



# GUIDELINES ON INSPECTIONS IN THE FOOD SECTOR

(Guidelines on Food Inspections)

## Contents

1.	Guidelines on Inspections in the Food Sector .....	6
1.1.	The control system for foods .....	6
1.2.	Objective and use of the Guidelines on Food Inspections .....	6
1.3.	Terms and definitions in the Guidelines on Food Inspections .....	6
1.4.	Inspection and guidance as instruments.....	7
1.5.	Inspection wheel with the three inspection categories .....	7
1.6.	The control wheel with seven control actions .....	8
1.7.	Procedure for annual planning of the seven control actions .....	8
1.8.	Inspection type and inspection sub-type .....	8
2.	Planning the content of inspections within the food sector .....	10
2.1.	Assigning control objects to a basic inspection group .....	10
2.2.	Three-year plan .....	10
2.3.	Screening to adjust the content of individual standard inspections .....	11
2.4.	Standard inspections .....	11
2.5.	Content of targeted inspections .....	12
2.6.	Inspection plans for wholesale subject to basic inspection by frequency .....	12
2.7.	Inspection plans for wholesale meat establishments .....	13
2.8.	When does the DVFA carry out unannounced and announced inspection visits? .....	13
2.9.	How does the DVFA announce an inspection? .....	14
3.	Start help and start help guidance .....	16
3.1.	The objective of start help and start help guidance.....	16
3.2.	Target group for start help and start help guidance .....	16
3.3.	Start help or start help guidance at unlawfully established control objects.....	17
3.4.	Deadline for start help and first inspection with start help guidance.....	17
3.5.	DVFA procedures for notifying start help and the first inspection or approval inspection with start help guidance at the control object .....	17
3.6.	The content of inspections with start help, first inspections with start help guidance and approval inspections .....	18
3.7.	Start help guidance .....	18
3.8.	Combining start help with other control actions .....	18
3.9.	Documenting start help and inspections with start help guidance .....	18
4.	Spot-check basic inspection .....	20
4.1.	Objective of spot-check basic inspection .....	20
4.2.	Target group for spot-check basic inspection .....	20
4.3.	Selection for spot-check basic inspection .....	20
4.4.	Spot-check basic inspection are not announced in advance. ....	20



4.5.	Content of spot-check basic inspection .....	21
4.6.	Planning spot-check basic inspection.....	21
4.7.	Combining spot-check basic inspection with other control actions.....	21
4.8.	Documentation of spot-check basic inspection .....	21
5.	Basic inspection by frequency.....	22
5.1.	The objective of basic inspection by frequency .....	22
5.2.	Target group for basic inspections by frequency .....	22
5.3.	Basic inspections by frequency are not announced in advance.....	22
5.4.	Content of basic inspections by frequency .....	23
5.5.	Guidelines for determining individual inspection frequencies for control objects covered by basic inspections by frequency .....	23
5.6.	Inspection planning of control objects subject to basic inspection by frequency .....	23
5.7.	Visits prior to approval of control objects that are not in operation (approval inspection) .....	23
5.8.	Visits prior to approval of control objects that are in operation (inspection) .....	23
5.9.	Combining basic inspection by frequency with other control actions.....	23
5.10.	Documentation of basic inspections by frequency .....	24
6.	Inspection after complaints .....	25
6.1.	The objective of inspection after complaints.....	25
6.2.	Target group for inspection after complaints .....	25
6.3.	Types of complaint covered by inspection after complaints .....	25
6.4.	Screening of complaints .....	25
6.5.	Deadline for inspection after complaints.....	25
6.6.	The content of inspection after complaints .....	25
6.7.	Selection for inspection after complaints .....	26
6.8.	Inspection after complaints is not announced in advance.....	26
6.9.	Combining inspection after complaints with other control actions.....	26
6.10.	Documentation of inspection after complaints .....	26
7.	Prioritised action.....	27
7.1.	Characteristics of prioritised action .....	27
7.2.	Objective of a prioritised action.....	27
7.3.	Target group for prioritised action.....	27
7.4.	Items for prioritised action.....	27
7.5.	OnePager for prioritised action.....	27
7.6.	Content of prioritised actions .....	27
7.7.	Guidance in connection with prioritised action .....	27
7.8.	Selection for prioritised action.....	28



7.9.	Inspections in connection with prioritised action are announced or unannounced. ....	28
7.10.	Combining prioritised actions with other control actions.....	28
7.11.	Documentation of a prioritised action .....	28
8.	Campaign inspection.....	29
8.1.	Objective of campaign inspection .....	29
8.2.	Target group for campaign inspection .....	29
8.3.	Financing campaign inspections.....	29
8.4.	Content of campaign inspections.....	29
8.5.	Campaign inspections are not notified in advance. ....	29
8.6.	Combining campaign inspection with other control actions .....	29
8.7.	Documentation of campaign inspections.....	29
9.	Follow-up inspection after sanctions .....	31
9.1.	Objective of follow-up inspection .....	31
9.2.	Target group for follow-up inspection .....	31
9.3.	Exemptions from two follow-up inspections .....	31
9.4.	The first follow-up inspection can be administrative in special cases .....	31
9.5.	Content of follow-up inspection .....	31
9.6.	If the DVFA identifies a non-compliance during a follow-up inspection.....	31
9.7.	Deadline for follow-up inspection.....	32
9.8.	Intensified inspection .....	32
9.9.	Follow-up inspections are not notified in advance .....	32
9.10.	Combining follow-up inspection with other control actions.....	32
9.11.	Documentation of follow-up inspection .....	32
10.	Booked inspections within the food sector .....	33
10.1.	Objective and target group for booked inspections .....	33
10.2.	Booked inspections are not notified in advance. ....	33
10.3.	Content of booked inspection.....	33
10.4.	Planning a booked inspection .....	33
10.5.	Coordinating booked inspections with other control actions.....	33
10.6.	Documentation of a booked inspection .....	33
11.	Overview of combining control actions and documentation .....	34
12.	Voluntary scheme for control of multi-site food establishments.....	38
12.1.	Objective of control of multi-site establishments.....	38
12.2.	Target group for control of multi-site establishments .....	38
12.3.	The DVFA will contact new multi-site establishments by telephone.....	38



12.4.	Number and type of basic inspections for multi-site control objects .....	38
12.5.	Inspection after complaints in connection with control of multi-site establishments .....	39
12.6.	Content of inspection of multi-site control objects .....	39
12.7.	Documentation of control of multi-site establishments .....	39
13.	Voluntary control scheme for third-party certified control objects .....	40
13.1.	Objective of control scheme for third-party certified establishments.....	40
13.2.	Target group for control scheme for third-party certified establishments.....	40
13.3.	Content of inspections in connection with control scheme for third-party certified establishments .....	40
13.4.	Inspection notified for the control scheme for third-party certified establishments .....	41
13.5.	Documentation of control scheme for third-party certified establishments.....	41
14.	Risk characterisation.....	42
14.1.	Risk characterisation is performed by the inspector .....	42
14.2.	Objective .....	42
14.3.	Target group.....	42
14.4.	Overall categorisation of risk data .....	42
14.5.	Risk groups .....	43
14.6.	Inspection frequencies for basic inspection by frequency .....	43
14.7.	All relevant risk data for a control object must be registered .....	43
14.8.	Risk data below the triviality limit.....	44
14.9.	Customer base .....	44
14.10.	Handling, treatment and processing .....	45
14.11.	Risk processes .....	46
14.12.	Background for selecting risk processes .....	48
14.13.	Description of risk processes etc. ....	48
14.14.	Risk activities.....	50
14.15.	Risk products.....	52
15.	Inspection frequencies for control objects subject to basic inspection by frequency .....	54
15.1.	Individual inspection frequency .....	54
15.2.	Standard frequency for basic inspection by frequency.....	55
15.3.	Elite frequency for basic inspection by frequency .....	55
15.4.	Cessation of elite frequency for basic inspection by frequency.....	56
15.5.	Planned basic inspection by frequency .....	56
15.6.	Planned basic inspection by frequency for control objects that are only open for parts of the year .....	56
15.7.	Planned basic inspection by frequency for control objects that change inspection frequency during the year ...	57
15.8.	Supplementary individual assessment of the need for inspection within wholesale with basic inspection by frequency .....	57



