



**ON-LINE INCIDENT REPORT FORM:
GUIDANCE FOR INDUSTRY AND LOCAL
AUTHORITIES**

Food Standards Agency On-line incident report form: Guidance for industry and local authorities

Contents

<i>Title</i>	<i>Section</i>	<i>Page No(s).</i>
Introduction	1	3
Revised on-line incident report form – main features	1.1	3
When to notify the Agency	1.2	3
Locating the report form on the Agency website	1.3	3
Log In	2	4
Creating a new User Account	2.1	4-5
Validating a new User Account	2.2	6
Forgotten Password	2.3	6
Enter as a 'Guest'	2.4	7
Incident Report Form Homepage	3	7
Incident Notification	4	8-15
'Your Details' tab	4.1	8
'Details of Incident' tab	4.2	9
'Products Affected' tab	4.3	10-13
Finish process	4.4	13-15
Product Notification	5	16-18
'Your Details' tab	5.1	16
'Details of Incident' tab	5.2	16
'Products Affected' tab	5.3	16
Finish Process	5.4	17
Feedback/queries re: on-line incident report form	6	18

1. Introduction

The Food Standards Agency's on-line incident report form for industry was originally launched in January 2005. Following a recommendation from the Food Incidents Taskforce, the Agency carried out a consultation regarding a revised on-line incident form in 2006 and a revised form went live in August 2007, taking into account comments from key industry stakeholders. The form has since been rolled out to local authorities¹.

1.1 Revised on-line incident report form – main features

The main features of the revised on-line incident report form are as follows:

- external users will now be able to save and print the data they are submitting (regarding new incidents or additional products affected) and will be provided in each instance with an automatic receipt and an individual reference number; and
- an optional, secure login feature is available to external users.

The Agency's Incidents Branch will verify all information submitted, to ensure its authenticity. After verification, the information will be automatically incorporated into the Agency's Incidents Database. Consequently, the revised form will greatly improve the handling and collation of information; particularly should consolidated product lists be required.

1.2 When to notify the Agency

Under Article 19 of EC General Food Law Regulation 178/2002, food business operators are required to notify the competent authorities (which means both the Food Standards Agency and the relevant LA or PHA) where they consider or have reason to believe that food is not in compliance with food safety requirements. Article 14 of 178/2002 prohibits food being placed on the market if it is unsafe (i.e. it is either injurious to health or unfit for human consumption).

Local authorities have an agreement to notify the Agency of food incidents under the Food Law Code of Practice. The Code of Practice sets out instructions and criteria to which the local and port health authorities should have regard to when engaged in the enforcement of food law. Food authorities must follow and implement the provisions of the code that apply to them.

For further guidance regarding Regulation 178/2002, please refer to the UK and EC guidance on the Agency's website. The relevant link is as follows:

<http://www.food.gov.uk/multimedia/pdfs/gflruk1782002.pdf>

1.3 Locating the revised on-line report form on the Agency website

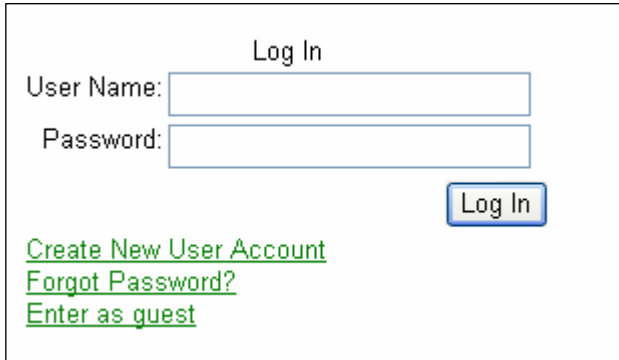
The Food Standards Agency on-line incident report form can be located at:

<https://incidents.foodapps.co.uk/IncidentReportForm/login.aspx>

¹ Form rolled out to LAs in July 2008.

2. Log In

Upon entering the log in page, the user will be presented with the following screen:



The screenshot shows a 'Log In' page with the following elements:

