



# **Access to Information held by the Food Safety Authority of Ireland**

**A Manual prepared in accordance with Section 15 of  
the Freedom of Information Act, 1997.**

**May 2007**

**Food Safety Authority of Ireland**  
Abbey Court, Lower Abbey Street, Dublin 1  
Tel: (01) 8171300. Fax: (01) 8171301  
Email: [foi@fsai.ie](mailto:foi@fsai.ie) Website: [www.fsai.ie](http://www.fsai.ie)  
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## 1. PREAMBLE

The Freedom of Information (FOI) Act, 1997 established three new statutory rights:

- a legal right for each person to access information held by public bodies;
- a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading
- a legal right to obtain reasons for decisions affecting oneself.

The Act asserts the right of members of the public to access official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

The Freedom of Information (Amendment) Act, 2003 came into effect on 11 April, 2003.

### 1.1 Scope of the Freedom of Information Act Manual

This manual is prepared and published in accordance with the requirements of Section 15 of the Freedom of Information Act. Its purpose is to facilitate access to official information held by the Food Safety Authority of Ireland (FSAI). Specifically, the manual provides information on:

- aims, structure and functions of the FSAI
- rules, procedures and guidelines in use in the FSAI
- classes of records held by the FSAI
- procedure to make a request to the FSAI under the FOI Act, 1997.

#### **Availability of Freedom of Information Manual.**

This manual is available in both a printed and electronic version.

The printed version is available for consultation or removal, free of charge, from:

Ms. Emma Reinhardt, Freedom of Information Officer, FSAI, Abbey Court, Lower Abbey Street, Dublin 1.

- Tel: (01) 8171 300
- Fax: (01) 8171 301
- Email: [foi@fsai.ie](mailto:foi@fsai.ie)

All information contained in this manual is revised regularly and available on the FSAI web site at [www.fsai.ie](http://www.fsai.ie)

## **1.2 Routinely Available Information**

The FSAI currently makes information routinely available to the public in relation to its functions and activities. Such information will continue to be available without the need to make a formal request under the FOI Act. This manual highlights, in relation to each of the Board's activities, where information of this nature is available.

The FOI Act is designed to allow public access to information held by public bodies which is NOT routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves specific procedures and time limits. This manual provides a guide to the structure of the FSAI so as to assist you in accessing information under the FOI Act, 1997, as amended.

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## 2 THE ROLE OF THE FOOD SAFETY AUTHORITY OF IRELAND

The Food Safety Authority of Ireland (FSAI) is the national body with responsibility for the enforcement of food safety legislation in Ireland. It is a statutory, independent and science-based agency committed to protecting public health and consumer interests in the area of food safety and hygiene.

Our mission is:

**To protect consumers' health and consumers' interests by ensuring that food consumed, distributed, marketed or produced in the State meets the highest standards of food safety and hygiene.**

The FSAI has national responsibility for co-ordinating the enforcement of food safety legislation in Ireland.

The FSAI is responsible for:

- putting consumers' interests first and foremost
  - providing advice to Ministers, regulators, the food industry and consumers on food safety issues
  - ensuring the co-ordinated and seamless delivery of food safety services to an agreed high standard by the various State agencies involved
  - ensuring that food complies with legal requirements or, where appropriate, with recognised codes of good practice
  - working with the food industry to gain it's commitment to the production of safe food
  - setting food safety standards based on sound science and risk assessment
  - risk management in association with frontline agencies and the food sector, and communicating those risks to consumers, public health professionals and the food industry.
-

### **3 STRUCTURE AND PROCEDURES OF THE FOOD SAFETY AUTHORITY OF IRELAND**

#### **3.1 Structure**

The Food Safety Authority of Ireland Act was enacted in July 1998 and came into effect on 1 January 1999. The FSAI is a science based organisation which is legally accountable to the Minister for Health and Children.

#### **The Board**

The FSAI's Board focuses on fulfilling the obligations of the Act, particularly in the areas of governance and consumer protection. It has ten members appointed by the Minister for Health and Children.

#### **Scientific Committee**

The Board is advised by a 15 member Scientific Committee comprising scientists from a broad range of disciplines working in a voluntary capacity. Their role is to assist and advise the Board on scientific and technical matters relating to food safety and hygiene. The Scientific Committee is the primary source of scientific advice and has a major influence on policy decisions of the FSAI. The members of the Scientific Committee are appointed by the Minister for Health and Children following consultation with the Board of the FSAI.

The Scientific Committee forms sub-committees to pursue specific scientific tasks. To date, the following sub-committees with a combined membership of 57 high calibre scientists have been established:

- Additives, Chemical Contaminants and Residues
- GMO
- Microbiology
- Nutrition and Novel Foods
- TSE

#### **Food Safety Consultative Council**

The Food Safety Consultative Council was established in 2001 in accordance with the FSAI Act, 1998. The Council comprises 22 members representing a broad range of interests drawn from different sectors of the food industry and consumers. It is a forum for debate on food safety issues and provides advice to the Board of the FSAI. The Minister for Health and Children appoints 12 of the members, (5 of whom are nominated by other relevant Government Ministers) and the remainder are appointed by the Board of the FSAI.

#### **The Office of the Chief Executive**

The Chief Executive is responsible for the overall strategic management of the FSAI and is the direct link to the FSAI Board. The

Communications Unit is part of this Office and it develops and implements communication policies and strategies in pursuance of the FSAI's mission.

The FSAI has 5 administrative divisions reporting to the Chief Executive:

- **Corporate Services**

This Division is responsible for corporate planning and the management of human, financial and IT resources in the FSAI. This Division also incorporates the FOI Unit of the FSAI. It supports and works in close conjunction with the other divisions in developing and implementing actions to ensure that, in all areas, the FSAI is managed in line with Government policies and best management practices. It also provides advice and support to the Board of the FSAI.

- **Food Science and Standards**

This Division formulates policy advice and sets standards for technical and scientific issues in relation to food. In collaboration with other divisions, the Scientific Committee, the official agencies and industry, it develops codes of best practice, guidance documents on food legislation and provides the scientific base to support the enforcement and compliance activities of the FSAI.

It co-ordinates the work of the FSAI Scientific Committee and works with food producers, manufacturers and retailers to assist them with their primary responsibility to produce safe food. This Division also provides extensive information resources for the food industry, official agencies, the scientific community and consumers through its library, website and advice line.