16.	Activities with special frequencies.....	59
16.1.	Exports to third countries .....	59
16.2.	Group delivery of porkers .....	59
16.3.	Imports from third countries.....	59
16.4.	SRM (Specified Risk Material) – slaughterhouses .....	59
16.5.	SRM (Specified Risk Material) – cutting plants.....	59
16.6.	SRM (Specified Risk Material) – Butchers' shops/departments.....	60
16.7.	Organic products .....	60
16.8.	Organic food label .....	60
17.	Sectors .....	61
17.1.	Objective .....	61
17.2.	Sector groups .....	61
17.3.	Customer base .....	61
17.4.	Legislation type – registration or approval .....	61
17.5.	Table of sectors .....	61
Annex 1 -	Guidelines for planning inspections at slaughterhouses and wholesale meat control objects.....	73
1.	Objective and application .....	73
2.	Control objects covered by this annex .....	73
3.	Inspection planning .....	73
4.	Inspection frequency per legislative area.....	74
5.	Planning inspections at inspection item level .....	75
6.	Planning inspection of control objects with exports, including control objects approved by the US, China and Russia. ....	75
7.	Planning inspections of slaughterhouse capacity for livestock accommodation, stunning etc. ....	75
8.	Planning inspections of animal welfare at slaughterhouses .....	75
9.	Planning basic inspection by frequency of third-party certified control objects .....	75
10.	Planning two follow-up inspections for individual control objects .....	76
11.	Inspection plans.....	76
12.	Inspection plan template.....	77

## 1. Guidelines on Inspections in the Food Sector

The guidelines describe the control system for the food sector, which consists of seven control actions across three inspection categories. Each of the seven control actions are described in separate chapters. The guidelines also cover voluntary control schemes for multi-site establishments, third-party certified establishments and a description of the risk characterisation of control objects within the food sector.

Inspections in Greenland are not covered by these guidelines.

These Guidelines on Food Inspections replace the previous Guidelines on Inspections and *Vejledning om udvidet førstegangskontrol* (Guidelines on Expanded First-Time Inspection).

### 1.1. The control system for foods

The control system for the food sector consists of seven control actions across three inspection categories. The control system sets the framework for the inspections of control objects performed by the Danish Veterinary and Food Administration (DVFA). The framework covers types of control, inspection frequency, the scope of inspections, etc. Sanctions are described in the *kontrolvejledningen* (Inspection Guide).

The seven control actions create a flexible control system where the ability to re-prioritise actions can help ensure that the Danish Veterinary and Food Administration can quickly adapt inspections and take action against new challenges and follow developments in the food sector.

Inspections must also focus on control objects with issues and take into account the many control objects that can and wish to comply with the rules.

The objective of inspections within the food sector is to ensure that as many control objects as possible understand and comply with the rules and to ensure that fewer people are made ill by the food they consume.

### 1.2. Objective and use of the Guidelines on Food Inspections

The guidelines are aimed at the Danish Veterinary and Food Administration's inspection units that perform inspections of control objects within the food sector.

The guidelines are a supplement to the *kontrolbekendtgørelsen* (Executive Order on Inspections), the Inspection Guide and *the Controls Regulation*.

The guidelines must ensure that inspection units follow the same principles for planning of inspection of control objects that are approved, registered or that perform approved or registered activities in accordance with the *autorisationsbekendtgørelsen* (Executive Order on Authorisation)

These guidelines describe the frameworks and principles for each of the seven control actions, including the allocation of control objects in one of the five risk groups and into spot-check inspection or basic inspection by frequencies, and guidelines for planning inspections.

### 1.3. Terms and definitions in the Guidelines on Food Inspections

The terms and definitions used in these guidelines are described in chapter 2 of the *Inspection Guide*.

In addition, these guidelines contain some terms that are not defined in the Inspection Guide. These terms are described below:

Control object	The term control object covers a unit or establishment subject to inspection by the DVFA and that receive an inspection report after the inspection. A control object can for example be a slaughterhouse, grocery store, restaurant, industrial bakery, bakery at a supermarket or a hospital kitchen.
Control action	A control action is a term that covers the objective-based inspection and guidance of a control object by the DVFA. The control system within the food sector comprises seven control actions, each with their own objective. The inspection sub-type defines the type of control action that is performed.
Inspection category	Control actions are classified into a number of inspection categories. The food control system has three inspection categories.
Legislative areas	All regulations pertaining to the food sector are divided into 14 legislative areas in the inspection report. The grouping of regulations into legislative areas makes it possible to achieve a uniform registration of inspection results.
Inspection items	Each legislative area includes several inspection items that each represent one or multiple regulation(s).

Inspection plans	Inspection plans are written plans for the planning and organisation of inspections. The plans help ensure that all relevant legislative areas and inspection items are inspected within a period of time.
Standard inspection	Standard inspection is a description of the scope of inspection. A standard inspection includes the inspection of several different legislative areas, in contrast to a targeted inspection.
Targeted inspection	A targeted inspection is a description of the scope of inspection. A targeted inspection includes the inspection of one or only a few legislative areas, in contrast to a standard inspection.
Start help	Start help is a control action. Start help is the first inspection visit at a control object subject to spot-check basic inspection.
Start help guidance	Start help guidance is the additional guidance that the DVFA provides for newly established control objects or control objects that have recently undergone a change of ownership in order to give them a good start.
Combining inspections	In some cases, several control actions can be performed during the same inspection. This is referred to as combining inspections. An inspection can only have one inspection sub-type, which defines the control action to which the inspection belongs. Additional content of an inspection is defined by other registrations during the inspection.

#### 1.4. Inspection and guidance as instruments

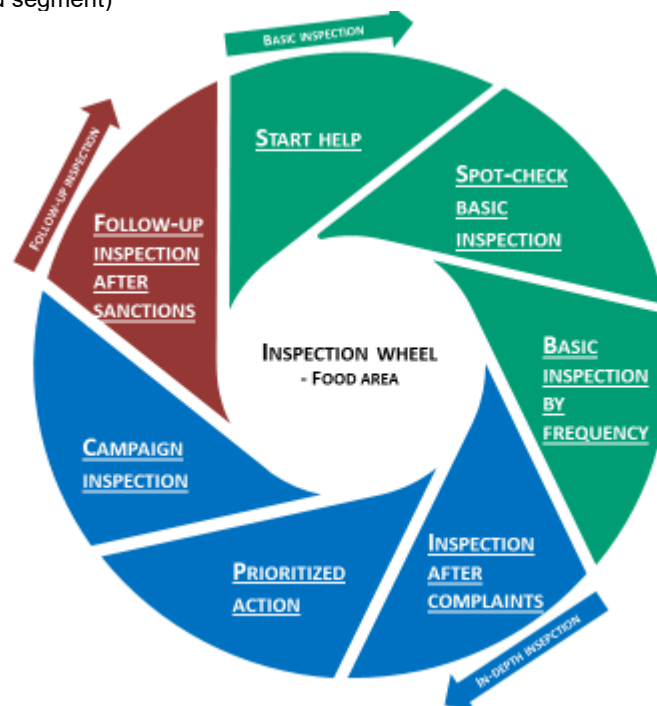
The DVFA uses inspection and guidance as instruments in connection with inspections and administrative inspections of control objects. The combination of inspection and guidance is intended to help as many control objects as possible to understand and follow regulations with the least possible involvement of the authorities.

#### 1.5. Inspection wheel with the three inspection categories

The control system for the food sector is presented as an inspection wheel that is divided into three inspection categories with a total of seven control actions.

The three inspection categories are:

- Basic inspections (green segment)
- In-depth inspections (blue segment)
- Follow-up inspections (red segment)





Basic inspections are preventative and ensure a basic level of inspection across the entire group of control objects.

In-depth inspections are actions aimed at control objects or groups of control objects that require additional inspection or guidance or that are categorised as having special risks. Examples of risks for a group of control objects can for example be follow-up on food cases related to horse meat fraud or the import of certain additives.

Follow-up inspections are performed at control objects that have breached regulations.

## 1.6. The control wheel with seven control actions

The control system for the food sector is presented as a control wheel with seven control actions that are divided into three control categories.

Each of the seven control actions has a specific objective and target group. Together, they create the framework for inspections within the food sector.

