port, there were no regular importations of animal feed at the time of the audit. This was confirmed by the 100% manifest checks undertaken by the PPHO.
- 3.2.5 A report had been prepared by one of the Authority's Principal Public Protection Officers examining the Services ability to deal with any imported feed that may arrive at the Port. The report recommended the development of a specific procedure for the assessment of imported feed products, the possible provision of specialist sampling equipment and specific officer training on feed related enforcement.

Auditors were informed that the Authority had plans to provide officers with training on imported feed controls.

Recommendations

3.2.6 The Authority should:

- Review, develop and implement its procedures relating to official controls of high risk FNAO to provide appropriate guidance on all relevant areas of imported food legislation, including the requirements of Regulation (EC) No. 669/2009 (and subsequent amendments).
- Develop and implement suitable guidance for officers relating to official controls of imported feed products that may arrive at the port.

[The Standard – 4.1]

3.2.7 The Authority had developed and implemented a range of documented procedures detailing the system in place for dealing with foodstuffs arriving at the port. These procedures included pre-arrival planning and vessel arrival and manifest checks. The Authority carried out 100% manifest checks on all vessels entering the port. The system involved routine daily liaison between the PPHO and the shipping agents at the port offices to obtain details of vessel arrival times via a “white board”, and collection of electronic ship manifests showing consignment details.

3.2.8 Auditors were provided with substantial evidence of detailed records being kept by the PPHO in relation to relevant food consignments, including monthly documented shipping summaries, which provided details of the number and types of foods arriving in port, and details of the official controls carried out by the Authority.

3.2.9 Where there was any uncertainty about the nature of a product, further information was sought from the importing agent requesting additional details such as a bill of lading or commercial invoices. A decision was then made, based on the type of product, local intelligence and experience on whether further documentary checks were required and if the consignment required identity or physical checks.

3.2.10 Audit checks confirmed that there were effective systems in place in relation to the control of imported food, commensurate with the range of foods arriving at the port at the time of the audit. Documentary, identity and physical checks were risk based and targeted, and

auditors were able to confirm that checks on high risk FNAO had been taken at the correct frequency and in accordance with regulations, official guidance and previous knowledge and experience.

- 3.2.11 There were no Enhanced Remote Transit Sheds (ERTS) within the boundaries of the Portsmouth City Council.
- 3.2.12 The Authority had developed a documented sampling policy, programme and protocol, which outlined the Authority's commitment to a risk based and targeted approach to the sampling of imported foods arriving at the port. The document set out the Authority's sampling priorities for 2010/2011, providing detailed instructions for the practical process of collecting samples, the interpretation of results and appropriate follow-up actions.
- 3.2.13 The Authority's sampling plan included sampling for analysis and examination of relevant high risk foods subject to specific EC Regulations, safeguard measures and specific Commission Decisions.
- 3.2.14 The Service levied a charge for all imported food checks where there was provision in legislation. These charges had been documented and were made available to importers and shipping agents.
- 3.2.15 The official laboratories appointed by the Authority for food sampling activities were properly accredited in accordance with relevant centrally issued guidance.
- 3.2.16 A range of sampling records were examined in relation to both general and high risk foods. All samples had been taken by authorised officers and effective follow-up action had been taken as necessary following receipt of the result to ensure that the food was not released, in accordance with the regulations.

Food Complaints, Primary Authority Scheme and Home Authority Principle

- 3.2.17 The Service had developed a procedure on the investigation of complaints about food, with the Food Service Plan 2010/2011 containing a broad policy statement outlining the Authority's commitment to dealing with food complaints. However, the Service received very few food complaints related to imported food and auditors were advised that there had been none in the six months preceding the audit.
- 3.2.18 The Authority had entered into a Home Authority arrangement with the Royal Navy due to the Navy's presence in the area. A tri-partite agreement had been developed linking the Royal Navy, Army and Air Force with their relevant Home Authority links. This agreement had

been extended to include food hygiene inspection of Royal Navy vessels.

Food Safety Incidents

- 3.2.19 A documented procedure on the receipt or generation of Rapid Alert System for Food and Feed (RASFF) had been developed, and the Authority had an effective system in place for the receipt of RASFFs and any subsequent actions required.
- 3.2.20 Officers were also aware of food alerts that had been issued by the Agency, although it was acknowledged that these were of greater relevance to inland authorities. Checks were however routinely made to ascertain if products subject to an alert had originated through the port.

Advice to Business

- 3.2.21 The Authority was able to provide detailed evidence of its commitment and success in working with businesses, including exporters located in third countries, providing them with practical help and guidance regarding UK imported food legislation.