- **Service Contracts**

Responsibility for enforcement of food legislation is discharged by the FSAI through a series of service contracts which have been entered into with 37 official agencies. The role of this Division is to develop, support, manage and monitor the service contract relationship with the official agencies and to discharge a general co-ordinating role in regard to relationships between the FSAI and the multi-agency national food safety inspectorate.

- **Consumer Protection**

The primary role of this Division is to support and develop the frontline staff in official agencies into an effective multi-disciplinary food safety delivery team focused on consumer protection. This Division supports food safety activities undertaken under contract to the FSAI and additional activities performed outside of the contractual arrangement. It develops joint actions and strategies to maximise the protection of public health in relation to food safety matters. In collaboration with other divisions, it develops codes of

best practice and guidance documents on food legislation. It also develops training initiatives, sets standards for training throughout the food industry and co-ordinates the work of the Food Safety Training Council.

- **Audit and Compliance**

This Division has a role in auditing compliance with food legislation by businesses across the food chain. It is responsible for checking that the enforcement of food safety legislation by official agencies adheres to the terms and conditions set out in their service contracts. This Division evaluates the effectiveness of food safety legislation implementation and enforcement. It is also involved in special surveys and investigations on specific aspects of legislation as required to ensure compliance by industry.

### **3.2 A Partnership Approach**

Achieving our goals requires commitment to our mission and the co-operation of many other organisations and individuals. We believe that the best way to make this a reality is by partnership and openness among all players in the food sector.

At the core of our operations are the services contracts with 37 official agencies\*. A key objective is to ensure that there are no gaps in the continuum from farm to fork. These contracts specify an agreed level and standard of food safety activity that the agencies will undertake under contract to the FSAI. In practice, the contracts facilitate co-ordinating the multi-disciplinary inspection service throughout the food chain to ensure optimum consumer protection.

\*See Appendix B for a full list of the official agencies.

## 4. HOW TO ACCESS INFORMATION

### 4.1. Applications under the FOI Act, 1997

Under the FOI Act, you are entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- access records held by the Authority;
- correct personal information relating to oneself held by the Authority where it is inaccurate, incomplete or misleading;
- access reasons for decisions made by the Authority directly affecting oneself.

The following records come within the scope of the Act:

- all records held by the Authority which were created after 21 April 1998;
- any record created before 21 April 1998 if this record is necessary for understanding a record created after 21 April 1998;
- all personal information about the requester which is held by the Authority, regardless of when the records were created;
- personnel records of FSAI staff.

Personnel records held by the FSAI may be accessed by employees or ex-employees. In accordance with the Act, access is available to records created after the 21 April 1995.

**Please note however, that the FSAI was established on the 1<sup>st</sup> January, 1999.**

Requests for information under the FOI Act should be addressed to:

Ms. Emma Reinhardt  
Freedom of Information Officer  
Food Safety Authority of Ireland  
Abbey Court  
Lower Abbey Street  
Dublin 1

Tel: (01) 8171 300

Fax: (01) 8171 301

Email: [foi@fsai.ie](mailto:foi@fsai.ie)

Requests should be made in writing and should indicate that the information is sought under the Freedom of Information Act, 1997. In preparing a request, the following guidelines should be adhered to:

- state that the request is made under the Freedom of Information Act 1997;

- No legal formulas are required; it is sufficient to mention the name of the Act, or that one is making a “freedom of information” request;
- provide as much detail as possible to enable the Authority to identify the record (s);
  - provide full personal contact details including contact telephone number;
  - occasionally identification may be sought;
  - if information is desired in a particular form i.e. photocopy, computer disk, etc. this should also be mentioned in your application;
  - you do not have to give any reason for wanting access to the record, and no person has the right to request such reason. The Act prohibits the denial of access based on your real or presumed motives in requesting a record.
  - an application fee of €15 must accompany an FOI request for non-personal information. (See Section 5 for further details)

If you have any difficulty in identifying the records you require, staff of the Authority will be happy to assist you in preparing your request.

Ms. Emma Reinhardt, Freedom of Information Officer, is also the designated officer to provide a service to requesters with a disability in accordance with Section 6(3) of the FOI Act and Central Policy Unit Notice 17.

#### **4.2 How Freedom of Information Applications for Access to Records Are Dealt With**

The Freedom of Information Act, 1997 sets down strict time limits for the processing of your request:

- you should receive an acknowledgement of your request within two weeks from the date we receive your request;
- you should receive a reply to your request within four weeks from the date we receive your request. However, if a third party or parties are required to be consulted about the requested record(s), this time limit may be extended by an additional 3 weeks. It may also be necessary to extend it by a further 4 weeks (or part thereof) if
  - your request relates to a very large number of records, or
  - a large number of requests for the same record(s) have been made.

If the period is extended, you will receive notice of this before the end of the initial four week period, and the reasons for the extension of time will be given.

If the FSAI considers that your request should have been sent to another public body, the request shall be forwarded to that body, and you will be notified that this has happened. This must be done not

later than two weeks from receipt of your request. Your request will then be treated as though you had sent it to the second public body on the date on which it was forwarded by the FSAI.

If the FSAI holds some, but not all, of the records you have requested, then a letter will issue to you informing you of the position, and supplying the name(s) and contact details of the other bodies, if any, from whom you could request those records not held by the FSAI.

If your request is granted you will:

- receive a letter stating that your request has been granted;
- usually be given the name of the person dealing with your request;
- be advised if access is deferred;
- be advised of the day on which access to the relevant records will be granted and the manner in which it will be granted
- be given details of the fee, if applicable.

If your request is refused you will:

- receive a letter stating that your request has been refused and giving reasons for the refusal;
- be informed of your rights of review and appeal, as set out below.
- receive a refund of the fee paid at the time of your request

#### **4.3. Rights of Review and Appeal**

The Act sets out a series of exemptions to protect sensitive information where it's disclosure may damage key interests of the State or of third parties. Where the FSAI invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be appealed. Details of the appeals mechanism are set out below.

#### **4.4. Internal Review**

You may seek internal review of the initial decision which will be carried out by an official at a higher level if:

- (a) you are dissatisfied with the initial response received, i.e. refusal of information, form of access, charges, etc; or
- (b) you have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

Requests for internal review should be submitted in writing to:

Ms. Emma Reinhardt, Freedom of Information Officer (Contact details at Page 4).

