

DATED this 1st day of January 2006

Service Contract

between

THE FOOD SAFETY AUTHORITY OF IRELAND

- and

GALWAY CITY COUNCIL

THIS SERVICE CONTRACT is made this 1st day of January 2006
BETWEEN: THE FOOD SAFETY AUTHORITY OF IRELAND, established in Ireland pursuant to the Food Safety Authority of Ireland Act, 1998 (hereinafter referred to as the "Authority") having its principal place of business at Abbey Court, Lower Abbey Street, Dublin 1; and Galway City Council having its principal place of business at City Hall, Galway (hereinafter referred to as the "Official Agency").

1. **Interpretation**

In this Service Contract, unless the context otherwise requires -

“**Act**” means the Food Safety Authority of Ireland Act, 1998 [No. 29 of 1998] as amended;

“**Authority**” means the Food Safety Authority of Ireland;

“**Commencement Date**” means the 1st January 2006;

“**Food Legislation**” means the Food Legislation set out in Schedule 1 of this Service Contract;

“**Year**” means any 12-month period commencing on 1st January.

2. The Authority is the Central Competent Authority responsible for the enforcement of all food legislation. An Official Agency carrying out functions under a Service Contract shall be acting on behalf of and as an agent for the Authority and as a Competent Authority.

In order to ensure the safety of food, and to consider all aspects of the food production chain, from and including primary production and the production of animal feed up to and including sale or supply of food to the consumer, the Authority will delegate the requisite powers, duties and responsibilities to the Official Agency commensurate with its role as a Competent Authority as defined within the terms of this Service Contract.

3. For the purposes of section 48(5) of the Act, this Service Contract shall be in force for a period from the commencement date to the 31st December 2010. The Service Contract may be subject to review, modification or amendment, and may be extended by agreement.
4. For the purposes of section 11(2) of the Act, it is agreed that the Official Agency shall carry out in its functional area on behalf of and as an agent for the Authority the following –
- (a) the determination of compliance with food legislation by means of –
 - (i) the inspection, approval, licensing and/or registration of premises and equipment, including premises or equipment used in connection with the manufacture, processing, disposal, transport and storage of food,

- (ii) the inspection, sampling and analysis of food, including food ingredients, and
 - (iii) the inspection and analysis of food labelling,
 - (b) the provision of food safety and food hygiene education to producers, manufacturers, distributors, retailers and caterers.
5. For the purposes of section 48(3) of the Act, and having had regard to the resources available to the Official Agency, the Authority has specified the following matters to the Official Agency and the Official Agency has agreed to those matters –
- (a) the objectives and targets for food inspection the Authority wishes the Official Agency to meet, and the timeframe for achieving those targets and objectives, and
 - (b) any other matters which the Authority considers necessary.

The matters referred to in (a) and (b) are set out in Schedule 2 of this Service Contract.

6. The Official Agency has indicated to the Authority that, for the purposes of section 48(4) of the Act, the means by which it proposes to meet the matters specified by the Authority in Schedule 2 of this Service Contract are those set out in Schedule 3 of this Service Contract.
7. In accordance with the provisions of *Regulation (EC) No 882/2004 of the European Parliament and of the Council of 29 April 2004 on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules*, the Official Agency may delegate a task or function to a third party subject to the agreement of the Authority.
8. Without prejudice to the provisions of food legislation, the activities and food inspections to be undertaken on behalf of the Authority shall be directed towards bringing about a general acceptance amongst producers, manufacturers, distributors, retailers and caterers of the principle that, in respect of any food placed on the market, the primary responsibility for the safety and suitability of the food for human consumption is borne by them individually or, as appropriate, collectively and as a consequence, each of the persons mentioned shall take all reasonable steps to ensure, in so far as that person is concerned, the safety and hygienic standard of that food.

IN WITNESS WHEREOF the Authority and the Official Agency have caused their respective Seals to be affixed hereto on the date first above written.

