



Local Authority Enforcement Monitoring System (LAEMS)

General specification and overview of the system,
with guidance on using the system, managing local
authority users and mapping of local authority
activity/product/premises codes to the required
Food Standards Agency (FSA) monitoring
categories

Last reviewed: January 2018

Revision history

The guidance is regularly reviewed by the LAEMS Team to improve format and address comments received.

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CONTENTS

1.	INTENDED AUDIENCE	8
2.	PURPOSE OF GUIDANCE	8
3.	LEGAL STATUS OF GUIDANCE	8
4.	LAEMS OVERVIEW	8
5.	RESPONSIBILITIES.....	9
5.1.	Local Authorities.....	9
5.2.	FSA.....	9
6.	LAEMS PROCESS FLOW	10
6.1.	Process to supply data to FSA	10
6.2.	System Support	12
7.	DATA REQUIREMENTS.....	13
7.1.	Responsibility	13
7.2.	Full-time equivalents	13
7.3.	Premises	13
7.4.	Premises Type.....	14
7.5.	Interventions Due.....	15
7.6.	Ceased Trading	15
7.7.	Risk Rating	15
7.8.	Complaints	15
7.9.	Risk Scores	16
7.10.	Interventions	16
7.11.	Risk rating at intervention.....	17
7.12.	Enforcement.....	17
7.13.	Enforcement Reasons	17
7.14.	Conviction	17
7.15.	Conviction Reason	17
7.16.	Sample	18
7.17.	Sample Detail	18
7.18.	Sample Result	18
7.19.	Country of Origin	18
7.20.	Additional Information.....	19
8.	ACCESSING LAEMS	19

8.1.	Changing Password	20
8.2.	Security Lockout.....	20
9.	HOW TO UPLOAD DATA TO LAEMS	21
9.1.	File preparation	21
9.2.	Uploading data to LAEMS	22
9.3.	Data upload - error messages.....	24
9.4.	Imported Food Data	26
10.	LAEMS MAPPING.....	27
10.1.	How to map monitoring categories	27
10.2.	Removing mapping.....	30
11.	REVIEW DATA SUMMARIES AND MAKE ADJUSTMENTS	32
11.1.	Making adjustments	33
11.2.	Navigating between Responsibilities	35
11.3.	Exporting data to Excel	36
12.	CHECK BUSINESS RULES.....	37
12.1.	Error Messages	38
13.	SIGN-OFF DATA	39
13.1.	Data check.....	39
13.2.	Reset LA checked data.....	40
13.3.	Performance Indicator.....	41
13.4.	Sign-off data	42
14.	MANUAL ENTRY OF DATA	43
14.1.	Entering data.....	Error! Bookmark not defined.
15.	LEVEL 4 (IT) USERS GUIDANCE	45
15.1.	Updating Local Authority details	45
15.2.	Creating new user accounts	45
15.3.	Assigning levels of access for each responsibility (FH/FS/IF)	47
15.4.	Renaming LAEMS users	49
15.5.	Unlocking accounts and resetting users' passwords	50
15.6.	Changing account status	50
16.	REFERENCES	50
17.	CONTACT.....	51

ANNEX A: FOOD HYGIENE AND FOOD STANDARDS CATEGORIES OF INTERVENTIONS	52
ANNEX B: FOOD HYGIENE AND FOOD STANDARDS CATEGORIES OF ESTABLISHMENTS	55
ANNEX C: FOOD HYGIENE AND FOOD STANDARDS ENFORCEMENT ACTIONS	59
ANNEX D: SAMPLE DATA	62
ANNEX E: FOOD HYGIENE AND FOOD STANDARDS PRODUCT CATEGORIES FOR SAMPLING	63
ANNEX F: LAEMS SECURITY MATRIX.....	77
ANNEX G: LAEMS DATA SUMMARY/ADJUSTMENTS SCREENS	78
ANNEX H: CHECKING BUSINESS RULES - EXAMPLES OF DATA VALIDATION ERRORS AND WARNINGS	80
ANNEX I: COUNTRY CODES FOR IMPORTED SAMPLES	83

1. Intended audience

All local authority (LA) colleagues responsible for submitting Food Hygiene and/or Food Standards LAEMS data.

2. Purpose of guidance

This document aims to provide LAs and providers of LA management systems with a broad understanding of the Local Authority Enforcement Monitoring System (LAEMS). It also specifies LAEMS data requirements and presents step-by-step instructions on how to use LAEMS.

3. Legal status of guidance

These guidance notes provide best practice advice for LA enforcement officials about reporting food law enforcement activity data through LAEMS. There is no legal requirement to follow this advice.

4. LAEMS Overview

LAEMS is a web-based system to which LAs are able to upload data generated from the local system(s) on which they record data on food law enforcement activities.

Once uploaded to LAEMS, the LA data are aggregated to the pre-defined categories required by the FSA, e.g. interventions, sampling, enforcement etc.

LAs are able to view, on-screen, the results of the aggregation process and assess whether amendments to the data are required. Amendments may then be made to the aggregate level data.

Once LAs are content that the aggregate data are correct, they are required to confirm the accuracy of the data before they are submitted for evaluation and publication by the FSA.

5. Responsibilities

5.1. Local Authorities

LAs are required to maintain accurate records on their local systems. LAEMS requires good quality data from each LA in order to work at its intended best. Poor quality data in the systems used by LAs to record their food law enforcement activities will result in an equally poor aggregate data that requires extra effort on the part of the LA to adjust.

All data sent to the FSA for monitoring returns **MUST** be in XML format. No other format will be accepted. XML is the e-government standard.

All data are provided on the basis that they will be used by the FSA for evaluation and the results published.

The LA retains sole responsibility for ensuring:

- computer hardware availability
- internet connectivity
- use of an appropriate browser for its users.

LAs should retain copies of past returns and/or reports. However, the FSA will take all reasonable steps to ensure LA return history is kept online.

5.2. FSA

To supply a web hosted application (LAEMS) which will enable:

- LA specific login
- data load
- adjustments of FSA monitoring return data by that LA until satisfied that the data, as represented in an aggregate screen data summary view, is an accurate representation for the LA's performance.

The FSA will ensure regular backups are taken of the LAEMS system. Recovery in the event of system or hardware failure will be undertaken in accordance with the FSA policies.

The LAEMS server will be provided by the FSA who will also ensure suitable performance and availability (standard supported hours are nominally 9:00am - 5:00pm Monday to Friday).

The FSA will maintain the system in accordance with ongoing development of the Food Law Code of Practice and Practice Guidance for as long as this is practical.

6. LAEMS Process flow

6.1. Process to supply data to FSA

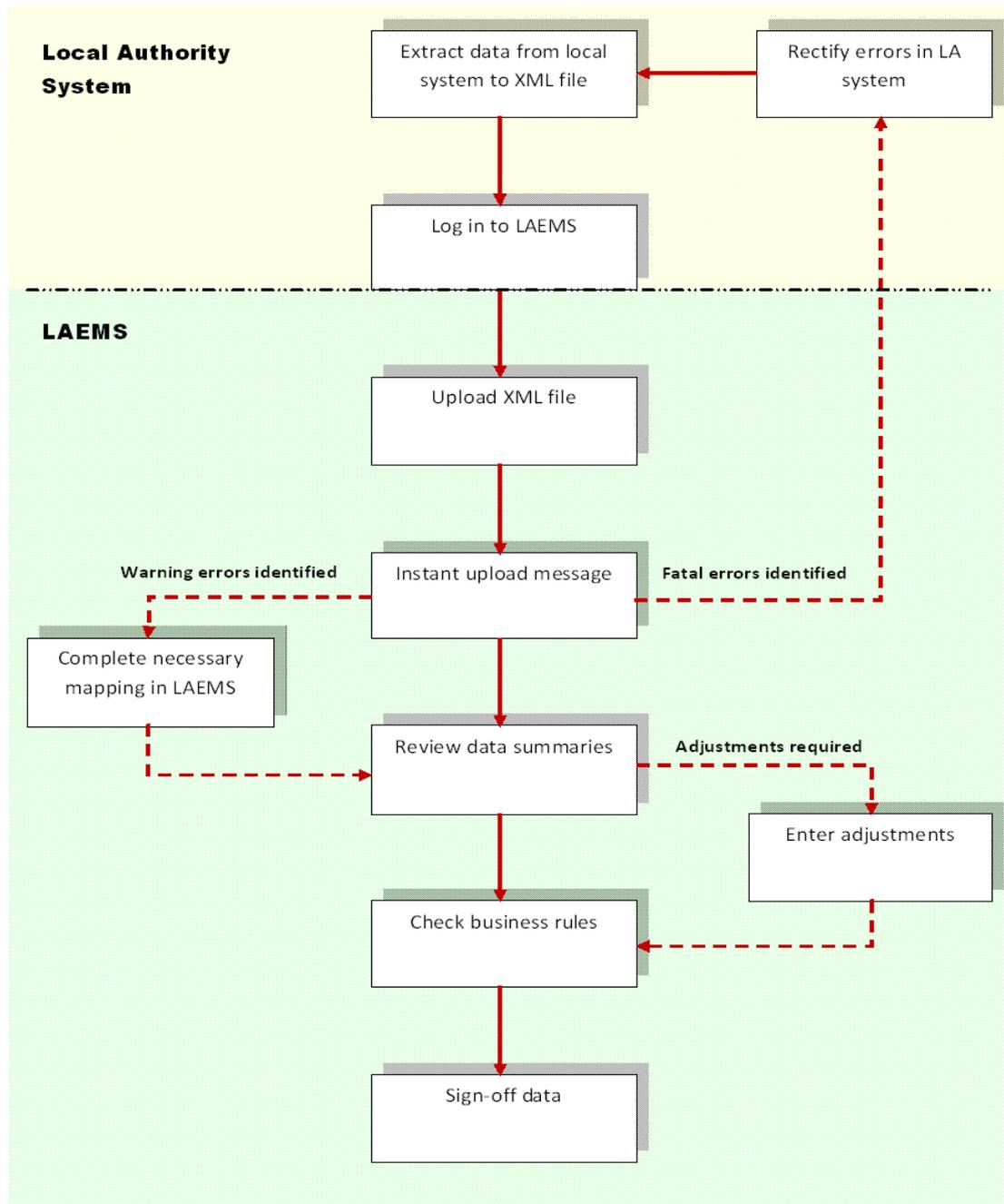


Figure 1. LAEMS data submission process

Below is a brief description of the process to supply LAEMS data to FSA. Each of the steps listed below is described in more detail later in this guidance (please follow the links).

Step	Description
 LA extracts data from their own system(s)	This process requires LAs to create an XML file from their data management system for uploading into LAEMS.
 LA logs in to LAEMS	Login page: https://laems.foodapps.co.uk/login.aspx Login details required: unique authority code, your login ID and password.
 LA uploads XML file	Via Data Import LA uploads the zipped XML file The import process itself completes the aggregation of data and constructs a data summary view ready for the LA to check.
 LA maps data	In order for LAEMS to be able to accumulate the various enforcement activities, the activity codes used by the LA must be matched (mapped) to those required by the LAEMS system.
 LA views data summary	By selecting the relevant LAEMS menu item, users can view, and if required, export their aggregated data in a data summary view to Excel.
 LA checks data and runs reports	When the LA is satisfied all the data in the views is how they wish their return to look, they run a check (validation) process, which checks for consistency errors.
 LA enters adjustments	Any errors identified either by the automated consistency checks or by an LA officer's review of the data summary, can be corrected by an upload of revised data or by manual on-screen adjustments.
 Final data checks	When all the data in the data summary views are considered complete and accurate, the relevant officer authorises the data and prepares the return to be signed-off by the Head of Service.
 LA signs-off data	This is the final stage of submitting the annual return and can only be performed by a user with sufficient security, usually the Head of Service.
 FSA evaluates and reports the data	The FSA collates and analyses data returns and prepares submissions to the FSA Board and for publication on the FSA website: www.food.gov.uk/enforcement/monitoring/laems/mondatabyyear

System Support

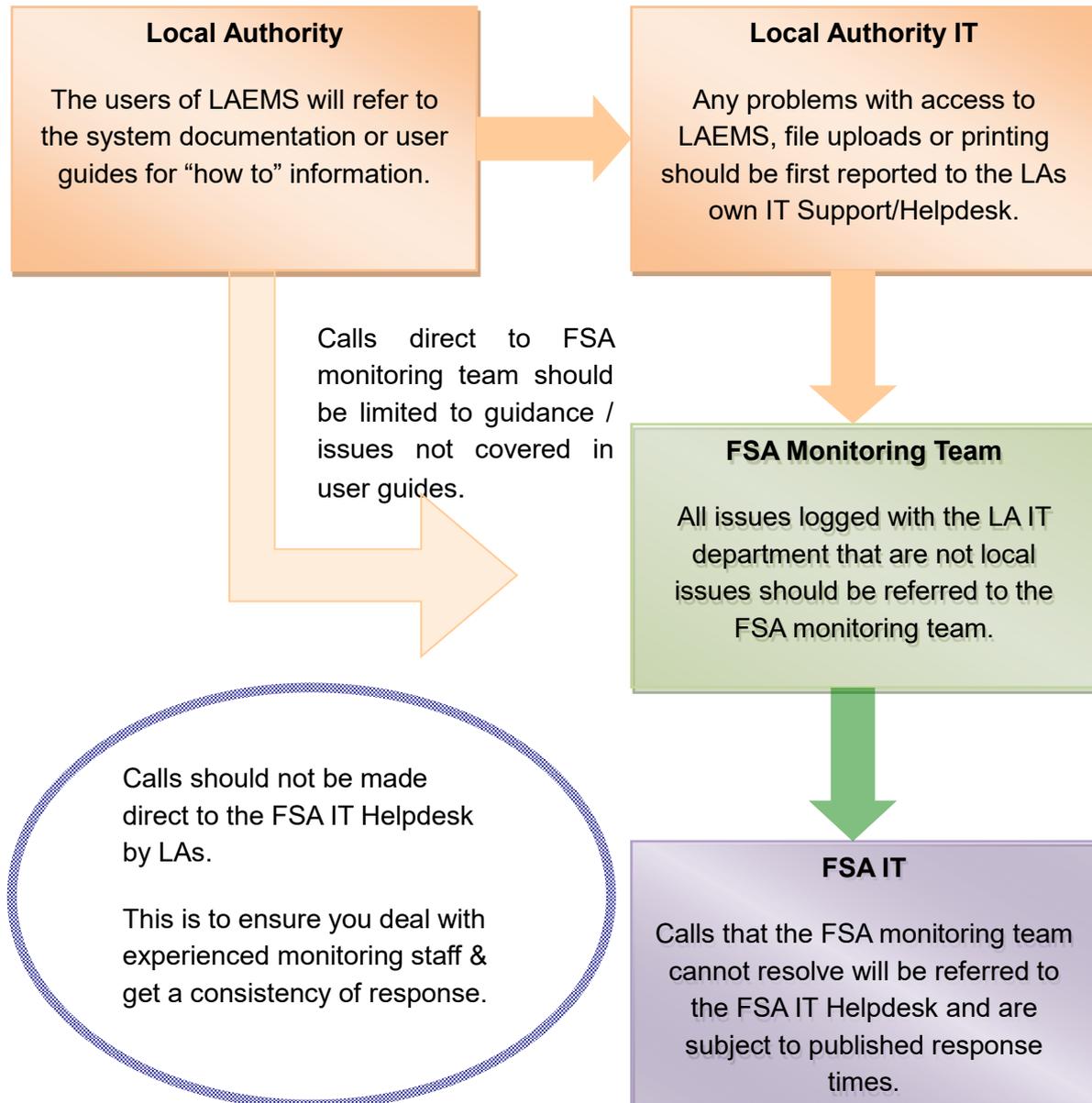


Figure 2. LAEMS support

All enquiries should be sent to laems@foodstandards.gsi.gov.uk .

Please remember to provide your authority’s code and your login name.

7. Data requirements

The following are explanations of the main headings on LAEMS and the data you will need to record.

7.1. Responsibility

Separate records will be required for each responsibility, e.g. food hygiene (FH), food standards (FS) and imported foods (IF). We recognise that some authorities undertake both FH and FS interventions at the same time. In these cases, you must ensure that the interventions for each responsibility can be distinguished from each other, e.g. if an inspection is undertaken which covers both FH and FS you would need to record this as both a FH inspection and a FS inspection.

7.2. Full-time equivalents

The figures required are the number of posts allocated to food law enforcement work and the number occupied in the year. These will need to be split between professional and administration posts separated into each responsibility, i.e. food standards and food hygiene.

For example: If five professional posts were allocated to carry out food hygiene work during the year, and three of these posts were filled for the full twelve months, one for six months and a contractor was employed for 3 months, the figures reported should be as follows:

FTE posts allocated = 5; FTE posts occupied = 3.75

i.e. 3 posts filled for full twelve months + one filled for six months (0.5) + one contractor employed for three months (0.25).

Where a professional and/or administration staff member only spends a proportion of their time on food hygiene and/or food standards issues, the calculation should reflect this. We recognise that the figures supplied will often be 'educated estimates'.

7.3. Premises

Individual food establishments must be separately identified by the use of the PremisesID.

Please note: a record is required for each food establishment, which was trading in the financial year, regardless of whether or not any enforcement activities were

carried out. For premises where no enforcement activities were carried out these will still be required to form part of the premises profile.

7.4. Premises Type

The type of food business needs to be extracted for each premises. Details of the monitoring categories, the minimum requirement for premises type and guidance on mapping establishments can be found in [Annex B](#).

Please note: if you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories.

Unitisation within multiple use premises: We are aware that LAs often risk assess units within supermarkets separately. However, for the purpose of the monitoring returns, establishments such as supermarkets, even where there are separate departments such as bakeries, can only be listed once – unless in separate ownership. Use the highest risk unit to dictate the inspection frequency of the establishment. If a supermarket has a coffee shop on-site under the control of a different food business operator such as a coffee shop chain, such establishments will not be covered by the supermarket's registration, and must be registered in its own right by its operator. Coffee shops, snack bars etc. operated by the supermarket itself would be covered as part of the supermarket's registration.

Mobile premises:

- If the mobile premises is registered with the LA, it can be risk rated and receive enforcement action in the usual way.
- If the mobile premises is registered with another LA, the LA 'being visited' could set up a registration outside the inspection programme, against which details of any interventions, samples and any enforcement action could be recorded, but omitting the risk rating.
- For special events, we suggest that the entire event is registered and risk rated as a single establishment, and the LA can then take, and report, as many interventions against individual stalls etc. within that event as it considers appropriate.

7.5. Interventions Due

The number of interventions due in the financial year should reflect the number of interventions which were actually due during the year, e.g. if a premises was rated A at the start of the year and re-rated to C at intervention, then the number of interventions due would be one. Please note: the number of interventions due should be those actually due in accordance with the intervals set out in the Food Law Code of Practice, rather than those that the LA has programmed for the year.

LAEMS will subtract the number of interventions achieved from the number due, based on the data provided for individual premises, to assess if any due interventions were not completed.

7.6. Ceased Trading

You are required to report data for premises that ceased trading during the year, so that enforcement activity carried out at these premises will be included. However, such premises will not be included in the calculation of the end of year premises profile.

7.7. Risk Rating

The risk rating of the premises as at the end of the financial year, i.e.

- Food Hygiene: A, B, C, D, E, Unrated or Outside
- Food Standards: A, B, C, Unrated or Outside

An Alternative Enforcement Strategy can be used to conduct official control duties at premises rated as low risk (Category E for food hygiene and Category C for food standards).

There may be some establishments that LAs assess as being outside the intervention programme. Outside the programme can also be used to maintain entries of those establishments outside of their inspection programme that they need to have a presence on their databases, e.g. those businesses that are registered with another LA such as a mobile trader.

7.8. Complaints

Any complaints about the safety and quality of food and the hygiene standards of food establishments received against individual premises and recorded as 'Food' or 'Hygiene of premises'.

7.9. Risk Scores

The individual risks scores as at the end of the year for the risk rating system used, i.e. Code of Practice (CoP) or LACORS:

- Food Hygiene (CoP): Type of food and method of handling, Method of processing, Consumers at risk, Confidence in management/control systems, Level of (current) compliance (hygiene), Level of (current) compliance (structural), Vulnerable groups, Risk of contamination;
- Food Standards (CoP): Risk to consumers and/or other businesses, Extent to which the activities of the business affect any hazard, Ease of compliance, Consumers at risk, Confidence in management/control systems, Level of (current) compliance;
- Food Standards (LACORS): Confidence in business control systems.
- **Please note:** if you are using the National Trading Standard Risk Assessment Scheme please contact the LAEMS team to have your XML data converted into a LAEMS compatible format.

There is no mapping of risk score types, so the exact wording must be used. This information will not be required for those premises, which have not yet been rated, e.g. Unrated premises.

The risk scores must be provided for the relevant rating system/responsibility, e.g. for vulnerable groups for FH, a score of either 0 or 22 must be supplied for each rated premises. See section 5.6 of the [Food Law Code of Practice](#) for valid scores.

7.10. Interventions

The interventions carried out in relation to the premises in the year. See [Annex A](#) for the intervention categories for monitoring.

If you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories.

7.11. Risk rating at intervention

This enables each intervention to be assigned to the risk rating at which the intervention was undertaken, e.g. if you inspect a B rated premises which, as a result of the inspection, is re-rated to D, the risk rating at intervention should be B.

7.12. Enforcement

The enforcement actions carried out in relation to the premises in the year.

LAEMS data screens indicate the number of establishments subject to each type of enforcement action, not the total number of actions undertaken. Prosecutions should only be included if the proceedings were completed during the reporting year, otherwise they roll forward to the next reporting year.

See [Annex C](#) for the enforcement action categories.

If you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories.

7.13. Enforcement Reasons

The reasons for enforcement data are no longer required, see FSA enforcement letter ENF/F/14/012, 31 March 2014 (www.food.gov.uk/sites/default/files/multimedia/pdfs/enforcement/enf-e-14-012.pdf).

7.14. Conviction

Convictions should be reported for the year in which the conviction was secured, e.g. if a court case commenced in 2014/15, but concluded with a conviction in 2015/16, then this conviction should be reported with the data for 2015/16.

7.15. Conviction Reason

The reason for the conviction.

7.16. Sample

Only samples sent to an accredited laboratory should be reported in sample section of the LAEMS return. Other samples analysed in a non-accredited laboratory can be mentioned in the supporting information box.

Only those samples where the results were received during the reporting year should be included, otherwise the sample should be reported in the following year's return. See [Annex D](#) for further details of the sampling data requirements.

If you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories. Details of the sampling categories can be found in [Annex E](#).

7.17. Sample Detail

The type of analysis/check(s) carried out, i.e. Microbiological contamination, Other contamination, Composition, Labelling and presentation and Others.

Please note: you can utilise the mapping facility on LAEMS to map your sampling categories to the required monitoring categories.

7.18. Sample Result

The FSA has removed the need for LAs to provide the number of unacceptable samples (previously required for microbiological contamination only) and the number of samples which led to prosecution (previously required for all analysis types), see the FSA enforcement letter ENF/F/14/012, 31 March 2014

www.food.gov.uk/sites/default/files/multimedia/pdfs/enforcement/enf-e-14-012.pdf

For satisfactory samples, no result is required, i.e. all analysed samples without a result reported are assumed to be satisfactory.