Basic inspections (green segment) include the following three control actions:

- Start help, described in [chapter 3](#)
- Spot-check basic inspection, described in chapter **Fejl! Henvisningskilde ikke fundet.**
- Basic inspection by frequency, described in chapter 5

In-depth inspections (blue segment) include the following three control actions:

- Inspection after complaints, described in chapter 6
- Prioritised action, described in chapter 7
- Campaign inspection, described in chapter 8

Follow-up inspection (red segment) includes:

- Follow-up inspection after sanctions, described in chapter 9

## 1.7. Procedure for annual planning of the seven control actions

Each year, the DVFA plans the annual framework for food sector inspections, including a prioritisation of the seven control actions. The DVFA's annual plan is based on estimates of the number of control objects, the number of newly established control objects and the number of complaints from consumers. It is therefore necessary that the plan is evaluated and adjusted on an ongoing basis.

To ensure a flexible and adaptable control system, the DVFA selects control objects for spot-check basic inspection and prioritised actions twice a year for a six-month period. The need for start help and inspection after complaints arises on an ongoing basis and follows developments and trends in the sector.

The DVFA can reprioritise control actions during the year if the DVFA deems there are special circumstances that make it necessary to do so. Special circumstances could include:

- Food contamination, product recalls, tracing or the like that require special efforts or the need for a more in-depth investigation of a specific food area.
- Extraordinary control measures, for example campaign inspections or the like, that were not scheduled in the annual plan.
- A need to move resources from food control to the veterinary field, for example in connection with an outbreak of infectious livestock diseases.

## 1.8. Inspection type and inspection sub-type

Inspectors register all inspections in the Danish Veterinary and Food Administration's Digital Control System (DIKO). Each inspection is registered with an inspection type and sub-type. The chapters on the seven control actions describe which inspection type and inspection sub-type each action is to be registered as.

The form below provides an overview of the inspection types and sub-types and how they correlate to the control actions.



Inspection type	Inspection sub-type	Control action
<b>Ordinary inspection</b>	Start help	Start help
	Spot-check basic inspection	Spot-check basic inspection
	Basic inspection by frequency	Basic inspection by frequency
	Special frequency - Targeted	
	Prioritised action	Prioritised action
	Campaign inspection	Campaign inspection
	Inspection after complaints	Inspection after complaints
<b>Extra inspections</b>	Follow-up: Warning	Follow-up inspection
	Follow-up: Injunction/prohibition notice/fine	
	Follow-up: Second visit	
	Intensified inspection	
<b>Additional inspection</b>	AM/PM	Basic inspection by frequency
	Animal export to the USA/China	
	Animal export to the USA/China and AM/PM	

Inspection type	Inspection sub-type	Booked inspection
<b>Extra inspections</b>	Booked: Sanctions	Booked inspection
	Booked: Change of ownership	

## 2. Planning the content of inspections within the food sector

The DVFA plans the content of inspections. This includes both the content of individual inspections and, on a yearly basis, the general content of inspections of control objects.

### 2.1. Assigning control objects to a basic inspection group

Control objects are placed into one of the following two groups that define the inspection type basic inspection:

- Control objects subject to spot-check basic inspection
- Control objects subject to basic inspection by frequency

This allocation is vital to determining which type of basic inspection the control object is subject to. Read more about spot-check basic inspection in chapter **Fejl! Henvisningskilde ikke fundet.** and basic inspection by frequency in chapter 5.

The basic inspection type also affects how the DVFA plans inspections of control objects.

Assigning control objects to a basic inspection group is primarily based on sector group, risk points and risk group. How control objects are given risk points and placed into risk groups is described in chapter **Fejl! Henvisningskilde ikke fundet.** The list of sector groups can be found in chapter 17.

The allocation of control objects into the two basic inspection types is shown in the table below. However, headquarters of multi-site establishments and control objects with export activities are always subject to basic inspection by frequency regardless of general criteria.

Basic inspection type	Sector group	Criteria
<b>Spot-check basic inspection</b>	Retail	Less than 90 risk points All control objects in the risk groups "Ultra-low", "Low" and "Medium", and control objects in the risk group "High" with less than 90 risk points.
	Primary producers	
	Wholesale without treatment*	All control objects in the risk groups "Ultra-low", "Low" and "Medium".
	Others	All control objects in the sector group
<b>Basic inspection by frequency</b>	Retail	90 risk points or above and control objects that export to third countries
	Primary producers	
	Wholesale without treatment*	All control objects in the "High" and "Very high" risk groups, control objects that export to third countries and headquarters of multi-site establishments.
	Wholesale with treatment*	All control objects in the sector group, including control objects with exports to third countries.

\*Incl. retail with wholesale

### 2.2. Three-year plan

The DVFA must ensure that all relevant legislative areas in the inspection report and the underlying relevant inspection items are inspected within a three-year period. Inspection items are examples of certain conditions that must be inspected to the extent relevant for the control object in question.

Whether the legislative areas are to be inspected within the three-year period at an individual control object or a group of control objects depends on the control object and the type of basic inspection.

For retail control objects, the DVFA must inspect all relevant legislative areas and the underlying inspection items within a three-year period in the entire group of retail control objects (sector group), regardless of the type of basic inspection to which the retail control objects are subject. The inspector must inspect all relevant items in connection with individual standard inspections, see chapters 2.3 and 2.4.

For non-retail control objects subject to spot-check basic inspection, the DVFA must also inspect all relevant legislative areas and the underlying inspection items within a three-year period for each sector group as a whole. The inspector must inspect all relevant areas in connection with the individual standard inspection, see chapters 2.3 and 2.4.

For non-retail control objects subject to basic inspection by frequency, the DVFA must also inspect all relevant legislative areas and the underlying inspection items within a three-year period for each individual control object. The DVFA prepares annual individual inspection plans, see chapter 2.6.

The correlation between the type of basic inspection, sector group and the requirement for a three-year plan is presented in the table below.

Basic inspection type	Sector group	Three-year plan
<b>Spot-check basic inspection</b>	Retail	For each sector group
	Primary producers	
	Retail*	
<b>Basic inspection by frequency</b>	Retail	For each sector group
	Primary producers	For each control object
	Retail*	

\*Incl. retail with wholesale

For control objects subject to the voluntary scheme for third-party certified control objects, special rules apply for items that the third party has inspected without sanctions, see chapter 13.3.

### 2.3. Screening to adjust the content of individual standard inspections

Prior to the individual inspection, inspectors plan which legislative areas and inspection items they intend to inspect. However, the content of the individual inspection can be changed and focus can be adjusted on the basis of a screening of the control object at the time of inspection.

The screening is performed by the inspector at the start of the inspection. The inspector makes an assessment of which legislative areas and inspection items are relevant to inspect. The assessment may be based on previous knowledge of the control object's products, activities and regulatory compliance, as well as the establishment's status and what occurs at the establishment at the time of inspection.

Using the screening as the basis for inspection means that the control object is given a more individually planned inspection. This particularly applies to retail and control objects subject to spot-check basic inspection, as the requirement for a three-year inspection plan does not apply to individual control objects but rather to a group of control objects, see chapter 2.2.

The inspector can also further expand or change inspection items based on a specific assessment during the inspection. For example, if the inspector becomes aware of conditions that may result in sanctions; so-called "blatant non-compliances".

A screening is not commensurate with an inspection. This means that only the items or legislative areas documented in the inspection report have been inspected.

There are special guidelines for screening control objects subject to the voluntary scheme for third-party certified establishments, see chapter 13.3.

### 2.4. Standard inspections

The scope of the individual inspection can either be standard or targeted.

Start help, spot-check basic inspection, basic inspection by frequency on the basis of a risk-based inspection frequency, inspections after complaints and second follow-up inspections must generally be performed as standard inspections. Prioritised actions can also be performed as standard inspections.

In principle, a standard inspection will at least include inspection of the following legislative areas to the extent relevant for foods activities:

- Hygiene: Handling foods
- One of the other two hygiene areas: Cleaning or maintenance
- Own-checks by the establishment
- Approvals, etc.

There are four specific inspection items that must be inspected at least once a year in accordance with the legislative area on approvals etc.:

- Updating risk data for use in risk characterisation
- Inspection of central business registration number (CVR) and production unit number (P number)
- Inspection of consistency between approved activities and observed conditions at the control object. This item is usually relevant at certain wholesale control objects.

- Inspection of specific registrable activities is registered in KOR. For example, delivery of foods of animal origin from retailer to retailer and special labelling schemes such as the animal-welfare label.