PRESENT when the Official Seal of
THE FOOD SAFETY AUTHORITY
OF IRELAND was affixed hereto:-

Dr. John O'Brien, Chief Executive Officer

PRESENT when the Official Seal of
GALWAY CITY COUNCIL
was affixed hereto:-

SCHEDULE 1

List of the Food Legislation contained in the First Schedule to the Act for which the Official Agency has responsibility

Duties and responsibilities for food safety activities for the Official Agency will derive from the following list of legislation. When

- (a) the Minister for Health and Children makes an order amending the First Schedule of the Act, or
- (b) any Act passed by the Oireachtas or any statutory instrument made thereunder or regulation made under the European Communities Act, 1972, is deemed to be food legislation for the purposes of the Food Safety Authority of Ireland Act, 1998,

the new legislation may be inserted by the Authority into this Schedule.

In this context, both parties to the Service Contract accept that any actual increase in workload for the Official Agency will require the provision of adequate resources.

A reference to an enactment (including any instruments made thereunder) shall be construed as a reference to that enactment as amended, adapted, extended or replaced by or under any subsequent enactment, including the Food Safety Authority of Ireland Act, 1998.

A reference to a statutory instrument shall be construed as a reference to that instrument as amended, adapted, extended or replaced by any subsequent Statutory Instrument.

Food Legislation	Acts and Statutory Instruments
Food General	
Food Safety Authority of Ireland Act, 1998	No. 29 of 1998
Health Act, 1947	No. 28 of 1947
Regulation (EC) No 178/2002 of the European Parliament and of the Council of the 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety.	
European Communities (Food and Feed Hygiene) Regulations 2005	S.I. No. 910 of 2005
Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs	
Corrigendum to Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs	
Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin	
Corrigendum to Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin	
European Communities (Quick-frozen Foodstuffs) Regulations, 1992 and 1995	S.I. No.290 of 1992 S.I. No.370 of 1995
European Communities (Certain Contaminants in Foodstuffs) Regulations 2001	S.I. No. 400 of 2001
Food Additives	
European Communities (Additives, colours and sweeteners in foodstuffs) Regulations, 2000	S.I. No. 437 of 2000
European Communities (Food Additives other than Colours and Sweeteners) Regulations 2004	SI No 58 of 2004
Slaughter of Animals	
Abattoirs Act 1988 (other than Section 3-17, 21-34, 48 and 50)	No. 8 of 1988
Microbiological Criteria	
Commission Regulation (EC) No 2073/2005 of 15 November 2005 on microbiological criteria for foodstuffs	No 2073/2005

Official Control of Foodstuffs	
Commission Regulation (EC) No 2074/2005 of 5 December 2005 laying down implementing measures for certain products under Regulation (EC) No 853/2004 of the European Parliament and of the Council and for the organisation of official controls under Regulation (EC) No 854/2004 of the European Parliament and of the Council and Regulation (EC) No 882/2004 of the European Parliament and of the Council	No 2074/2005
Commission Regulation (EC) No 2076/2005 of 5 December 2005 laying down transitional arrangements for the implementation of Regulations (EC) No 853/2004, (EC) No 854/2004 and (EC) No 882/2004 of the European Parliament and of the Council and amending Regulations (EC) No 853/2004 and (EC) No 854/2004	No 2076/2005
Regulation (EC) No 854/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific rules for the organisation of official controls on products of animal origin intended for human consumption	
Corrigendum to Regulation (EC) No 854/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific rules for the organisation of official controls on products of animal origin intended for human consumption	
Regulation (EC) No 882/2004 of the European Parliament and of the Council of 29 April 2004 on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules.	
Corrigendum to Regulation (EC) No 882/2004 of the European Parliament and of the Council of 29 April 2004 on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules.	
Labelling	
European Communities (Labelling, Presentation and Advertising of Foodstuffs) Regulations, 2002	S.I. No. 483 of 2002
European Communities (Labelling of Beef and Beef Products) Regulations, 2000	S.I. No 435 of 2000
European Communities (Labelling of Beef and Beef Products)(Amendment) Regulations, 2002	S.I. No. 485 of 2002
European Communities (Labelling and Marketing Standards for Poultrymeat) Regulations 2004	S.I. No 42 of 2004