3.3 Enforcement

- 3.3.1 Portsmouth City Council had developed and published a generic Enforcement Policy that set out the Council's approach to enforcement where breaches of legislation were discovered. The document did not specifically mention imported food enforcement, however a range of individual enforcement procedures had been developed, including a procedure for the seizure and detention of foods, voluntary surrender and prosecution and cautioning. The Food Service Plan 2010/2011 also reiterated the Council's commitment to the principles outlined in the Regulators Compliance Code.
- 3.3.2 The Authority had generally adopted a practical risk based approach to resolving the few imported food issues that had occurred in the past. Due to the limited range of food products entering the port the Authority had needed to use relatively few formal enforcement options, most issues relating to organic food regulations, beyond the scope of the audit. However auditors examined the records for three voluntary surrenders relating to over-ripe or otherwise damaged bananas imported from a third countries. In each case the Authority was able to demonstrate that the appropriate actions had been taken and the products destroyed. Auditors discussed the benefits of ensuring the full traceability of any documentation associated with the destruction of any rejected goods, including FNAO, such as waste transfer notes.

3.4 Internal Monitoring and Third Party or Peer Review

Internal Monitoring

- 3.4.1 The Authority had developed an internal monitoring procedure aimed at verifying the quality of a range of activities undertaken by the Service, including appropriate imported food activities. Although in practice there was little evidence noted during the audit of any routine qualitative monitoring in relation to imported food activities, there was substantial evidence of quantitative monitoring activities taking place, in particular reporting against targets for checks on FNAO.

Third Party or Peer Review

- 3.4.2 The Service had not been subject to any external audits in the past two years, but had been the subject of an internal audit carried out in February 2010 which focussed on arrangements involving Commercial, Port Health and Infectious Disease. The report concluded that apart from two recommendations concerning contractual service arrangements with its Scientific Service provider, controls were in place to effectively mitigate any risks.

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Local Authority Audit and Liaison Division

Action Plan for Portsmouth Port Health Authority

Audit date: 30 November-1 December 2010

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.2.6 Review, develop and implement its procedures relating to official controls of high risk FNAO to provide appropriate guidance on all relevant areas of imported food legislation, including the requirements of Regulation (EC) No. 669/2009 (and subsequent amendments).	31/03/11	Produce and implement a documented procedure relating to official controls of high risk FNAO to provide appropriate guidance and review as necessary.	Present procedures relating to FNAO need expanding to take into account Regulation (EC) No. 669/2009 and subsequent amendments.
Develop and implement suitable guidance for officers relating to official controls of imported feed products that may arrive at the port. [The Standard – 4.1]	31/03/11	Produce and implement suitable guidance for officers relating to the official controls of imported feed products that may arrive through the port.	Draft guidance produced for discussion.

Audit Approach/Methodology

The audit was conducted using a variety of approaches and methodologies as follows:

(1) Examination of LA policies and procedures.

The following LA policies, procedures and linked documents were examined before and during the audit:

- Environment & Public Protection Service Food Service Plan 2010/11
- Environment & Public Protection Service Plan 2009-2012
- Cabinet Member for Environment and Community Safety Minutes July 2010
- Scheme of Delegated Powers and associated documentation
- Quality system procedures relating to imported food and feed controls
- Imported Food Sampling Policy, Programme and Protocol June 2010
- Advisory emails to businesses
- Portsmouth City Council Enforcement Policy Statement and associated enforcement procedures
- Internal Monitoring Procedure August 2010
- Portsmouth City Council Internal Audit Report (ref. 0910-210)
- Minutes of attendance at liaison groups
- LAEMS imported food returns for 2008/2009 and 2009/2010

(2) File reviews – the following LA file records were reviewed during the audit:

- Authorisation and training files
- Manifest and consignment records
- Imported food documentation including common entry documents
- Food inspection and sampling records
- Formal enforcement records including voluntary surrender notices

(3) Interviews – the following officers were interviewed:

- Audit Liaison Officer – Principal Port Health Officer
- Principal Public Protection Officer

Opinions and views raised during officer interviews remain confidential and are not referred to directly within the report.

(4) On-site verification check:

A verification visit was made with the Authority's officers to the facilities at Portsmouth Port. The purpose of the visit was to verify that appropriate risk based, proportionate checks are carried out on consignments of imported food at the port and that requirements for DPE status are met.