Inspectors are not necessarily required to inspect all four of the above inspection items under Approvals etc. during the inspection if several inspections have been planned for the control object in question. As a minimum, however, standard inspections must include one of the four items covered by Approvals, etc.

Generally, the following guidelines apply to each item:

- For control objects subject to spot-check basic inspection, the inspection item must be inspected if the control object has not been selected for further inspection and more than six months have passed since the item was inspected. If the control object has been selected for standard inspection following the current inspection, the supervisor will decide during which inspection the item is to be inspected.
- Inspection items at control objects subject to basic inspection by frequency must, in principle, be inspected once a year or every other year at a frequency of 0.5.

The content of an inspection is based on an initial screening to adjust the content of each individual inspection, see chapter 2.3.

If the control object has activities with special frequencies, the legislative areas covered by the activity are included as part of the standard inspection in accordance with the inspection frequency of the activity.

If the control object is subject to the requirement for individual inspection plans, see chapter 2.2, the inspector must check the legislative areas included in the inspection plan.

If the control object is subject to the voluntary control scheme for multi-site establishments, then there are special guidelines for the content of a standard inspection, see chapter 12.6. For example, the central business registration number (CVR) and the production unit number (P number) are not inspected at the individual multi-site control object but at the headquarters of the multi-site establishment.

## 2.5. Content of targeted inspections

The scope of the individual inspection can either be standard or targeted.

Campaign inspections, the first follow-up inspection and basic inspections by frequency aimed at activities with special frequencies should generally be performed as targeted inspections. Prioritised actions can also be targeted inspections.

A targeted inspection is targeted at one or more well-defined inspection item(s) or regulation(s).

If, while on the premises, the inspector becomes aware of conditions likely to trigger a sanction, then these conditions must be inspected.

In connection with basic inspection by frequency targeted at activities with special frequencies, the inspection focuses on inspection items that cover special activities, see chapter 5.2. At the first follow-up inspection after sanctions, the inspection is targeted at the regulations that have been sanctioned, see chapter 9.5.

In connection with prioritised actions and campaign inspections, the inspection is targeted at the items included in the prioritised action, see chapter 7.4 or by the inspection campaign, see chapter 8.4.

Targeted inspections can also be supplemented by the items below. These items must be inspected by the DVFA with a certain frequency when no standard inspections of the control object have been planned:

- Risk data
- Activities with special frequencies
- Traceability requirements for fish (special inspection performed for the Danish Fisheries Agency) .

## 2.6. Inspection plans for wholesale subject to basic inspection by frequency

The DVFA must prepare annual individual inspection plans for certain control objects. The requirement applies to primary producers and wholesale control objects, including retail with wholesale subject to basic inspections by frequency, see chapter 5.2.

Inspection plans help the DVFA plan the content of individual basic inspections by frequency, which can include up to four inspections at a single control object.

Furthermore, inspection plans must ensure that inspections are evenly spread throughout the year and that the inspector inspects all relevant legislative areas in the inspection report and the underlying relevant inspection items within a three-year period in the control object. Read more about planning inspections within a three-year period in chapter 2.2.

Furthermore, inspection plans should support compliance with the minimum requirements for the content of a standard inspection, see chapter 2.4, and support that activities with special frequency are inspected in accordance with the frequency laid down by relevant legislation. Read more about activities with special frequencies in chapter 5.2.

A legislative area is relevant if the control object has activities that pertain to regulations included in the legislative area. Regulations to be inspected are divided into 12 legislative areas and they can be found in the *Vejledning om dokumentation af kontrol på detailområdet* (Guidelines for Documentation of Inspections in Retail) (annex 11A to the Inspection Guide) and the *Vejledning om dokumentation af kontrol på engrosområdet* (Guidelines for Documentation of Inspection in Wholesale) (annex 11B to the Inspection Guide) available [here](#).

The inspector prepares and maintains inspection plans on the basis of a specific assessment of the inspection items relevant at the specific control object and during the individual inspection. The specific assessment should be based on the control object's activities and previous inspections.

For newly established wholesale control objects subject to basic inspections by frequency, the inspector must prepare an inspection plan after the first inspection of the control object. For approved control objects, this will be after the approval inspection.

For established control objects, the inspector must update the inspection plan annually prior to the first inspection of the control object. Following this, the inspection plan must be updated after each inspection if more than one inspection of the control object is planned.

The DVFA's knowledge of a control object's activities, problem areas, inspection record, etc., helps the authority plan inspections that focus on the most relevant legislative areas and inspection items.

The guideline on the use of inspection plans for inspectors is available in the DVFA's internal digital inspection bag.

## 2.7. Inspection plans for wholesale meat establishments

The DVFA must prepare annual individual inspection plans in accordance with special guidelines when planning inspections of slaughterhouses and wholesale meat control objects with treatment, as well as US-approved cold stores and meat storage facilities without refrigeration/freezing. The special guidelines do not apply to inspections of mobile slaughter units. The guidelines for planning inspections at slaughterhouses and wholesale meat control objects can be found in annex 1.

## 2.8. When does the DVFA carry out unannounced and announced inspection visits?

In general, the DVFA must carry out unannounced inspections in order to gain a realistic impression of the control object. The outset for unannounced inspections is also in accordance with legislation, as the objective of the inspection can be lost if it is announced beforehand. Unannounced inspections mean that the establishment has not been notified in advance.

However, specific situations have been described in which inspections can be notified in advance under exceptional circumstances. These include situations where it is important that specific persons are present in order to receive guidance, or where control objects have no permanent staff. Common for these situations is that the inspection or the inspection part of the visit should be performed as an unannounced inspection, but that in order to meet the overall objective of the inspection, it may be necessary to announce the control object in advance.

The inspection must/can be notified in advance in the following situations: These situations are further described below.

- Inspections that must be notified in advance:
  - Inspections with start help guidance
  - First inspection at new headquarters of multi-site establishments
- Inspections that must occasionally be notified in advance
  - Prioritised action (defined in a OnePager)
  - Campaign inspection (defined in the campaign project description)
- Inspections that may be notified in advance
  - Basic inspections by frequency at control objects with complex own-check programmes
  - Inspections at control objects where it is important that specific persons are present
  - Inspections at control objects where staff are only present for a few hours a day
  - Inspections at control objects where staff are not present every day

### **Inspections that include start help guidance or first inspections at a headquarters of multi-site establishments**

Inspections that include start help guidance must always be notified in advance in order to ensure that the relevant persons are present and willing to receive guidance. Start help guidance can be given in connection with start help at control objects subject to spot-check basic inspection, first inspection at control objects subject to basic inspection by frequency, and in connection with approval inspections, see chapter 3. First inspections at new headquarters of multi-site establishments prior to a signed agreement on multi-site inspections must also be notified in advance, so the control object can ensure that the relevant persons are present.

### **Prioritised actions and campaign inspections**

The DVFA must give advanced notice of an inspection in connection with campaign inspections and prioritised actions when it is important that specific persons are present and willing to receive guidance. Circumstances under which inspections must be notified in advance can be found in OnePagers and campaign project descriptions.

### **Basic inspections by frequency at control objects with complex own-check programmes**

Some control objects have such complex own-check programmes that inspections may require certain persons to be present in order to carry out the inspection as an audit. In such cases, it is recommended that the basic inspection be performed as a combination of unannounced and announced inspections. Inspections that are notified in advance must be well-founded, and require that the control object has a standard inspection frequency of at least three inspections a year and that at least one of the inspections are notified in advance. Control objects with elite status in the "Very high" risk group with two annual visits can also only receive one notified inspection.

### **Inspections at control objects where it is important that specific persons are present**

At some control objects, the responsible manager or the person responsible for production may not be present at fixed times. However, in order to complete an effective and useful inspection, it may be important that these persons are present to perform a standard inspection. In such control objects, the inspection can exceptionally be notified in advance, so inspections can be performed as a combination of unannounced and announced inspections over time. Notified inspections at these control objects must be well-founded.

### **Inspections at control objects where staff are only present for a few hours a day**

It may be necessary to give advanced notice of inspections at control objects where staff are only present for a few hours a day, such as transport establishments, mobile establishments, administrative establishments, and certain wholesale storages.

**Inspections at control objects where staff are not present every day** It may be necessary to announce inspections at control objects where staff is not present every day, for example at community centres, sports clubs and sales from private homes.