European Communities (Labelling and Marketing Standards for Poultrymeat) (Amendment) Regulations 2004	S.I. No 50 of 2004
Materials in contact with foodstuffs	
European Communities (Plastics and other materials) (Contact with food) Regulations 2006 (S.I. No. 139 of 2006)	S.I. No. 139 of 2006
Specified Risk Material	
Commission Regulation (EC) No 1974/2005 of 2 December 2005 amending Annexes X and XI to Regulation (EC) No 999/2001 of the European Parliament and of the Council as regards national reference laboratories and specified risk material	No 1974/2005
Council Regulation (EC) 999/2001 of the European Parliament and of the Council of 22 May 2001 laying down rules for the prevention, control and eradication of certain transmissible spongiform encephalopathies (other than Articles 5, 7, 11-15, 17-21, 24- 25) as amended	
European Communities (Removal of Bovine Vertebral Column) Regulations , 2004	S.I. No 528 of 2004
Zoonoses	
European Communities (Zoonoses) Regulations, 1996	S.I. No.2 of 1996
Regulation (EC) No 2160/2003 of the European Parliament and of the Council of 17 November 2003 on the control of salmonella and other specified food-borne zoonotic agents	
European Communities (Monitoring of Zoonoses) Regulations 2004	S.I. No. 154 of 2004
Commission Regulation (EC) No 2075/2005 of 5 December 2005 laying down specific rules on official controls for <i>Trichinella</i> in meat	No 2075/2005
Animal Remedies	
Animal Remedies Act, 1993 (other than Sections 4 and 5)	No. 23 of 1993
Control of Animal Remedies and their Residues Regulations, 1998 (other than Regulations 3-5, 10-14, 20-21, 24)	S.I. No. 507 of 1998

SCHEDULE 2

The objectives, targets, timeframe and other matters relating to food inspection and analysis which the Authority has specified to the Official Agency

1. General requirements

1.1 Introduction

The Official Agency will fulfil all obligations regarding food safety as agreed with the Authority from time to time. The Official Agency shall work in partnership with the Authority and its other Official Agencies to enhance consumer protection and ensure a seamless inspection service. The Official Agency shall encourage its staff to engage in inter-agency activities such as:

- sharing of information on food businesses;
- provision of reasonable assistance as appropriate;
- participation in cross-agency meetings;
- inter-agency training;
- multi-disciplinary working.

Within its area of competence, the Official Agency shall ensure that official controls are carried out regularly, on a risk basis and with appropriate frequency, so as to achieve the objectives of this Service Contract and section 11 of the Act. Official controls should take account of:

- (a) Identified risks associated with feed or food, feed or food businesses, the use of feed or food or any process, material, substance, activity or operation that may influence feed or food safety.
- (b) Feed or food business operators' past record as regards compliance with feed or food law.
- (c) The reliability of any own checks that have already been carried out.
- (d) Any information that might indicate non-compliance.

Official controls shall be carried out, as appropriate, at any of the stages of production, processing and distribution of feed or food and of animals and animal products. They shall include controls on feed and food businesses, on the use of feed and food, on the storage of feed and food, on any process, material, substance, activity or operation including transport applied to feed or food and on live animals, required to achieve the objectives of this Service Contract.

The Official Agency shall have due regard to recognised guidance notes, Codes of Practice, Standard Operating Procedures or accreditation systems as may be agreed between the Official Agency and the Authority from time to time.

The Official Agency must ensure that official control activities are carried out to a high level of transparency. Relevant information held by the Official Agency must be made available to the public as soon as possible.

Where there are reasonable grounds to suspect that a food may present a risk to health the public must be informed to the fullest extent possible.