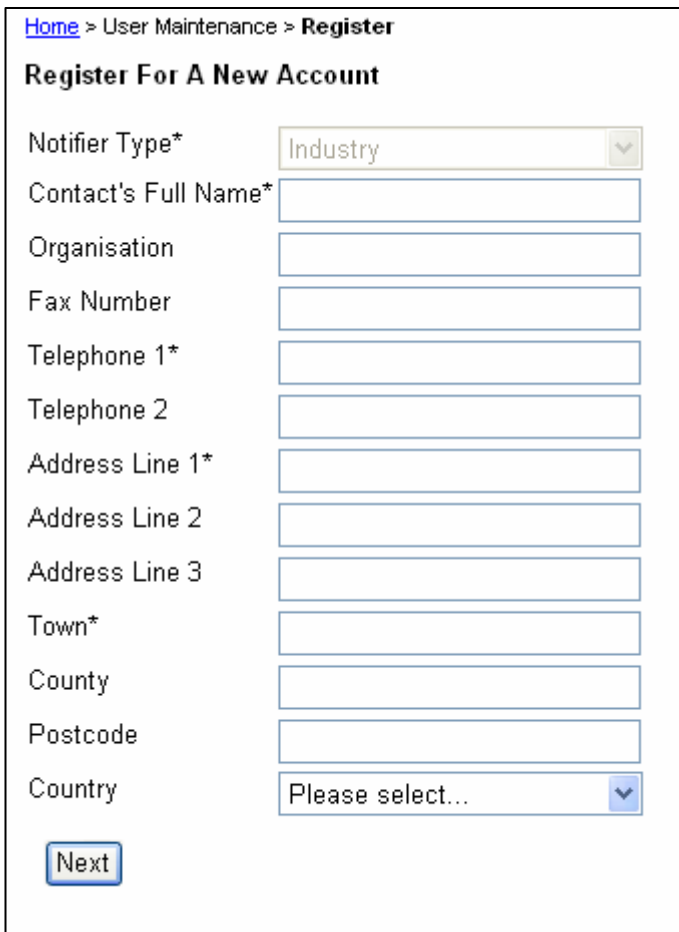
- Page title: Log In
- User Name:
- Password:
- Log In button
- Links: [Create New User Account](#), [Forgot Password?](#), [Enter as guest](#)

If the user already has created an account, then they should fill in their user name and password and select 'log in' to continue.

2.1 Creating a User Account

If it is likely that you will need to fill in an incident report form on more than one occasion, it is recommended that you create your own user account.

On the log in page select 'Create New User Account'



The screenshot shows the 'Register For A New Account' page with the following elements:

- Breadcrumbs: [Home](#) > [User Maintenance](#) > **Register**
- Section title: **Register For A New Account**
- Notifier Type*:
- Contact's Full Name*:
- Organisation:
- Fax Number:
- Telephone 1*:
- Telephone 2:
- Address Line 1*:
- Address Line 2:
- Address Line 3:
- Town*:
- County:
- Postcode:
- Country:
- Next button

- The notifier type is a drop down list. Select 'Industry' or 'Local Authority'
- The fields with an asterisk are **mandatory**
- Details should be input as free text
- The country is selected from a drop down list (UK at top of list)

Once you have filled in the fields select 'next'²

The next screen is to guard against automated registration programmes.

Home > User Maintenance > Register

Register For A New Account

43N3M7 [Request New Code](#)

Enter Code*

- Enter the code visible in the box into the blank field (it is case-sensitive) and select 'next'

Home > User Maintenance > Register

Register For A New Account

Sign Up for Your New Account

User Name*

Password*

Confirm Password*

E-mail*

- Select a user name and password (minimum length 7 characters) and input them into the appropriate fields
- The user name is a unique field, therefore, you may be requested to choose a new user name if another user has your chosen user name
- Input your email address and select 'create user'

² User details can be updated at any time by selecting the 'Change User Information' button on the right hand of the screen.

2.2 Validating a User Account

Once the create user button has been pressed, a new screen will appear (below) explaining that your login is not yet active and that an e-mail has been sent to your e-mail box. Enter the relevant e-mail and select the link included in that e-mail to validate your login. A message will appear saying userhas been validated, you may now login. This completes the process.



Once your account has been validated you will be given the option of logging in or moving to the home page. Select as required.

2.3 Forgotten Password

If you have forgotten your password, select the 'Forgot Password?' option

[Home](#) > [User Maintenance](#) > **Password Recovery**

Forgot Your Password?

Enter your User Name to receive your password by email.