Such a request for internal review must be submitted within 4 weeks of the initial decision. The FSAI must complete the review within 3 weeks.

Internal review must normally be completed before an appeal may be made to the Information Commissioner.

#### 4.5 **How application for amendment of records relating to personal information are dealt with**

##### Introduction

The FOI Act confers a right on members of the public to seek amendment of records relating to personal information held by public bodies. The Act sets out the mechanism whereby such a record may be amended if it is incomplete, incorrect or misleading.

##### The Application:

- must be in writing (or such other form as may be determined)
- must specify the record concerned
- must specify the amendment required

It must include appropriate information in support of the application. It is not sufficient for the applicant to merely state that the record in question is incomplete, incorrect or misleading. He or she must provide sufficient evidence to back up the claim e.g. if factual information, such as birth date, is claimed to be incorrect, then evidence of the correct date must be supplied.

The amendment sought must relate to personal information of the individual submitting the application (or a representative properly authorised to act on his or her behalf).

You should receive an acknowledgement of your request within 2 weeks. A decision must be made on the application within **4 weeks** of receipt by the Authority.

The key step in the decision making process is to consider if the information in question is incomplete, incorrect or misleading:

- **Incomplete** - Information may be incomplete if it does not adequately deal with the relevant facts and circumstances.

**Incorrect** - Information that is wrongly recorded, based on a mistake of fact or without proper regard to the evidence in a particular case may be incorrect.

**Misleading** - Information can be said to be misleading if it could lead a person reading it to take a mistaken meaning from it. It may also be misleading if the language or terminology used might have particular meaning to a specialist or professional but convey an alternative meaning to the ordinary reader.

#### 4.6 Procedures for amending records relating to personal information

If the Food Safety Authority agrees to amend a record relating to personal information, it may, at its discretion, avail of any of the three options outlined in section 17:

- **alter the record** so as to make the information complete, correct or not misleading, as may be appropriate
- **add to the record a statement** specifying the respects in which the body is satisfied that the information is incomplete, incorrect or misleading, as may be appropriate, or
- **delete the information** from the record

In processing an application for amendment the FSAI's decision maker will:

- firstly consider the level of proof supplied by the applicant in support of his or her application, and
- secondly, acquaint him or herself fully with the context in which s/he is making the decision. This will include consultation with colleagues, perusal of the relevant files, familiarisation with the details of any scheme, etc. associated with the matter.

#### 4.7 Procedure for amendment:

In considering the appropriate form of amendment, the FSAI's decision maker will have regard to:

- the nature of the amendment proposed
- the form in which the information is stored i.e. manually or electronically
- the physical condition of the record
- the desirability of maintaining the historical accuracy of the original record, having regard to the nature of the amendment sought

**Alter the record** - The incorrect record may be amended by putting a line through the incorrect information and writing "**amended under FOI - to be disregarded**" alongside. The correct information would then be included on the same page, where practicable or, if not, then on a new page with appropriate cross-references. The advantage of simply striking through the original record is that the historical accuracy of the record is maintained and the nature of the amendment sought and made is clearly shown.

**Adding to the record a statement** - Where the amendment sought requires the correction of several lines or paragraphs, it may be preferable to add a statement to the record indicating the respects in which the body is satisfied that the information is incomplete, incorrect or misleading. In that case, the original record would be clearly annotated indicating that the statement of amendment exists. This form of amendment may also be preferable, in the case of many electronic records, where the format in which the information is stored does not readily lend itself to significant amendment or annotation. The electronic version of the record would be cross-referenced to indicate the existence of the amending statement and its location.

**Delete the information from the record** - While section 17 provides for deletion of information from a record, it is preferable, where practicable, to preserve the integrity of the original record. Deletion of information may leave gaps in the record and make other documents and events on the file inexplicable in the light of the deletion. Information would only be removed from a record where the other options for amendment are not practicable, and the decision maker believes that there is justification for amendment in that form. Where information is deleted from a record, a note should be made on the record clearly indicating that a portion of the record was "**deleted under FOI**".

In all cases, the following steps will be taken following amendment of a record:

The applicant will be notified of the amendment and the manner of amendment within 4 weeks of the receipt of the request and given a copy of the amended record.

The Act requires that, where a record is amended pursuant to section 17, the public body concerned shall take all reasonable steps to notify of the amendment –

- any person to whom access to the record was granted under the FOI Act, and
- any other public body to whom a copy of the record was given during the previous twelve month period.

#### **4.8 Refusal to grant an application for amendment**

If the FSAI's decision maker refuses to grant a request for amendment the following steps will be taken:

- the applicant will be notified, within 4 weeks, of the decision to refuse the application and state why.

- the notification will be included, particulars of the applicants rights of review, the procedures for exercising those rights and the relevant time limits
- the application or a copy of it and an indication that amendment has been refused will be attached to the record concerned. Where that is not practicable, for example, if the record is held on computer, a notation will be added to the record indicating that the application has been made. This requirement will not apply where the application is defamatory or the alternations would be unnecessarily voluminous.
- the fee paid at the time of the request will be repaid to the requester.

#### **4.9 Review by the Information Commissioner**

If following completion of the internal review you have still been refused in part or total, you may seek independent review of the decision from the Information Commissioner. Also, if you have not received a reply to your application for internal review within 3 weeks, this is deemed to be a refusal and you may appeal the matter to the Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner  
18 Lower Leeson Street  
Dublin 2

Tel: (01) 678 5222  
Fax: (01) 661 0570  
Email: [foi@ombudsman.irlgov.ie](mailto:foi@ombudsman.irlgov.ie)

## 5. FEES

Section 47 of the Freedom of Information Act provides for the charging of fees.

€20.95 per hour – search and retrieval

€0.04 per sheet for a photocopy

€0.51 for a 3 and a half inch computer diskette

€10.16 for a CD-ROM

€6.35 for a radiograph (X-Ray)

With effect from 7th July, 2003 the following fees also apply:

Type of Request or Application	Standard Fee*	Reduced Fee**
Initial request under Section 7 of the Act	15 euro	10 euro
Internal Appeal under Section 7 of the Act	75 euro	25 euro
Appeal to Information Commissioner under Section 7	150 euro	50 euro
Request for personal information under Section 7	Free	Free
Application for amendment of incorrect Information	Free	Free
Application for reasons for a decision affecting individual	Free	Free

- No charges will apply in respect of the time spent by the FSAI in considering the request;
- the estimated cost of copying the record(s).