The Official Agency must ensure that information acquired when undertaking official controls which is covered by 'professional secrecy in duly justified cases' is not disclosed to a third party.

It is recognised that the ability of the Official Agency to completely fulfil the terms of this service contract depend on the necessary financial resources being made available from the national Exchequer. The level of assistance required will be agreed between the parties to this contract and submitted to the relevant government department(s). It is agreed that the Authority will support the case for adequate Exchequer funding for the Official Agency (with other Local Authorities) in the annual funding cycle, and that the funding allocated shall be applied to the recoupment by the Official Agency of the full costs necessarily incurred in providing the services required under this Service Contract. In the event that the required level of financial resources is not provided, no liability will attach to the Official Agency for incomplete fulfilment of the contract. The priority for enforcement of legislation will be agreed between the Authority and the Official Agency in the annual service plan (section 1.4) based on the resources allocated.

1.2 Legislation

Duties and responsibilities for food safety activities for the Official Agency will derive from the legislation listed in Schedule 1. All staff involved in food control activities shall be provided with access to this legislation.

1.3 Participation in Working Groups

The Official Agency shall participate as agreed in the Authority's working groups, inter- agency working groups and expert working groups to:

- produce the multi-annual national control plan for Ireland.
- produce Guidance Notes, Guides to Good Hygiene Practice and Codes of Practice.
- evaluate implications of existing and proposed legislation.
- evaluate relevant food safety/scientific information.
- produce other outputs including meeting reports as agreed.

1.4 Service Plan/Annual Control Plan

The Official Agency shall prepare a Service Plan each year. The content and format of the plan will be agreed between the Authority and the Official Agency. The plan is to be submitted to the Authority for each year, when resources have been allocated to the Official Agency for that year.

1.5 Data collection and reporting

The Official Agency shall collect data and provide reports to the Authority as detailed in Schedule 4.

1.6 Information Systems

Computerisation of inspection, sampling, testing and analysis systems must be developed in conjunction with the Authority and must have the functionality to allow data gathered in respect of Clause 1.5 of this Schedule to be transferred electronically to the Authority's database.

1.7 Out of hours emergency service

The Official Agency shall provide food control services outside of normal working hours to deal effectively with outbreaks and food incidents.

1.8 Contingency Planning

The Official Agency, in conjunction with the Authority, shall ensure that there are contingency plans in place at local level for dealing with crisis incidents, large scale food safety incidents and outbreaks of food related disease.

As part of these plans, the Official Agency shall provide the Authority with a single central contact point for emergency and crisis situations.

The Official Agency shall establish a dedicated contact point for receipt of food alerts and exchange of information relating to food incidents during normal office hours.

The contact point shall be operational during all normal working hours and enable quick response at all times (including cover during leave periods). Details of the contact points (telephone and e-mail) shall be notified to the Authority and updated as necessary.

The Official Agency shall facilitate training of personnel in the operation and exercise of the contingency plans. Periodic review of the plans shall take place in conjunction with the Authority.

1.9 Rapid Alert System for Food and Feed

The Official Agency shall facilitate the operation of and participate in the Rapid Alert System for Food and Feed as required.

1.10 Zoonoses

The Official Agency shall facilitate appropriate staff to be members of Regional Zoonoses Committees.

The Official Agency shall, in conjunction with the Authority and other agencies, fulfil its obligations arising from the zoonoses legislation listed in Schedule 1.

1.11 Investigation of outbreaks

Provisions shall be made by the Official Agency to deal effectively with food poisoning outbreaks in accordance with agreed protocols. Appropriate staff shall assist Outbreak Control Teams as required.

1.12 Complaints regarding the implementation of the Service Contract

The Official Agency shall provide information to the Authority on complaints regarding the Food Control Services provided under this Service Contract. Complaints will be managed in accordance with an agreed procedure, and in a manner consistent with “The Ombudsman’s Guide to Standards of Best Practice for Public Servants.” The Official Agency shall co-operate with the Authority in any investigation regarding these complaints.