User Name*

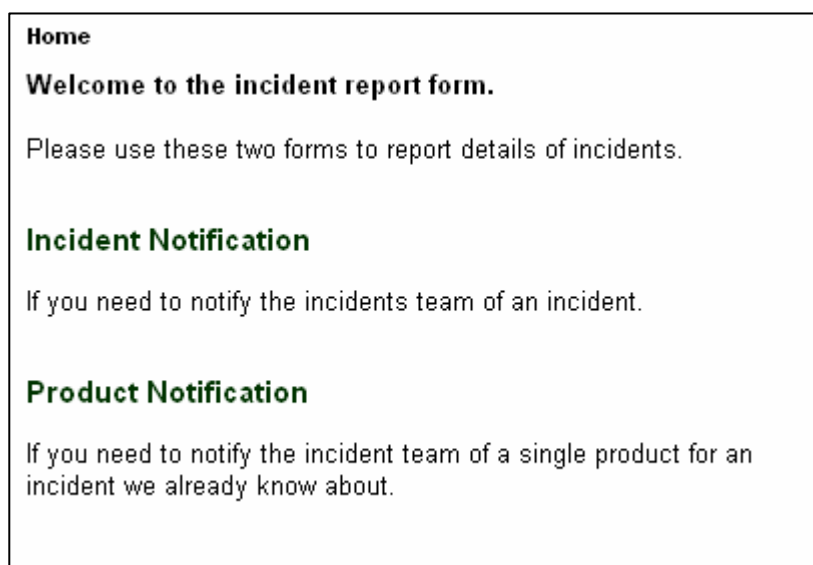
Enter your user name and select 'submit'. Your password will be sent to the user account email address.

2.4 Enter as Guest

If you do not wish to set up a user account or it is a one-off notification, then select 'Enter as Guest' on the log in page. You will be taken immediately to the industry incident report form homepage. It is advised, however, to register as this will validate your email address.

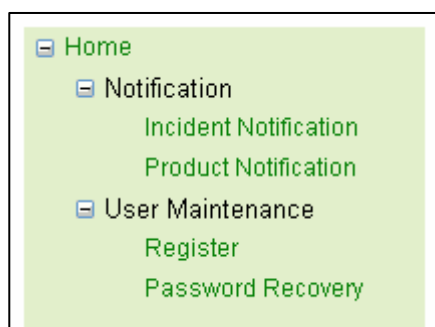
3. Incident Report Form Home Page

Once you have created a user account and logged in or entered as a guest you will be taken to the report form homepage



- If you are notifying the Incidents Branch of a new incident then select the 'Incident Notification' link
- If you are notifying the Incidents Branch of a new product for an existing incident then select the 'Product Notification' link

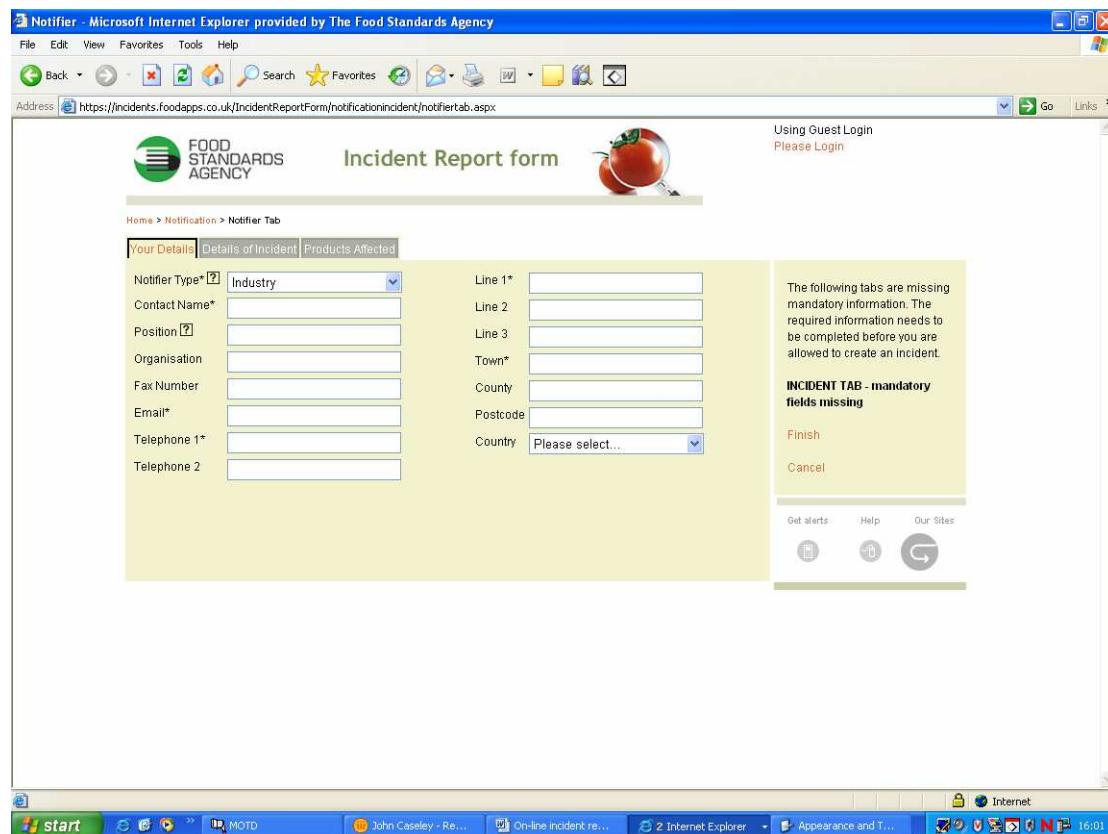
On the right hand side of the homepage is a navigation tool, which will enable you to quickly navigate as required