## **2.9. How does the DVFA announce an inspection?**

In situations where inspections can or must be notified in advance, see chapter 2.8, they will be notified in one of the following ways:

- a) The food unit will call and set up an appointment for inspection within the next 48 hours.  
This is considered an unannounced inspection, as the control object does not have time to make significant changes to the operation at such short notice.

This method is used in situations where inspections can be notified, as described in chapter 2.8. I.e.:

- Basic inspections by frequency at control objects with complex own-check programmes
- Inspections at control objects where it is important that specific persons are present
- Inspections at control objects where staff are only present for a few hours a day
- Inspections at control objects where staff are not present every day

- b) The food unit calls or writes to suggest or announce an inspection at least 14 days in advance or asks the control objects to suggest a date and time within a reasonable timeframe.  
This is equivalent to announcing an inspection in accordance with the Due Process Act.  
This manner of announcing an inspection is further described below.

This method is used in situations where an inspection must be notified in advance, as described in chapter 2.8. I.e.:

- Inspections with start help guidance
- First inspection at new headquarters of multi-site establishments

- Prioritised action (if defined in the OnePager)
- Campaign inspection (if defined in the campaign project description)

**Procedure for announcing an inspection by phone at least 14 days in advance**

- 1) The food unit will call to arrange the time and date of an inspection or approval inspection. The inspection visit must be scheduled at least 14 days after the call, or later if the food activities begin later. Alternatively, the food unit can request that the control object suggest a date and time within a reasonable timeframe.
- 2) If the control object suggests a new appointment, instead of the appointment proposed by the inspection unit, this must, as far as possible, be accommodated, irrespective of whether the new appointment is earlier or later than 14 days after the call (but within reason). The food unit is welcome to mention that the appointment can be earlier than 14 days after the call if this better suits the control object.
- 3) Immediately after the call, the food unit will send a digital letter with the agreed inspection date if it is scheduled more than 48 hours after the call. The deadline and requirement of written notification of inspection is in accordance with the Due Process Act.
- 4) Any later changes to the inspection date must also be documented in the DVFA's internal ESDH system or in WorkZone e.g. in a telephone note.

**Procedure for written notification of an inspection at least 14 days in advance**

- 1) The food unit will mail a proposed inspection time and date. The proposed date may not be earlier than 14 days from the date of the mail.
- 2) If, after receiving the mail, the control object proposes an alternative date that is before or after (within reason) 14 days from the date of the mail, this date must be accommodated if possible. In the mail, the food unit is welcome to mention that the appointment can be earlier than suggested if this better suits the control object.
- 3) Any later changes to the notified inspection date must also be documented in the DVFA's internal ESDH system or in WorkZone e.g. in a telephone note.



### 3. Start help and start help guidance

Start help is the first inspection at control objects subject to spot-check basic inspection. New and newly registered food control objects are given extra guidance on food regulations. Start help is one of the three control actions that together comprise the inspection category: basic inspections.

Start help guidance is the additional guidance given by the inspector to

- new control objects subject to spot-check basic inspection in connection with start help
- new control objects subject to basic inspections by frequency in connection with the first basic inspection by frequency
- control objects during approval inspections.

The following chapters in this section will cover the guidelines for the control action start help and the guidance action start help.

#### 3.1. The objective of start help and start help guidance

The objective of start help is to perform the first inspection at control objects subject to spot-check basic inspection and to provide start help guidance in connection with the inspection. Control objects subject to basic inspection by frequency are given start help guidance in connection with the first basic inspection, and control objects to be approved are given start help guidance in connection with the approval inspection.

The objective of start help guidance is to help new control objects get off to a good start by allotting extra time for guidance. Start help guidance is to help control objects:

- gain an understanding of their responsibility to meet food regulations,
- increase their knowledge of regulations and how they can find relevant guidance materials, and
- gain an understanding of the objective of food inspections.

In connection with the first inspection at a control object, the DVFA must inspect activities and premises, and ensure that the control object has registered the correct information with the DVFA. The DVFA must also inspect additional aspects, such as hygiene and own-checks. This corresponds to a standard inspection, see chapter 2.4.

#### 3.2. Target group for start help and start help guidance

The target group for start help is new control objects subject to spot-check basic inspection.

In general, the target group for start help guidance is all new control objects that are to be registered or approved in accordance with food legislation.

Control objects can be newly established or have undergone a change of ownership.

Start help guidance is provided in connection with the start help inspection, the first basic inspection by frequency or the approval inspection. Control objects in the "Ultra-low" risk group, including transport control objects, are given start help guidance by telephone and not in connection with an on-site inspection.

Control objects included in the scheme for control of multi-site establishments do not receive start help or start help guidance in connection with inspection. Guidance is incumbent upon the headquarters of the multi-site establishment. However, the DVFA must contact new locations shortly after they open to determine risk data and sector. The same guidelines are also in chapter 12.3.

On the basis of a specific assessment following a dialogue with the new control object, the DVFA can exempt new control objects from start help or start help guidance in connection with basic inspection by frequency.

For example, if a control object receives a new CVR number (business registration number) for administrative reasons, and therefore needs to be registered as a new control object but does not alter its location, food activities or permanent staff.

Another example is change of address or relocation of certain types of control objects:

- Mobile retail control objects that merely change their home address.
- Retail transport control objects without storage.
- Registered wholesale control objects that do not store/produce foods (offices).

Common for all these control objects is that they either do not store foods at the inspection site or that there are no changes to the inspection site, but merely changes to the physical address where no foods are stored

### 3.3. Start help or start help guidance at unlawfully established control objects

If the DVFA observes or is made aware of a food control object that has been established without proper registration, then the control object must be inspected.

For control objects covered by basic inspection by frequency, the first inspection will be pushed forward.

Control objects subject to spot-check basic inspection will receive start help.

In general, it would not be appropriate to offer start help guidance to control objects in connection with the first basic inspection, as the inspection will not be notified in advance and the owner is unlikely not be motivated to receive additional guidance while simultaneously receiving a sanction for failure to register.

Providing the control object is registered and continues operations, the extra guidance can be provided at the next inspection, which will, exceptionally, be notified in advance.

See chapter 3.9 for more on documentation for the first inspection and the follow-up inspection.

### 3.4. Deadline for start help and first inspection with start help guidance

Generally, start help and start help guidance in connection with basic inspection by frequency must be completed within one month of the control object commencing activities. This applies to both registered control objects subject to basic inspection by frequency and registered control objects subject to spot-check basic inspection.

### 3.5. DVFA procedures for notifying start help and the first inspection or approval inspection with start help guidance at the control object

The DVFA must announce an inspection ahead of start help and the first inspection with start help guidance at control objects subject to basic inspection by frequency and approval inspections. This is to ensure that control objects are prepared and willing to receive guidance and that the correct people are present to receive guidance.

The general procedures for announcing an inspection are described in chapter 2.9.

#### **Procedure for announcing an inspection with start help guidance by phone at least 14 days in advance**

- 1) The food unit will call to arrange the time and date of an inspection or approval inspection. The inspection or visit must be scheduled at least 14 days after the call, or later if the food activities begin later. The food unit is welcome to mention that the appointment can be earlier than 14 days after the call if this better suits the control object.
- 2) If the control object suggests a new appointment this must, as far as is possible, be accommodated, irrespective of whether the new appointment is earlier or later than 14 days after the call (though no later than one month after the control object commences activities).
- 3) The food unit will inform the control object:
  - That the inspector will carry out an inspection.
  - That the control object will also receive extra guidance on food regulations because it is the first inspection after establishment or change of ownership.
  - That the control object must have completed a risk analysis and created an own-check programme prior to the inspection. The food unit can provide guidance on the item when announcing the inspection - rather than waiting until the inspection itself.
  - Of the expected duration of the inspection (incl. time for additional guidance).
  - That the person responsible for the day-to-day operation and/or the owner should be present during the inspection to ensure the best dialogue.
- 4) The food unit will also ask the control object whether there are any particular items they would like to receive guidance on.
- 5) Immediately after the call, the food unit must send a digital letter confirming the time and date of the inspection and providing information on the inspection (use autotext). The deadline and requirement of written notification of inspection is in accordance with the Due Process Act.

If a control object does not answer the phone or does not call back, the inspection can be performed without prior notification.