Please note: you can utilise the mapping facility on LAEMS to map your sample result categories to the required monitoring categories.

7.19. Country of Origin

The country of origin of the product sampled. A list of country codes can be found in [Annex I](#).

Please note: for imported foods, i.e. products from outside of the EU, you will also need to complete the 'Sampling at points of entry and inland' section of the imported foods return. See imported food return guidance at:

www.food.gov.uk/enforcement/monitoring/laems/generalinfo/laemsimportguide

7.20. Additional Information

The full LAEMS data requirement has been specified in the XML Schema Description and it gives details of the information required in addition to those for each premises, i.e. LA contact details, the number of full time equivalent posts, etc. The XML Schema Description is available at:

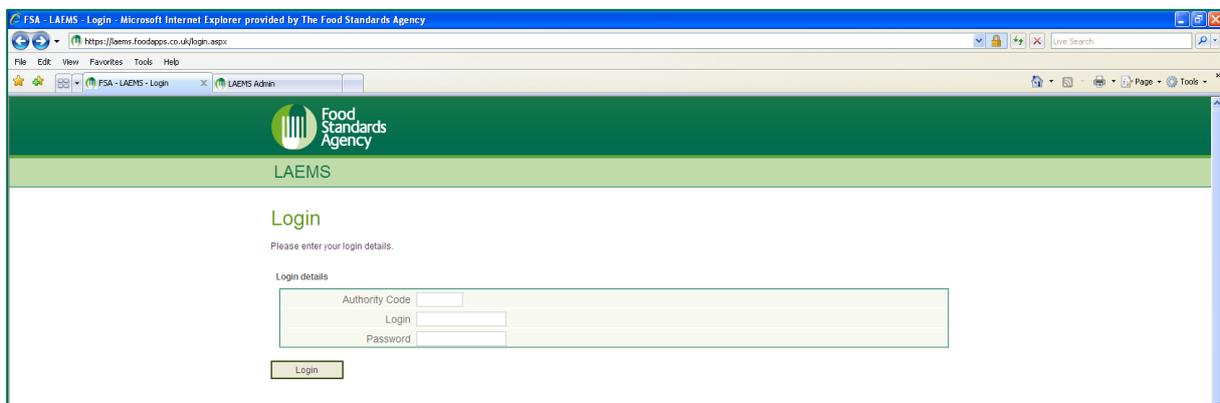
www.food.gov.uk/sites/default/files/multimedia/pdfs/enforcement/laemsxmlschemadescriptiondoc.pdf

8. Accessing LAEMS

PLEASE NOTE: ALL DATA IN THE SCREENSHOTS ARE USED AS EXAMPLES ONLY.

The Local Authority Enforcement Monitoring System (LAEMS) is accessed via the following link: <https://laems.foodapps.co.uk/login.aspx>

To access LAEMS you will need your authority's three-digit code, your username and your password.



If you have forgotten your login details, please contact your LAEMS IT User.

Each LA was initially issued a login and password for a single Level 4 (IT User). Details of the permissions associated with each user level can be found in [Annex F](#).

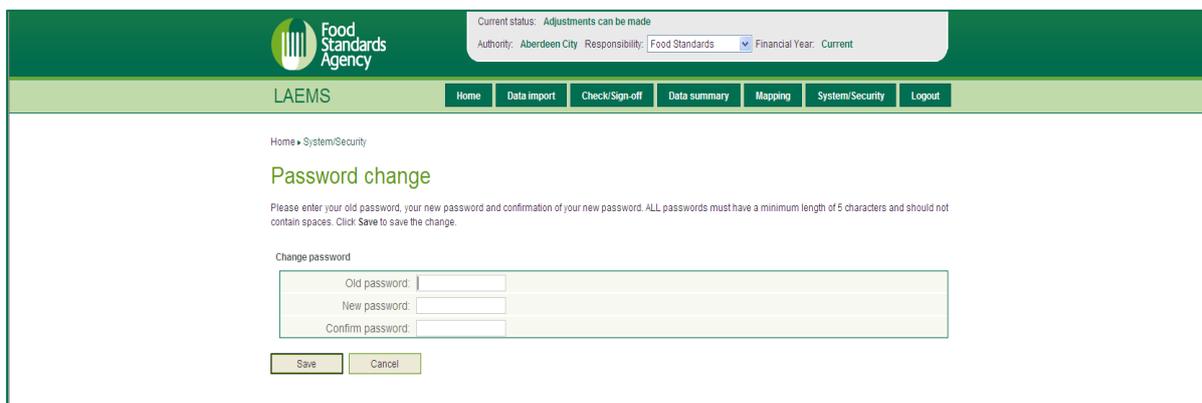
The IT User is responsible for the management of users within the LA and has the facility to create new users, and reset passwords. The LAEMS team can assist if the IT User is not available.

Please note that any unsaved work will be lost if you are logged out for a prolonged period of inactivity (in excess of 15 minutes). We would recommend saving work at regular intervals to minimise this risk.

8.1. Changing Password

When logging-in for the first time with a newly created account, or if the password has been re-set, you will be required to change the password.

Additionally, you will be able to amend your own password at any time by using the “Change password” function from the “System/Security” menu. In the cells shown below enter your present password, the new password and confirm the new password again. Then click ‘Save’ and the message that you have successfully managed to change your password should appear on your screen.



Current status: Adjustments can be made
 Authority: Aberdeen City Responsibility: Food Standards Financial Year: Current

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Home » System/Security

Password change

Please enter your old password, your new password and confirmation of your new password. ALL passwords must have a minimum length of 5 characters and should not contain spaces. Click Save to save the change.

Change password

Old password:

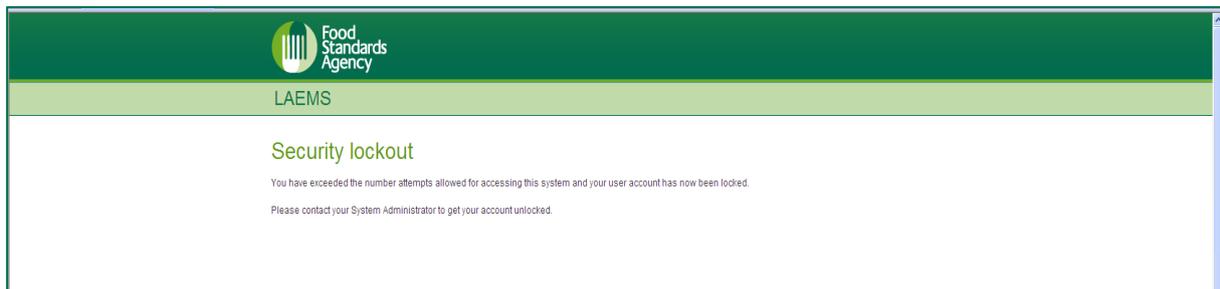
New password:

Confirm password:

Save Cancel

8.2. Security Lockout

It is essential to remember your login details to prevent being locked out of the system. If you enter an invalid security password three times, a security message as below will appear on the screen.



If you do lock your account, you will need to contact the Level 4 user (IT user) within your LA to have your account unlocked. If you are the Level 4 user, another Level 4 user at your LA will be able to unlock your account. However, if you are the only person registered as a Level 4 user and you have forgotten your password or you have locked your account you will need to contact the LAEMS team in order to have your account unlocked and password reset.

Please note: when the password is reset by the LA IT User or the FSA, the default password 'secret' should initially be used to access the system.

9. How to upload data to LAEMS

9.1. File preparation

Please note that LAEMS will only accept data provided in XML format.

The process of converting your data into an XLM file should be automated, your software provider should provide you with the tools to carry out this task. Please note that the Food Standards Agency will NOT provide this software.

The XML file exported from your system needs to be in a compressed 'zip' file to be uploaded to LAEMS. This may be done automatically as part of the application provided by your software supplier or your software supplier may have already issued instructions on how this needs to be done. If neither of these are the case, then you can follow the following instructions:

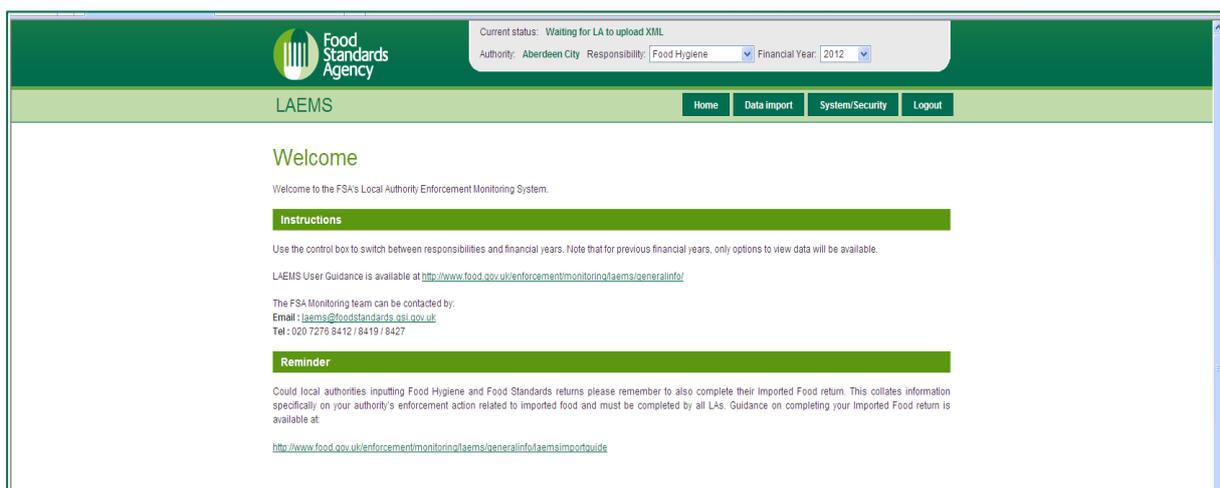
- Locate the XML file on your system (this will usually be saved to your PC (C:Drive or a shared drive)
- Once located, place you mouse on the file and press the right button on the mouse

- You will see a menu table giving you a number of options, place your mouse on the option 'Send to'
- You will now be given a list of four options, click on the option 'Compressed (zipped) folder'
- A zip file will now be created containing the XML file exported from your management system. You should ensure that you know where the zip file is located as you will need to find it to upload to LAEMS.

9.2. Uploading data to LAEMS

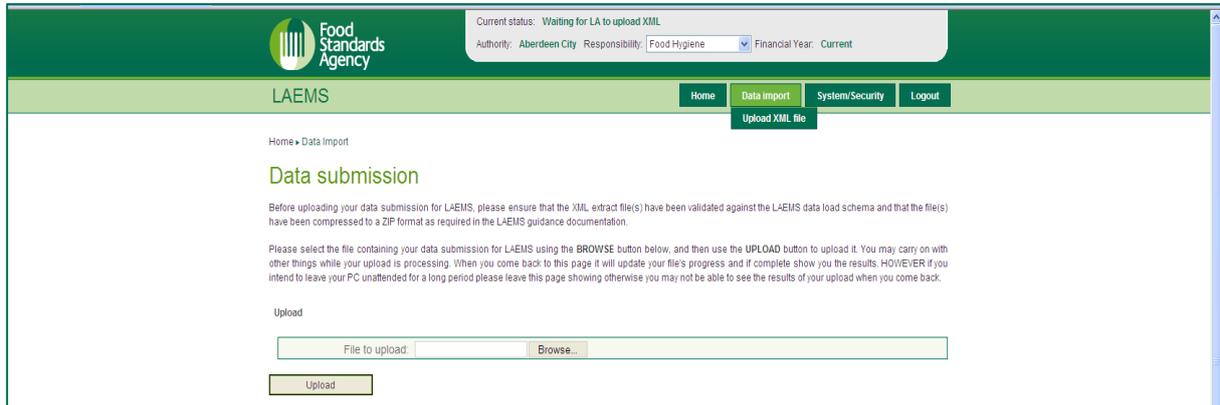
You log onto the LAEMS system via the internet, this can be found at the following link: <https://laems.foodapps.co.uk/login.aspx>

You will then come to the following screen:

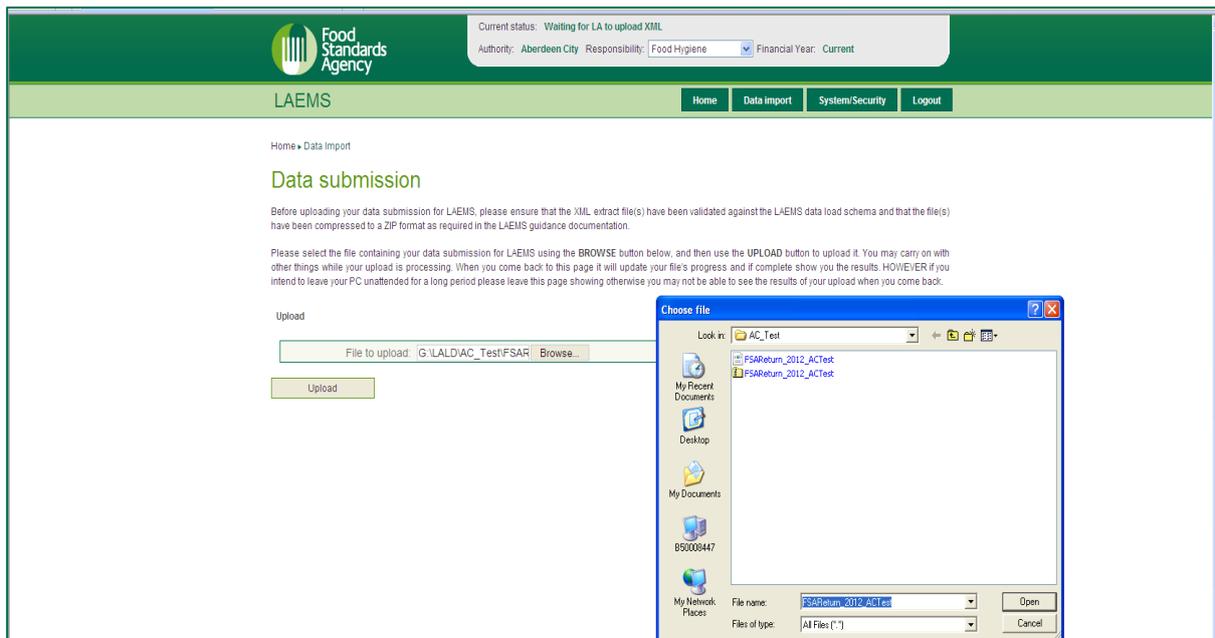


To upload to LAEMS, place your mouse over the 'Data Import' button, which is located to your top right hand corner, you will now see the option of 'Upload XML file'.

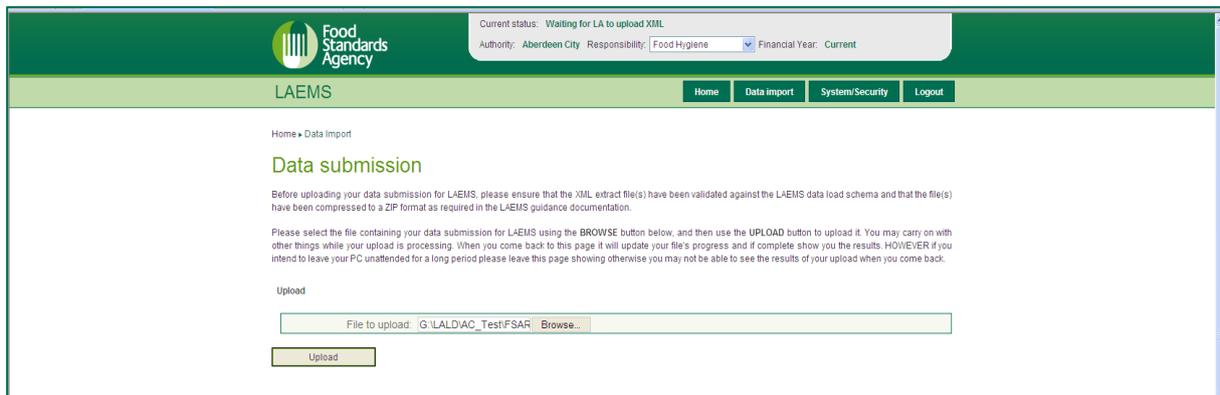
You must now click on the 'Upload XML file'; this will take you to the following screen:



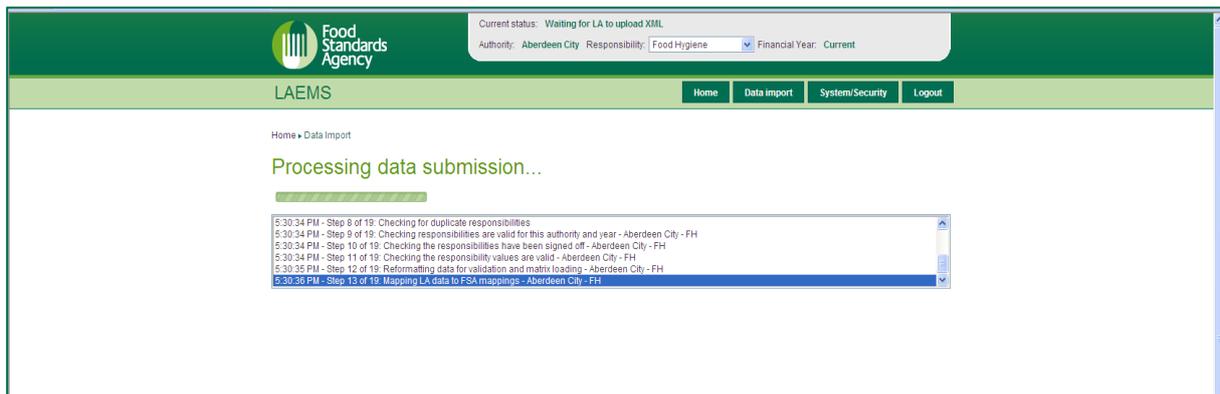
Now click on the 'Browse' button and select the location on your computer where you have saved your computer files to locate the zipped data file.



Once you have located this, press the 'open' button. This will place your zipped data file in the 'Upload' box (see the screen below for an example).



You are now ready to upload your 'zipped data file' to LAEMS. Click on the 'Upload' button and you will see a similar screen to the one below:



Once your submission has been completed you will see a message informing you that you have submitted the data to the LAEMS.

9.3. Data upload - error messages

Where upload errors are identified the XML file will be rejected by LAEMS and the data will not be uploaded. LAEMS will list the first 10 errors on screen. To see a full list of the errors you will have to export them and save them as an Excel spreadsheet. The export option is located above the list of errors, as highlighted below.

Data submission results

There were some errors and/or warnings resulting from your data submission. Please review the list and fix the problems in your data before resubmitting.

[Click here to export these results to Excel](#)

✖
Errors

2 errors occurred during processing.

Task	Rule	Description
Execute	Validate Authority / Responsibility	The Authority and/or Responsibility in the data file do not match your current selections.

In most cases, the errors will identify problems that you will need to address in your system, then generate an updated XML file and reload the data.

An upload error will occur where some data is missing or incorrect in the XML file. Some examples of this would be:

- a food premises is recorded with a risk rating other than unrated or outside, but the details of the risk rating scoring are not supplied (Error message: *The Risk Score Type [relevant risk score type] has not been provided for Premise, LAPremiseID: ExampleID in this Responsibility*);
- an invalid score is used - for example, a score of 40 is used for Confidence in management/control systems (Error message: *The 'RiskScore' element is invalid - The value " is invalid according to its datatype 'Token' - The Enumeration constraint failed*);
- an invalid risk rating is used, e.g. a Food Hygiene premises has a rating of G (Error message: *Element RiskRating has failed validation, with the following. The 'RiskRating' element is invalid - The value 'G' is invalid according to its datatype 'Token' - The Pattern constraint failed*) ;
- a risk score as at the time of the intervention is not provided (Error message: *Element RiskRatingAtIntervention has failed validation, with the following The 'RiskRatingAtIntervention' element is invalid - The value " is invalid according to its datatype 'Token' - The actual length is less than the MinLength value*);
- a sample is recorded, but the sample (analysis) type is not supplied. (Error message: *The element 'Sample' has incomplete content. List of possible elements expected: 'SampleDetail' or The 'SampleType' element is invalid - The value " is invalid according to its datatype 'Token' - The actual length is less than the MinLength value.*)

- a data set for one of the responsibilities (either FH or FS) has been already been uploaded and checked and a user tries to reload another XML file for both responsibilities. (*Error message: Data for this Responsibility is not required*)

Following the upload you may also receive warning messages (see example below), which are usually generated if there are unmapped data categories in your data. The data will upload but you will need to address the mapping within LAEMS. More guidance on how to map monitoring categories can be found in the next chapter.

Please note that warning messages cannot be exported to Excel.

Data submission results

There were some errors and/or warnings resulting from your data submission. Please review the list and fix the problems in your data before resubmitting.

[Click here to export these results to Excel](#)

Warnings

3 warnings occurred during processing.

Task	Rule	Description
FY Map Check Unmapped	Process responsibilities	There are unmapped ENFORCEMENT TYPES
FY Map Check Unmapped	Process responsibilities	There are unmapped INTERVENTION TYPES
FY Map Check Unmapped	Process responsibilities	There are unmapped PREMISE TYPES

[Click here to return to the home page](#)

If you experience problems with identifying the reasons for errors received, please contact the LAEMS monitoring team at laems@foodstandards.gsi.gov.uk, sending a list of the errors and the zipped XML file. We will explain the reasons for the errors and let you know what you need to do to rectify them.

9.4. Imported Food Data

The data for imported foods has to be entered manually to LAEMS on-screen, there is no upload file required.

If you cannot access the 'Imported Food' section via the 'Responsibility' drop down list, or if any of the functionalities are not available, please check with your LAEMS Admin user if you have sufficient access rights.

Guidance on how to enter Imported Foods data can be found here:

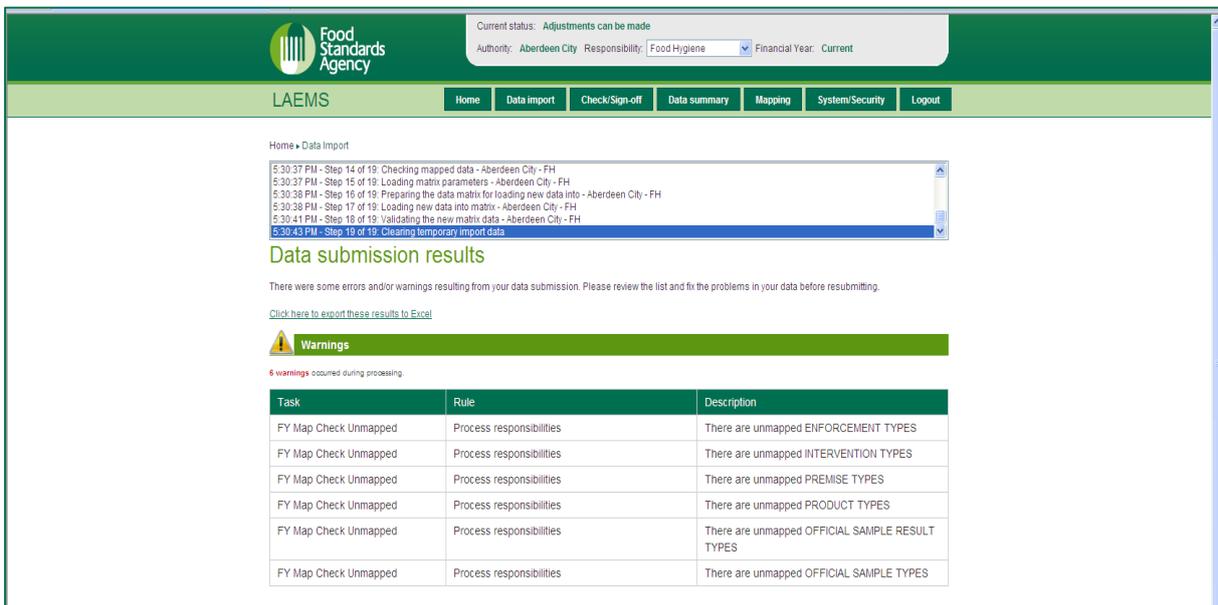
www.food.gov.uk/enforcement/monitoring/laems/generalinfo/laemsimportguide

10. LAEMS Mapping

10.1. How to map monitoring categories

LAEMS will automatically identify the codes supplied by the LA via XML, which do not match the required FSA monitoring categories.