4. Incident Notification

The incident notification section of the report form comprises three tabs; 'Your Details', 'Details of Incident' and 'Products Affected'. Each tab includes a number of hover boxes which will provide advice on what information is required for each field.

4.1 'Your Details' tab



The screenshot shows a web browser window titled 'Notifier - Microsoft Internet Explorer provided by The Food Standards Agency'. The address bar shows the URL: <https://incidents.foodapps.co.uk/IncidentReportForm/notificationincident/notifiertab.aspx>. The page header includes the Food Standards Agency logo and the text 'Incident Report form'. A navigation bar at the top has three tabs: 'Your Details' (selected), 'Details of Incident', and 'Products Affected'. The 'Your Details' tab contains a form with the following fields:

- Notifier Type* [?] Industry (dropdown)
- Contact Name* (text input)
- Position [?] (text input)
- Organisation (text input)
- Fax Number (text input)
- Email* (text input)
- Telephone 1* (text input)
- Telephone 2 (text input)
- Line 1* (text input)
- Line 2 (text input)
- Line 3 (text input)
- Town* (text input)
- County (text input)
- Postcode (text input)
- Country (dropdown menu: Please select...)

On the right side of the form, there is a yellow box with the following text: 'The following tabs are missing mandatory information. The required information needs to be completed before you are allowed to create an incident.' Below this text are the buttons 'Finish' and 'Cancel'. At the bottom of the page, there are links for 'Get alerts', 'Help', and 'Our Sites'.

- If you have created a user account and logged in, when you enter this tab your contact details from your user account will automatically appear.
- If you have entered as a guest then you will have to fill in your contact details.
- The Notifier type is a drop down list.
- The fields with an asterisk are **mandatory**
- Details should be input as free text
- The country is selected from a drop down list

Once you are content that you have filled in the details correctly, select the 'Details of Incident' tab on the top of the screen.

- If you have omitted any mandatory fields you will be prompted to fill in the missing details before you can proceed to the next tab.

4.2 Details of Incident

Other - Microsoft Internet Explorer provided by The Food Standards Agency

File Edit View Favorites Tools Help

Address <https://incidents.foodapps.co.uk/IncidentReportForm/notificationincident/othertab.aspx>

Using Guest Login
Please Login

FOOD STANDARDS AGENCY Incident Report form

Home > Notification > Other Tab

Your Details Details of Incident Products Affected

Nature of Problem* [?]

What action has taken place or is planned? [?]

Distribution details (including EU and third countries) [?]

Illness details (type, symptoms, numbers of consumers affected) [?]

Details of local authority notified (if any) [?]

Any additional information [?]

The following tabs are missing mandatory information. The required information needs to be completed before you are allowed to create an incident.