The level of fees is determined by the Minister for Finance, and may be adjusted from time to time.

If the cost of satisfying the request is expected to exceed €50.79, the FSAI may request a deposit from you. The following conditions apply to deposits:

- the process of retrieving the record(s) will not commence until the deposit has been paid;
- if a deposit is required, you will receive notification of this within two weeks of making your request for access;
- if your request is refused, or if the fee is subsequently waived, then the deposit will be refunded to you;
- in cases where a deposit is payable, the FSAI will, if requested, assist in amending your request so as to reduce or eliminate the deposit.

Time spent in retrieving personal records will not be charged for unless the number of records requested is large. The cost of copying such records may also be waived.

Charges may also be waived in the following circumstances;

- where collecting the fee, and related costs, would exceed the amount of the fee;
- where the information requested would be of particular assistance to the understanding of an issue of national importance;
- in the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

## **6. OPERATIONAL STRUCTURE AND INFORMATION HELD**

This section gives the breakdown of the internal structure and organisation of the FSAI. It also describes the categories of information held and the ways in which they can be accessed, either through existing publications or through the procedures set out in the Act.

The FSAI is subdivided into 6 divisions:

- CEO's Office
- Corporate Services Division
- Food Science and Standards Division
- Service Contracts Division
- Audit and Compliance Division
- Consumer Protection Division

Each Division has a Head/Director who is responsible for the day to day activities of that Division.

### **6.1 Information Common to all Divisions**

#### **6.1.1 Structure of the Food Safety Authority of Ireland**

See Figure 1.

#### **6.1.2 Delivery of Service**

As outlined in section 2 “The Role of the Food Safety Authority of Ireland”, the FSAI is responsible for protecting consumers’ health by ensuring that food consumed, distributed, marketed or produced in the State meets the highest standards of food safety and hygiene.

Other than carrying out its statutory functions the FSAI does not routinely provide a service to the general public.

#### **6.1.3 Information Available**

The following information is available to the general public and may be accessed without using the FOI Act:

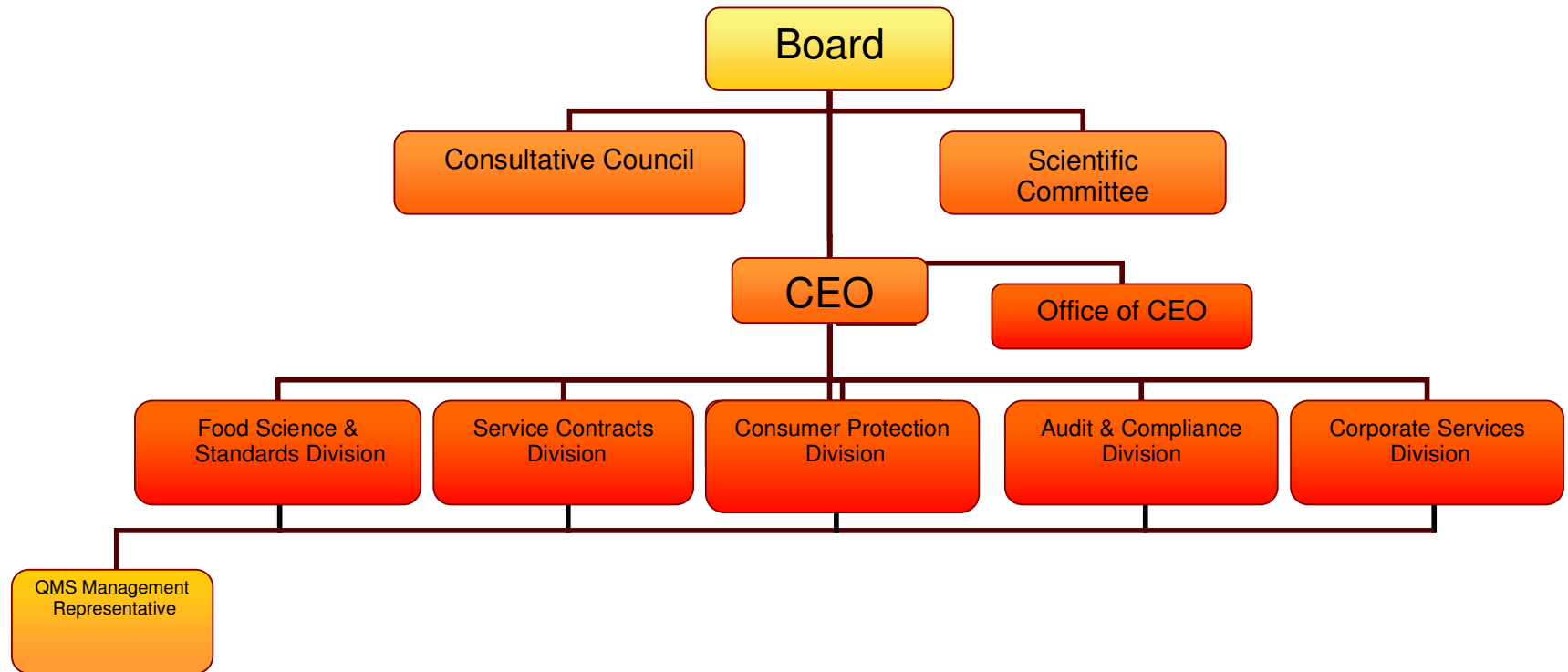
- Quarterly and other published Newsletters
- Food Safety Authority of Ireland Act, 1998
- Scientific Reports
- Press Releases
- Information Leaflets and Fact Sheets
- Corporate Literature
- Industry Guidelines
- Standard Operating Procedures
- Guidance Notes
- Codes of Practice

A full list of publications is available on request from our Information Centre, (Abbey Court, Lower Abbey Street, Dublin1, telephone number 01 8171354).

The FSAI website contains a vast amount of information produced by the Authority and can be accessed at [www.fsai.ie](http://www.fsai.ie).

FIGURE 1

# Organisation Structure - FSAI



## **6.2 Office of the Chief Executive**

Chief Executive

Dr John O'Brien

### **6.2.1 Structure of the Office of the CEO**

See Figure 2.