1.13 Enforcement Policy

The Official Agency shall operate according to the Authority’s National Enforcement Policy.

The Official Agency shall institute prosecutions and/or other enforcement measures for offences as appropriate.

1.14 Authorisation Policy

The Official Agency shall operate according to the Authority’s National Authorisation Policy.

1.15 Designated Officers

The Official Agency shall nominate officers for designation by the Board of the Authority to carry out the consultation function outlined in Sections 52, 53 and 54 of the Act.

1.16 Continuing Professional Development

Appropriate training must be provided for staff performing official controls to ensure competent and consistent implementation in accordance with Annex II, Chapter 1 of Regulation 882/2004 and 854/2004. All staff performing official controls must be kept up to date in their area of competence and be provided with additional regular training as necessary. An Annual Training plan, shall be submitted by the Official Agency as part of the Service Plan mentioned in Section 1.4, to include details of Continuing Professional Development to be made available to all staff listed in Schedule 3. Induction training is to be provided for all new staff by the Official Agency. The Official Agency shall ensure that any contractors used in the performance of the Service Contract provide evidence of Continuous Professional Development and compliance with this Section.

1.17 Food Incidents/Complaints

Food incidents/complaints must be managed in accordance with agreed documented procedures.

1.18 Missions of the Food and Veterinary Office (FVO)

The Official Agency shall participate as required in the preparation and conduct of FVO missions to Ireland and any follow-up actions associated with a report issued by the FVO.

1.19 Quality Management System

The Official Agency must carry out official controls in accordance with documented procedures. These procedures must provide information and instructions for staff performing official controls.

The Veterinary Service shall follow the Standard Operating Procedures as developed by agreement between the Authority and the Local Authority Veterinary Service.

The Official Agency shall, in conjunction with the Authority and other Local Authorities, incorporate the Standard Operating Procedures for the service contract activities into a registered Quality Management System, over a timescale and in a manner that will be agreed between the Authority and the Official Agency.

1.20 Boundaries of the service

The Official Agency contracts for provision of services within its administrative area (or other as agreed with the Authority).

The Official Agency shall develop, in conjunction with the Authority and/or other Local Authorities, arrangements to ensure continuity in provision of official food control services. Where requested and agreed, assistance may be provided to another Official Agency. The

Official Agency will ensure such arrangements are in accordance with statutory requirements and best practice.

1.21 EU Co-ordinated Control Plans

The Official Agency shall carry out activities in accordance with the E.U. Co-ordinated Control Plans (under Regulation 882/2004) as agreed with the Authority.

1.22 Inspection reports

A report of the outcome of each inspection of food premises shall be issued to the relevant food business operators.

1.23 Administrative assistance and co-operation

The Official Agency shall record any assistance provided to or from other Member States under Articles 36-40 of Regulation 882/2004 and include such activity in its Section 48(8) report to the Authority. Requests for assistance made or received by the Official Agency under Article 38, where a risk to human health or a serious infringement of food law is identified, shall be notified to the Authority without delay.

1.24 Food Hygiene Education Programme

The Official Agency shall facilitate the delivery of a Food Hygiene Education Programme to industry staff in premises under their supervision. The primary responsibility for training of food industry staff remains with the food industry.

1.25 HACCP Strategy

The Official Agency shall work with the Authority in the development of a HACCP strategy in line with legislative requirements, to ensure all premises under its supervision have an appropriate HACCP plan in place.

1.26 National Guides

The Authority and the Official Agency shall implement an agreed policy to encourage and facilitate the development of guides to good practice on Hygiene and HACCP Principles by the food industry.

1.27 Additional activities

The Official Agency will participate in activities relating to food safety that may be arranged by the Authority, or in collaboration with other agencies as appropriate. The Official Agency will undertake tasks as agreed and provide results to an agreed format and timescale.

2.0 Veterinary Inspection Service

2.1 Introduction

The Official Agency shall provide a veterinary inspection service for the enforcement of food legislation and the protection of consumer health.