If a control object does not wish to receive start help guidance, then it must be informed that it will be inspected without prior notification so the DVFA can inspect the control object and its activities. For control objects subject to spot-check basic inspection, this will be during the inspection part of the start help inspection (control action start help), while for control objects subject to basic inspection by frequency this will be during the first basic inspection by frequency. However, this will

not apply if the inspector assesses that the control object may be exempted from start help or start help guidance, as mentioned in chapter 3.2. Newly registered control objects are generally deemed to require start help.

### 3.6. The content of inspections with start help, first inspections with start help guidance and approval inspections

The scope of the individual inspection corresponds to a standard inspection. Furthermore, approximately 45 minutes are earmarked for start help guidance on average, see chapter 3.7.

The inspector targets the content of the individual inspection on the basis of a screening of the control object at the time of inspection, see chapter 2.3.

The content of an approval inspection must follow the guidelines in chapter 5.7.

### 3.7. Start help guidance

The inspector will supplement the inspection with start help guidance with talking points, see later in the chapter. Approximately 45 minutes are earmarked on average for start help guidance in connection with the first inspection at a control object or the approval inspection.

Guidance must be relevant and adapted to:

- the activities of the control object (or presumed future activities)
- the level of experience of the owner (new or experienced business owner)
- the particular items that the control object has requested guidance on.

While reviewing these items, the inspector should present the relevant information and self-help tools available on [www.fvst.dk](http://www.fvst.dk) to the control object.

There are internal documents available on the DVFA intranet with talking points aimed at guidance for six specific control object groups:

- Restaurants, cafes, cafeterias, etc. (not including control objects in the "Ultra-low" risk group)
- Other retail sectors (except those mentioned above)
- "Ultra-low" risk control objects (guidance by phone)
- Registered wholesale control objects
- Approved wholesale control objects
- Food contact material contact objects

New control objects are sent the folder "*Ny fødevarevirksomhed - kom godt i gang*" (New Food Establishment - off to a Good Start) via the registration portal. If they have not received or read the folder, it can be downloaded by clicking [here](#). It must be printed as a booklet.

Guidance cannot replace *sanctions* - even in connection with start help guidance. If inspectors identify non-compliances of regulations they are providing guidance on, then the control object must be sanctioned in accordance with the usual guidelines.

### 3.8. Combining start help with other control actions

Start help with start help guidance is an independent control action at control objects subject to spot-check basic inspection.

At control objects subject to basic inspection by frequency, start help guidance is given at the first basic inspection of a registered control object or in connection with the approval inspection.

Read more about combining and documentation in chapter 11.

### 3.9. Documenting start help and inspections with start help guidance

Start help includes the following inspection types and sub-types:

- Inspection type: "Ordinary inspection"
- Inspection sub-type: "Start help"

Only the type of inspection is mentioned on the inspection report that is given to the control object.

For start help and start help guidance in connection with an inspection or approval inspection, see the schematic overview of DIKO registrations on the following page.

### Legally established control objects

Newly established	Control object type basic inspection	Project type	Inspection type	Inspection sub-type	DIKO designation	Inspection activity	Start help guidance	Standard text
Approval Control object has not begun operations	By frequency	Approval	-	-	-	-	Yes	Yes, in the approval report
Registration	Spot-check	Inspection	Ordinary inspection	Start help*	Start help	-	Yes	Yes
	By frequency			Basic inspection by frequency	-	Start help guidance		

Change of ownership	KOB type basic inspection	Project type	Inspection type	Inspection sub-type		Inspection activity	Start help guidance	Standard text
Change of ownership	Spot-check	Inspection	Ordinary inspection	Start help	Start help	-	Yes	Yes
	By frequency			Basic inspection by frequency	-	Start help guidance		

### Unlawfully established control object - regardless of whether the DVFA discovers this itself or it is reported to the DVFA

First inspection without* start help guidance	KOB type basic inspection	Project type	Inspection type	Inspection sub-type		Inspection activity	Start help guidance	Standard text
Newly established or change of ownership	Spot-check	Inspection	Ordinary inspection	Start help**	Start help	-	No	No
	By frequency			Basic inspection by frequency	-	Start help guidance		

Next inspection with start help guidance	KOB type basic inspection	Project type	Inspection type	Inspection sub-type		Inspection activity	Start help guidance	Standard text
Newly established or change of ownership	Spot-check	Inspection	Extra inspections	Follow-up: Warning or Follow-up: Injunction/prohibition notice/fine	-	Start help guidance***	Yes	Yes
	By frequency							

\*Generally, it is not necessary to provide start help guidance in connection with the first inspection unless the establishment requests it.

\*\* The inspection must also be registered as start help in cases where the control object is placed in the "Ultra-low" risk group during inspection and is therefore exempt from the requirement of start help inspection.

\*\*\* If the Food Inspection Task Force carries out one or more first follow-up inspections at the control object, then start help guidance can be provided by the food unit in connection with the second follow-up inspection.

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).

## 4. Spot-check basic inspection

Spot-check basic inspection is one of the three control actions that together comprise the inspection category: basic inspections.

### 4.1. Objective of spot-check basic inspection

The objective of spot-check basic inspection is to maintain a certain level of inspection pressure on the entire group of control objects. Food inspections thereby have a preventative effect. The likelihood of inspection increases the control object's incentive to comply with regulations. Furthermore, the inspection of the individual control object should motivate the control object to comply with regulations.

This action should also help overall regulatory compliance across the entire group of control objects. For example, this will be achieved by a baseline measurement of regulatory compliance among randomly selected control objects. In practice, this means that some of the spot-check basic inspection will be selected and included in a representative spot check of all food control objects. The results of these inspections are the baseline measurement. The baseline measurement is a measurement of overall regulatory compliance that is independent of how food inspections are otherwise organised and how the DVFA develops inspections over time. The DVFA uses the baseline measurement of regulatory compliance to ascertain whether there are any changes in the food sector's ability to comply with regulation. Furthermore, the baseline measurement is used to assess the extent to which other food inspections are able to identify control objects that are in breach of regulation.

### 4.2. Target group for spot-check basic inspection

The primary target group is control objects in the retail sector group, but it also includes some wholesalers without treatment and some primary producers.

Sector group	Criteria
<b>Retail</b>	Less than 90 risk points
<b>Primary producers</b>	All control objects in the "Ultra-low", "Low" and "Medium" risk groups, and a subset of control objects in the "High" risk group (the "High" risk group has 76-121 risk points).
<b>Wholesale without treatment*</b>	All control objects in the risk groups "Ultra-low", "Low" and "Medium".

\*Incl. retail with wholesale

### 4.3. Selection for spot-check basic inspection

Every six months, the DVFA selects control objects for spot-check basic inspection.

The majority of spot-check basic inspection are needs-based. The control objects are selected based on an analysis model developed by the DVFA. The model is based on inspection and registration data on the control object and divides the total group of control objects according to their inspection needs. The model calculates a needs score. The higher the score, the higher the likelihood of identifying non-compliances at the control object during the next inspection. In practice, this means that inspections are targeted at control objects with the greatest need of inspection, i.e. that the likelihood of inspection increases with the need for inspection at individual establishments. Control objects for needs-based inspections are selected centrally.

Selections for spot-check basic inspection also include random selections among all control objects for baseline measurements of regulatory compliance (see chapter 4.1) and spot-check inspections of transport establishments.

The DVFA can change selections as needed. This may be necessary if a control object selected for spot-check basic inspection has already received an inspection after a complaints before the spot-check inspection, and the scope of that inspection corresponds to a standard inspection. Control objects selected for spot-check basic inspection are often removed for this reason.

#### **Spot-check inspections of transport establishments**

A spot-check inspection can be done on roads, at harbours, at borders in collaboration with the police, during security sealing by the inspection units or at control objects where the transport establishment collects or delivers foods. In some cases, when a spot-check is performed in this manner, it can include the same transport establishment several times. Both wholesale and retail transport establishments can be included in the inspection, as well as foreign transport establishments. Different means of transport can be inspected, if considered relevant by the inspector.

### 4.4. Spot-check basic inspection are not announced in advance.

In principle the inspection is performed unannounced. Read more about the unannounced inspections in chapter 2.8.



#### 4.5. Content of spot-check basic inspection

The scope of the individual inspection corresponds to a standard inspection.

The inspector adjusts the content of the individual inspection on the basis of a screening of the control object at the time of inspection, see chapter 2.3.