The initial notification of any unmapped categories will be displayed once your XML file has been loaded, as illustrated in the screenshot below.



Current status: Adjustments can be made
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: Current

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Home » Data Import

5:30:37 PM - Step 14 of 19: Checking mapped data - Aberdeen City - FH
5:30:37 PM - Step 15 of 19: Loading matrix parameters - Aberdeen City - FH
5:30:38 PM - Step 16 of 19: Preparing the data matrix for loading new data into - Aberdeen City - FH
5:30:38 PM - Step 17 of 19: Loading new data into matrix - Aberdeen City - FH
5:30:41 PM - Step 18 of 19: Validating the new matrix data - Aberdeen City - FH
5:30:43 PM - Step 19 of 19: Clearing temporary import data

Data submission results

There were some errors and/or warnings resulting from your data submission. Please review the list and fix the problems in your data before resubmitting.

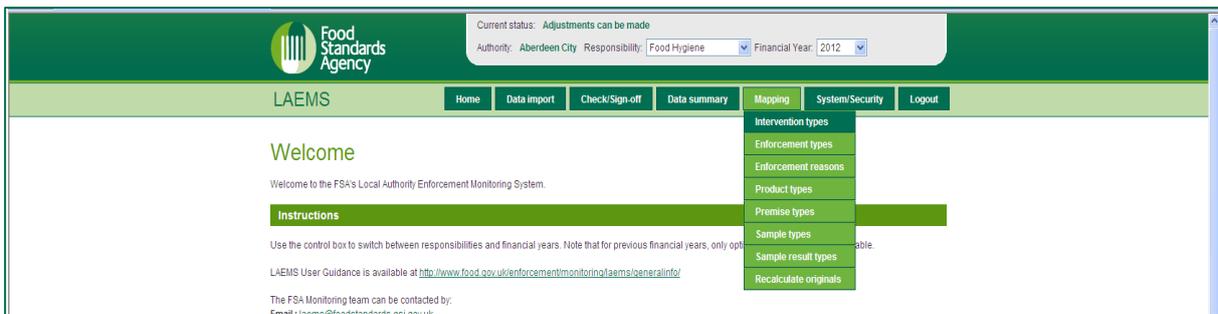
[Click here to export these results to Excel](#)

Warnings

6 warnings occurred during processing

Task	Rule	Description
FY Map Check Unmapped	Process responsibilities	There are unmapped ENFORCEMENT TYPES
FY Map Check Unmapped	Process responsibilities	There are unmapped INTERVENTION TYPES
FY Map Check Unmapped	Process responsibilities	There are unmapped PREMISE TYPES
FY Map Check Unmapped	Process responsibilities	There are unmapped PRODUCT TYPES
FY Map Check Unmapped	Process responsibilities	There are unmapped OFFICIAL SAMPLE RESULT TYPES
FY Map Check Unmapped	Process responsibilities	There are unmapped OFFICIAL SAMPLE TYPES

To start the mapping process, you must click on the mapping tab and select a relevant mapping category (see below). Please note that you will be unable to see the mapping tab until you have uploaded any data or until after your return has been signed off.



Current status: Adjustments can be made
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: 2012

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Welcome

Welcome to the FSA's Local Authority Enforcement Monitoring System.

Instructions

Use the control box to switch between responsibilities and financial years. Note that for previous financial years, only opt...

LAEMS User Guidance is available at <http://www.food.gov.uk/enforcement/monitoring/laems/generalinfo/>

The FSA Monitoring team can be contacted by:
Email: laems@foodstandards.gsi.gov.uk

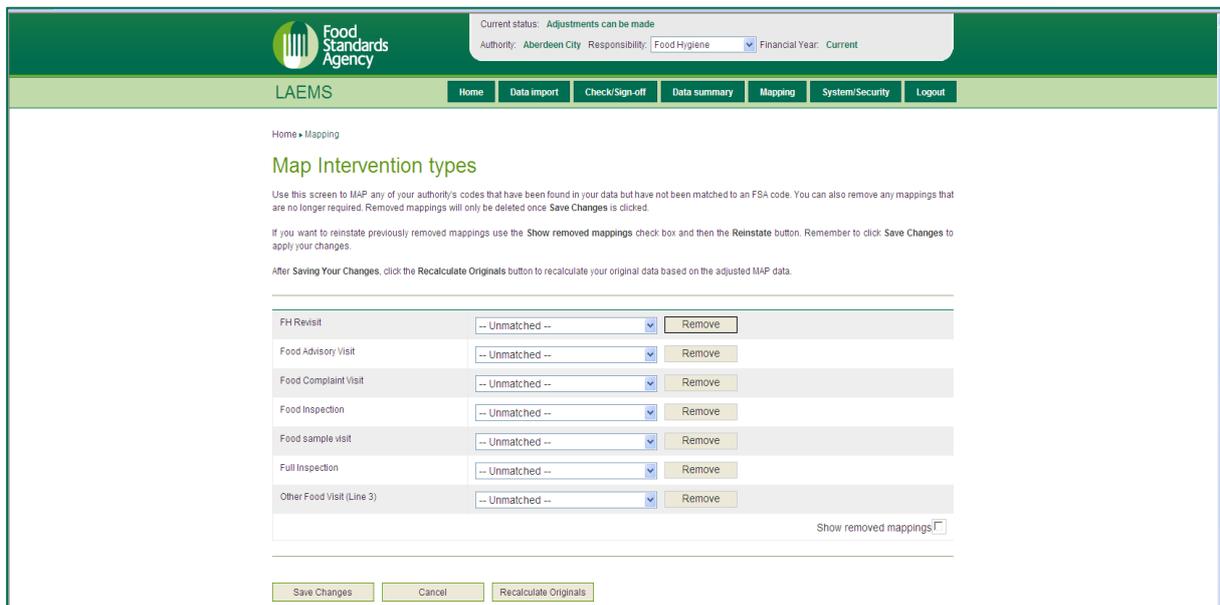
- Intervention types
- Enforcement types
- Enforcement reasons
- Product types
- Premise types
- Sample types
- Sample result types
- Recalculate originals

When you place the mouse over the 'Mapping' tab, it will give you the following options:

- Intervention Types
- Enforcement Types
- Enforcement Reasons
- Product Types
- Premise Types
- Sample Types
- Sample Result Types
- Recalculate Originals

Guidance on the categorisations required for monitoring can be found in [Annexes A, B, C and E](#).

The example below illustrates a situation where all intervention types require mapping.

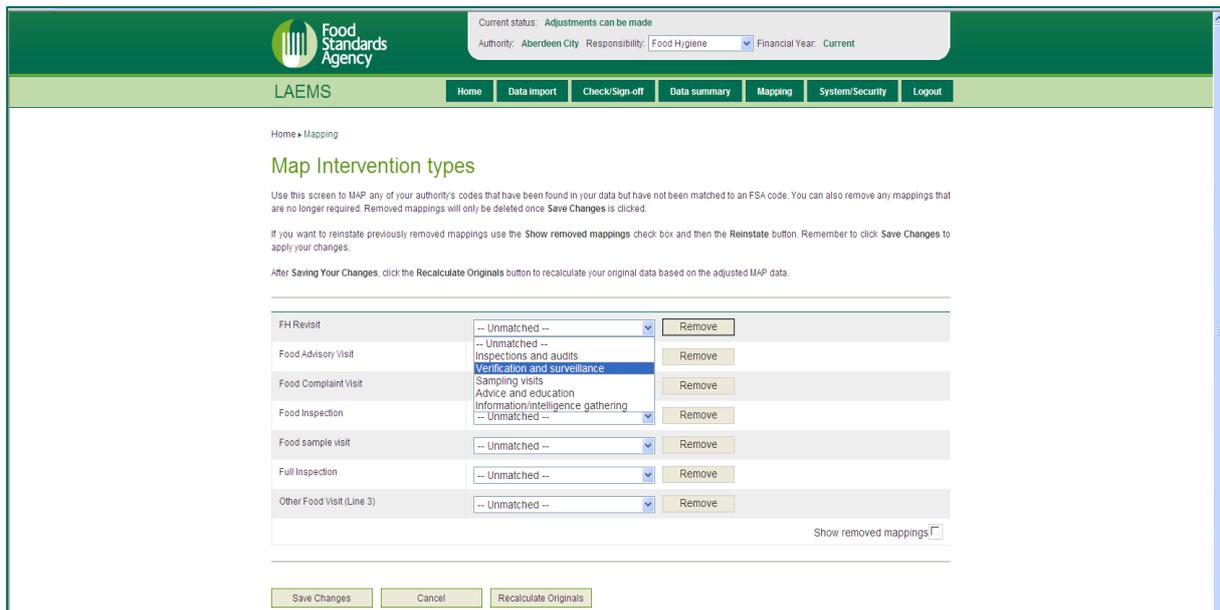


The screenshot shows the LAEMS Mapping interface. At the top, there is a navigation bar with the Food Standards Agency logo and the text 'LAEMS'. Below this is a menu with options: Home, Data import, Check/Sign-off, Data summary, Mapping, System/Security, and Logout. The main content area is titled 'Map Intervention types' and includes instructions on how to use the screen. Below the instructions is a table with the following rows:

FH Revisit	-- Unmatched --	Remove
Food Advisory Visit	-- Unmatched --	Remove
Food Complaint Visit	-- Unmatched --	Remove
Food Inspection	-- Unmatched --	Remove
Food sample visit	-- Unmatched --	Remove
Full Inspection	-- Unmatched --	Remove
Other Food Visit (Line 3)	-- Unmatched --	Remove

At the bottom of the table, there is a checkbox labeled 'Show removed mappings'. Below the table are three buttons: 'Save Changes', 'Cancel', and 'Recalculate Originals'.

To map the first of the intervention types listed above (FH Revisit) to the required FSA type (Verification and Surveillance), select 'Verification and Surveillance' from the drop-down menu and assign the LA code to the FSA code.



Current status: Adjustments can be made
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: Current

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Home » Mapping

Map Intervention types

Use this screen to MAP any of your authority's codes that have been found in your data but have not been matched to an FSA code. You can also remove any mappings that are no longer required. Removed mappings will only be deleted once **Save Changes** is clicked.

If you want to reinstate previously removed mappings use the **Show removed mappings** check box and then the **Reinstate** button. Remember to click **Save Changes** to apply your changes.

After **Saving Your Changes**, click the **Recalculate Originals** button to recalculate your original data based on the adjusted MAP data.

FH Revisit	-- Unmatched --	Remove
Food Advisory Visit	Inspections and audits	Remove
Food Complaint Visit	Verification and surveillance	Remove
Food Inspection	Sampling visits	Remove
Food sample visit	Advice and education	Remove
Full Inspection	Information/intelligence gathering	Remove
Other Food Visit (Line 3)	-- Unmatched --	Remove

Show removed mappings

Save Changes Cancel Recalculate Originals

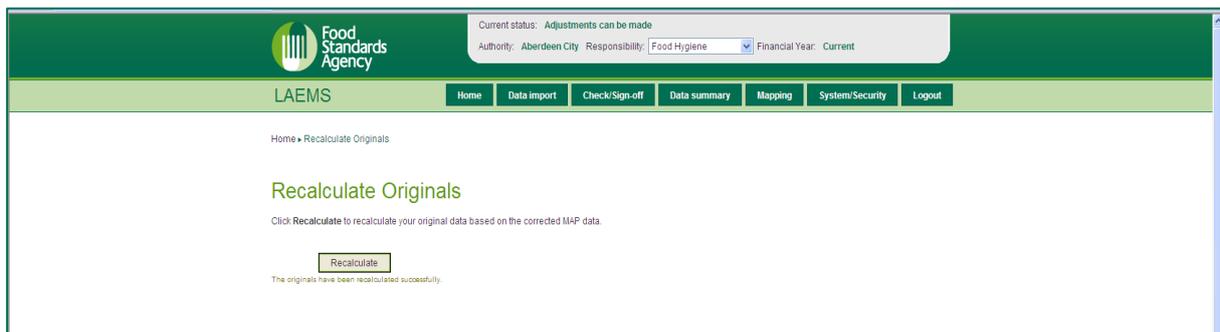
You should save the changes by pressing the 'Save changes' option at the bottom of the page.

This process will need to be repeated for each of the above monitoring categories for each responsibility (i.e. food hygiene and food standards separately).

For the mapping to take effect, you need to either press the 'Recalculate originals' option at the bottom of the page, or select the same option from the mapping drop-down menu.

Once you have recalculated the data using the button at the bottom of your mapping screen, you will notice a message just below the 'Cancel' option stating that the 'Originals have been recalculated successfully'.

If you have used the 'Recalculate originals' option from the mapping drop-down list, you will be presented with the following screen:



Current status: Adjustments can be made
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: Current

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Home » Recalculate Originals

Recalculate Originals

Click **Recalculate** to recalculate your original data based on the corrected MAP data.

Recalculate

The originals have been recalculated successfully.

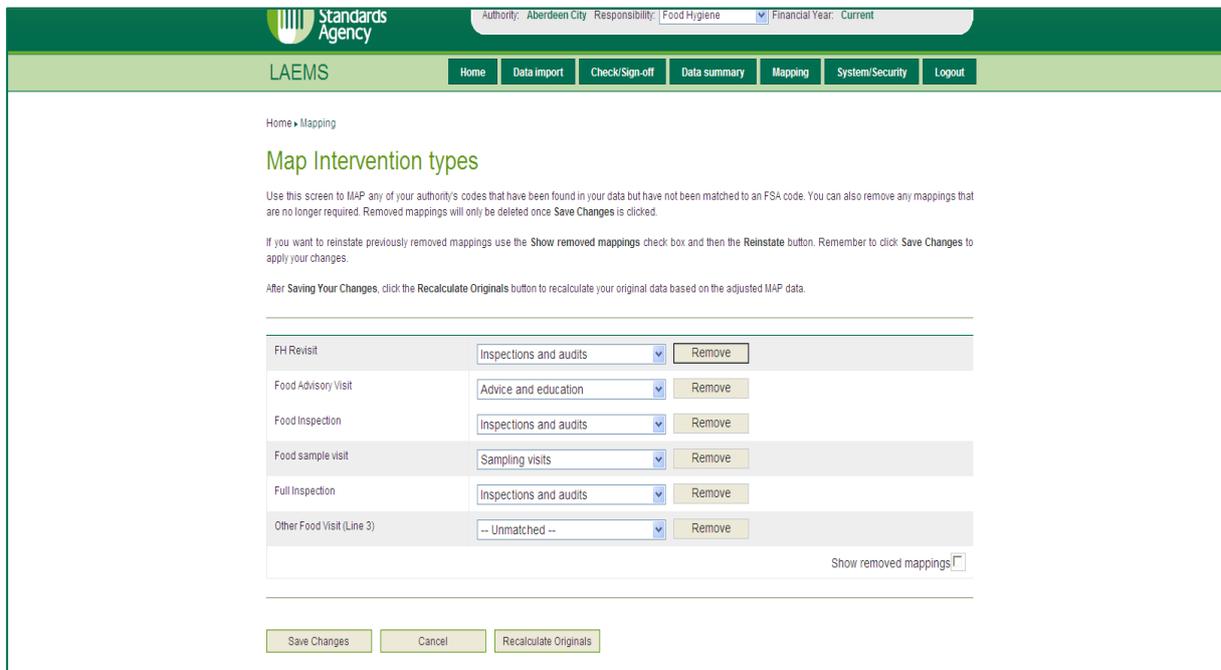
Pressing the 'Recalculate' button will produce revised data summary tables based on the mapping carried out.

If you make an error whilst mapping, you will be able to re-map to the correct monitoring category and recalculate originals following the process described above.

This procedure, once completed, will only need to be repeated if activities on the LA system change or the FSA require additional data.

10.2. Removing mapping

You can remove any mappings you no longer require. To do so, please use the 'Remove' button on the right hand side of the category you wish to hide.



Home » Mapping

Map Intervention types

Use this screen to MAP any of your authority's codes that have been found in your data but have not been matched to an FSA code. You can also remove any mappings that are no longer required. Removed mappings will only be deleted once **Save Changes** is clicked.

If you want to reinstate previously removed mappings use the **Show removed mappings** check box and then the **Reinstate** button. Remember to click **Save Changes** to apply your changes.

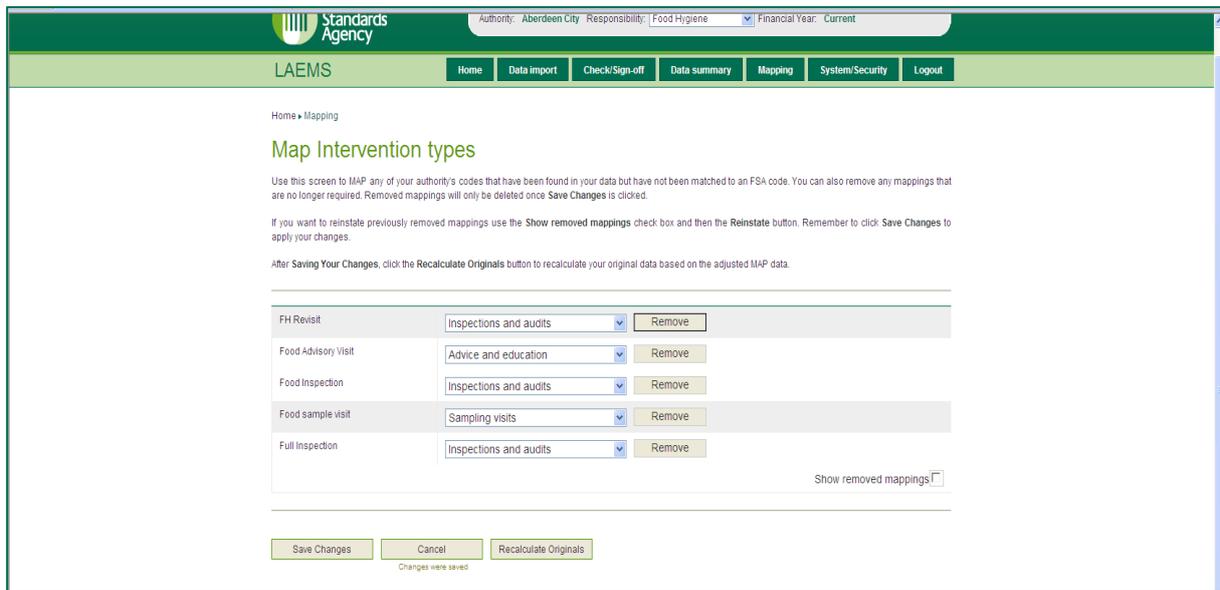
After **Saving Your Changes**, click the **Recalculate Originals** button to recalculate your original data based on the adjusted MAP data.

FH Revisit	Inspections and audits	Remove
Food Advisory Visit	Advice and education	Remove
Food Inspection	Inspections and audits	Remove
Food sample visit	Sampling visits	Remove
Full Inspection	Inspections and audits	Remove
Other Food Visit (Line 3)	-- Unmatched --	Remove

Show removed mappings

Save Changes Cancel Recalculate Originals

Once changes have been saved, removed mapping will no longer appear on your screen. In the given example, 'Other Food Visit (Line 3)' has been removed.



Standards Agency | Authority: Aberdeen City | Responsibility: Food Hygiene | Financial Year: Current

LAEMS | Home | Data import | Check/Sign-off | Data summary | Mapping | System/Security | Logout

Home » Mapping

Map Intervention types

Use this screen to MAP any of your authority's codes that have been found in your data but have not been matched to an FSA code. You can also remove any mappings that are no longer required. Removed mappings will only be deleted once **Save Changes** is clicked.

If you want to reinstate previously removed mappings use the **Show removed mappings** check box and then the **Reinstate** button. Remember to click **Save Changes** to apply your changes.

After **Saving Your Changes**, click the **Recalculate Originals** button to recalculate your original data based on the adjusted MAP data.

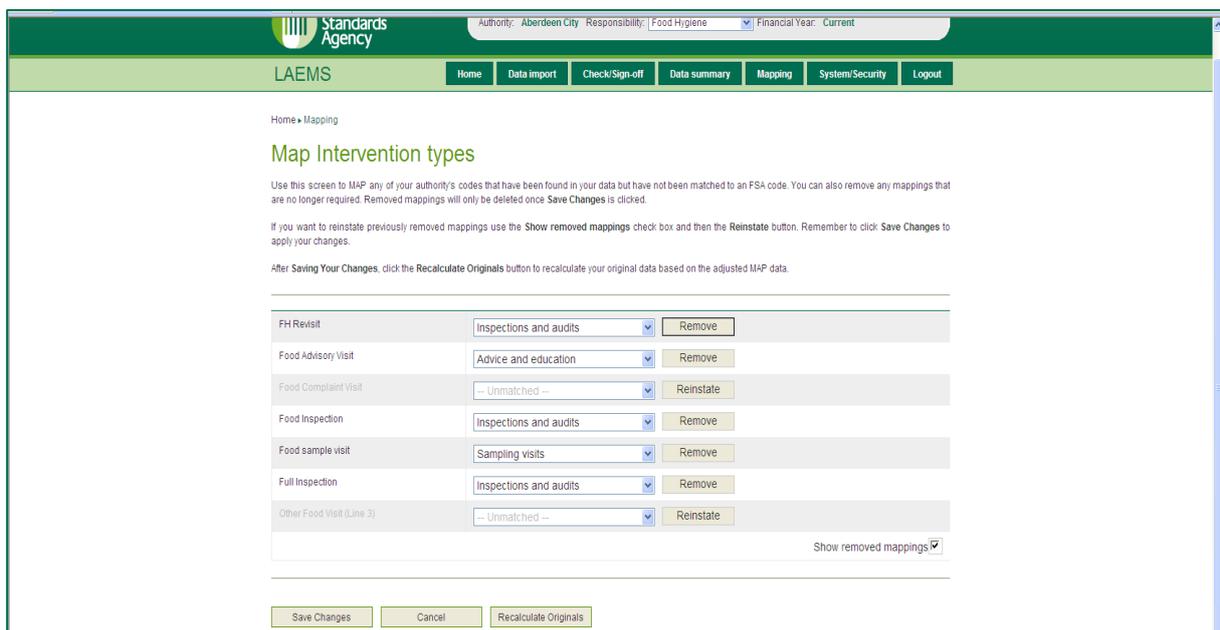
FH Revisit	Inspections and audits	Remove
Food Advisory Visit	Advice and education	Remove
Food Inspection	Inspections and audits	Remove
Food sample visit	Sampling visits	Remove
Full Inspection	Inspections and audits	Remove

Show removed mappings

Save Changes | Cancel | Recalculate Originals

Changes were saved

Should you wish to reinstate previously removed mappings, use the 'Show removed mappings' check box and then the 'Reinstate' button located next to the mapping category you want to restore.