2.2 Official Food Control Services to be Provided

The official agency shall fulfill all obligations regarding food safety as agreed from time to time by the Authority and the Official Agency in the context of the list of legislation outlined in Schedule 1.

2.2.1 Premises

The Official Agency shall provide official food control services in certain food premises, which will be set out in a list that will be maintained by the Authority. Additions to or deletions in the list of premises will be notified to the Authority without delay. Categories of premises in which official food control services will be provided by the Official Agency will be specified by the Authority. The Authority may if necessary determine responsibility for provision of official controls for specific businesses.

The premises will include those subject to Regulation 853/2004, in categories including:

- Abattoirs (including those with associated meat processing activities).
- Premises producing fresh meat including poultry meat and game.
- Premises producing minced meat.
- Premises producing meat preparations.
- Premises producing meat products.
- Butchers' retail premises subject to Regulation 853/2004.
- Cold stores/distribution centres subject to Regulation 853/2004.
- Meat transport vehicles at, or associated with, inspected premises.

Official control of certain premises may be carried out in conjunction with other agencies; timings and frequencies of inspections of such premises will be agreed locally. Inspection reports and notification of enforcement activity should be shared with the other agency.

Labelling checks should where possible take place as part of the control activities carried out by the Official Agency.

The Official Agency shall exercise official controls over the following herd/flock registration and animal identification systems:

- Cattle Movement Monitoring System.
- National Sheep Identification Systems.
- National Pig Identification and Traceability Scheme.
- Flock Registration Scheme.

- Others as agreed between the Authority and the Official Agency.

In respect of these systems the Official Agency shall fulfill all obligations regarding food safety and traceability as may be agreed from time to time by the Authority and the Official Agency.

The Official Agency shall, in consultation with the Authority, grant/withdraw approval or registration in accordance with the legislation governing the operations of the plants, including providing information to enable the Authority to maintain the national register of premises, in accordance with the Standard Operating Procedures of the Local Authority Veterinary Service.

The Official Agency shall review periodically all aspects of the operation of each premises to ensure compliance with requirements including slaughterman`s licenses.

2.2.2 Frequency of inspection

Frequency of inspections will depend on the throughput of the establishment, the type of product manufactured, legislative requirements, results of sampling, risk assessment and guarantees offered by own checks and HACCP programmes.

In slaughtering premises: the presence of veterinary inspection staff is required throughout the ante-mortem and post-mortem inspections and where necessary to check operational hygiene.

2.2.3 Additional services

(i) Provision of veterinary inspectors

The Official Agency shall provide whole time and “such and so many other” veterinary inspectors as it considers necessary and support staff. Veterinary inspectors are to be allocated to particular duties.

The appointment of a whole-time veterinary inspector may be made in conjunction with one other Local Authority under the provisions of section 85 of the Local Government Act, 2001.

(ii) Illegal slaughter

The Official Agency shall check for illegal slaughterings and unstamped meats, at all premises under its supervision. Any reports of illegal slaughterings should be investigated.

(iii) Returns

The Official Agency shall complete the following returns within the required times:

- (a) Monthly return to Central Statistics Office;
- (b) Monthly return of “ER106” to Department of Agriculture and Food;
- (c) Monthly slaughter returns to the Authority.

(iv) Sampling

The Official Agency will arrange for the following to be undertaken:

- (a) Comply with National Residue Control Programme;
- (b) Others as agreed.

The Official Agency will use for official controls only laboratories that have been designated as official laboratories under Article 12 of Regulation 882/2004.

(v) Consistency working group

The Official Agency shall provide veterinary inspectors, as required in conjunction with other Local Authorities, to participate in a working group with the Authority and the Department of Agriculture and Food to ensure consistency in procedures for inspections and approval of meat premises between the official agencies.

3. Monitoring

3.1 Liaison

The Official Agency shall nominate person(s) to liaise with the Contracts Manager in the Authority.