INCIDENT TAB - mandatory fields missing

Finish

Cancel

Get alerts Help Our Sites

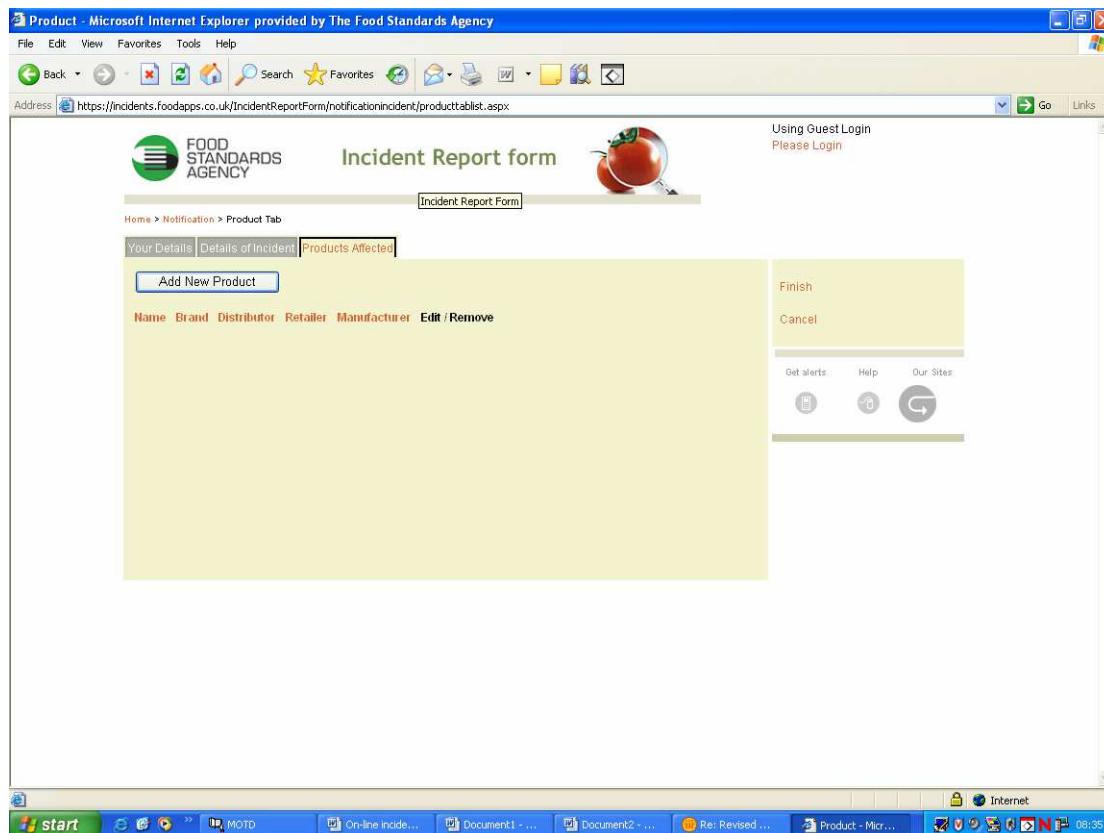
The 'Details of Incident' tab comprises free text fields, allowing you to input data up to (1000) characters. Include;

- Information on the nature of the problem (mandatory)
- What action has taken place or is planned (by the company)
- Distribution details (if known at the time) including EU and third countries
- Any information on illness (where applicable and known)
- Details of local authority notified, if applicable, including a contact name and number (where available).
- Anything else that is known about the incident and cannot be placed anywhere else within the tab.

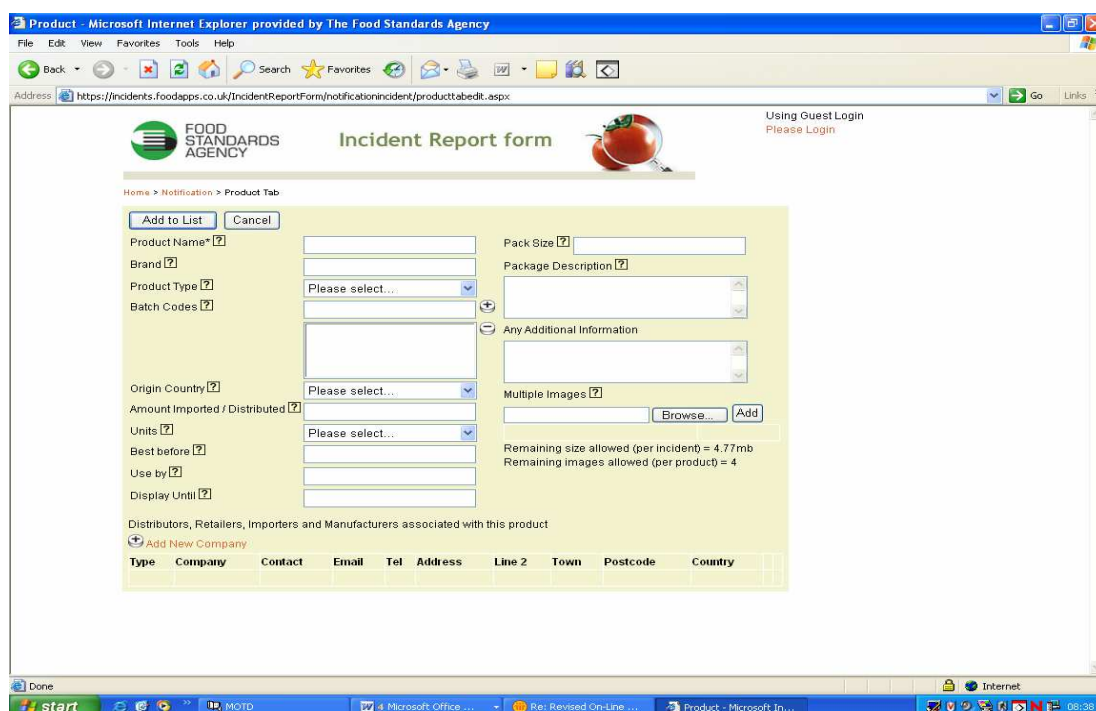
Once you have filled in this information, proceed to the '**Products Affected**' tab.