Standards Agency | Authority: Aberdeen City | Responsibility: Food Hygiene | Financial Year: Current

LAEMS | Home | Data import | Check/Sign-off | Data summary | Mapping | System/Security | Logout

Home » Mapping

Map Intervention types

Use this screen to MAP any of your authority's codes that have been found in your data but have not been matched to an FSA code. You can also remove any mappings that are no longer required. Removed mappings will only be deleted once **Save Changes** is clicked.

If you want to reinstate previously removed mappings use the **Show removed mappings** check box and then the **Reinstate** button. Remember to click **Save Changes** to apply your changes.

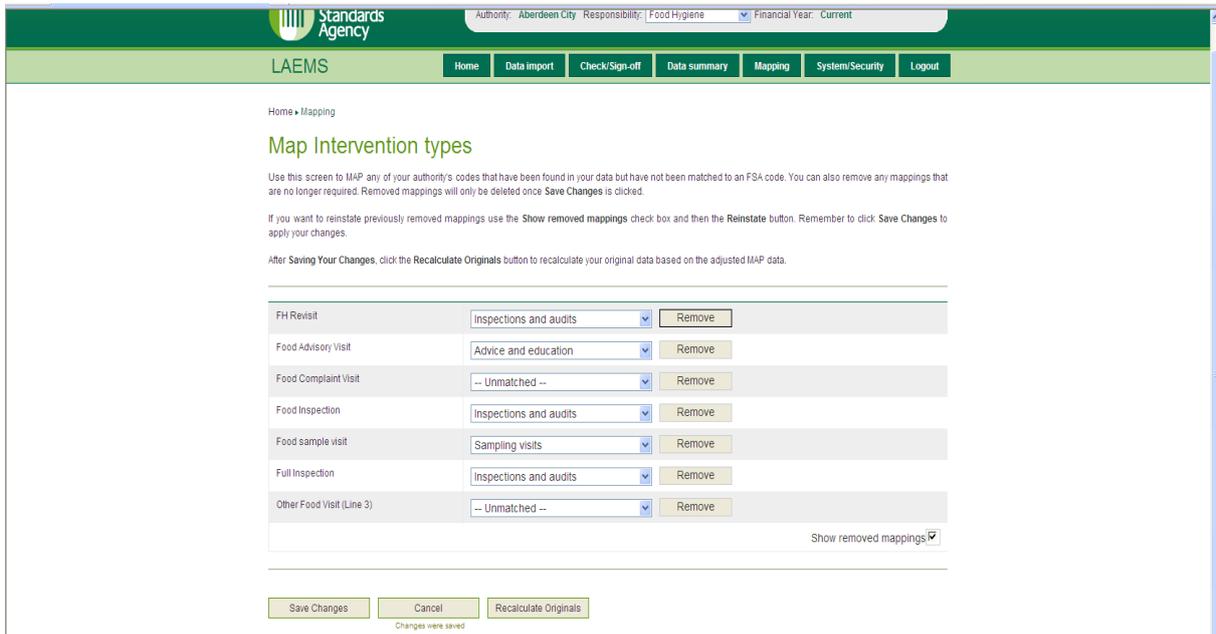
After **Saving Your Changes**, click the **Recalculate Originals** button to recalculate your original data based on the adjusted MAP data.

FH Revisit	Inspections and audits	Remove
Food Advisory Visit	Advice and education	Remove
Food Complained Visit	-- Unmatched --	Reinstate
Food Inspection	Inspections and audits	Remove
Food sample visit	Sampling visits	Remove
Full Inspection	Inspections and audits	Remove
Other Food Visit (Line 3)	-- Unmatched --	Reinstate

Show removed mappings

Save Changes | Cancel | Recalculate Originals

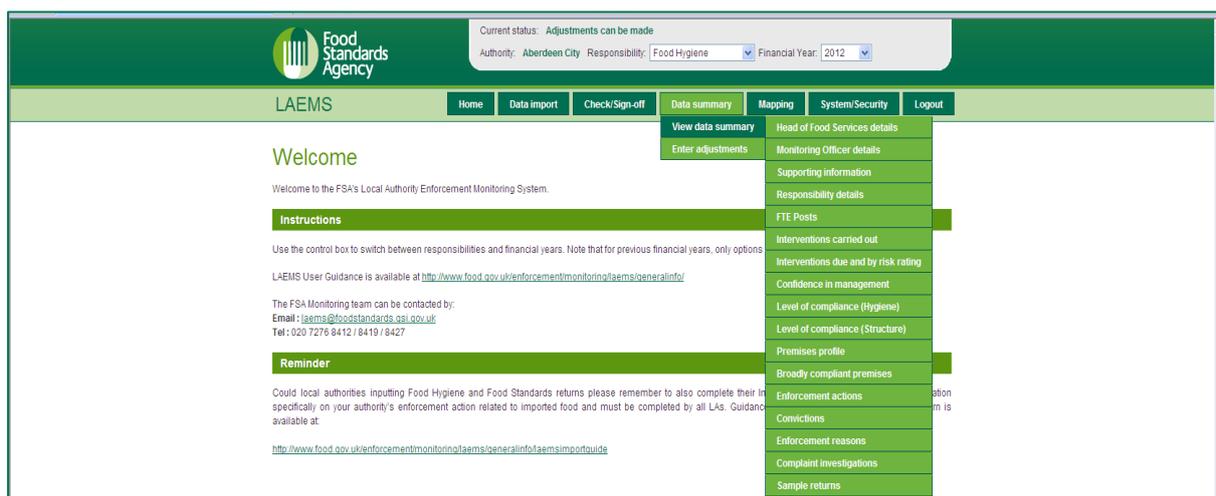
After you have saved the changes, you will notice that the reinstated categories are no longer greyed-out and are available on the mapping screen with the 'Remove' option back.



11. Review data summaries and make adjustments

Select the responsibility for which you wish to review data. The 'Responsibility' drop down list is located at the top of the page, next to the 'Financial Year' cell.

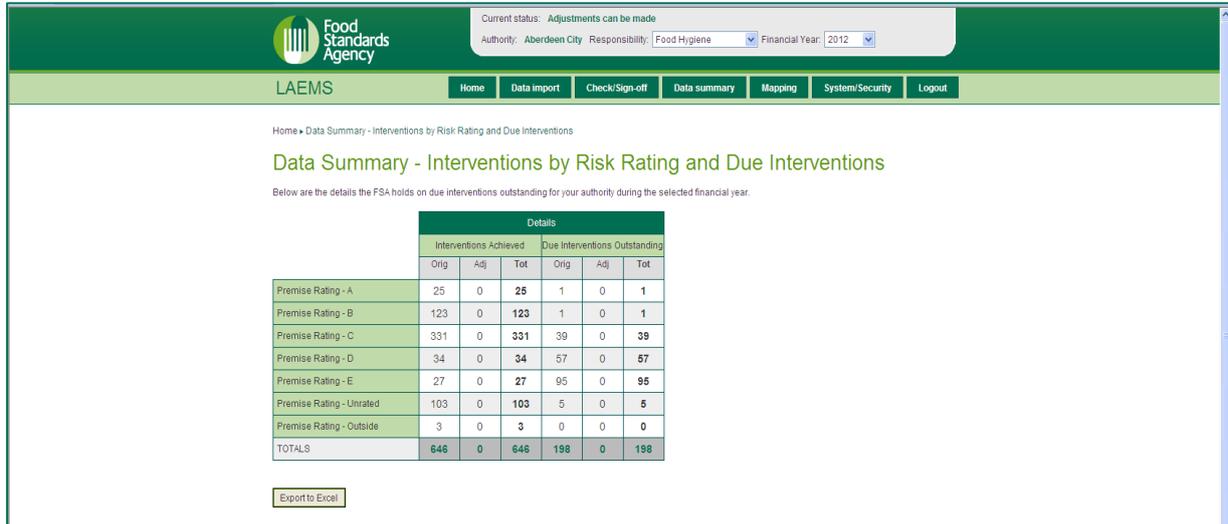
The drop-down menu of the 'Data Summary' tab gives you two options: 'View Data Summary' and 'Enter Adjustments'.



In 'View Data Summary', you will be able to look at the data, whereas selecting 'Enter Adjustments' will allow you to enter adjustments, if your security level allows.

The available FH and FS data summary/adjustments screens are listed in [Annex G](#).

In the following example, the user has selected the 'View Data Summary' and chosen to look at the data summary for the 'Interventions due and by Risk Rating'.



Current status: Adjustments can be made
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: 2012

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Home » Data Summary - Interventions by Risk Rating and Due Interventions

Data Summary - Interventions by Risk Rating and Due Interventions

Below are the details the FSA holds on due interventions outstanding for your authority during the selected financial year.

	Details					
	Interventions Achieved			Due Interventions Outstanding		
	Orig	Adj	Tot	Orig	Adj	Tot
Premise Rating - A	25	0	25	1	0	1
Premise Rating - B	123	0	123	1	0	1
Premise Rating - C	331	0	331	39	0	39
Premise Rating - D	34	0	34	57	0	57
Premise Rating - E	27	0	27	95	0	95
Premise Rating - Unrated	103	0	103	5	0	5
Premise Rating - Outside	3	0	3	0	0	0
TOTALS	646	0	646	198	0	198

Export to Excel

You will notice that the information in the data summary tables is divided into three columns – Orig, Adj and Tot:

- Orig – is the 'original' data as supplied via the XML file exported from the LA system
- Adj – is any manual adjustments entered at the data summary level
- Tot – is the total adjusted figure, i.e. Orig + Adj

11.1. Making adjustments

If you have identified any inaccuracies in the uploaded data, you should correct these within your system and reload the new XML file. However, if this is not possible you have an option to adjust the figures manually directly in the data summary tables.

The 'Enter adjustments' screens present the user with a familiar data summary view, in which they can enter an adjusting value (e.g. +1 or -1). All adjustments must be recorded separately and will be viewed on the data summary in the Adj columns, i.e. the summary will show the data as supplied, the adjustment and the total calculated from supplied +/- adjustment. This approach will give transparency to the adjustments made at the data summary level.

In the following example the user has selected 'Enter Adjustments' and has chosen the data summary for the 'FTE Posts'.

You will notice that the ‘Adj’ cells look different from the earlier ‘View Data Summary’ example and can be edited. Figures can be entered in these cells to adjust the originally uploaded data.



Current status: Adjustments can be made
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: Current

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Home » Enter Adjustments - FTE (Full Time Equivalency) Posts

Enter Adjustments - FTE (Full Time Equivalency) Posts

	Details					
	FTE Posts - Allocated			FTE Posts - Occupied		
	Orig	Adj	Tot	Orig	Adj	Tot
Professional	5.00	0	5.00	4.00	0	4.00
Administration	1.00	0	1.00	1.00	0	1.00

Export to Excel

Save Verify Cancel

In the following example the number of Professional FTE Posts – Occupied has been reduced by 0.5 and the number of allocated Administrative FTE resources has been increased by 1.



Current status: Adjustments can be made
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: Current

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Home » Enter Adjustments - FTE (Full Time Equivalency) Posts

Enter Adjustments - FTE (Full Time Equivalency) Posts

	Details					
	FTE Posts - Allocated			FTE Posts - Occupied		
	Orig	Adj	Tot	Orig	Adj	Tot
Professional	5.00	0	5.00	4.00	-0.5	4.00
Administration	1.00	1	1.00	1.00	0	1.00

Export to Excel

Save Verify Cancel

Pressing the ‘Verify’ button will show the impact of any adjustments, but will not save them, i.e. if you navigate away from the screen or exit LAEMS, on your return the adjustment will return to the previous saved value (in this example, zero). The ‘Verify’ function is useful when entering a number of adjustments to the same screen, so that you can see the revised total before saving changes.

To save adjustments, press the ‘Save’ button. If further adjustments are necessary, you can overwrite the existing adjustment with a new figure.

You will see that the adjustments have been taken into account to give new totals.

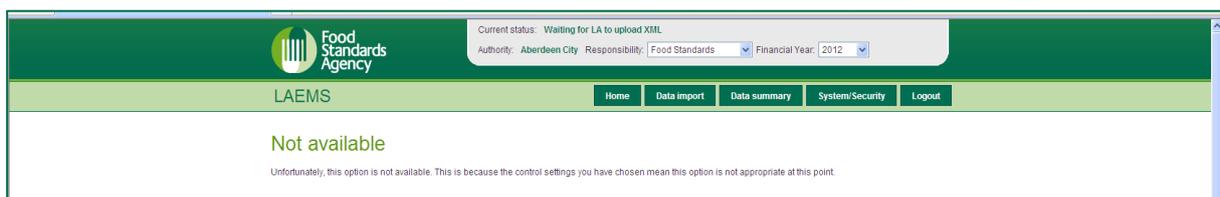


	Details					
	FTE Posts - Allocated			FTE Posts - Occupied		
	Orig	Adj	Tot	Orig	Adj	Tot
Professional	5.00	0	5.00	4.00	-0.5	3.50
Administration	1.00	1	2.00	1.00	0	1.00

Please note: either minus or plus figures can be entered as adjustments. If you need to decrease the original figure then you should enter a negative adjustment, e.g. - 4 would subtract 4 from the original figure. An adjustment on some screens may need to be replicated elsewhere or the validation process will fail. For example, adjustments to the interventions carried out table would also need to be made to the interventions due and by risk rating table. To ensure consistency between data tables please use the “Check business rules” option after completing each set of adjustments. More guidance on this check can be found in [Chapter 12](#) . The details of potential errors that could be identified at this stage and how to resolve them are described in [Annex H](#).

11.2. Navigating between Responsibilities

You will receive the following error message if you navigate to a different responsibility in which the screen does not exist:

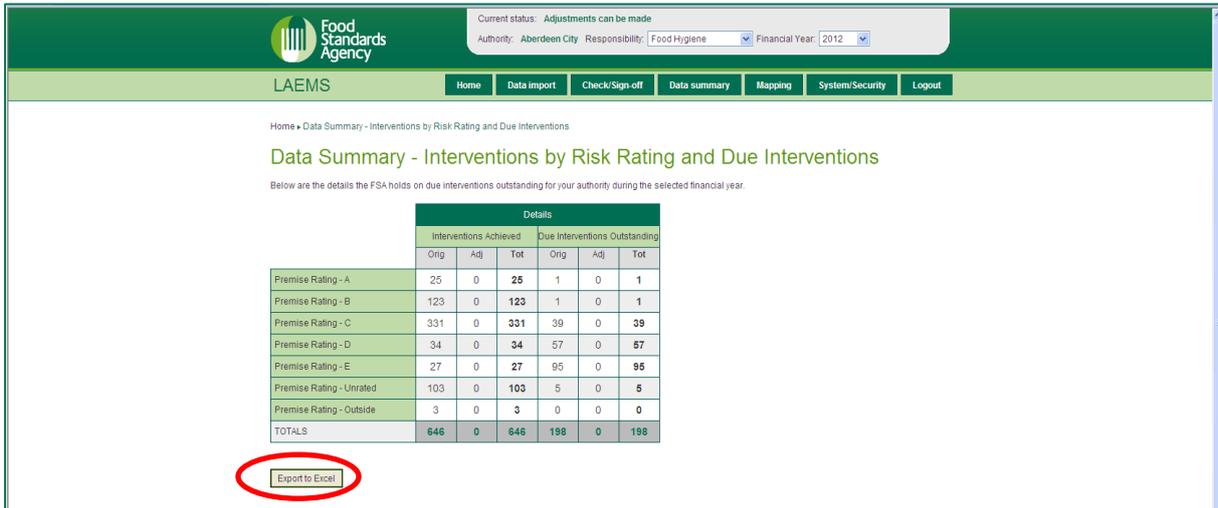


For example, if you are in the screen ‘Level of compliance (hygiene)’ under the ‘Food Hygiene’ responsibility and then change the responsibility to ‘Food Standards’, you will see the screen above. This is because the screen ‘Level of compliance (hygiene)’ does not exist for ‘Food Standards’.

This is not a cause for concern. Use the appropriate option under the ‘Data Summary’ drop-down menu to navigate to the required screen or go back to the ‘Home’ page.

11.3. Exporting data to Excel

Each of the data summary and adjustments screens has an option to export the data to an Excel spreadsheet.



Current status: Adjustments can be made
 Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: 2012

LAEMS Home Data import Check/Sign-off Data summary Mapping System/Security Logout

Home » Data Summary - Interventions by Risk Rating and Due Interventions

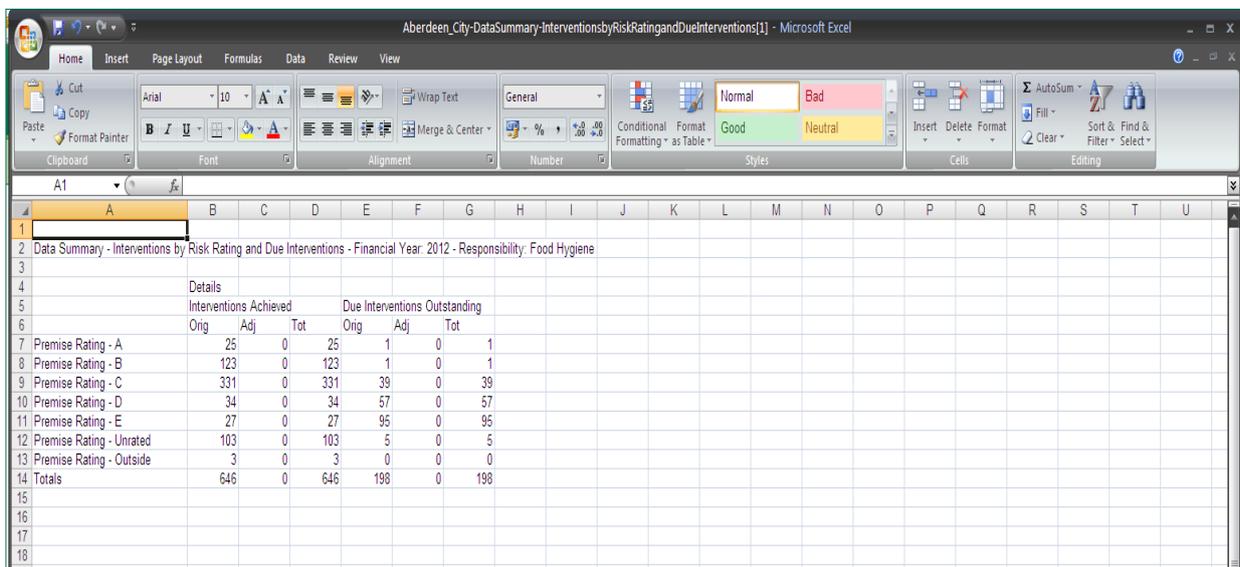
Data Summary - Interventions by Risk Rating and Due Interventions

Below are the details the FSA holds on due interventions outstanding for your authority during the selected financial year.

	Details					
	Interventions Achieved			Due Interventions Outstanding		
	Orig	Adj	Tot	Orig	Adj	Tot
Premise Rating - A	25	0	25	1	0	1
Premise Rating - B	123	0	123	1	0	1
Premise Rating - C	331	0	331	39	0	39
Premise Rating - D	34	0	34	57	0	57
Premise Rating - E	27	0	27	95	0	95
Premise Rating - Unrated	103	0	103	5	0	5
Premise Rating - Outside	3	0	3	0	0	0
TOTALS	646	0	646	198	0	198

[Export to Excel](#)

To do so click on 'Export to Excel' button below the table you wish to export and this will open a new Excel spreadsheet containing the relevant LAEMS data. Below is the exported 'Interventions due and by Risk Rating' table from the screen above.