If the control object has activities with special frequencies, the activities covered by the legislative areas should be inspected as far as possible during the spot-check inspection.

#### 4.6. Planning spot-check basic inspection

For control objects subject to spot-check basic inspection, there is a three-year inspection planning period for the sector group as a whole - i.e. retail, wholesale without treatment and primary producers. Read more about planning inspections within a three-year period in chapter 2.2.

#### 4.7. Combining spot-check basic inspection with other control actions

Spot-check basic inspection are independent inspections that cannot be combined with other control actions.

However, inspections can be combined in exceptional situations. These are described in chapter 11.

Inspections of activities with special frequencies are included in spot-check basic inspection at control objects where relevant.

#### 4.8. Documentation of spot-check basic inspection

Spot-check basic inspection include the following inspection type and sub-type:

- Inspection type: "Ordinary inspection"
- Inspection sub-type: "Spot-check basic inspection"

Only the type of inspection is mentioned on the inspection report that is given to the control object.

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).



## 5. Basic inspection by frequency

Basic inspection by frequency is one of the three control actions that together comprise the inspection category: basic inspection.

### 5.1. The objective of basic inspection by frequency

The objective of basic inspection by frequency is to ensure regular inspection of food control objects with risk-based activities. Risk-based activities mean that there may be grave consequences for food safety if the establishment does not comply with the regulations. This inspection type helps ensure continued robust food exports and fair competitive conditions.

The inspection covers:

1. Standard inspection on the basis of the DVFA's individual risk characterisation
2. Targeted inspection of activities with special frequencies

Targeted inspections ensure that activities with special frequencies are inspected in accordance with the frequency laid down in regulations and guidelines in the respective areas, regardless of other needs for inspection of the control object. However, targeted inspections of activities with special frequencies are only performed if it is not possible to inspect the items in connection with other control actions.

The two parts of the action have different target groups, inspection content, etc. Therefore, several parts of this chapter have been divided into sub-sections that we refer to as 1. Standard inspection and 2. Targeted inspection.

### 5.2. Target group for basic inspections by frequency

1. Standard inspection: The target group for basic inspections by frequency with standard content is control objects subject to basic inspection by frequency. This type of basic inspection is based on the combination of the sector group and the risk points in the individual risk characterisation (described in chapter **Fejl! Henvisningskilde ikke fundet.**), supplemented by information about exports to third countries and whether the control object is the headquarters of a multi-site establishment. The division of control objects into types of basic inspection is described in chapter **Fejl! Henvisningskilde ikke fundet.**

Additionally, the criteria for control objects subject to basic inspection by frequency are described in the table below.

Sector group	Criteria
<b>Retail</b>	90 risk points or above and control objects with exports to third countries
<b>Primary producers</b>	
<b>Wholesale without treatment*</b>	All control objects in the "High" and "Very high" risk groups, control objects with exports to third countries and headquarters of multi-site establishments
<b>Wholesale with treatment*</b>	The entire sector group, including control objects with exports to third countries

\*Incl. retail with wholesale

2. Targeted inspections: The target group for targeted inspections of activities with special frequencies (see other regulations or guidelines) is all control objects, irrespective of the type of basic inspection they are subject to, where the DVFA carries out:

- Inspections in connection with export of foods of animal origin to the US and China
- Inspections of export activities in addition to the export of foods of animal origin to the US and China
- Inspection of group delivery of porkers
- Inspection of import activities
- Inspection of specified risk material
- Inspection of establishments subject to the organic inspections scheme
- Inspection of establishments awarded an organic food label

However, targeted inspections of activities with special frequencies are only performed if it is not possible to inspect the items in connection with other control actions. Frequencies for activities with special frequencies are listed in chapter 16.

### 5.3. Basic inspections by frequency are not announced in advance.

1. Standard inspection: Basic inspections by frequency are generally not announced in advance by the DVFA. Read more about unannounced inspections in the [Inspection Guide](#).

The inspection must be announced in advance by the inspector if it is the first inspection of a newly established registered control object, where the basic inspection by frequency also includes extra guidance - see chapter 2.8.



2. Targeted inspections: If it is necessary to inspect activities with special frequencies during an independent inspection, then the inspection is generally not announced in advance. However, these targeted inspections can be announced if it is necessary to ensure that specific persons are present at the control object in order to meet the objective of the inspection.

#### 5.4. Content of basic inspections by frequency

1. Standard inspection: The scope of the individual inspection corresponds to a standard inspection, see chapter **Fejl! Henvisningskilde ikke fundet.**

The inspector adjusts the content of the standard inspection on the basis of a screening of the control object at the time of inspection, see chapter 2.3.

If the control object has activities with special frequencies, the inspector must, as far as possible, also inspect these as part of the standard inspection.

2. Targeted inspections: If it is necessary to carry out an individual inspection solely to inspect activities with special frequencies, then the inspection must be performed as a targeted inspection of the activities in question.

#### 5.5. Guidelines for determining individual inspection frequencies for control objects covered by basic inspections by frequency

The DVFA determines the inspection frequencies for basic inspections by frequency on the basis of individual activity-based risk characterisation, see chapter **Fejl! Henvisningskilde ikke fundet.**, and an individual needs assessment. The individual needs assessment covers both the possibility of obtaining elite status and reduced inspection frequency, see chapter 15.3, and supplementary individual assessment of the need for inspection in wholesale, see chapter 15.8.

Determining the actual inspection frequency is described further in chapter 15.

#### 5.6. Inspection planning of control objects subject to basic inspection by frequency

For control objects subject to basic inspection by frequency, there is a three-year inspection planning period for the sector group as a whole for retail control objects, and an inspection planning period of three years for individual control objects in wholesale control objects. Read more about planning inspections within a three-year period in chapter 2.2.

The inspector only needs to prepare individual inspection plans for individual control objects in wholesale control objects that are subject to the requirement of a three-year inspection plan period. Read more about inspection plans in chapter 2.6.

#### 5.7. Visits prior to approval of control objects that are not in operation (approval inspection)

Inspections prior to approval of control objects that are not in operation are called approval inspections. Approval inspections are a specific task where a standard inspection is not performed and the inspection is documented in a special approval report.

During an approval inspection, the DVFA inspects the establishment's risk analysis and HACCP plan (legislative area "Own-checks by the establishment"), see Executive Order on Authorisation. The layout of the control object will also be assessed, including the building materials used and the materials used in equipment and furnishings, as well as the description on the flow of goods and staff at the establishment, etc.

During the approval inspection, the control object will be offered start help guidance on food regulations. This guidance corresponds to the extra guidance provided during start help at registered control objects or control objects that have undergone a change of ownership, i.e. approximately 45 minutes on average, see chapter 3.

#### 5.8. Visits prior to approval of control objects that are in operation (inspection)

Inspections prior to approval of control objects in operation are through an inspection visit and not an approval inspection. This applies for control objects with conditional approval and control objects that have made significant changes that require renewed approval.

If possible, inspections in connection with approval should be performed during an already planned inspection. During the inspection, the inspector will inspect the same items included in an approval inspection, see chapter 5.7, as well as the inspection items already included in the planned inspection.

If no inspection has been planned for the control object, or planned inspections cannot be moved forward, then the inspection for approval will be performed as a basic inspection by frequency. However, the content of the inspection should generally only include the inspection items covered by approval inspections.

#### 5.9. Combining basic inspection by frequency with other control actions

1. Standard inspection: Basic inspection by frequency can be combined with:





- Start help guidance
- Inspection after complaints

In both cases, the inspection must be registered as a basic inspection by frequency.

Campaign inspections are independent inspections. However, in exceptional circumstances, they can be combined with basic inspection by frequency if, for planning reasons, this is necessary to perform the required number of inspections by frequency and ensure that inspections are distributed evenly throughout the year. In these cases, the inspection must be registered as a basic inspection by frequency.

The follow-up inspection after sanctions can, in exceptional circumstances, be combined with a basic inspection by frequency at control objects with a high inspection frequency or at seasonal control objects, if this is necessary to perform the required number of inspections by frequency. In these cases, the inspection must be registered as a basic inspection by frequency. This is described in more detail in chapter 11.

When relevant, inspections of activities with special frequencies should, if possible, be included in standard inspections at control objects.