4.3 Products Affected

The 'Products Affected' tab will display all products implicated in the incident.



To add a new product select the 'Add New Product' button at the top of the screen and then complete as much information as possible about the affected product, using the fields provided.



Product Name – Product name as it appears on the packaging. This field is mandatory.

Brand – Brand name as it appears on the packaging of the product. If there is no branding available, state 'not available'

Product Type - Select appropriate product type from drop down list

Batch Codes – Where the problem is limited to clearly identifiable batch(es) (for consumers) please insert one code into the field.

Select the plus button to add it to the product form. It is now saved on the form.

Repeat the process to add as many batch codes as required. To remove a code, select the code and then select the minus button

Origin Country – The country of origin should reflect the country of manufacture.

Where the problem is isolated to an ingredient, details on the supplier in the country of origin should be added to the '**Any Additional Information**' field.

Amount Imported/Distributed – Total amount of product affected by problem

Units – Units for total amount of product affected by problem (kg, litres etc). Where the product is distributed in boxes/packages etc, select the 'units' option.

Best Before – Best Before date of product (where applicable).

Use By – Use by date of product (where applicable).

Display Until – Display until date of product (where applicable).

Where there are multiple date codes for affected product, input the date codes into the 'Any Additional Information' field.

Details of **Distributors, Retailers, Importers and Manufacturers** associated with this product can be added by clicking on the 'Add New Company' button, filling in the details relating to the company and then pressing 'save'. The process can be repeated to record additional companies; there is capacity to add up to 300 companies per product.

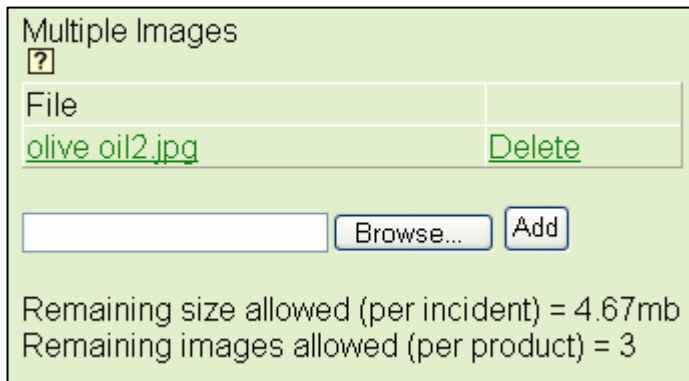
Pack Size – Weight/size/volume of affected product as declared on packaging.

Package Description – Appearance of affected product when purchased off shelves (maximum characters 400)

Any Additional Information – This free text box enables users to provide any additional information about the product. For example, where the problem is isolated to an ingredient, details on the supplier in the country of origin should be added here. If there are other supply chain members identified, details should be added to this field.

Multiple Images – A maximum of 4 images can be attached per product (total of 4.77mb memory per incident) To attach a photo select 'browse' then locate the image on your own computer system. Select 'open' so that the file name appears in the file field. Images should cover appearance and labelling/health marks.

Once the file name appears as above, select 'add' to attach it to the report form (see below).



Other images are attached in the same manner. If you wish to remove the image, select 'delete' opposite the image that you wish to remove.

Once the details have been input, select the 'add to list' button on the top of the screen. The product will now appear on the main product tab. If you have neglected to complete any mandatory fields, the system will prompt you for the information before creating the product entry.

The product entry can be amended by selecting the 'edit' icon. Selecting this will open the product entry sheet enabling details to be altered. If you wish to remove a product entry, select the 'Remove' icon. If more than one product is affected, select the 'Add New Product' icon to add as many products as required

Once you have completed this tab and added all the products you need to, you will be ready to complete the process.