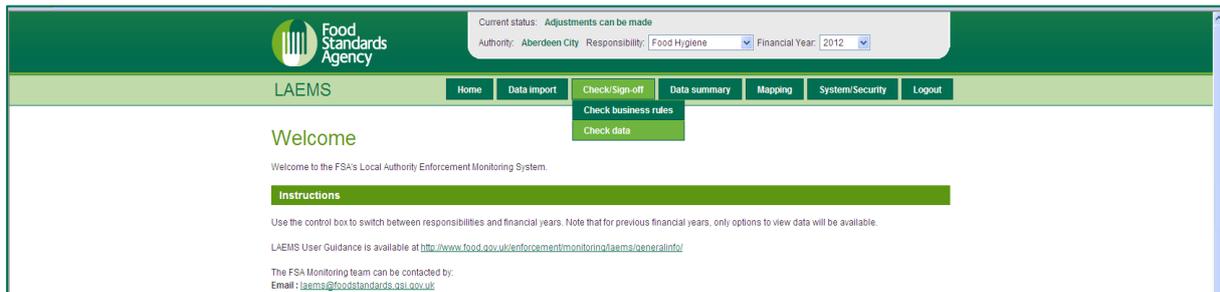


Aberdeen_City-DataSummary-InterventionsbyRiskRatingandDueInterventions[1] - Microsoft Excel

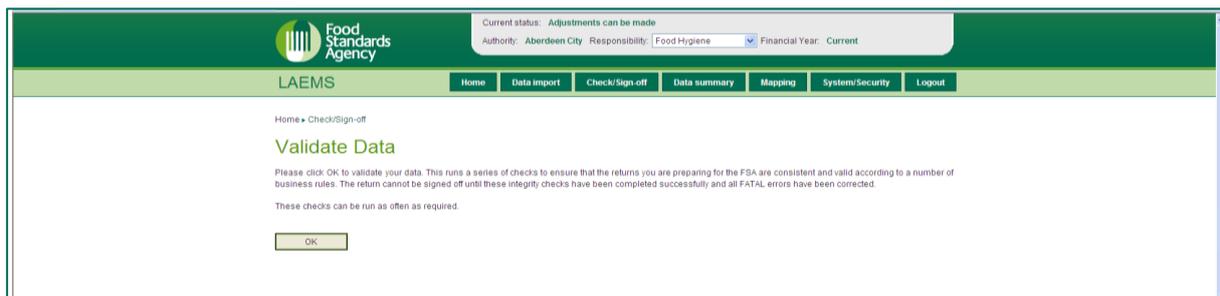
	Details					
	Interventions Achieved			Due Interventions Outstanding		
	Orig	Adj	Tot	Orig	Adj	Tot
Premise Rating - A	25	0	25	1	0	1
Premise Rating - B	123	0	123	1	0	1
Premise Rating - C	331	0	331	39	0	39
Premise Rating - D	34	0	34	57	0	57
Premise Rating - E	27	0	27	95	0	95
Premise Rating - Unrated	103	0	103	5	0	5
Premise Rating - Outside	3	0	3	0	0	0
Totals	646	0	646	198	0	198

12. Check Business Rules

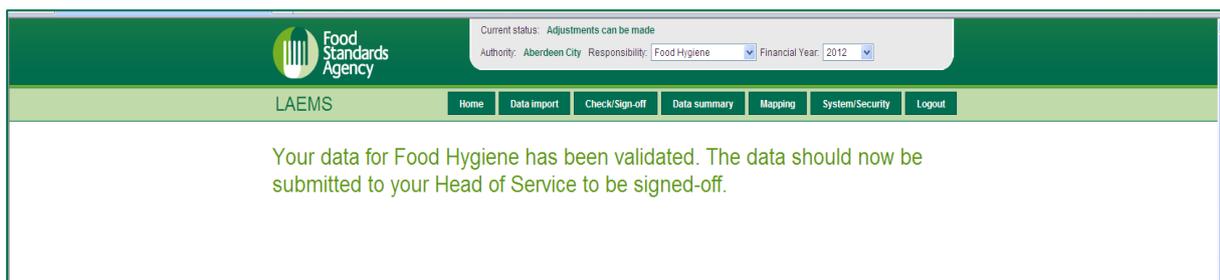
Once you are content with the data in the summary tables, you should check the data against the business rules by selecting 'Check business rules' from the Check/Sign-off drop-down menu (see screen below):



To proceed with the data validation, click 'OK' as illustrated in the screen below:



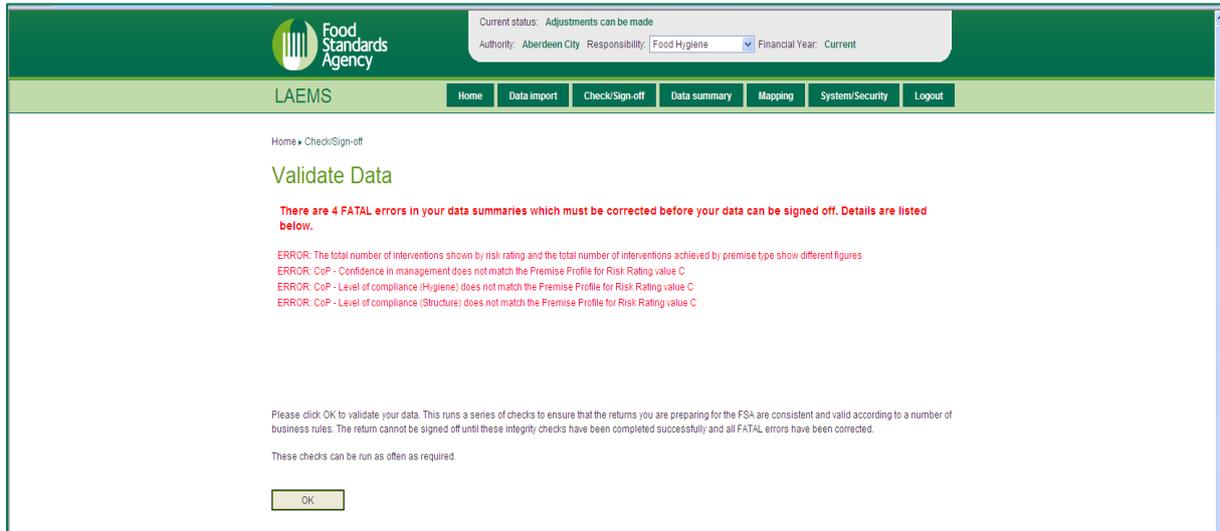
Once you have successfully validated the LAEMS data you will be notified that your return is ready to be signed-off.



The process to check data against the business rules can be run as many times as is necessary, which is important especially when a high number of manual adjustments have been made.

12.1. Error Messages

If the business rules check has failed you will receive error messages, see the example below.



The error messages are split into 2 categories:

- **FATAL ERRORS** – errors that must be addressed before you are able to sign off the data.
- **WARNINGS** – issues which you may wish to look at to ensure that the data supplied are correct.

Please note: If a warning is received and you consider that the figures are correct, this warning error will remain when the 'Check business rules' process is carried out again, but it can be safely ignored.

The error message in the example above points to the inconsistency between the figures given on the Level of compliance (Hygiene), Level of compliance (Structure) and Confidence in Management data summary and the C rated premises in the premises profile. In order for the data to pass the business checks, this inconsistency must be addressed.

Why might there be inconsistencies? The main reasons for inconsistencies resulting in errors will be:

- Adjustments have been applied.
- Mapping needs to be completed.

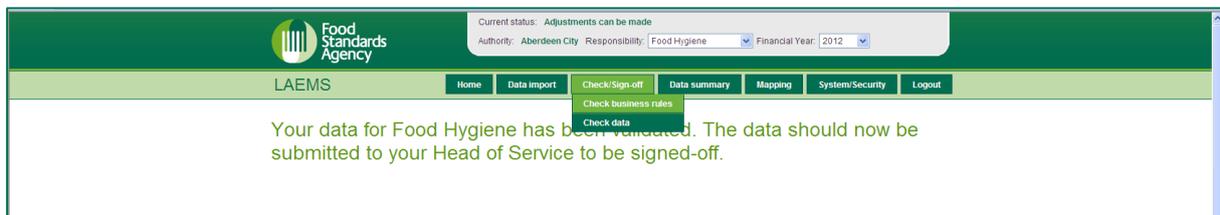
[Annex H](#) contains a table with examples of errors and the suggested action to remedy these.

13. Sign-off data

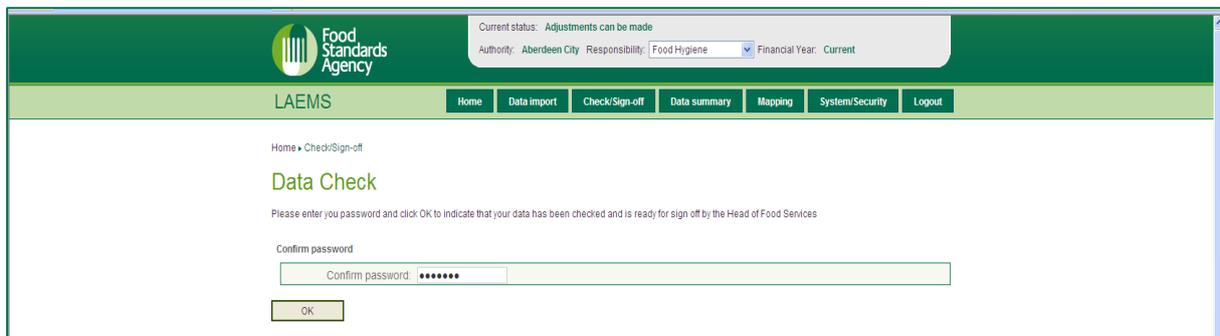
13.1. Data check

After you have successfully checked the business rules, and you are happy with the data as shown in the data summary screens, you will need to prepare the return for the Head of Service (HoS) to sign off.

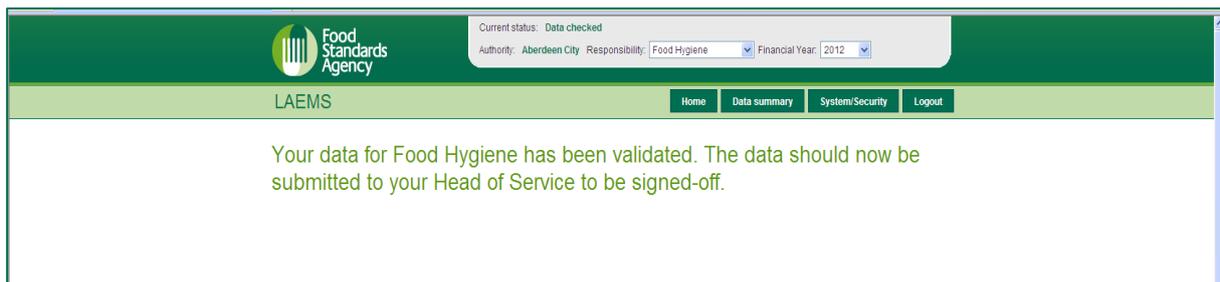
To do this, under the 'Check/Sign-off' menu, select 'Check data'.



You will now have to enter your password to confirm that you have checked the data and that it is ready for sign off by the HoS:



You will notice that the 'Current status' on the top of the screen has changed from 'Adjustments can be made', to 'Data Checked'.

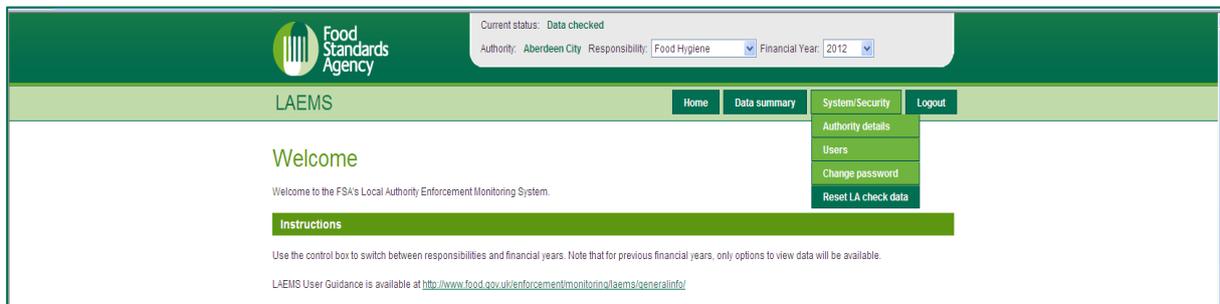


At this stage, you will need to inform your HoS that the data is ready for them to check and sign off. Please note that the LAEMS does not send any notification emails to the users, which means that your HoS will not know when to log in to sign off the return until you let them know.

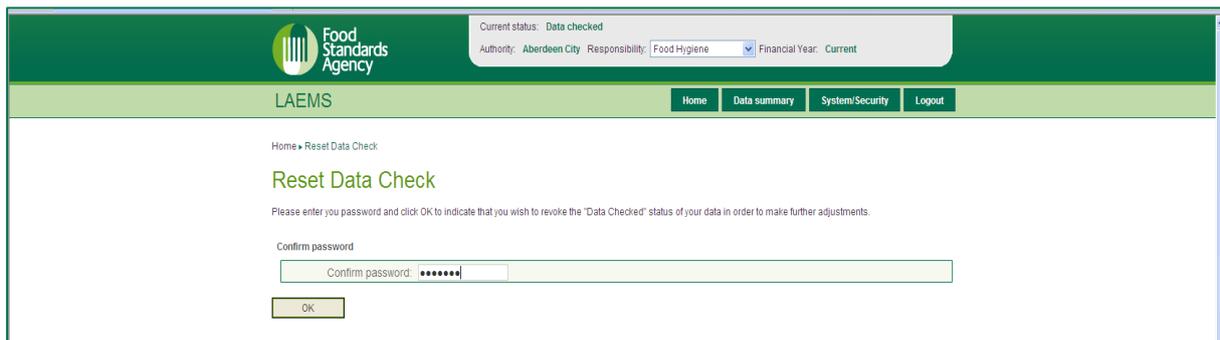
13.2. Reset LA checked data

If, after checking the data, you or your HoS decide that further work should be carried out to correct any data, your LAEMS Admin user or HoS will be able to reset the status of the return to 'Adjustments can be made'.

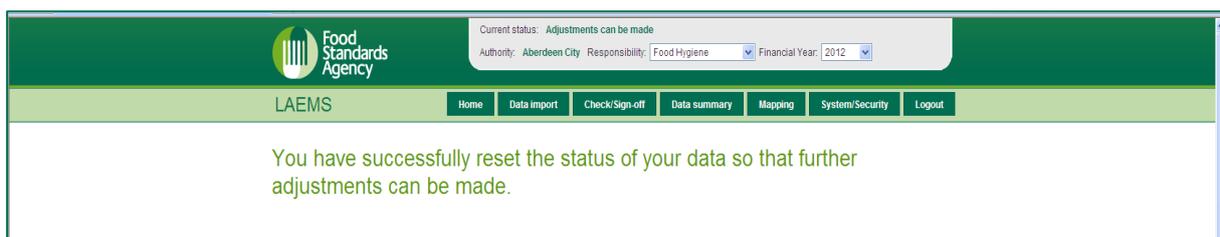
To do this, under the 'System/Security' menu, select 'Reset LA check data':



This will give the following screen, where the HoS or IT Level 4 user should enter their password and press the 'OK' button:



You will now notice that the current status on the top of the page has changed to 'Adjustments can be made'.

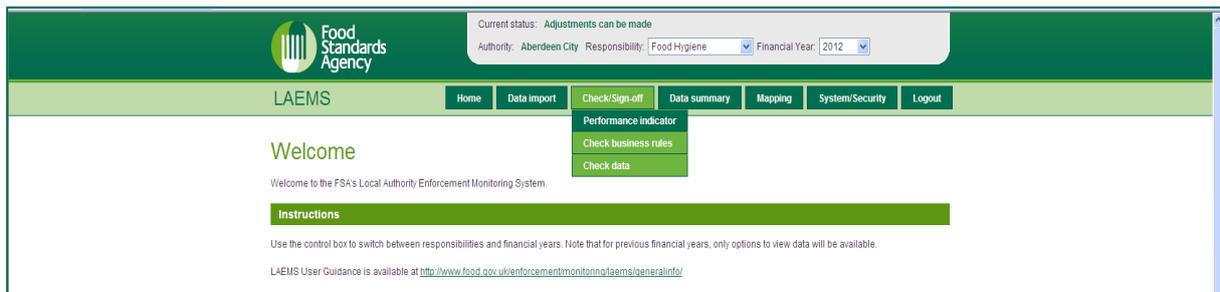


The data is now unchecked and a new, corrected XML file can be uploaded or adjustments can be made. The HoS or IT Level 4 user will need to inform the person responsible for monitoring the return that further work is required and that the data have been 'unchecked'.

Once any further changes have been completed, the initial stage of the sign-off process will need to be repeated, i.e. check business rules and mark data as checked.

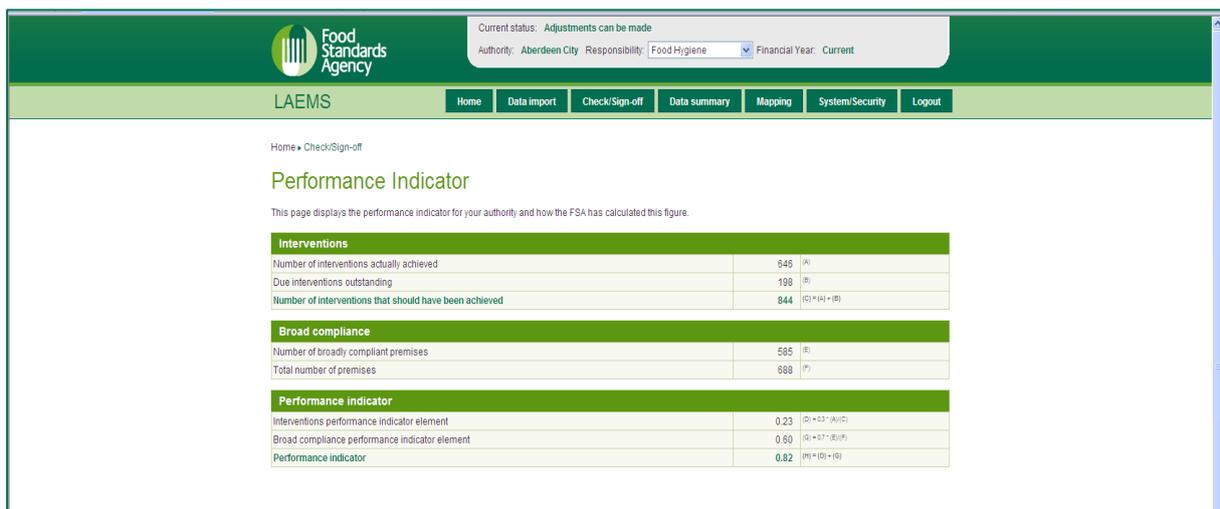
13.3. Performance Indicator

As a HoS, under the 'Check/Sign off' tab, you will be able to see the 'Performance Indicator' option. This is not visible to any other users for your authority.



The screenshot shows the LAEMS interface with the 'Check/Sign-off' menu open. The menu options are: Performance indicator, Check business rules, and Check data. The 'Performance indicator' option is highlighted.

Clicking on this tab will show the performance indicator calculations for your authority.



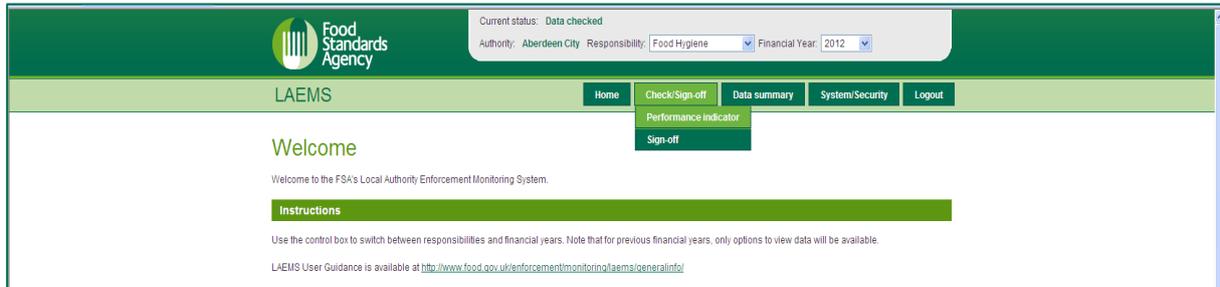
The screenshot shows the 'Performance Indicator' page in LAEMS. It displays a table with the following data:

Interventions	
Number of interventions actually achieved	646 ^(A)
Due interventions outstanding	198 ^(B)
Number of interventions that should have been achieved	844 ^{(C) + (A) + (B)}
Broad compliance	
Number of broadly compliant premises	585 ^(E)
Total number of premises	688 ^(F)
Performance indicator	
Interventions performance indicator element	0.23 ^{(D) = 58 * (A) / (C)}
Broad compliance performance indicator element	0.60 ^{(G) = 57 * (E) / (F)}
Performance indicator	0.82 ^{(H) = (D) + (G)}

Please note that this is for your information only, as this indicator is no longer used by the FSA following discussion in the LAEMS Joint Working Group. The FSA uses the totality of an LA's information when presenting and assessing levels of service delivery.

13.4. Sign-off data

Once the HoS is happy with the data, they will need to click the 'Check/Sign-off' tab and select the 'Sign off' option.



Food Standards Agency
LAEMS

Current status: Data checked
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: 2012

Home Check/Sign-off Data summary System/Security Logout

Performance Indicator
Sign-off

Welcome

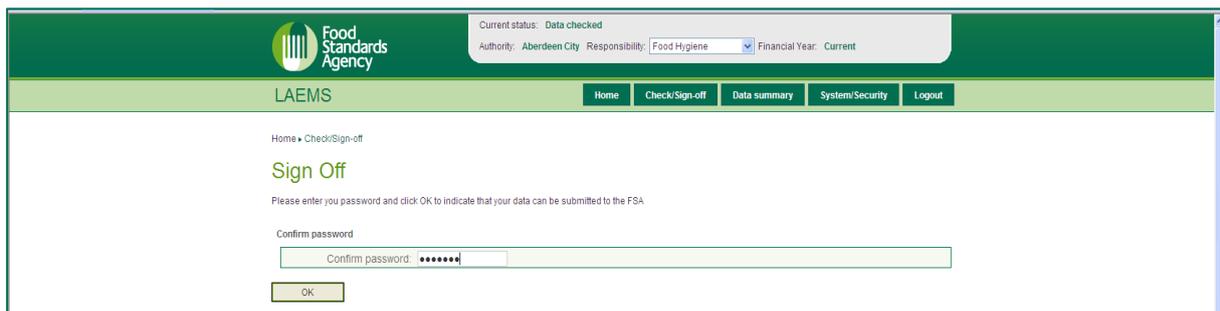
Welcome to the FSA's Local Authority Enforcement Monitoring System.

Instructions

Use the control box to switch between responsibilities and financial years. Note that for previous financial years, only options to view data will be available.

LAEMS User Guidance is available at <http://www.food.gov.uk/enforcement/monitoring/laems/generalinfo/>

The HoS should enter their password to confirm that the return is accurate and that they are happy to sign it off.



Food Standards Agency
LAEMS

Current status: Data checked
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: Current

Home Check/Sign-off Data summary System/Security Logout

Home > Check/Sign-off

Sign Off

Please enter your password and click OK to indicate that your data can be submitted to the FSA

Confirm password

Confirm password: *****

OK

You will notice that the 'Current status' on the top of the screen has changed to 'Sign-off'. Please note that no further adjustments or uploads can now be made.



Food Standards Agency
LAEMS

Current status: Sign-off
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: 2012

Home Check/Sign-off Data summary System/Security Logout

Thank you for submitting your data for Food Hygiene. It will continue to be available to you for viewing and reporting.

If you wish to change the data after it has been signed off, you will need to contact the FSA to unlock the LAEMS database.

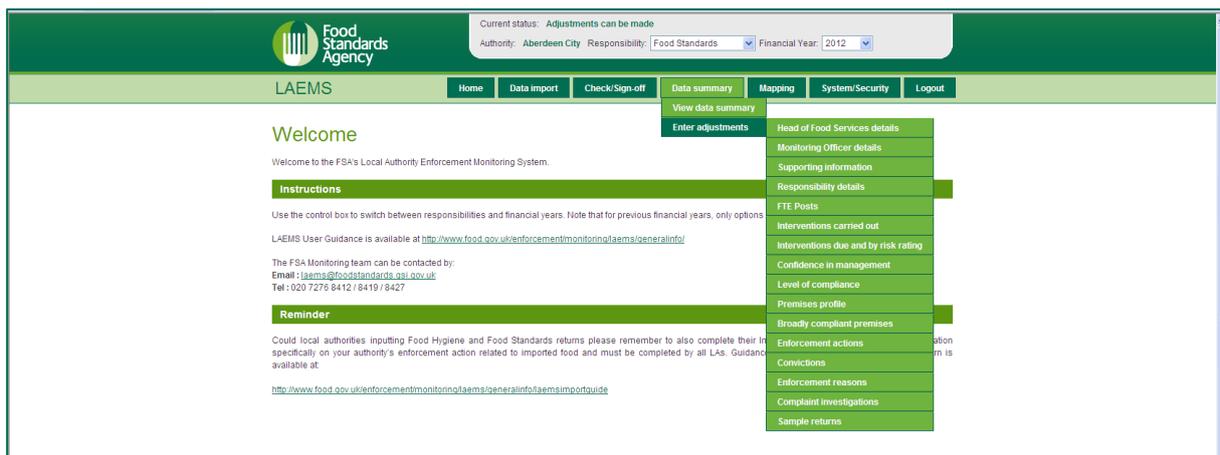
14. Manual Entry of Data

Access to manually enter data has to be pre-arranged with the FSA and is only applicable if LAs are unable to upload data via XML.

To arrange this facility, LAs should email laems@foodstandards.gsi.gov.uk using the subject line 'LAEMS Manual Entry Facility' in your email and setting out the reason(s) why the facility is required, e.g. your LA is about to change software suppliers, your LA has been unable to install the necessary upgrades to allow the export of data to an XML file etc.

Once you have received a confirmation from the FSA LAEMS team that the manual data entry screens have been set up, you can proceed with entering your data.