Glossary

Agricultural Analyst	A person, holding the prescribed qualifications, who is formally appointed by a local authority to analyse feed samples.
Airways bills	Commercial documents providing a general description of cargo items.
Authorised officer	A suitably qualified officer who is authorised by the local authority to act on its behalf in, for example, the enforcement of legislation.
Border Inspection Post	Point of entry into the UK from non-EU countries for products of animal origin.
CEDs	Common Entry Documents which must accompany certain food products to designated points of entry or import.
Codes of Practice	Government Codes of Practice issued under Section 40 of the Food Safety Act 1990 as guidance to local authorities on the enforcement of food legislation.
Consignment	A unit of cargo that can consist of one or a number of different products.
County Council	A local authority whose geographical area corresponds to the county and whose responsibilities include food standards and feeding stuffs enforcement.
Defra	The Department for Environment, Food and Rural Affairs. The Government Department designated as the central competent authority for products of animal origin in England.
District Council	A local authority of a smaller geographic area and situated within a County Council whose responsibilities include food hygiene enforcement.
DPE	Designated point of entry. A port that has been designated for the entry of certain high risk feed and food products subject to enhanced checks.
DPI	Designated point of import. A port that has been designated for the entry of certain products subject to safeguard controls due to aflatoxin contamination.
Environmental Health Officer (EHO)	Officer employed by the local authority to enforce food safety legislation.
ERTS	Enhanced remote transit shed. An HM Revenue and Custom designated warehouse where goods are held in temporary storage pending Customs clearance and release for free circulation.
Feeding stuffs	Term used in legislation on feed mixes for farm animals and pet food.

FNAO	Food not of animal origin. Non animal food products that fall under the requirements of imported food control regime.
Food Examiner	A person holding the prescribed qualifications who undertakes microbiological analysis on behalf of the local authority.
Food hygiene	The legal requirements covering the safety and wholesomeness of food.
Food standards	The legal requirements covering the quality, composition, labelling, presentation and advertising of food, and materials in contact with food.
Formal samples	Samples taken in accordance with the requirements of the Food Law Code of Practice in accordance with the relevant sampling regulations and submitted to an accredited laboratory on the official list.
Framework Agreement	<p>The Framework Agreement consists of:</p> <ul style="list-style-type: none"> • Service Planning Guidance • Food and Feed Law Enforcement Standard • Monitoring Scheme • Audit Scheme <p>The Standard and the Service Planning Guidance set out the Agency's expectations on the planning and delivery of food and feed law enforcement.</p> <p>The Monitoring Scheme requires local authorities to submit annual returns to the Food Standards Agency on their food law enforcement activities i.e. numbers of inspections, samples and prosecutions.</p> <p>Under the Audit Scheme the Food Standards Agency will be conducting audits of the food and feed law enforcement services of local authorities against the criteria set out in the Standard.</p>
Full Time Equivalents (FTE)	A figure which represents that part of an individual officer's time available to a particular role or set of duties. It reflects the fact that individuals may work part-time, or may have other responsibilities within the organisation not related to food enforcement.
LAEMS	Local Authority Enforcement Monitoring System is an electronic system used by local authorities to report their food law enforcement activities to the Food Standards Agency.
Home Authority	An authority where the relevant decision making base of an enterprise is located and which has taken on the responsibility of advising that business on food safety/food standards issues. Acts as the central contact point for other enforcing authorities' enquiries with regard to that company's food related policies and procedures.
Informal samples	Samples that have not been taken in accordance with the appropriate sampling regulation (e.g. samples for screening purposes) and/or not sent to an accredited laboratory.

Member forum	A local authority forum at which Council Members discuss and make decisions on food and feed law enforcement services.
Metropolitan Authority	A local authority normally associated with a large urban conurbation in which the County and District Council functions are combined.
POAO	Products of animal origin. Animal derived products that fall under the requirements of the veterinary control regime.
Primary Authority	An authority that has formed a partnership with a business.
Port Health Authority	An authority specifically constituted for port health functions including imported food control.
Public Analyst	An officer, holding the prescribed qualifications, who is formally appointed by the local authority to carry out chemical analysis of food samples.
RASFF	Rapid alert system for food and feed. The European Union system for alerting port enforcement authorities of food and feed hazards.
Regulators' Compliance Code	Statutory Code to promote efficient and effective approaches to regulatory inspection and enforcement which improve regulatory outcomes without imposing unnecessary burdens on businesses.
Risk rating	A system that rates food premises according to risk and determines how frequently those premises should be inspected. For example, high risk premises should be inspected at least every 6 months.
Service Plan	A document produced by a local authority setting out their plans on providing and delivering a food or feed service to the local community.
Third Country	Countries outside the European Union.
Trading Standards	The Department within a local authority which carries out, amongst other responsibilities, the enforcement of food standards and feed legislation.
Trading Standards Officer (TSO)	Officer employed by the local authority who, amongst other responsibilities, may enforce food standards and feed legislation.
Unitary Authority	A local authority in which the County and District Council functions are combined, examples being Metropolitan District/Borough Councils, and London Boroughs. A Unitary Authority's responsibilities will include food hygiene, food standards and feed enforcement.