### **6.2.2 Functions of the Office of the CEO**

The Office's principal functions are:

- overall strategic management of the FSAI;
- direct link to the FSAI Board;
- communications and public relations;
- press department;
- managing FSAI events;
- production of corporate literature.

### **6.2.3 Delivery of Service**

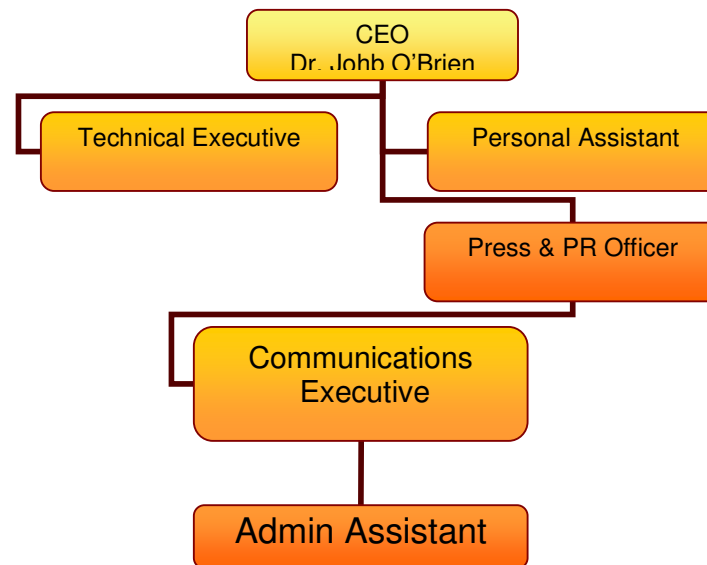
The Office of the CEO does not deliver services directly to the general public.

### **6.2.4 Classes of Records Held**

- internal administrative files
- press queries
- corporate publications

FIGURE 2

# Office of the Chief Executive



### **6.3 Corporate Services Division**

Director, Corporate Services  
Human Resource Manager  
Finance and Planning Manager  
IT Manager

Currently vacant  
Ms Bridget Kenna  
Ms Margaret Campbell  
Mr Thomas O'Regan

#### **6.3.1 Structure of the Corporate Services Division**

See Figure 3.

#### **6.3.2 Functions of the Corporate Services Division**

The Division's principal functions are:

- human resources/recruitment training/corporate planning/performance management;
- finance/accounting/superannuation;
- information technology;
- legal obligations in relation to corporate governance, Health and Safety;
- administrative services including office accommodation, procurement;
- advice and support to the Board;
- Freedom of Information Unit.

#### **6.3.3 Delivery of Service**

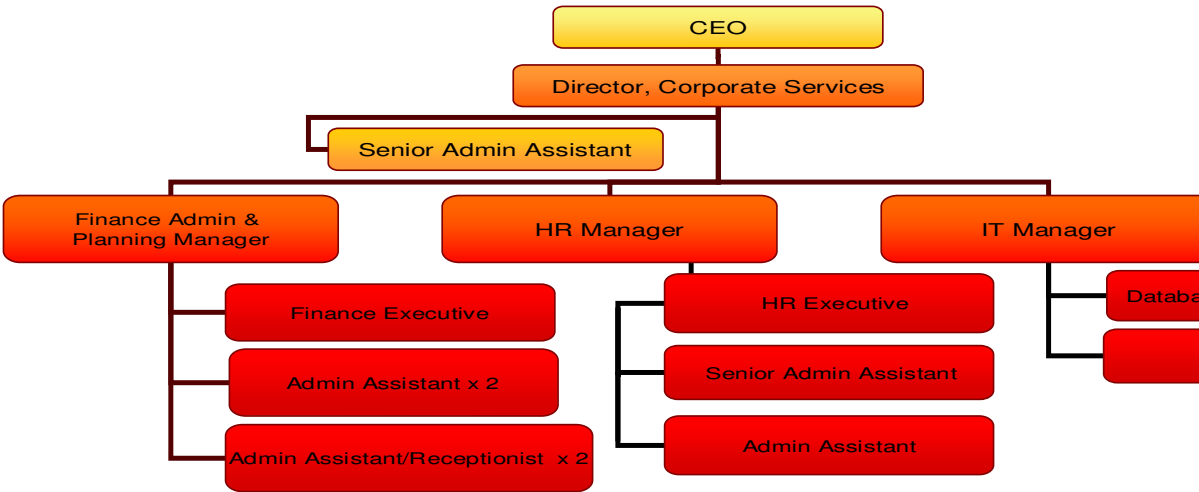
The Corporate Services Division does not deliver any services directly to the general public other than the service envisaged under the Freedom of Information Act, 1997.

#### **6.3.4 Classes of Records Held**

- internal administrative files
- finance and accounting records
- personnel records
- legal and insurance files
- standard administrative procedures
- recruitment and selection procedures
- Human Resources policies
- FOI Files

FIGURE 3

# Corporate Services Division



## **6.4 Food Science and Standards Division**

Director, Food Science and Standards	Mr Alan Reilly
Chief Specialist: Food Science	Dr Wayne Anderson
Chief Specialist: Toxicology	Dr Rhodri Evans
Chief Specialist: Biotechnology	Dr P J O'Mahony
Information Manager	Ms Edel Conway

### **6.4.1 Structure of the Food Science and Standards Division**

See Figures 4.

### **6.4.2. Functions of the Food Science and Standards Division**

The Division's principal functions are:

- setting of food safety standards;
- enforcement of food legislation;
- co-ordination of food control services;
- advising on scientific/technical issues;
- surveillance and monitoring;
- supporting the Scientific Committee.