You will need to select 'Enter adjustments', under the 'View data summary' menu:



In the following example, the 'Interventions carried out' screen has been selected:

Current status: Adjustments can be made
 Authority: Aberdeen City Responsibility: Food Standards Financial Year: Current

LAEMS [Home](#) [Data import](#) [Check/Sign-off](#) [Data summary](#) [Mapping](#) [System/Security](#) [Logout](#)

Home » Enter Adjustments - Interventions carried out

Enter Adjustments - Interventions carried out

Below are the details the FSA holds on interventions carried out by your authority during the selected financial year.

	Details											
	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
Total Premises at 31 Mar 2013	0	0	0	0	0	0	0	0	0	0	0	0
Inspections and audits	0	0	0	0	0	0	0	0	0	0	0	0
Verification and surveillance	0	0	0	0	0	0	0	0	0	0	0	0
Sampling visits	0	0	0	0	0	0	0	0	0	0	0	0
Advice and education	0	0	0	0	0	0	0	0	0	0	0	0
Information/Intelligence gathering	0	0	0	0	0	0	0	0	0	0	0	0
Total Interventions	0	0	0	0	0	0	0	0	0	0	0	0
Total premises subject to official control	0	0	0	0	0	0	0	0	0	0	0	0

[Export to Excel](#)

[Save](#) [Verify](#) [Cancel](#)

Data should be entered into the relevant 'Adj' (adjustment) column. Press the 'Save' button to save the data. You can press the save button at any point. If you have entered incorrect figures you can overwrite previous data and press the save button to save the new figure(s):

Current status: Adjustments can be made
 Authority: Aberdeen City Responsibility: Food Standards Financial Year: Current

LAEMS [Home](#) [Data import](#) [Check/Sign-off](#) [Data summary](#) [Mapping](#) [System/Security](#) [Logout](#)

Home » Enter Adjustments - Interventions carried out

Enter Adjustments - Interventions carried out

Below are the details the FSA holds on interventions carried out by your authority during the selected financial year.

	Details											
	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters		
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot
Total Premises at 31 Mar 2013	0	0	0	0	10	0	0	0	0	0	0	0
Inspections and audits	0	0	0	0	2	0	0	0	0	0	0	0
Verification and surveillance	0	0	0	0	1	0	0	0	0	0	0	0
Sampling visits	0	0	0	0	0	0	0	0	0	0	0	0
Advice and education	0	0	0	0	1	0	0	0	0	0	0	0
Information/Intelligence gathering	0	0	0	0	1	0	0	0	0	0	0	0
Total Interventions	0	0	0	0	0	0	0	0	0	0	0	0
Total premises subject to official control	0	0	0	0	0	0	0	0	0	0	0	0

[Export to Excel](#)

[Save](#) [Verify](#) [Cancel](#)

However, if you navigate away from a screen or exit LAEMS without saving, any data entered will be lost.

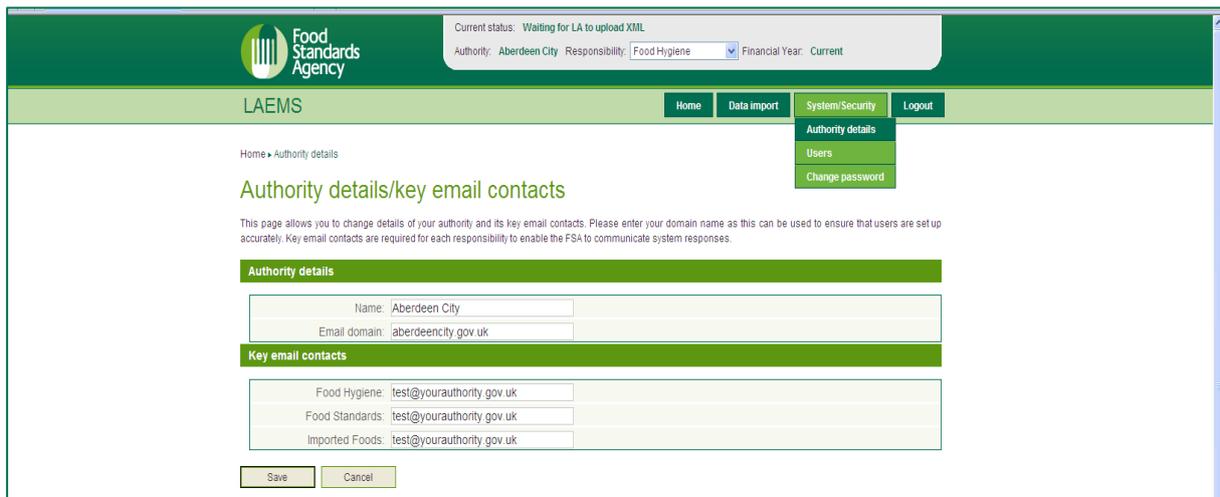
Once you have entered all necessary data, you will need to run the '[Check business rules process](#)' ahead of securing the Head of Service sign off.

15. Level 4 (IT) Users guidance

15.1. Updating Local Authority details

To amend the key authority's details please follow these steps:

- 1) From the System/Security drop-down menu, select 'Authority details'.
- 2) Edit as required data in these two sections:
 - Authority details (name of the LA and LA's email domain, as entered by the original Level 4 user at first login)
 - Key email contacts (email addresses of key officers with responsibility for food hygiene, food standards and imported foods).
- 3) You will need to ensure that all users' email addresses match the email domain you have entered. To accept changes click "Save".



Current status: Waiting for LA to upload XML
 Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: Current

LAEMS Home Data import System/Security Logout

Home > Authority details

Authority details/Key email contacts

This page allows you to change details of your authority and its key email contacts. Please enter your domain name as this can be used to ensure that users are set up accurately. Key email contacts are required for each responsibility to enable the FSA to communicate system responses.

Authority details

Name: Aberdeen City
 Email domain: aberdeency.gov.uk

Key email contacts

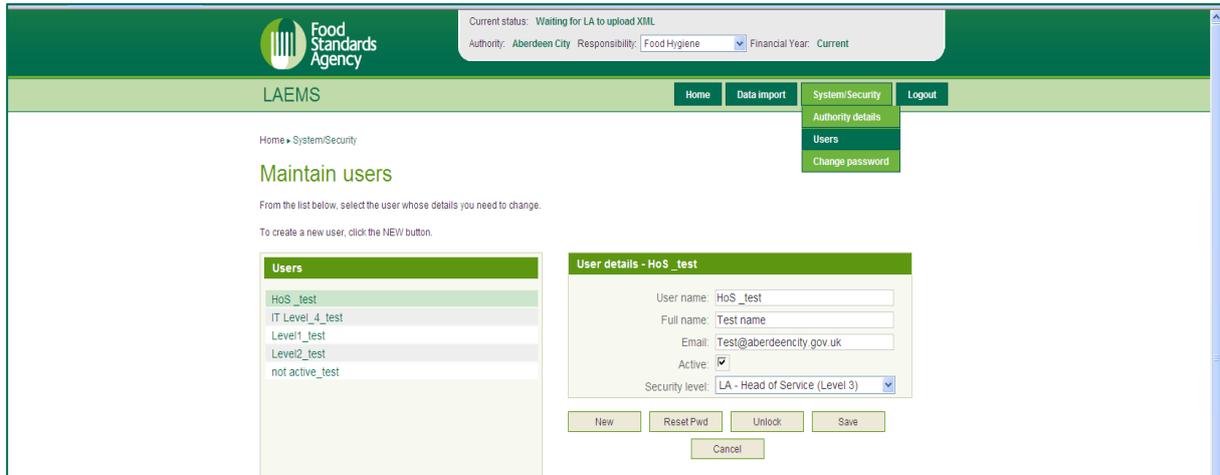
Food Hygiene: test@yourauthority.gov.uk
 Food Standards: test@yourauthority.gov.uk
 Imported Foods: test@yourauthority.gov.uk

Save Cancel

15.2. Creating new user accounts

Steps to follow to create a new user account:

- 1) From the System/Security drop-down menu, select 'Users' (see screenshot below)

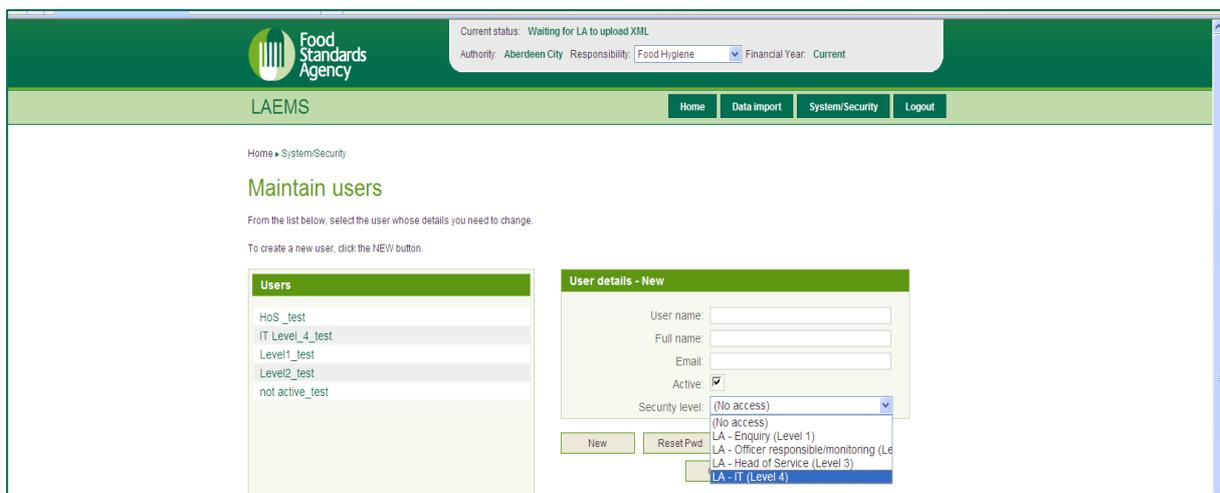


The screenshot shows the LAEMS 'Maintain users' interface. At the top, there is a navigation bar with the Food Standards Agency logo and the text 'LAEMS'. Below this, there are tabs for 'Home', 'Data Import', 'System Security', and 'Logout'. The 'System Security' tab is active, and a dropdown menu is open showing 'Authority details', 'Users', and 'Change password'. The main content area is titled 'Maintain users' and includes instructions: 'From the list below, select the user whose details you need to change.' and 'To create a new user, click the NEW button.' On the left, there is a table of users with the following entries: 'HoS_test', 'IT Level_4_test', 'Level1_test', 'Level2_test', and 'not active_test'. On the right, the 'User details - HoS_test' form is displayed, containing fields for 'User name' (HoS_test), 'Full name' (Test name), 'Email' (Test@aberdeencity.gov.uk), 'Active' (checked), and 'Security level' (LA - Head of Service (Level 3)). Below the form are buttons for 'New', 'Reset Pwd', 'Unlock', 'Save', and 'Cancel'.

2) To add new users you need to click on the 'New' tab.

3) Under the 'User details – New', you will need to enter:

- User name – this will be the name used as the LOGIN
- Full name – this will be used to keep track of who has been assigned to each account
- Email – ensure that the domain matches your authority's domain as provided under the 'Authority details' section.
- When creating a new user, it is necessary to set the levels of access for each responsibility – Food Hygiene, Food Standards and Imported Foods.
- For more details on the LAEMS user rights please refer to the LAEMS Security Matrix in [Annex F](#).



The screenshot shows the LAEMS 'Maintain users' interface, similar to the previous one, but with the 'User details - New' form open. The 'Users' table on the left is the same. The 'User details - New' form has empty fields for 'User name', 'Full name', and 'Email'. The 'Active' checkbox is checked. The 'Security level' dropdown menu is open, showing options: '(No access)', '(No access)', 'LA - Enquiry (Level 1)', 'LA - Officer responsible/monitoring (Level 2)', 'LA - Head of Service (Level 3)', and 'LA - IT (Level 4)'. The 'LA - IT (Level 4)' option is highlighted. Below the form are buttons for 'New', 'Reset Pwd', and 'Cancel'.

The password initially assigned to a new user account will be the default password, the word 'secret' in lower case type. The new user will be requested to change this password the first time he/she logs into the system.

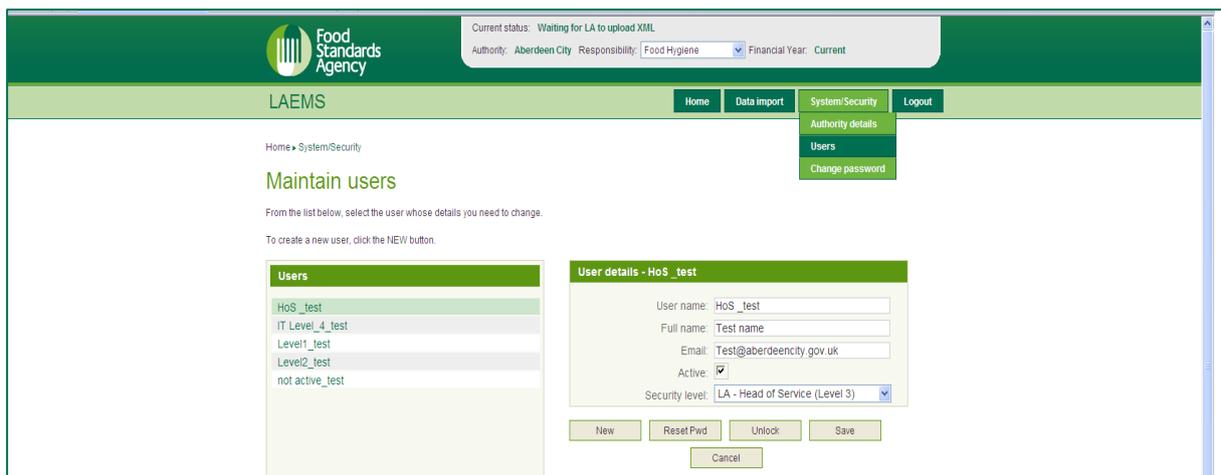
You will need to inform the user that an account has been created for them and let them know their login details.

The above example has created access for Food Hygiene only. Details on how to set access levels for the different responsibilities (Food Hygiene, Food Standards and Imported Foods) can be found below.

15.3. Assigning levels of access for each responsibility (FH/FS/IF)

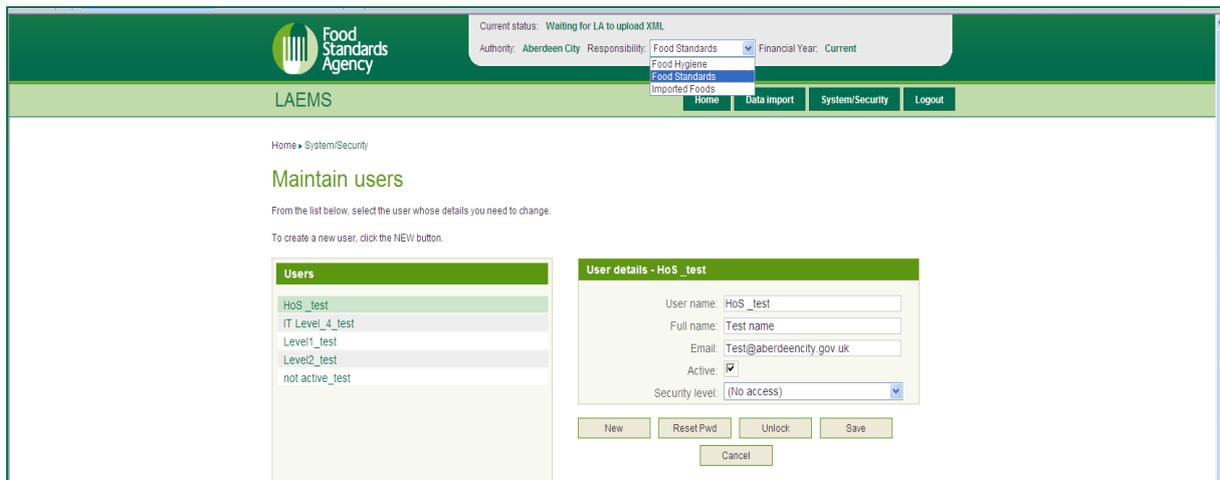
You will need to set up the access level for each user for each responsibility. You can set different access levels per responsibility, i.e. a user may have Level 4 access for Food Hygiene, but Level 1 access for Food Standards. This is done by changing the 'Responsibility' drop-down menu to the required responsibility and selecting the required security level for that responsibility.

In the example below, the user (HoS_test) has been set up as Level 3 access to Food Hygiene (the 'Responsibility' drop-down on the top of the screen indicates that you are viewing the level of access for Food Hygiene).



The screenshot displays the LAEMS 'Maintain users' interface. At the top, the Food Standards Agency logo and navigation tabs (Home, Data import, System/Security, Logout) are visible. The 'System/Security' tab is active, and a dropdown menu shows 'Users' selected. The main content area is titled 'Maintain users' and includes instructions: 'From the list below, select the user whose details you need to change. To create a new user, click the NEW button.' On the left, a 'Users' list contains: HoS_test, IT_Level_4_test, Level1_test, Level2_test, and not active_test. On the right, the 'User details - HoS_test' form is shown with the following fields: User name (HoS_test), Full name (Test name), Email (Test@aberdeencity.gov.uk), Active (checked), and Security level (LA - Head of Service (Level 3)). Buttons for 'New', 'Reset Pwd', 'Unlock', 'Save', and 'Cancel' are located at the bottom of the form.

To select a different responsibility you will need to use the 'Responsibility' drop-down menu as shown below:

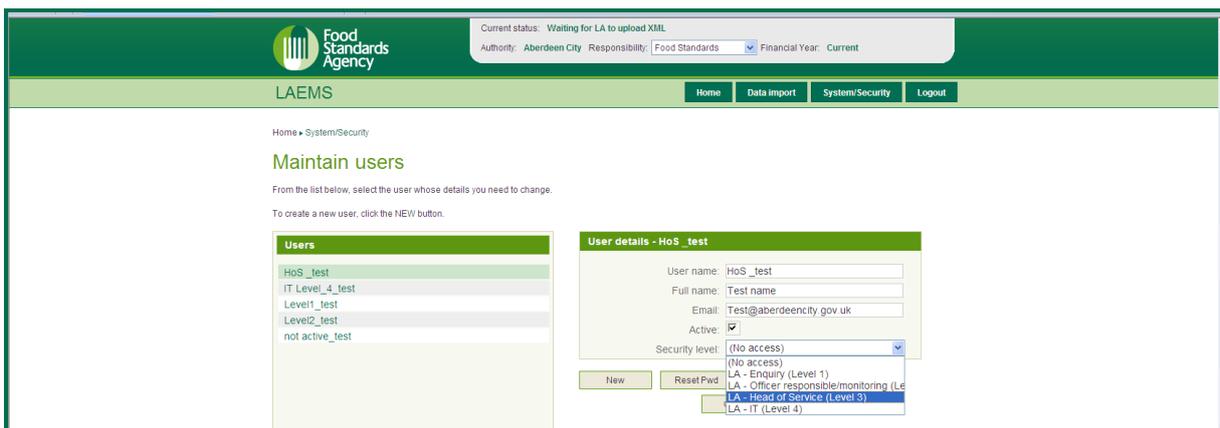


On the screen above, you will see that the same user (HoS_test) has no access to the Food Standards responsibility.

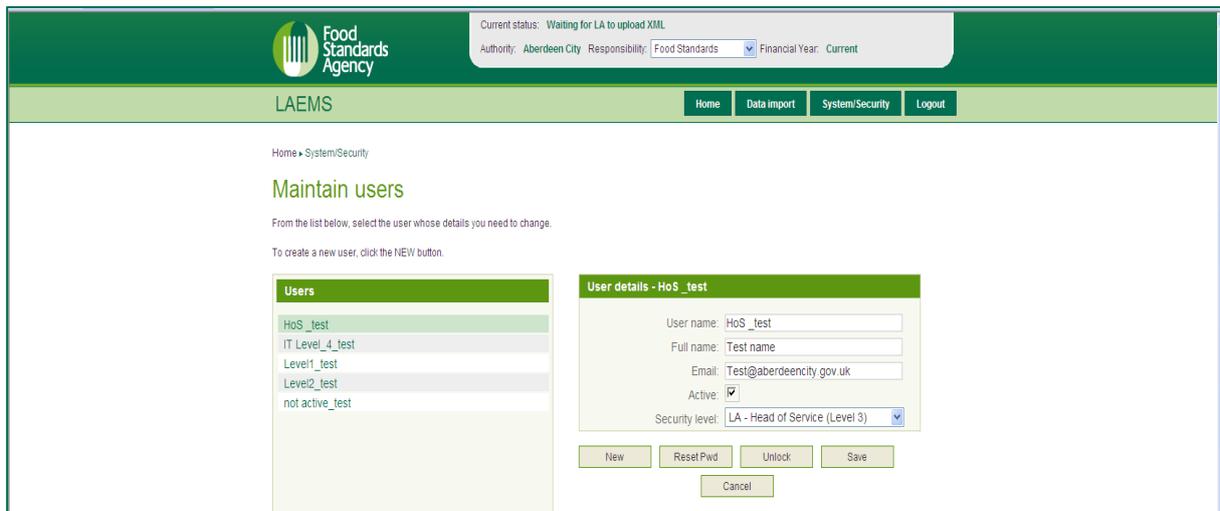
If this user was to login, he/she would only be able to access data for Food Hygiene and the responsibility 'Food Standards' would not appear as an option from the drop-down menu.

PLEASE NOTE: The default level of access is always 'No access', so until a user is given access to a particular responsibility, the users will not be able to access it.

To amend the level of access, select the appropriate option from the 'Security level' drop – down (see below); then press the 'Save' button.



The user (HoS_test) will now have Level 3 access for Food Standards. See screenshots below.



Current status: Waiting for LA to upload XML
Authority: Aberdeen City Responsibility: Food Standards Financial Year: Current

LAEMS Home Data Import System/Security Logout

Home > System/Security

Maintain users

From the list below, select the user whose details you need to change.
To create a new user, click the NEW button.

Users
HoS_test
IT Level_4_test
Level1_test
Level2_test
not active_test

User details - HoS_test

User name: HoS_test

Full name: Test name

Email: Test@aberdeencity.gov.uk

Active:

Security level: LA - Head of Service (Level 3)

New Reset Pwd Unlock Save

Cancel

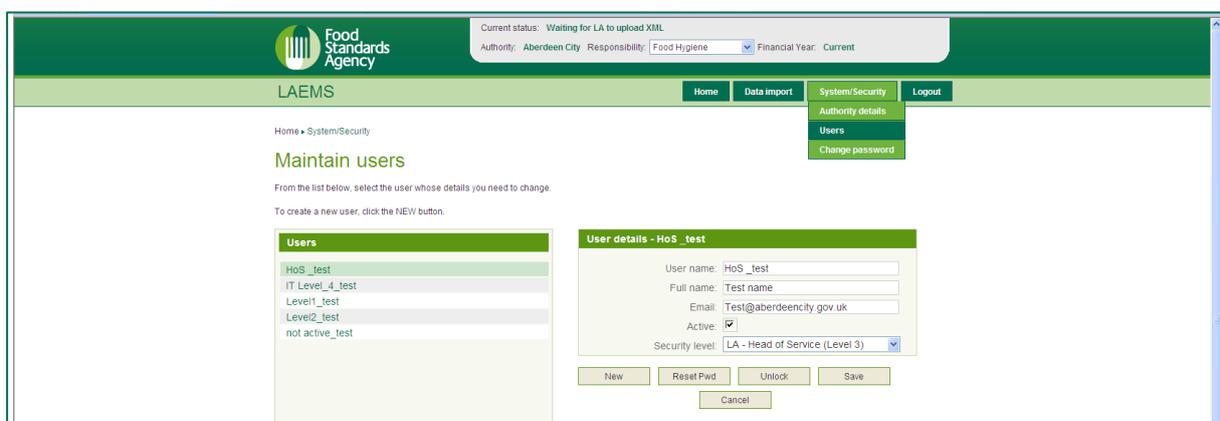
This process does not create a second user account (the user HoS_test will log in using one set of login details), rather it gives the user access to an additional 'Responsibility' using the same account.