The following liaison meetings shall be held:

- (a) Liaison meetings between the Authority and the Official Agency: two per year.
- (b) Regional liaison meetings between the Veterinary Inspector(s) of the Official Agency and of other Local Authorities and the Authority: two per year.
- (c) Cross Agency meetings: as arranged by the Authority.
- (d) Liaison meeting between representatives of the City and County Managers Association and the Authority: one a year.

Additional liaison meetings will be held as required by either party or as changing circumstances require.

3.2 Access

The Official Agency carrying out functions under this Service Contract shall be acting on behalf of and as an agent for the Authority. The Authority shall have appropriate access as required through the liaison link to the staff referred to in Schedule 3 and to all records, data and sites relevant to food safety duties, including financial records related to expenditure claimed from the Authority. Officers of the Official Agency shall have access as required through the liaison link to records relevant to the Official Agency held by the Authority.

3.3 Audit techniques

The Authority may take such measures as it considers appropriate to determine compliance by the Official Agency with the requirements of this

contract. This will include audit in accordance with Schedule 5. The Official Agency agrees to cooperate with the Audit Inspections.

The Authority and the Official Agency will agree corrective action plans following audits carried out by the Authority. Corrective Action Plans will be closed out as part of the Service Contract liaison process.

The Official Agency will provide details of any external audits of its service covered by the Service Contract.

SCHEDULE 3

The Means by which the Official Agency proposes to meet the matters specified in this Service Contract

The Official Agency, as a competent authority, performing official controls shall meet a number of operational criteria. They shall have a sufficient number of suitably qualified and experienced staff and possess adequate facilities and equipment to carry out their duties properly.

The Official Agency will provide staff and all resources required to ensure delivery of service outputs/activity as outlined in Schedule 2. The allocation and use of all revenue (pay and non-pay) and capital resources will be submitted annually to a format specified by the Authority.

Staffing Resources

List of all staff involved for the purposes of this Service Contract.

DISCIPLINE	GRADE	TOTAL	WTE
Veterinarian	Veterinary Inspector(s) Part-time Temporary Veterinary Inspector(s)	0	0.40 (by arrangeme nt with Galway County Council)
Administration	Clerical Officer	2	0.05

SCHEDULE 4

Data collection and reporting

1.0 General requirements for data collection and reporting

The Official Agency shall collect and store information generated from food control activities specified in Schedule 2.

A file is to be maintained for each food business under the supervision of the Official Agency.

The data collected is to be maintained and all records are to be kept up to date. Records relevant to this service contract will be kept for a minimum of 5 years. An agreed dataset is to be electronically transferred to the Authority.

The frequency of electronic transfer is to be agreed with the Authority.

The forms as specified in section 4 of this Schedule shall be submitted to the Authority monthly until the agreed dataset is transmitted electronically.

The Official Agency shall notify the Authority of enforcement orders served under the Food Safety Authority of Ireland Act, 1998, without delay.

2.0 Resources

Schedule 3 shall be updated and submitted to the Authority as changes arise.

The Official Agency shall maintain a current electronic list of Authorised, Liaison and Designated Officers. The list shall include names, contact addresses, telephone numbers and email addresses for all officers. This list shall be submitted to the Authority as changes arise.

The Official Agency shall maintain an up-to-date list of laboratories used for testing and analysis under the legislation listed in Schedule 1. This list shall be provided to the Authority annually and as changes arise.

3.0 Activities undertaken outside of returns outlined at 2.0

The Official Agency will record and submit to the Authority annually details of:

- (a) Food incidents/outbreaks.
- (b) Participation on the Authority's working groups, inter- agency working groups and expert working groups and any other similar activity.

- (c) Continual Professional Development undertaken by staff.
- (d) Hygiene education activities undertaken.
- (e) Food complaints.
- (f) Complaints regarding the implementation of this Service Contract.
- (g) Additional food safety activities as agreed.