4.4 Finish process

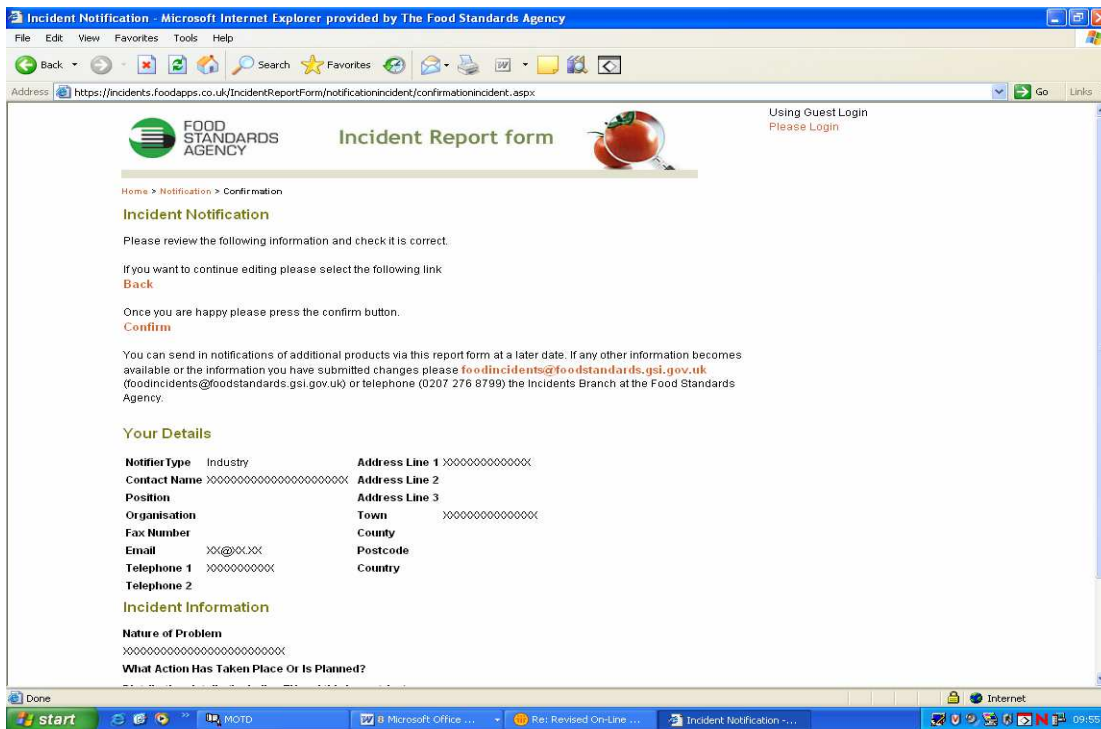
To finish the process, select the 'finish' icon on the right hand side of the screen

If you wish to cancel the incident report entry, select 'cancel'. You will be presented with the following pop-up box;

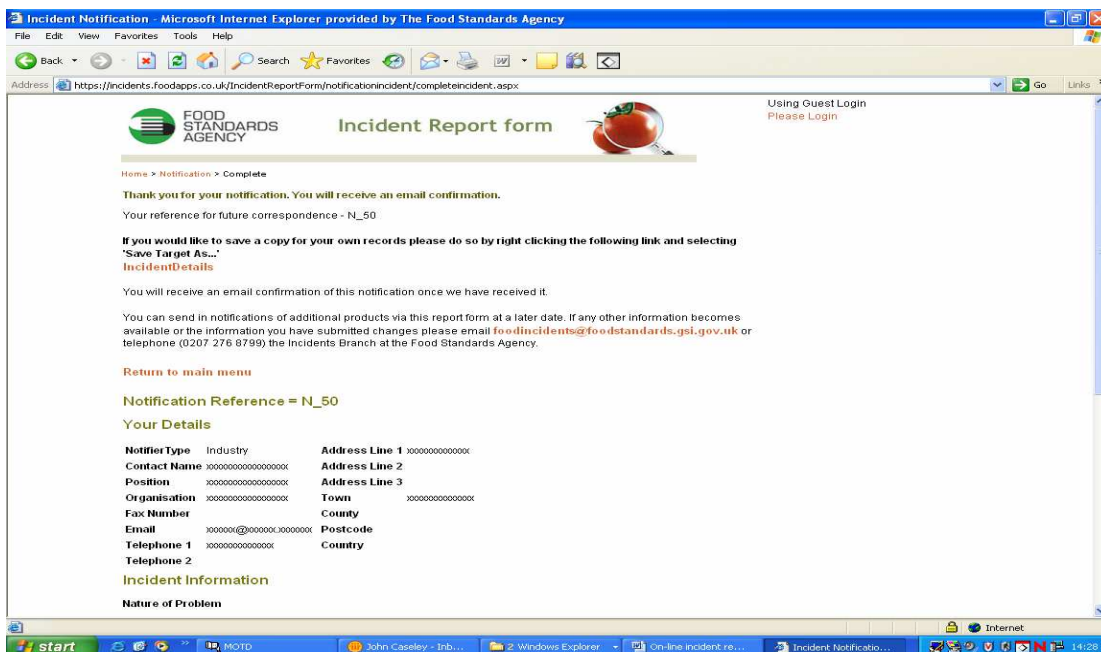


If you wish to cancel the incident report entry, select 'ok'.