15.4. Renaming LAEMS users

Should the IT Level 4 responsibility change in your authority, it is recommended that the previous user name be amended by overwriting the details rather than creating a new user. This method can be used whenever officer responsibilities change, rather than having a long list of inactive users.

To amend user details please follow the following steps:

- 1) From the System/Security drop-down menu, select 'Users'. You will be presented with the following screen:



Current status: Waiting for LA to upload XML
Authority: Aberdeen City Responsibility: Food Hygiene Financial Year: Current

LAEMS Home Data Import System/Security Logout

Home > System/Security

Maintain users

From the list below, select the user whose details you need to change.
To create a new user, click the NEW button.

Users
HoS_test
IT Level_4_test
Level1_test
Level2_test
not active_test

User details - HoS_test

User name: HoS_test

Full name: Test name

Email: Test@aberdeencity.gov.uk

Active:

Security level: LA - Head of Service (Level 3)

New Reset Pwd Unlock Save

Cancel

- 2) Select a user account which you wish to edit, and once you have amended the relevant details in the 'User Details' box, click on 'Save' button.
- 3) You may also want to reset the new user's password.

15.5. Unlocking accounts and resetting users' passwords

When a user has managed to 'lock-out' their account - usually when they have entered an incorrect password – the LA – IT (Level 4) user can unlock their account and reset the password following these steps:

- From the System/security drop-down menu, select 'Users'.
- Select the relevant user from the list
- Unlock the account and reset the password by pressing the 'Unlock' or 'Reset Pwd' buttons at the foot of the page. This will reset the password to the default setting (**secret** - the word 'secret' in lower case).
- The user should login using this as their password and will be prompted to change the password after the first login.

15.6. Changing account status

For each account, there is a tick-box indicating whether or not the account is active. When closing an account, for example if a user leaves the LA, you should 'un-tick' the 'active' box, change the security level for that user to 'No access' and save the changes.

All actions carried out against this account will still be associated with the account for the means of an audit trail, but the account will be closed to further use.

16. References

The Food Law Code of Practice and the Practice Guidance

www.food.gov.uk/enforcement/enforcework/foodlawcop/

The Framework Agreement on Official Feed and Food Controls

www.food.gov.uk/enforcement/enforcework/frameagree/

LAEMS top tips

www.food.gov.uk/sites/default/files/laems-top-tips.pdf

Imported Food

www.food.gov.uk/enforcement/monitoring/laems/generalinfo/laemsimportguide

17. Contact

LAEMS Team contact details:

Email address: laems@food.gov.uk

Annex A: Food Hygiene and Food Standards Categories of interventions

For information about how these interventions may be applied to premises, based on the risk rating, see the Code of Practice and the Practice Guidance:

www.food.gov.uk/enforcement/enforcework/foodlawcop/

Official controls

Inspections and audits

Inspections are the examination of any aspect of food or of a food business in order to check that such aspect(s) comply with the legal requirements of food law.

Audits are the 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.

Examples:

- Inspection to risk rate a new food business or establishment which has not previously been rated
- A programmed inspection or audit
- Inspection of specific aspects of a food business
- Partial inspection or audit of a large/complex establishment, where the inspection would look in detail at a particular process or operational area within the business
- Investigation of complaints about food or a food establishment which require inspection or audit of some aspect of the food business
- Food Hygiene or Food Standards inspections carried out as part of a targeted campaign

Verification and surveillance

Verification is the checking, by examination and the consideration of objective evidence, whether specified requirements have been fulfilled.

Surveillance is a careful observation of one or more food businesses, or food business operators or their activities.

Monitoring means conducting a planned sequence of observations or measurements with a view to obtaining an overview of the state of compliance with food law.

Examples:

- A visit to verify compliance with specific issue(s) identified at an earlier intervention, investigation of a complaint and/or serving of notices
- Investigation at a food establishment in response to a food incident where it is necessary to verify key aspects of the food business operation
- Verification visits to confirm that the procedures for HACCP have been implemented
- One-to-one follow-up visit to verify compliance after participation of food business in a training seminar or completion of a business survey
- Information gathering visit if they include verification of information collected on site by an authorised officer (qualified, competent and appropriately authorised), Food standards checks made with Head Offices by the Home Authority or Primary Authority
- Surveillance of an establishment, for instance, the undeclared purchase of food items for verification of compliance with food law, undeclared visits to verify hygienic practices
- Visit by an authorised officer (qualified, competent and appropriately authorised) to check the information supplied as part of an Alternative Enforcement Strategy

Sampling visits

The taking of food or any other substance relevant to the production, processing and distribution of food, by authorised officers in order to verify through analysis compliance with food law.

Examples:

- A visit solely to take official control samples to be analysed/examined at an official laboratory. Note that if samples are taken during another sort of intervention for

instance, an inspection, then the visit must be recorded as an inspection not a sampling visit.

- Visits to take samples as part of a national, regional or local sampling programme can be included in this category, as long as the samples are analysed / examined by an official laboratory

Other interventions

Advice and education visits

Advice and education visits are visits carried out at a food establishment to provide education, advice and/or training to businesses.

Examples:

- Visit to premises to give advice and/or training
- Visit to give advice on Safer Food Better Business (SFBB) or equivalent schemes
- Visit to give advice on planning applications/building control applications

Educational and advisory work can also be delivered away from the food establishments, for instance, through a business forum or seminar. It can be targeted at specific types of food businesses or around specific food safety topics. However, details of such education and advisory work **should be recorded in the supporting information** of the LAEMS return.

Information/intelligence gathering

Information/intelligence gathering is an activity to confirm key information relating to the food establishment.

Examples:

- Alternative Enforcement Strategy (AES) activity, e.g. use of self-assessment questionnaires. (Note: visits to confirm information supplied under AES should be recorded under 'Verification and Surveillance')
- Visit to take sample/samples to provide information on some aspect of the food business but where the samples will not be analysed / examined at an official laboratory
- Visit by a regulator other than the food authority to gather intelligence/information on a food establishment

Annex B: Food Hygiene and Food Standards categories of establishments

FSA monitoring category ➤ Minimum data requirement	Definitions of establishments/Examples
Primary producers ➤ Primary producer	Examples: <ul style="list-style-type: none"> • Fruit and vegetable growers • Pick your own farms • Egg producers • Potato growers • Fish farms • Beekeepers • Vineyards
Manufacturers & packers ➤ Manufacturers & packers	Examples: <ul style="list-style-type: none"> • Abattoirs • Brewery • Meat manufacturers • Milk processors & dairy processors • Cheesemakers • Soft drinks, mineral waters • Vegetable drying, freezing, canning • Meat or poultry cutting establishments • Purification centres for shellfish • Fish processors • Butchers shops cooking hams • Fruit & vegetable co-operatives • Egg packers • Contract packers • Food contact material and article manufacturers & suppliers • Bakers with no on-site retail • Bakeries selling through their own shops • Home cake makers selling to other businesses
Importers/Exporters ➤ Importers/Exporters	Examples: <ul style="list-style-type: none"> • Warehouses for import/export purposes • Freight depots, transit sheds, stores

FSA monitoring category ➤ Minimum data requirement	Definitions of establishments/Examples
Distributors/ Transporters ➤ Distributors/ Transporters	Examples: <ul style="list-style-type: none"> • Food brokers • Wholesalers • Cash & carries • Cold stores • Haulage companies • Milk distributors
Retailer ➤ Supermarket/ Hypermarket	<p>Supermarkets e.g. Sainsbury, Tesco, Asda, Morrison, Co-op, Marks and Spencer, Waitrose, Aldi, Lidl, Budgens etc. that provide a range of food items from more than one grocery sector and from a range of brands. Also city centre or local variants of larger supermarket groups, e.g. Sainsbury's local, Tesco Metro, Tesco Express etc.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Supermarkets - the large retail chains • City centre or local variants of larger supermarket groups
Retailer ➤ Smaller retailers	<p>Smaller-scale food businesses such as butchers, bakers, fishmongers, village shops, grocers etc. Independent retailers e.g. Costcutter, One-Stop, Londis, Nisa, Premier etc.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Grocers • Confectioners • Butchers (retail only) • Fishmongers • Greengrocer/fruiterer • Health food shops • Bakers shops (retail only) • Newsagents • Mobile vans (retailers) • Market stalls (retailers) • Farm shops (if farm not included under producers or other establishments) • Off licences • Garage minimarkets
Retailer ➤ Retailers - Others	<p>Retail establishments which do not fit into one of the other retailer categories, e.g. establishments that primarily sell non-food products and a <u>very limited</u> range of food products.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Shops where the main business is not food, e.g. chemist/pharmacy that sell cough sweets/limited range of other confectionery

FSA monitoring category ➤ Minimum data requirement	Definitions of establishments/Examples
Restaurant & Caterers ➤ Restaurant/Café/Canteen	<p>Establishments whose primary business is to cook/prepare food for consumption by customers at a seated area on the premises.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Restaurants • Cafes • Self-service caterer • 'Fast food' establishments providing seating, e.g. McDonalds, Burger King etc. The drive-thru variants of these chains should also be included in this category.
Restaurant & Caterers ➤ Hotel/Guest House	<p>Establishments that provide catering only to customers to whom they are also providing accommodation. (Hotels that provide a restaurant service to a wider clientele than their guests should be recorded under the 'restaurant/café/canteen' category).</p> <p>Examples:</p> <ul style="list-style-type: none"> • Hotels • Guest houses • Bed and breakfast
Restaurant & Caterers ➤ Pub/Club	<p>Commercial establishments that primarily serve alcohol in a public bar. If the establishment has a separate restaurant facility it should be recorded under the pub category.</p> <ul style="list-style-type: none"> • Public Houses • Night clubs/clubs with bars
Restaurant & Caterers ➤ Take-away	<p>Establishments that provide convenience food to customers, primarily for consumption off the premises. Establishments must be immobile and housed in a designated building.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Fish & chip shops • Take-away • Sandwich shops • Establishments that prepare and deliver convenience food directly to the customer
Restaurant & Caterers	<p>Establishments with catering services for clients/customers who are provided with care, medical treatment, supervision, or assistance.</p>

FSA monitoring category ➤ Minimum data requirement	Definitions of establishments/Examples
➤ Caring Establishments	Examples: <ul style="list-style-type: none"> • Hospitals (include each establishment but not each kitchen) • Nursing/care homes • Childcare facilities/nurseries/childminders
Restaurant & Caterers ➤ School/College	Catering services located within a site providing educational instruction and formal qualifications. Examples: <ul style="list-style-type: none"> • Colleges • Schools (include each establishment but not each kitchen)
Restaurant & Caterers ➤ Mobile food unit	A food establishment that comprises a kitchen or catering facility operating from a mobile unit such as a vehicle, trailer, stall, marquee or other non-permanent structure. Examples: <ul style="list-style-type: none"> • Mobile catering units • Burger vans and other fast food vans/trailers/stalls
Restaurant & Caterers ➤ Restaurants and caterers - Other	Restaurant/catering establishments that do not fit into one of the other 'restaurants and caterers' categories. Examples: <ul style="list-style-type: none"> • Home caterers such as cake makers selling directly to consumers • Village halls, community centres etc. used by charitable/community organisations, see www.food.gov.uk/enforcement/enforcework/food-law/guidance-enforcement/community-hall-guidance • Ships' catering spaces

Annex C: Food Hygiene and Food Standards enforcement actions

Food Hygiene

Voluntary Closure

Include all voluntary closures including closures relating to parts of premises, equipment or processes.

Seizure, detention and surrender of food

Seizure/detention made under the Food Safety and Hygiene Regulations and / or Section 9 of the Food Safety Act 1990, as amended.

Suspension/revocation of approval or licence

Include withdrawal/suspension that result from the establishment closing down as well as those resulting from formal enforcement action. In the case of withdrawal of an approval, you should also clarify the type of withdrawal in the supporting information on LAEMS, as detailed below:

- Withdrawal in accordance with Article 31(2)(e) of Regulation (EC) No. 882/2004
- Withdrawal following voluntary surrender/or closure of an establishment subject to approval
- Withdrawal of approval following change of activities that are not subject to approval

Emergency Prohibition Notice

Hygiene Emergency Prohibition Notices (HEPNs) served under the Food Safety and Hygiene Regulations and Emergency Prohibition Notices served under section 12 of the Food Safety Act 1990.

Prohibition order

Prohibition orders should only be recorded where they do not originate from an emergency prohibition notice. Only include premises subject to a prohibition order, not persons.

Simple caution

Simple cautions issued in accordance with Home Office Circular 016/2008. Simple cautions should be recorded by the Authority that serves them, even if the premises is in an area covered by another local authority. This category would not apply in Scotland.

Hygiene Improvement Notice

Hygiene improvement notices issued under the Food Safety and Hygiene Regulations or Improvement Notices issued under section 10 of the Food Safety Act 1990.

Remedial Action and Detention Notice

Remedial Action Notices (RANs) and Detention Notices as issued under relevant Food Safety and Hygiene Regulations.

Remedial action notices (RANs) only apply to a small percentage of establishments in England, i.e. those approved under EC Regulation 853/2004, whereas amendments to the domestic hygiene legislation in Scotland, Wales and Northern Ireland extended the scope of RANs into premises that are registered under Regulation 852/2004.

Written warning

Any relevant communication with the proprietor/owner/manager of a premises stating that infringements of legislation have been detected. Include written warnings to a trader drawing attention to possible non-compliance with legislation. This may include written warnings left at the time of inspection/visit. Correspondence of a purely advisory or good practice nature or referrals to a home authority should **not** be included.

Prosecution

Prosecutions which were concluded in the year. Include relevant prosecutions of premises outside a food authority's own area under the appropriate category, e.g. manufacturer, packer.

Food Standards

Seizure, detention and surrender of food

Seizure/detention made under the Food Safety and Hygiene Regulations and / or Section 9 of the Food Safety Act 1990, as amended.

Simple caution

Simple cautions issued in accordance with Home Office Circular 016/2008. Simple cautions should be recorded by the Authority that serves them, even if the premises is in an area covered by another local authority. This category would not apply in Scotland.

Improvement Notice

Improvement notices and other Notices issued under section 10 of the Food Safety Act 1990 as applied and modified by Regulation 12 of the Food Information Regulations 2014.

Written warning

Any relevant communication with the proprietor/owner/manager of a premises stating that infringements of legislation have been detected. Include written warnings to a trader drawing attention to possible non-compliance with legislation. This may include

written warnings left at the time of inspection/visit. Correspondence of a purely advisory or good practice nature or referrals to a home authority should **not** be included.

Prosecution

Prosecutions which were concluded in the year. Include relevant prosecutions of premises outside a food authority's own area under the appropriate category e.g. manufacturer, packer.

Annex D: Sample data

- Samples that should be included are those sent to an accredited laboratory, where the results have been received during the reporting year.
- Other samples could be mentioned in the supplementary information on LAEMS but should not be included in the samples data.
- One sample may undergo different analyses, e.g. analyses for both composition and other contamination and this sample should be recorded under each analysis.
- However, a sample should only be counted once where there are multiple tests under one analysis category, e.g. tests on a sample for different microbes should be recorded once for microbiological contamination.
- Where data is entered under the relevant responsibility tab, e.g. the food hygiene tab for microbiological contamination, then the same data should not be entered for that sample under the food standards responsibility tab.
- The same sample could be reported under imported foods sampling and either under the food hygiene/food standards responsibility tab.
- Analyses of swabs taken, e.g. of surfaces, should be included in the sample data if they are sent to an official control/accredited laboratory.
- Shellfish samples taken from supplies intended for sale to the public should be included in the sample data. Samples taken for the purpose of checking if a shellfish bed is safe for harvesting should not be included.

Annex E: Food Hygiene and Food Standards product categories for sampling

FSA Monitoring Category	Group	Product
Additives	Additives	Antioxidants
		Colouring Matter
		Emulsifiers and Stabilisers
		Flavourings
		Preservatives
		Sweeteners
		Miscellaneous Additives - Other
		Additive Mixtures
	Food Enzymes	Food Enzymes
Bakery products & cereal	Cereal Grains	Cereal Grain
	Breakfast Cereal	Prepared Breakfast Cereal
		Muesli
		Porridge Oats and Oatmeal
	Pasta and Pasta Products (this group includes products characterised by the presence of pasta such as Spaghetti Bolognaise, Macaroni Cheese and Lasagne)	Spaghetti
		Macaroni
		Semolina
		Couscous
		Lasagne
		Pasta and Pasta Products - Other
	Rice and Rice Products	Rice - cooked
		Rice - uncooked
		Rice Products - Other
	Cereal and Cereal Type Products - Other	Cereal and Cereal Type Products - Other
	Bread	Bread - Wholemeal
		Bread - Brown
		Bread - White
		Bread - Wheatgerm
		Malt Loaf
		Bread - Soda
		Bread - Ethnic
		Bread Mixes
		Bread – Mixed Flour
Bread - Other		
Rolls and Buns		Rolls and Buns - Wholemeal
	Rolls and Buns - Brown	
	Rolls and Buns - White	
	Rolls and Buns - Wheatgerm	

FSA Monitoring Category	Group	Product	
		Rolls and Buns - Mixed Flour	
		Rolls and Buns - Other	
	Breadcrumbs	Breadcrumbs	
	Flour		Flour - Wheat, Plain
			Flour - Wheat, Self-Raising
			Flour - Wheat, Wholemeal
			Flour - Wheat, Brown
			Flour - Other (not Wheat)
			Flour Mixtures
			Flour - Wheat, Other
	Flour Products		Biscuits (not Shortbread)
			Shortbread
			Scones, Pancakes, Crumpets and Muffins
			Oatcakes
			Cereal Bars
			Crispbread and Crackers
			Flour confectionery - Other
Beverages	Cocoa and Cocoa Preparations	Cocoa	
		Drinking Chocolate	
		Cocoa / Chocolate Drinks - Other	
	Coffee		Coffee - Ground
			Coffee - Instant
			Coffee - Essence
			Coffee and Chicory Mixtures
			Coffee and Fig Mixtures
			Coffee - Beans
			Coffee - Instant, Decaffeinated
			Coffee - Ground, Decaffeinated
			Coffee - Beans, Decaffeinated
			Coffee - Other
	Tea		Tea - Leaf
			Tea - Bags
			Tea - Herbal
			Tea - Instant
			Tea - Other
	Instant Cereal Drinks	Instant Cereal Drinks	
	Beverages - Other	Beverages – Other	
Confectionery	Cakes	Cakes With Dairy Cream	
		Cakes With Non-Dairy Cream	
		Cakes Without Cream	
		Cheesecake	

FSA Monitoring Category	Group	Product
	Confectionery	Cake - Other
		Chocolate - Plain
		Chocolate - Milk
		Chocolate - Other
		Confectionery - Chocolate
		Sweets
		Confectionery - Sugar
		Confectionery - Products, Other
		Chocolate Spread
		Chocolate Substitute
		Dairy Products
Milk - Cow's Pasteurised Whole		
Milk - Cow's UHT Whole		
Milk - Cow's Sterilised Whole		
Milk - Cow's Pasteurised Semi-Skimmed		
Milk - Cow's UHT Semi-Skimmed		
Milk - Cow's Sterilised Semi-Skimmed		
Milk - Cow's Other Partly-Skimmed		
Milk - Cow's Pasteurised Skimmed		
Milk - Cow's UHT Skimmed		
Milk - Cow's Sterilised Skimmed		
Goat's Milk	Milk - Goat's Raw	
	Milk - Goat's Heat-Treated	
Sheep's Milk	Milk - Sheep's Raw	
	Milk - Sheep's Heat-Treated	
Milk from Other Animals	Milk - Other Animals Raw	
	Milk - Other Animals Heat-Treated	
Cheese	Cheese - Cow's Full Fat Hard	
	Cheese - Cow's Medium Fat Hard	
	Cheese - Cow's Low Fat Hard	
	Cheese - Cow's Skimmed Milk Hard	
	Cheese - Cow's Full Fat Soft	
	Cheese - Cow's Medium Fat Soft	
	Cheese - Cow's Low Fat Soft	
	Cheese - Cow's Skimmed Milk Soft	
	Cheese - Goat's, made from Raw Milk	
	Cheese - Goat's, made from Processed Milk	
	Cheese - Sheep's, made from Raw Milk	
	Cheese - Sheep's, made from Processed Milk	

FSA Monitoring Category	Group	Product	
		Cheese - Cream	
		Cheese - Processed	
		Cheese - Spread	
		Cheese - Products, Other	
		Cheese - Cow's, made from Raw Milk	
		Cheese - Cow's, made from Processed Milk	
		Cheese - from Other Animals	
	Butter	Butter	
		Ghee (clarified butter)	
		Ghee (Clarified Butter) – Raw	
	Cream	Cream - Single	
		Cream - Double	
		Cream - Whipped or Whipping	
		Cream – Raw	
		Cream – Clotted	
		Cream - Other	
	Yogurt	Yogurt - Full Fat	
		Yogurt - Reduced Fat	
		Yogurt - Drinks	
		Yogurt - Other	
	Milk Products	Milk - Condensed	
		Milk - Evaporated	
		Milk - Dried	
		Milk - Drinks	
		Milk - with Non-Milk Fat	
		Milk - Buttermilk	
		Milk Products - Other (UHT/Sterilised)	
		Milk Products - Other	
	Wine	Table Wine	Wine - Table - Red
			Wine - Table - White
			Wine - Table - Rose
Low-Alcohol Wine		Wine - Low-Alcohol	
Fortified Wine		Sherry	
		Port	
		Martini	
		Wine - other Fortified	
Sparkling Wine		Wine - Sparkling - Red	
		Wine - Sparkling - White	
		Wine - Sparkling - Rose	
Fruit Wine		Fruit Wine	
Wine - Other		Wine - Other	

FSA Monitoring Category	Group	Product
Alcoholic (exc wine)	Beer, Lager, Stout	Beer
		Lager
		Stout
		Beer - Low-Alcohol
		Lager - Low-Alcohol
		Stout - Low-Alcohol
	Cider and Perry	Cider
		Perry
	Spirits	Whisky
		Vodka
		Gin
		Rum - White
		Rum - Dark
		Brandy
		Spirits - Other
	Alcoholic Drinks - Other	Cocktails
		Liqueurs
'Alcopops'		
Prepared Alcoholic Drinks - Other		
Alcoholic Drinks - Other		
Non-alcoholic drinks	Water	Water - Natural Mineral Still
		Water - Natural Mineral Sparkling
		Water – Spring Still
		Water - Spring Sparkling
		Ice
		Packed Water - Other Still
		Packed Water - Other Sparkling
	Fruit Juice and Fruit Nectar	Fruit Juice
		Fruit Nectar
	Carbonated Soft Drinks	Drinks - Regular, Carbonated
		Drinks - Reduced Calorie/Diet, Carbonated
		Tonic Water
		Soda Water
		Shandy
		Beer - Alcohol-Free
		Lager - Alcohol-Free
		Stout - Alcohol-Free
	Fruit Flavoured/Fruit-Based Soft Drinks	Crushes and Squashes
		Cordials
		Fruit Juice Drinks
Soft Drinks - Fruit-Based, Other		