### **6.4.3. Delivery of Service**

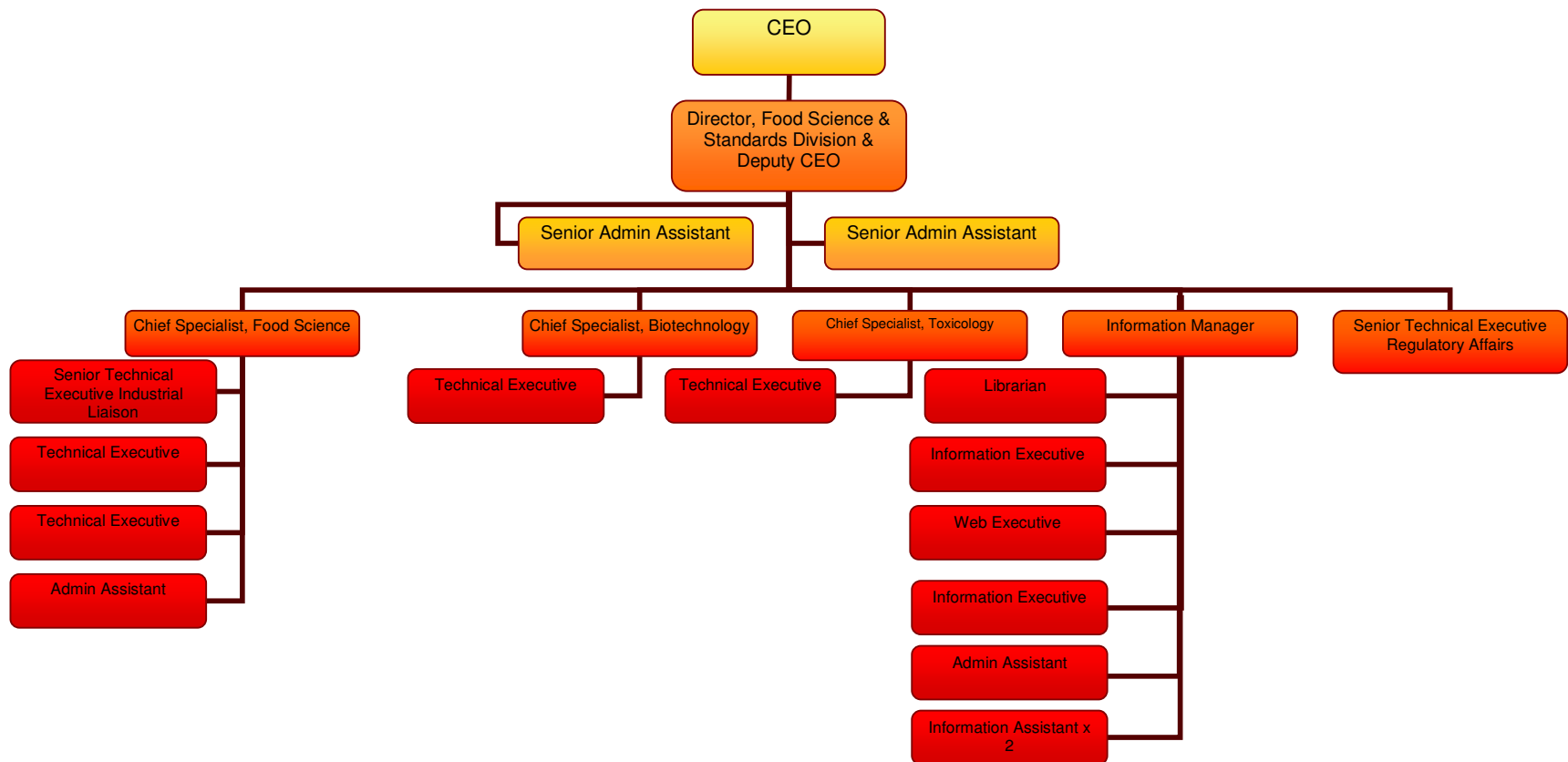
The Food Science and Standards Division delivers a service directly to the general public via the agencies working under service contract to the Authority.

### **6.4.4. Classes of Records Held**

- internal administrative files
- information on national & international food standards
- Information on national & international food legislation
- records of meetings of FSAI Scientific Committee
- codes of best practice and guidance notes
- records of Working Group meetings of the European Union
- records of meetings with Retail Forum, Catering Forum and HACCP Steering Committee
- records of meetings with food manufactures/processors
- reports on research projects
- records on inter agency/department collaboration

FIGURE 4

# Food Science & Standards Division



## **6.5. Service Contracts Division**

Director, Service Contracts	Mr Raymond Ellard
Contracts Manager	Mr Bernard Hegarty
Contracts Manager	Ms Dorothy Guina Dornan
Contracts Manager	Ms Eibhlin O'Leary
Contracts Manager	Mr David Lyons

### **6.5.1. Structure of the Service Contracts Division**

See Figures 5.

### **6.5.2. Functions of the Service Contracts Division**

The Division's principal functions are:

- to co-ordinate the inspection service through service contracts with 37 official agencies;
- to develop a multi-disciplinary seamless inspectorate operating in a consistent fashion across the food chain;
- to support, monitor and co-ordinate the activities of the official agencies to ensure optimum consumer protection.