4.0 Inspection activity monthly report

FOOD SAFETY AUTHORITY OF IRELAND -SCHEDULE 4 (PART A)

MONTHLY REPORT - MONTH /YEAR (/200_)

LOCAL AUTHORITY NAME:

	Slaughter Houses	Food Vehicles	Manufacturing Premises
1. Number of Examinations (visits) Ante-mortem & Post-mortem		(no entry required)	(no entry required)
2. Hygiene Inspections			
(a) Number of Premises/Vehicles Visited			
(b) Number of Hygiene Inspections			
3. Major Non-Compliances (<i>Attach details</i>)			
(a) Number of Major Non-Compliances			
(b) Number of Follow-Ups			
4. Number of Samples Taken		(no entry required)	
(a) Microbiological			
(b) Veterinary Residues			
(c) Water			
(d) Other (please specify)			
5. Approvals		(no entry required)	
(a) Approval Inspections			
(b) Approvals Issued			
(c) Conditional Approvals Issued			
6. Reports to other Agencies other than routine (<i>Identify number and attach details</i>)			
7. Other Comments (<i>If any – attach separate pages, if necessary</i>)			
(a) Lab(s) to which Samples sent : _____			
(b) Changes in Particulars of Premises :			
(c) Enforcements issued:			
(d) Any Other Issues :			

Schedule 4 (Part B)

Local Authority: _____ **Month:** 200__

Slaughtering Returns, including ante and post mortem examinations carried out at slaughter houses

Slaughter House Operator	Slaughter House Code No.	Animals Slaughtered ¹	Ante-Mortem Examinations Carried out ¹	Animals Rejected ¹	Reasons for Rejection	Post-Mortem Examinations Carried out ²	Carcasses Rejected ¹			Manner of Destruction & Disposal of Rejected Meat	Destination of Meat & Meat Products
							Wholly condemned	Partly condemned	Organs only		
		B									
		S									
		P									
		O									
		B									
		S									
		P									
		O									
		B									
		S									
		P									
		O									
		B									
		S									
		P									
		O									
TOTALS		B									
		S									
		P									
		O									

Signed: _____ (County Veterinary Officer) **Date :** _____

This report to be filed with FSAI monthly (to data@fsai.ie), before the third Monday of the month following the month to which it applies

¹ Number & Description of Animals i.e. B = Bovine, S = Sheep, P = Pig, O = Other (please give species _____)

² Only fill in if numbers differ from AM examinations

SCHEDULE 5

The Means by which the Authority proposes to audit the Service Contract

1. General Requirements

The Authority shall carry out audits of this service contract to:

- (a) Meet its legislative requirements with respect to audit as set out in Regulation (EC) No. 882/2004 of the European Parliament and of the Council on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules. The Authority shall also incorporate into its audit processes any additional requirements documented in Commission guidelines published regarding national audit systems.
- (b) Determine compliance with the legislation listed in *Schedule 1*.
- (c) Determine conformance with the other administrative and technical requirements as set out in schedules other than *Schedule 1*.

2. Definitions

Audit:

A systematic and independent examination to determine whether activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Audit Team:

One or more auditors conducting an audit supported, if needed, by technical expert.

Technical Expert:

A person who provides specific knowledge or expertise to the audit team.

3. Scheduling

The Authority shall schedule audits to determine compliance with the requirements of this contract depending on the scope and the nature and extent of the duties and responsibilities of the Official Agency's food safety activities. In drawing up this schedule due consideration shall be given to the extent to which the Official Agency's food control programme has been subjected to any appropriate third-party registration or accreditation audit.

4. Audit Methodology

Audits shall be carried out against the current revision of the Authority's documented protocol "The FSAI Audit Scheme".

5. Liaison

Liaison for the purpose of audit shall be through a representative(s) nominated by the Official Agency.

6. Access

The Official Agency shall allow the Authority's audit team access to those premises, personnel, documents and records applicable to the audit.

7. Techniques

The audit scheme shall be in accordance with established practices as set out in ISO 19011: Guidelines for Quality and/or Environmental Management Systems Auditing.