FSA Monitoring Category	Group	Product
	Frozen Soft Drinks	Drinks - Frozen
	Powdered Soft Drinks	Drinks - Powdered
	Non Carbonated Soft Drinks	Soft Drinks - Regular Non-carbonated Soft Drinks - Reduced Calorie/Diet Non-carbonated,
Egg & egg products	Eggs	Eggs - Hen, in Shell
		Egg - Pasteurised, Liquid
		Eggs - Other
		Eggs - Hen, ex Shell
	Egg Products	Salad Cream / Dressing
		Mayonnaise
Egg - products, Other		
Fish & shellfish	Fresh and Frozen Fish	Fish - Fresh
		Fish - Frozen
		Fish - Raw – Ready to Eat
		Fish - Raw – Pickled
	Fresh and Frozen Shellfish	Shellfish Fresh – In Shell
		Shellfish Fresh – Peeled
		Shellfish Frozen - In Shell
		Shellfish Frozen - Peeled
	Fish Products	Fish - Coated Fillets
		Fish - Coated Portions
		Fish Cakes
		Fish Fingers
	Scampi	Scampi - Coated, Made from Wholetails
		Scampi - Coated, Made from Pieces
		Scampi - Coated , Made from Mince
	Fish Paste, Spreads, Pate and Roe	Fish - Paste and Spreads
		Fish - Pate
		Caviar
		Taramasalata
		Fish - Roe, Other
	Canned Fish	Canned Salmon
Canned Tuna		
Canned Sardines		
Canned Pilchards		
Canned Fish - Other		
Fish in Sauce	Fish - in Sauce	
Smoked Fish	Fish - Smoked	
	Smoked Salmon	
	Smoked Mackerel	
	Kippers / Smoked Herring	

FSA Monitoring Category	Group	Product
		Smoked Fish - Other
	Fish, Shellfish and Crustaceans - MAP / Vacuum Packed	Fish - MAP/ Vacuum packed
		Shellfish and Crustaceans - MAP / Vacuum Packed
	Shellfish and Fish Products - Other	Shellfish Products - Other
		Fish Products - Other
Food stuffs intended for particular nutritional uses	Baby Milk, Baby and Infant Foods	Baby Milk Powders
		Baby Foods - Dried / Powdered
		Baby Foods - Canned
		Baby Foods - Rusks
		Baby Foods in Jars
		Baby Foods – Ready to Feed Liquid Formulas
	Other Foods for Particular Nutritional Uses	Foods for Particular Nutritional Uses - Other
Fruit & vegetables	Fruit and fruit products	Fruit - Fresh
		Fruit - Frozen
		Fruit - Canned
		Fruit - Dried
		Fruit Curd
		Mincemeat - Sweet
		Fruit Pie Fillings
		Fruit - Bottled
		Fruit - Preserved and Crystallised
		Fruit - Salad, Prepared (not canned)
		Fruit Pie
		Fruit Products -Other
	Vegetables and vegetable products	Vegetables - Fresh
		Vegetables - Frozen
		Vegetables - Salads, prepared
		Vegetables - Beans and Pulses
		Vegetables - Canned
		Vegetables - Dried
		Vegetables - Coleslaw
		Vegetables - Juices and Extracts
	Vegetables - Peeled / Prepared	
	Vegetarian Foods	Vegetarian Sausages
		Vegetarian Burgers
Vegetarian Haggis		
Vegetarian Foods - Other		
Other Vegetable Products	Vegetable Products - Other	

FSA Monitoring Category	Group	Product
	Novel Vegetable Protein Foods	Novel Vegetable Protein Foods
	Milk Substitutes	Milk Substitute
Herbs & Spices	Herbs	Herbs - Raw
		Herbs - Dried
	Spices	Spices – Mustard
		Spices – Ginger
		Spices - Curry Powder and Paste
		Spices - Pepper
		Spices - Mixed
		Spices – Chilli
		Spices – Turmeric
		Spices – Prepared Mustard
		Spices – Mustard Powder
		Spices – Curry Paste
		Spices – Curry Powder
		Spices – Paprika
		Spices - Other
Ices & desserts	Ices	Ice Cream - Dairy
		Ice Cream - Non-Dairy
		Ice Cream - Milk Ice
		Ice Cream - Powders
		Ice Cream - Products
		Whipped Ice Cream
		Ice - Lollies
		Ice – Lollies – Dairy
		Sorbets and Water Ices
	Desserts	Table Jelly
		Trifle
		Mousse
		Tarts and Flans
		Desserts - Other
Material & articles in contact with food	Materials and Articles in Contact with Food	Materials and Articles in Contact with Food
Meat & meat products, game & poultry	Meat fresh and frozen	Beef - Fresh
		Beef - Frozen
		Pork - Fresh
		Pork - Frozen
		Lamb - Fresh
		Lamb - Frozen
		Venison - Fresh
		Venison - Frozen

FSA Monitoring Category	Group	Product
	Minced Meat	Mince - 'Standard' Beef
		Mince - Lean Beef
		Mince - Extra Lean Beef
		Mince - 'Standard' Pork
		Mince - Lean Pork
		Mince - Extra Lean Pork
		Mince - 'Standard Lamb'
		Mince - Lean Lamb
		Mince - Extra Lean Lamb
		Mince - 'Economy' (with added fat)
		Mince - Other
	Offal	Liver
		Kidney
		Heart
		Tripe
		Offal - Other
	Meat - Other	Meat - Fresh, Other
		Meat - Frozen, Other
	Sausages	Sausages - Beef
		Sausages - Pork
		Sausages - Pork and Beef
		Sausages - Meat and Vegetable/Fruit
		Sausages - Venison
		Sausages - Smoked
		Salami
		Haslet
		Sausages - Coated
		Sausage meat - Beef
		Scotch Eggs
		Sausage meat - Pork
		Sausages - Economy
		Sausages - Other
	Pies	Scotch Pie
		Meat Pie
		Pork Pie
		Pie - Meat and Vegetable
		Pie - Meat and 'X'
		Sausage Roll
		Bridies
		Pasties
	Pie - Meat, Other	

FSA Monitoring Category	Group	Product
	Burgers and Other Comminuted Meat Products	Burgers
		Burgers - Economy
		Burgers - Coated
		Burgers - 'Grill Steaks'
		Comminuted Meat Products - Other
	Ham and Bacon	Ham Joints - Raw
		Bacon
		Ham - Parma and Similar Raw, Sliced Ham
		Ham – Raw - other
	Cooked Meat	Beef – Cooked
		Pork – Cooked
		Lamb – Cooked
		Ham – Cooked
		Tongue – Cooked
		Meat - Other Cooked
	'Meat' Puddings	Black Puddings
		Haggis and Haggis Puddings
		'Meat' Puddings - Other
	Meat Pastes, Spreads and Pate	Meat Paste / Spread
		Meat Spread
		Meat Pate
		Meat Loaf
	Meat Products - Other	Canned Meat
		Corned Beef
		Potted Meat and Brawn
		Stir Fry
		Faggots
		Kebab (with meat)
		Pizza (with meat)
		Meat Products - Other
	Meat - MAP / Vacuum Packed	Meat MAP / Vacuum Packed
	Game	Grouse
		Pheasant
		Partridge
		Game Offal
		Game - Other
	Poultry - Fresh and Frozen	Chicken - Fresh, Whole
		Chicken - Frozen, Whole
		Chicken Pieces - Fresh,
		Chicken Pieces - Frozen

FSA Monitoring Category	Group	Product
		Turkey - Fresh Whole
		Turkey - Frozen, Whole
		Turkey Pieces - Fresh
		Turkey Pieces - Frozen
		Duck
	Poultry Mince	Chicken Mince
		Turkey Mince
		Poultry Mince - Other
	Poultry - Fresh Other	Poultry - Fresh, Other
		Poultry - Frozen, Other
	Poultry Sausages	Chicken Sausages
		Turkey Sausages
		Poultry Sausages , Other
	Poultry Pies	Chicken Pie
		Turkey Pie
		Poultry Pie –
		Other
	Poultry Burgers and Other Comminuted Poultry Products	Chicken Burgers
		Turkey Burgers
		Comminuted Poultry Products - Other
	Cooked Poultry	Chicken - Cooked
		Poultry – Cooked Other
	Poultry Offal	Poultry Offal
	Poultry Pastes, Spreads and Pate	Poultry Paste / Spread
Poultry Spread		
Poultry Pate		
Poultry - MAP / Vacuum Packed	Poultry - MAP / Vacuum Packed	
Other Poultry Products	Poultry Products - Other	
Nuts & nut products, snacks	Nuts	Nuts - Almonds
		Nuts - Brazil Nuts
		Nuts - Peanuts
		Nuts - Cashew Nuts
		Nuts - Walnuts
		Nuts - Pistachios
		Nuts - Hazelnuts
		Nuts - Coconut
		Nuts - Other
	Nut Products	Marzipan
		Peanuts - Salted and/or Roasted
		Peanuts - Roasted
		Peanut Butter

FSA Monitoring Category	Group	Product
		Cashew Nuts - Salted and/or Roasted
		Nut Products - Other
	Snacks	Potato Crisps
		Corn Snacks
Snacks - Other		
Prepared dishes	Restaurant Meals	Restaurant Meals
	Take-Away Meals	Take-Away Meals - British / American Style
		Take-Away Meals - Oriental Style
		Take-Away Meals - Indian Style
		Kebabs
		Take-Away Meals - Other Style
	Pre-Packed Complete Meals	Pre-Packed Complete Meals
	Casseroles	Casseroles
	Sandwiches	Sandwiches With Salad
		Sandwiches Without Salad
		Rolls - Hot Filled
		Sandwiches with Cheese and Salad
		Sandwiches with Cheese and without Salad
Sandwiches - Other with Salad		
Sandwiches - Other without Salad		
Pizza (without meat)	Pizza (without meat)	
Quiche	Quiche	
Other Ready Made Meals	Ready Made Meals - Other	
Soups, broths & sauces	Soups	Canned Vegetable Soups and Broth
		Canned Soups - Other
		Vegetable Soups and Broth Powders
		Dehydrated Soups - Other
		Ready-Prepared Soups
	Sauces	Sauce - Tomato / Ketchup
		Sauce - Brown
		Sauce - Worcester
		Sauce - Horseradish
		Sauce Mixes
		Sauce - 'Cook-In'
		Sauce - Soy
		Sauce - Chilli
		Sauces - Other
	Condiments	Vinegar
		Non-Brewed Condiment
		Salt - Table

FSA Monitoring Category	Group	Product	
	Pickles and Chutneys	Condiments - Other	
		Pickles	
	Gravy	Chutneys	
		Gravy Powder	
		Gravy Granules	
		Gravy Salt	
	Gravy - Prepared		
	Stock Cubes	Stock Cubes	
	Oils & fats	Animal Fats and Oils	Beef Dripping
			Lard
Suet			
Animal Fats and Oils - Other			
Vegetable Fats and Oils		Vegetable Oil (other than olive oil)	
		Margarine	
		Low Fat Spread	
		Ghee - Vegetable	
		Vegetable Suet	
		Olive Oil	
		Vegetable Oils - Other	
Essential Oils		Essential Oils	
Others		Food Supplements	Vitamins
			Mineral Supplements
	Vitamin and Mineral Supplements		
	Honey	Heather Honey	
		Honey - Clover	
		Blossom Honey	
		Honey - Other	
	Honey Products	Honey Products	
	Jam	Jam	
		Extra Jam	
		Reduced Sugar Jam	
		Jelly	
		Extra Jelly	
		Reduced Sugar Jelly	
	Marmalade	Marmalade	
		Reduced Sugar Marmalade	
	Sugar	Granulated Sugar	
		Icing Sugar	
		Sugar - Caster	
		Sugar - Brown	

FSA Monitoring Category	Group	Product
		Sugar - Other
	Syrups	Golden Syrup
		Treacle
		Flavoured Syrups
		Sugar Products - Other
	Water used as an Ingredient in Food	Water used as an Ingredient in Food
	Baking Powder	Baking Powder
	Gelatine	Gelatine
	Seeds and Seed Mixtures	Seeds
		Seed Mixtures
		Seeds with other food
		Seeds - Other
	Swabs	Hygiene Swab
	Cloths	Cloth for Hygiene Indicators
		Cloth for Pathogens

Annex F: LAEMS Security Matrix

	LA users				
	No access	LA - Enquiry (Level 1)	LA - Officer responsible/ monitoring (Level 2)	LA - Head of Service (Level 3)	LA - IT (Level 4)
Description	Users with no access will not be able to view any of the data for selected responsibility.	View data summary (up to 25 user accounts).	Officer responsible for FH, FS and/or IF monitoring returns (max 2 users per responsibility)	Head of Service or the most suitable person within the LA to sign-off the return (1 account per responsibility)	LAEMS administrator (up to 5 users per LA)
Upload data	X	X	✓	✓	✓
View data	X	✓	✓	✓	✓
Enter adjustments	X	X	✓	✓	✓
Check data & confirm readiness for sign-off	X	X	✓	✓	✓
Uncheck data for further review	X	X	X	✓	✓
Sign-off	X	X	X	✓	X
Manage user accounts	X	X	X	X	✓

Annex G: LAEMS data summary/adjustments screens

Responsibility		Summary Screen	Description
FH	FS		
✓	✓	Head of Food Services details	Contact details for the Head of Service
✓	✓	Monitoring Officer details	Contact details for the officer responsible for monitoring
✓	✓	Supporting Information	free text box to record any additional information
✓	✓	Responsibility details	Contact details for the Lead Officer
✓	✓	FTE Posts	An estimated number of posts allocated to food law enforcement work and posts occupied during the year
✓	✓	Interventions carried out	The number of food premises as at 31st March, number of interventions carried out in the year (by type of intervention and premises type) and the number of premises subject to official controls
✓	✓	Interventions due and by risk rating	The number of interventions carried out and due interventions outstanding by risk rating
✓	✓ COP	Confidence in management	The number of premises receiving each confidence in management score, shown by risk rating
✓	✗	Level of compliance (Hygiene)	The number of premises receiving each level of (current) compliance (hygiene) score, shown by risk rating
✓	✗	Level of compliance (Structure)	The number of premises receiving each level of (current)

			compliance (structure) score, shown by risk rating
X	✓	Levels of compliance	The number of premises receiving each level of (current) compliance score, shown by risk rating
X	✓ LACORS	Confidence in business control systems	For authorities using LACORS scheme in the past or NTSB scheme currently this is a single screen merging Confidence in Management and Level of Compliance NOTE: NTSB scores will be converted to LACORS
✓	✓	Premises profile	The number of premises shown by premises type and risk rating
✓	✓	Broadly compliant premises	The number of broadly compliant premises by risk rating
✓	✓	Enforcement actions	The number of premises subject to enforcement actions, shown by premises category
✓	✓	Convictions	The number of prosecutions investigated which resulted in conviction during the financial year
✓	✓	Enforcement reasons	The reasons for enforcement actions, shown by premises category NOTE: this is not required
✓	✓	Complaint investigations	The number of complaints investigated
✓	✓	Sample returns	Sampling data shown by product type and type of analysis

Annex H: Checking Business Rules - examples of data validation errors and warnings

The following table gives examples of errors and the suggested action to remedy these. Specific tables that require revision are in bold

FH/FS	Error/warning message examples	Description and suggested remedial action
FH	ERROR: CoP - Confidence in management does not match the Premise Profile for Risk Rating value A	The number of premises reported for each risk rating shown in the Premises Profile table must match the total number of premises reported in Confidence in Management, Level of Compliance (Hygiene) and Level of Compliance (Structure) data summary tables.
FH	ERROR: CoP - Level of compliance (Hygiene) does not match the Premise Profile for Risk Rating value A	Ensure that: 1) all necessary mapping of Premises Types has been carried out;
FH	ERROR: CoP - Level of compliance (Structure) does not match the Premise Profile for Risk Rating value A	2) any manual adjustments applied to any of the tables listed above are consistent (e.g. if you increase the number of A rated premises in the <i>Premises Profile</i> table you also need to increase the number of A rated premises in <i>Confidence in Management, Level of Compliance (Hygiene) and Level of Compliance (Structure)</i> tables).
FH/FS	ERROR: The number of Broadly Compliant premises should be fewer than or equal to the Premise Profile count for Risk Rating value A	The number of broadly compliant premises by risk rating must be less than or equal to the number of premises in that risk rating. Ensure that all Premises Types have been mapped and that any adjustments entered to Premises Profile and Broadly Compliant Premises tables are consistent.
FH	ERROR: No. of broadly compliant premises is greater than the no. of "compliant" premises for Level of Compliance (Hygiene) at Premise Rating - A	The number of broadly compliant premises at each risk rating in the Broadly Compliant Premises table should not exceed the number of premises with a score of 10 or less for that risk rating for any of the following risk score types:
FH	ERROR: No. of broadly compliant premises is greater than the no. of	Confidence in Management, Level of

	"compliant" premises for Level of Compliance (Structural) at Premise Rating - A	Compliance (Hygiene) or Level of Compliance (Structure).
FH	ERROR: No. of broadly compliant premises is greater than the no. of "compliant" premises for Confidence in Management at Premise Rating - A	Ensure that any adjustments applied to the Broadly Compliant Premises table have also been reflected in the individual risk rating types data summary tables if required (e.g. if you increase the number of A rated broadly compliant premises in the Broadly Compliant Premises table you need to make sure that the adjusted figure is not greater than the number of A rated premises with a score of 10 or less in Confidence in Management, Level of Compliance (Hygiene) and Level of Compliance (Structure) tables).
FH/FS	ERROR: The total number of interventions shown by risk rating and the total number of interventions achieved by premise type show different figures	The total number of interventions carried out (<i>Inspections and audits + Verification and surveillance + Sampling visits + Advice and education + Information/intelligence gathering</i>) shown in the Interventions Carried Out table must be equal to the total number of interventions achieved reported in the Interventions Due and by Risk Rating table. Firstly, check that all necessary mapping has been carried out, with particular focus on Intervention Types . Secondly, if you have adjusted figures manually, ensure that overall the same number of interventions achieved has been added to or subtracted from both interventions data tables.
FS	ERROR: LACORS - Confidence in business control systems does not match the Premise Profile for Risk Rating value A Or ERROR: CoP - Confidence in management does not match the Premise Profile for Risk Rating value A ERROR: Level of Compliance does not match the Premise Profile for Risk Rating value A	The number of premises reported for each risk rating shown in the Premises Profile table must match the total number of premises reported in Confidence in business control systems (LACORS) or Confidence in management and Level of compliance (CoP) data summary tables. Ensure that: 1) all necessary mapping of Premises Types has been carried out; 2) any manual adjustments applied to any of the tables listed above are consistent (e.g. if you increase the number of A rated premises in the Premises Profile table you

		<i>also need to increase the number of A rated premises in Confidence in management and Level of compliance (CoP) tables).</i>
FS	<p>ERROR: No. of broadly compliant premises is greater than the no. of "compliant" premises for Confidence in Business Control Systems at Premise Rating – B</p> <p>OR</p> <p>ERROR: No. of broadly compliant premises is greater than the no. of "compliant" premises for Level of Compliance at Premise Rating – B</p> <p>ERROR: No. of broadly compliant premises is greater than the no. of "compliant" premises for Confidence in Management at Premise Rating - B</p>	<p>The number of broadly compliant premises at each risk rating in the Broadly Compliant Premises table should not exceed the number of premises with a score of 10 or less for that risk rating for Confidence in Business Control Systems (LACORS) or Level of Compliance and Confidence in Management (CoP).</p> <p>Ensure that any adjustments applied to the Broadly Compliant Premises table have also been reflected in the individual risk rating types data summary tables if required (e.g. if you increase the number of B rated broadly compliant premises in the Broadly Compliant Premises table you need to make sure that the adjusted figure is not greater than the number of A rated premises with a score of 10 or less in the individual risk score types tables.</p>
FH/FS	WARNING: The total premises for interventions carried out and the total premises in the premises profile show different figures for Restaurants and Caterers	<p>The number of premises in the first row of Interventions Carried Out table should be the same as the number of premises in the Premises Profile for each premises type.</p> <p>Make sure that any manual adjustments made to the premises numbers are consistent in these two tables.</p>

If you receive an error for which you cannot identify the source, please contact the monitoring team via the LAEMS email address: laems@foodstandards.gsi.gov.uk giving details of the error message received.

Annex I: Country codes for imported samples

The country codes in the table below should be used to indicate from which country the sampled product came. If the specific country is not known then the value 'EU', 'Non-EU' or 'Not easily identifiable' should be used.

Generic	Code
Non-EU	Non-EU
EU	EU
Not easily identified	Not easily identified

Country	Code
AFGHANISTAN	AF
ÅLAND ISLANDS	AX
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA	BO
BOSNIA AND HERZEGOVINA	BA

Country	Code
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COLOMBIA	CO
COMOROS	KM
CONGO	CG
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD
COOK ISLANDS	CK
COSTA RICA	CR
COTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER

Country	Code
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUERNSEY	GG
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD ISLAND AND MCDONALD ISLANDS	HM
HOLY SEE (VATICAN CITY STATE)	VA
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN, ISLAMIC REPUBLIC OF	IR
IRAQ	IQ
IRELAND	IE
ISLE OF MAN	IM
ISRAEL	IL

Country	Code
ITALY	IT
JAMAICA	JM
JAPAN	JP
JERSEY	JE
JORDAN	JO
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYAN ARAB JAMAHIRIYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAO	MO
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA, REPUBLIC OF	MD
MONACO	MC
MONGOLIA	MN

Country	Code
MONTENEGRO	ME
MONTSERRAT	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NETHERLANDS ANTILLES	AN
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINIAN TERRITORY, OCCUPIED	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
REUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT HELENA	SH
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC

Country	Code
SAINT PIERRE AND MIQUELON	PM
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SERBIA	RS
SEYCHELLES	SC
SIERRA LEONE	SL
SINGAPORE	SG
SLOVAKIA	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
SPAIN	ES
SRI LANKA	LK
SUDAN	SD
SURINAME	SR
SVALBARD AND JAN MAYEN	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN, PROVINCE OF CHINA	TW
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TIMOR-LESTE	TL
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC

Country	Code
TUVALU	TV
UGANDA	UG
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES	US
UNITED STATES MINOR OUTLYING ISLANDS	UM
URUGUAY	UY
UZBEKISTAN	UZ
VANUATU	VU
VENEZUELA	VE
VIET NAM	VN
VIRGIN ISLANDS, BRITISH	VG
VIRGIN ISLANDS, U.S.	VI
WALLIS AND FUTUNA	WF
WESTERN SAHARA	EH
YEMEN	YE
ZAMBIA	ZM
ZIMBABWE	ZW