### **6.5.3. Delivery of Service**

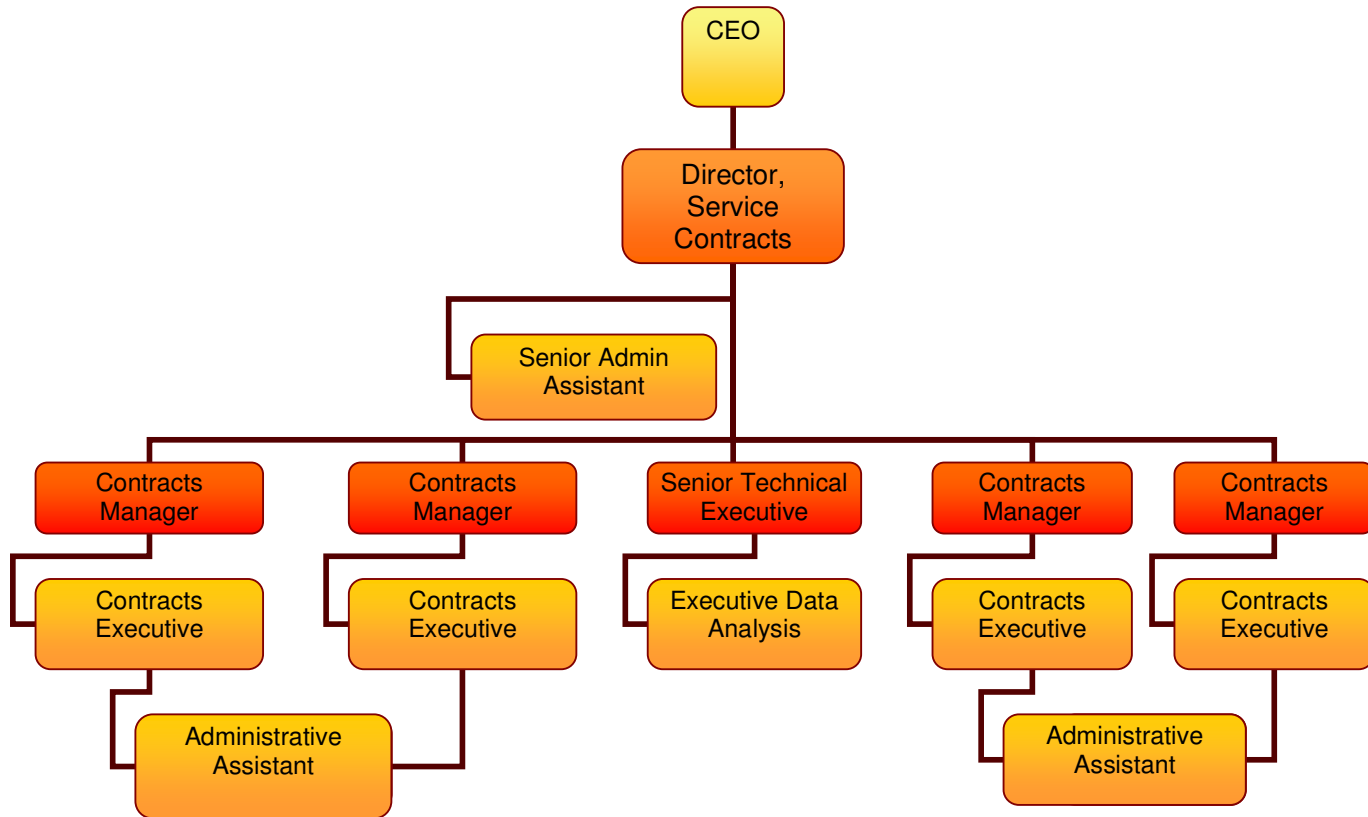
The Service Contracts Division delivers a service directly to the general public via the agencies working under service contract to the Authority.

### **6.5.4. Classes of Records Held**

- service contracts with official food control agencies (available on FSAI website)
- database on monitoring of marine biotoxins
- enforcement notices/orders issued under the FSAI Act, 1998 (Orders available on FSAI website)
- databases for sampling results from food microbiology and public analyst laboratories
- quarterly/monthly returns (Schedule 4 of the service contract) regarding numbers of inspections in various types of premises (e.g. abattoirs, food manufacturers, retailers, molluscan production areas etc.)
- list of officers authorised/designated under the FSAI Act, 1998
- databases of food premises
- database on funding for Local Authority Veterinary Services
- records of contact with official agencies  
annual reports (Section 48(8) Reports of the FSAI Act, 1998) from official agencies
- numbers of staff (Schedule 3 of the service contract) engaged in food safety activities

FIGURE 5

# Service Contracts Division



## **6.6. Audit and Compliance Division**

Director of Audit and Compliance	Mr Raymond Ellard
Chief Audit Manager	Mr John Coady
Audit Manager	Mr Pat Farrell
Audit Manager	Ms Ruth Fitzsimmons
Audit Manager	Mr Donal Cousins

### **6.6.1. Structure of the Audit and Compliance Division**

See Figures 6

### **6.6.2. Functions of the Audit and Compliance Division**

The Division's principal functions are:

- verification of enforcement of food safety legislation;
- carrying out of special projects as requested by Board, Scientific Committee and Consultative Council;
- provision of training in audit techniques;
- overseeing the QMS of the FSAI.

### **6.6.3. Delivery of Service**

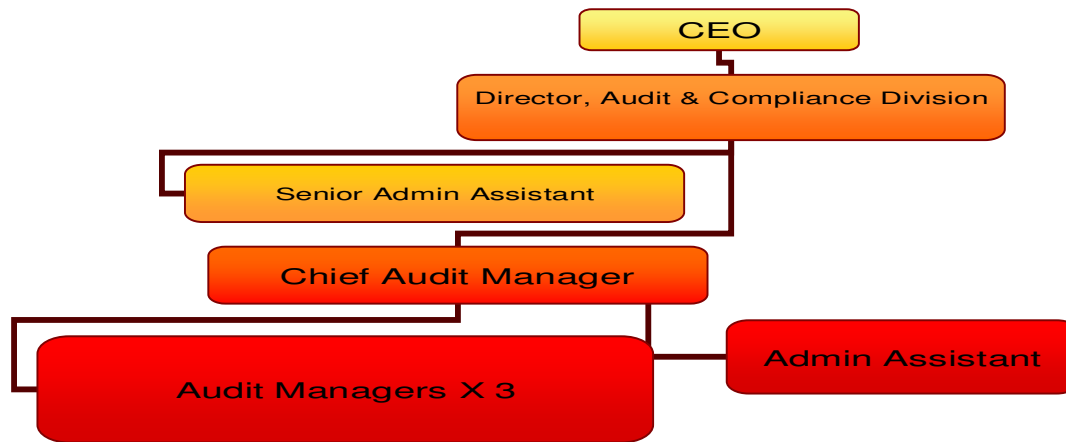
The Audit and Compliance Division delivers a service directly to the general public utilising its audit responsibilities in a manner which adds value to the enforcement of food safety legislation.

### **6.6.4. Classes of Records Held**

- internal administrative files
- information on International Audit Standards
- auditor training provided
- FSAI QMS Steering Group meetings

FIGURE 6

# Audit and Compliance Division



## 6.7 Consumer Protection Division

Director of Consumer Protection	Dr Brian Redahan
Chief Specialist: Environmental Health	Mr Jeffrey Moon
Chief Specialist: Public Health	Dr Mary Flynn
Chief Specialist: Veterinary Public Health	Mr Micheál O'Mahony
Training Compliance Manager	Ms Cliona O'Reilly

### 6.7.1 Structure of the Consumer Protection Division

See Figure 6.

### 6.7.2 Functions of the Consumer Protection Division

The Division's principal functions are:

- Food safety training standards;
- Training initiatives for the food industry and staff in the official agencies;
- Training Development and Facilitation;
- Setting of Food Standards;
- Enforcement of Food Legislation;
- Co-ordination of Food Control Services;
- Advising on Scientific/Technical Issues;
- Surveillance and Monitoring.