Once you have selected 'finish' you will be presented with a view of all your entered data and asked to confirm. If you are happy with the data, select 'confirm'. This will automatically send the completed form to the Agency's Incidents Branch. If you wish to amend details select 'Back'



Having selected confirm, you will be presented with the following screen, which includes a reference number to quote during any future calls/correspondence:



Please save a copy for your records. You can do this by right clicking on the 'Incident Details' link, and then selecting the 'Save Target As' option to save the report (as a .html file) in the folder of your choice. You will receive an e-mail confirmation of this notification once we have received it.

If you have no email facility, then please print off a copy of the information and fax to 0207 276 8446. Alternatively, use the old incident report form which can be found at: <http://www.food.gov.uk/foodindustry/regulation/foodfeedform>

The system does not, as yet provide a link to Local Authorities so if you are reporting from industry you should also notify your Home Authority of the information you have supplied to us.

5. Product Notification

If you are notifying the Incidents Branch of a new product that is implicated in an existing incident, then select the Product Notification link from the homepage.

5.1 Your Details

As with Incident Notification, complete the 'Your Details' tab. If you have created a user account and logged in, when you enter this tab your contact details from your user account will automatically appear.

The screenshot shows the 'Incident Report form' in the 'Your Details' tab. The form includes the following fields:

- Notifier Type* (dropdown menu)
- Contact Name* (text input)
- Position (text input)
- Organisation (text input)
- Fax Number (text input)
- Email* (text input)
- Telephone 1* (text input)
- Telephone 2 (text input)
- Line 1* (text input)
- Line 2 (text input)
- Line 3 (text input)
- Town* (text input)
- County (text input)
- Postcode (text input)
- Country (dropdown menu)

A message box on the right states: "The following tabs are missing mandatory information. The required information needs to be completed before you are allowed to create an incident. INCIDENT TAB - mandatory fields missing. PRODUCT TAB - at least one product must be added." Below the message are 'Finish' and 'Cancel' buttons. At the bottom right, there are links for 'Get alerts', 'Help', and 'Our Sites'.

5.2 Details of Incident

The screenshot shows the 'Incident Report form' in the 'Details of Incident' tab. The form includes the following fields:

- The Existing incident's id (text input)
- Any additional information (text input)

A message box on the right states: "The following tabs are missing mandatory information. The required information needs to be completed before you are allowed to create an incident. INCIDENT TAB - mandatory fields missing. PRODUCT TAB - at least one product must be added." Below the message are 'Finish' and 'Cancel' buttons. At the bottom right, there are links for 'Get alerts', 'Help', and 'Our Sites'.

In the 'Details of Incident' tab, complete the incident reference number, which will be obtainable from the 'Completion' screen on incident notification.

5.3 Products Affected

The 'Products Affected' tab is completed in the same manner as with incident notification.

5.4 Finish Process

To create the product report, select the 'Finish' icon on the right hand side of the screen

Once you have selected 'Finish' you will be presented with a view of all your entered data and asked to confirm. If you are happy with the data, select 'Confirm'. This will automatically send the data to the Agency's Incidents Branch. Alternatively, if you wish to amend details select 'Back'.



Please save a copy for your records by right clicking on the 'Incident Details' link, and then selecting the 'Save Target As' option to save the report (as a .html file) in the folder of your choice. You will receive an email confirmation of this notification once we have received it.

If you have no email facility, then please print off a copy of the information and fax to 0207 276 8446. Alternatively, use the old incident report form which can be found at: <http://www.food.gov.uk/foodindustry/regulation/foodfeedform>

The system does not, as yet provide a link to Local Authorities so if you are reporting from industry you should also notify your Home Authority of the information you have supplied to us.

6. Feedback/queries re: on-line incident report form

The Agency is always looking to improve its notification procedures. Consequently if users wish to give feedback on any aspect of the current notification procedures these can be sent to:

foodincidents@foodstandards.gsi.gov.uk

Additionally, if users have any queries regarding or are experiencing any problems with the reporting system these can be sent to the above e-mail address. Alternatively, they can phone the Agency's Incidents Branch on 020 7276 8799.

**Incidents Branch
Food Standards Agency
July 2008**