

Application for Authorisation of Food Standards Scotland’s (FSS) Food Competent Certifying Officers (FCCO) to Certify Exports of Products of Animal Origin (POAO) to the EU and Other Countries

A Certifying Officer employed by the FSS in Scotland must be authorised by the Animal and Plant Agency (APHA) before they can certify Products of Animal Origin (POAO)¹ to be exported to the EU and other countries. Authorisation² will be granted to individuals whose details are provided on this form when signed by a Senior Manager in FSS, who confirms that they meet the requirements according to the Policy for Authorisation of FCCOs (ET209) or as specifically agreed for FSS Officers in writing.

Section 1: Persons to be added to the register of authorised FCCOs (please note that all fields in the table below are mandatory)

Please state the details of the FSS officer(s) requiring authorisation in the table below (note that Senior Managers also require authorisation and should be included). All persons **must** have read the Guidance for Exports to Third Countries³:

It is an FSS requirement that prior to authorisation as an FCCO all FSS officers must have completed additional export awareness training in the form of the Certification Support Officer (CSO) training course, the Official Control Qualification(Animal Health Paraprofessional) - Certification Support Officer (OCQ(AHP) - CSO).

Title	First Name and Initials	Surname	Email Address for Official Correspondence	Qualification⁵ and Competency requirements fully met? (Yes/No)	Guidance for Exports to Third Countries document read? (Yes/No)	OCQ(AHP) - CSO course successfully completed

If the person has completed the Higher Certificate in Food Premises Inspection and the Higher Certificate in Food Standards Inspection awarded by the Scottish Food Safety Officer’s Registration Board (SFSORB) and is still working to attain the Higher Certificate in Official Controls, they may be eligible for authorisation. A separate Food Competent Certifying Officer - Request for Authorisation Eligibility Check form (ET210) must be completed and sent with this application. Answer ‘NO’ to the question on qualifications above in this circumstance.

¹ Food Competent Certifying Officers (FCCOs) can certify POAO goods for export as permitted by the EU or other countries and where the FCCO is competent to do so.

² Authorised FCCOs act on behalf of the APHA and relevant Central Competent Authorities (i.e. the Secretary of State for Defra and as appropriate the Devolved Administration Ministers), as a Certifying Officer for Official Export Health Certification of Products of Animal Origin (POAO), by definition limited to products for human consumption.

³ The guidance is at: <https://fsa.riams.org/resource/files/548> and https://www.foodstandards.gov.scot/downloads/LA_guidance_on_export_certification_-_v1_010918.pdf

Section 2: Updates - Persons to be removed from the authorised register

Title	First Name and Initials	Surname	Email Address for Official Correspondence	Reason

Section 3: Details of Competent Authority

Name and Department:

Food Standards Scotland

Address:

Postcode

Telephone:

Signature

Name in BLOCK LETTERS

Date:

Declaration by Senior Manager:

By signing I confirm that I am a Senior Manager in Food Standards Scotland and that the person(s) listed above for authorisation are employed or contracted by FSS and fully comply with the requirements according to the Policy for Authorisation as an FCCO / have completed the Higher Certificate in Food Premises Inspection and the Higher Certificate in Food Standards Inspection awarded by the Scottish Food Safety Officer's Registration Board (SFSORB) and is working to attain the Higher Certificate in Official Controls (*delete as applicable*). I confirm that they have read and understood the Export Guidance agreed by the Food Standards Agency, Food Standards Scotland and members of the UK Exports Working Group and as revised from time to time.

Signatures completed electronically will be accepted provided the form is submitted from an official FSS individual email account.

Please **email** the completed form to CSCOneHealthOVTeam@apha.gov.uk

DATA PROTECTION

For information on how we handle personal data please go to www.gov.uk and search Animal and Plant Health Agency Personal Information Charter.

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.