### 6.7.3 Delivery of Service

The Consumer Protection Division delivers a service directly to the general public via the agents working under service contract to the Authority.

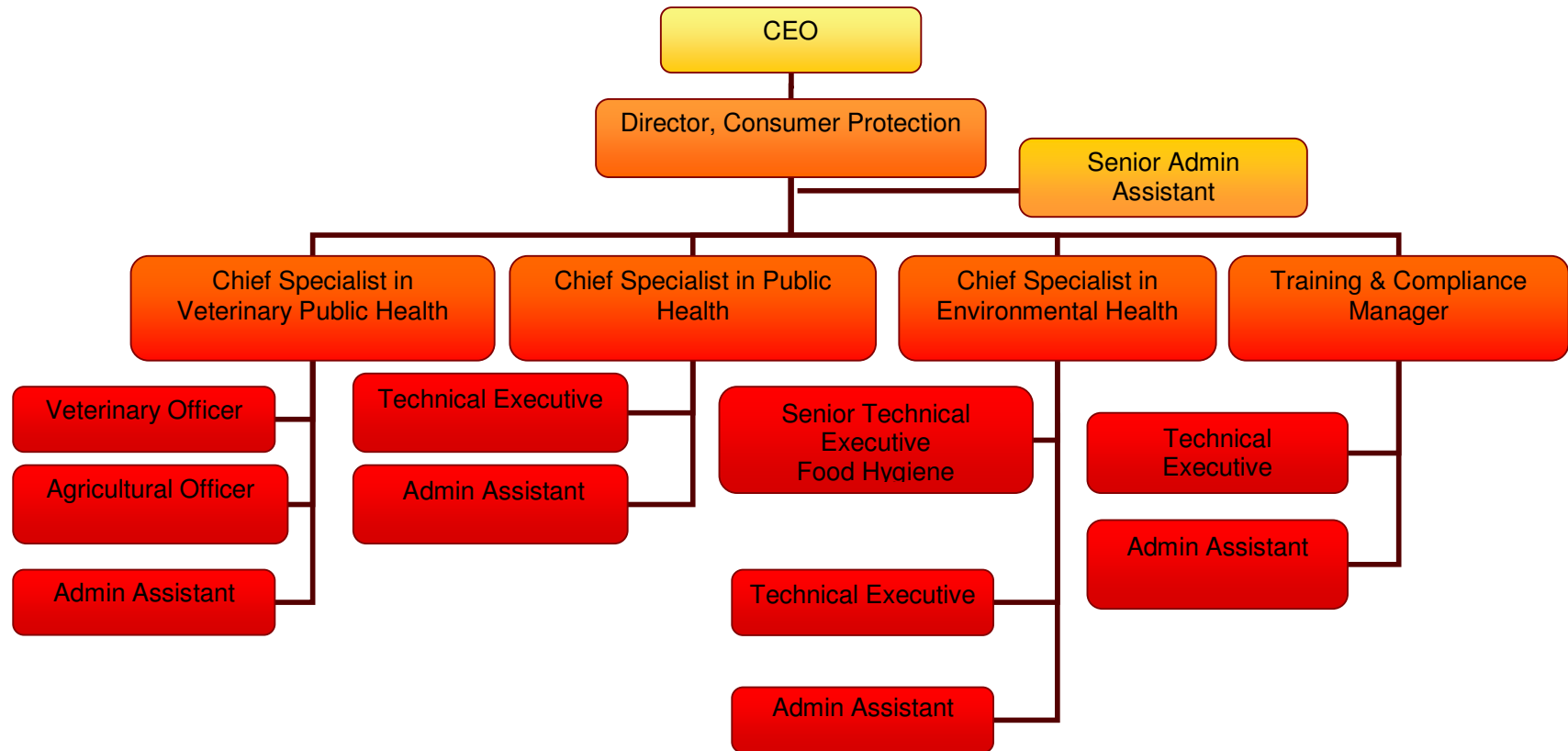
### 6.7.4 Classes of Records Held

Corporate Publications

- Internal Administrative Files
- Information on National and International Food Legislation
- Guidance documents for the food industry and official agencies
- Database of Outbreaks of IID (foodborne)
- Records of Working Group Meetings of the European Union and the Codex Alimentarius Commission
- Reports on Research Projects
- Database on EU Food Alerts
- Records of meetings and correspondence with the Food Safety Training Council
- Database of food safety training courses in Ireland
- Records of audits conducted
- Copies of certificates of free sale issued.

FIGURE 7

# Consumer Protection Division



**APPENDIX A  
DESIGNATIONS OF DECISION MAKERS AND REVIEWERS  
WITHIN THE FOOD SAFETY AUTHORITY OF IRELAND**

**DECISION MAKERS**

Dr Wayne Anderson, Chief Specialist Food Science  
Ms Margaret Campbell, Finance and Planning Manager  
Mr Donal Cousins, Audit Manager  
Mr David Lyons, Contracts Manager  
Dr PJ O'Mahony, Chief Specialist Biotechnology  
Ms Cliona O'Reilly, Training Manager

**REVIEWERS**

Mr Raymond Ellard, Director, Audit and Compliance  
Mr Alan Reilly, Director, Food Science and Standards

## **APPENDIX B OFFICIAL AGENCIES OF THE FOOD SAFETY AUTHORITY OF IRELAND**

### **Health Service Executive**

#### **Local Authorities**

Carlow County Council  
Cavan County Council  
Clare County Council  
Cork County Council  
Cork City Council  
Donegal County Council  
Dublin City Council  
Galway City Council  
Galway County Council  
Kerry County Council  
Kildare County Council  
Kilkenny County Council  
Laois County Council  
Leitrim County Council  
Limerick County Council  
Longford County Council  
Louth County Council  
Mayo County Council  
Meath County Council  
Monaghan County Council  
Offaly County Council  
Roscommon County Council  
Sligo County Council  
South Dublin County Council  
North Tipperary County Council  
South Tipperary County Council  
Waterford County Council  
Waterford City Council  
Westmeath County Council  
Wexford County Council  
Wicklow County Council

#### **Government Departments or Agencies**

The Department of Agriculture, Fisheries and Food  
The Department of Communications, Energy and Natural Resources  
Office of the Director of Consumer Affairs (National Consumer Agency)  
The Marine Institute  
Radiological Protection Institute of Ireland