#### 5.10. Documentation of basic inspections by frequency

Basic inspections by frequency include the following inspection type and sub-type:

- Inspection type: "Ordinary inspection"
- Inspection sub-type: "Frequency based - basic inspection"

Only the type of inspection is mentioned on the inspection report that is given to the control object.

If start help guidance is provided during the inspection, then the control activity "Start help guidance" must be added to the inspection.

If the inspection is performed after a complaint, then "Inspection after complaints" must be added to the control activity .

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).



## 6. Inspection after complaints

Inspection after complaints is one of the three control actions that together comprise the inspection category: in-depth inspection.

### 6.1. The objective of inspection after complaints

The objective of inspection after complaints is to use observations by consumers and others to enhance inspections. Complaints from consumers and other outside notifications are valuable observations, which indicate that a control object may be in need of inspection. Consumer notifications therefore will always lead to a conversation with the notifier (if known) and will also generally lead to an inspection.

### 6.2. Target group for inspection after complaints

The target group for inspection after complaints is control objects on which the DVFA receives information that may indicate that the control object is in need of inspection, for example an establishment set up unlawfully. Inspection after complaints can also be performed at retail control objects below the triviality limit and wholesale control objects exempt from the requirement of registration and approval.

### 6.3. Types of complaint covered by inspection after complaints

Inspection after complaints includes:

- Complaints from consumers/establishments/authorities
- Pests
- Product withdrawals
- Inspection in connection with cases of illness
- Inspection based on results of analyses
- Inspection following rejection of a batch in a third country when the batch requires a special inspection and statement from the authorities in the third country regarding the cause of rejection.
- Inspection after the screening of a notified food supplement by the expert unit

Inspectors can find more information in the DVFA's procedures for inspections after complaints.

### 6.4. Screening of complaints

When the DVFA receives a complaint from consumers or others, the DVFA will follow-up on the problems experienced by the notifier. The inspection unit will perform an initial screening and decide whether the complaint can be dealt with by calling the establishment (administrative inspection<sup>1</sup>) or if an inspection needs to be performed. After a complaint, the DVFA will determine when a possible inspection should take place on the basis of the threat to food safety. The DVFA has prepared [internal common procedures for screening and inspection following a complaint](#), where inspectors can find additional information on how to handle complaints.

### 6.5. Deadline for inspection after complaints

Deadline for inspection after complaints follow the DVFA's internal procedures for the area.

### 6.6. The content of inspection after complaints

Generally, the scope of the inspection corresponds to a standard inspection and therefore also includes inspection of activities with special frequencies at relevant control objects.

Following an assessment by the DVFA, the inspection can be a targeted inspection at control objects subject to basic inspection by frequency if the control object has recently received a basic inspection by frequency.

Items inspected during an inspection after complaints are included in the planning of inspections over a three-year period. For more information about planning inspections, see chapter 2.2.

If the inspection after complaints is performed as an administrative inspection, the scope of the inspection will be targeted on the notified conditions.

At the start of the inspection, the inspector must notify the control object that the DVFA is performing the inspection on the basis of a complaint.

---

<sup>1</sup>Inspectors can find examples in the section "Inspection after notification - General".



### 6.7. Selection for inspection after complaints

When the DVFA assesses that a control object requires an inspection following receipt of a complaint, the inspection unit must open a DIKO case. DIKO cases should be opened as the DVFA receives complaints.

### 6.8. Inspection after complaints is not announced in advance.

In principle the inspection is performed unannounced. Read more about unannounced inspections in chapter 2.8.

### 6.9. Combining inspection after complaints with other control actions

In general, inspection after complaints cannot be combined with the other control actions.

However, inspection after complaints can be combined with basic inspection by frequency if an inspection is planned in the near future.

Inspection after complaints can replace a spot-check basic inspection if the control object has already been selected for one. This requires that the inspection is performed as a standard inspection.

Only in exceptional circumstances can an inspection after complaints be combined with a follow-up inspection. They can be combined for planning reasons, for example at seasonal control objects where inspections must be performed before the end of the season or at control objects subject to many inspections.

The options for combining inspections and documentation are in chapter 11.

### 6.10. Documentation of inspection after complaints

Inspections after complaints include the following inspection type and sub-type:

- Inspection type: "Ordinary inspection"
- Inspection sub-type: "Inspection after complaints"

Only the type of inspection is mentioned on the inspection report that is given to the control object.

Inspections after complaints must be registered in DIKO under the correct category "Inspection after complaints".

If the inspection is exceptionally combined with other control actions, the control activity "Consumer complaint" must be included<sup>2</sup> in DIKO. Inspection type and inspection sub-type are determined by the inspection they are combined with.

The DVFA will state at the top of the inspection report that the inspection was performed on the basis of a complaint.

The identity of the notifier must be included on the supplementary page of the inspection report if the notifier is not anonymous or if there are no special considerations to take into account, i.e. complaints from an employee at the establishment or complaints from a relative of an employee who has been made aware of the circumstance. The inspector does not have to include this information on the supplementary page if the notifier is anonymous, or there are special considerations to take into account. In cases of illness, the notifier will always be anonymous. The inspector is referred to the internal procedures for inspection after complaints<sup>3</sup>.

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).

---

<sup>2</sup>The control activity "Consumer complaint" will be renamed "Inspection after notification".

<sup>3</sup>Procedure for "Inspection after notification - General".



## 7. Prioritised action

Prioritised action is one of the three control actions that together comprise the inspection category: in-depth inspections. A prioritised action must have a fixed purpose, for example inspection and guidance of control objects with an increased need for inspection, a new type of control object, occasional events, water pollution, special items, and similar.

### 7.1. Characteristics of prioritised action

- A prioritised action contributes to the flexibility and adaptability of the new control system. This allows the DVFA to react quickly to developments in the sector, current problem areas and any need for special focus.
- The DVFA plans prioritised actions six months ahead, which allows for a level of flexibility with regard to new needs.
- In the event of acute need, the DVFA can quickly roll out new items for prioritised action to the inspection units independently of the six-monthly planning.
- Items for prioritised action are usually based on the individual inspector's basic knowledge. Each item within prioritised actions must be described and delimited in a OnePager, see chapter 7.5. In general, it can be very useful to prepare an inspection guide for the different specialist areas and link to them in a OnePager. If there is no inspection guide, it may be necessary to supplement basic knowledge with a minor update via information in the OnePager.
- If additional information is needed beyond what is included in an inspection guide/OnePager, then the inspection is not suitable for a prioritised action. For example, it should not be necessary to read an earlier project description of an inspection campaign before an inspection.
- A prioritised action does not have a project structure.

### 7.2. Objective of a prioritised action

The objective of a prioritised action is to increase a control object's understanding of food legislation by performing targeted inspections at control objects with a special need or at groups of control objects with relevant needs or risks.

An objective is set for each prioritised action to be completed in the course of the half-year.

### 7.3. Target group for prioritised action

The target group for prioritised action is control objects with special needs or groups of control objects with relevant needs or risks. A prioritised action can also be performed at retail control objects below the triviality limit or wholesale control objects that are exempt from the requirement of registration and approval.

The target group depends on the objective and description of the individual prioritised action to be completed in the course of the half-year.

### 7.4. Items for prioritised action

The DVFA plans items for biannual prioritised actions on an ongoing basis. Items can have a broad scope and the DVFA can reprioritise items depending on need and relevance.

Examples of items could be control objects selected by the analysis model, see chapter 4.3, control objects that have been sanctioned in specific areas, inspection of occasional events/festivals, topical items such as horse meat fraud, which require immediate action, follow-up on campaign actions, follow-up on acute cases in a group of control objects and coordinated inspection across multiple control objects as a cross-inspection or supplementary inspection.

### 7.5. OnePager for prioritised action

The DVFA prepares a OnePager for each item subject to prioritised action. The OnePager describes the objective, target group, completion and content of the inspection. The OnePager is used by the inspector performing the inspection.

### 7.6. Content of prioritised actions

The content of the inspection depends on the objective and description of the individual prioritised action. For example, if the objective is to inspect and provide guidance at control objects selected by the analysis model, see chapter 4.3, then the inspection will often be a standard inspection. If the objective is a targeted and in-depth inspection of a specific item, the inspection will often be a targeted inspection.

The content of the inspection must be stated in the OnePager, see chapter 7.5.

Regardless of whether the prioritised action is a targeted or standard inspection, the inspector must inspect the risk data in relevant control objects, where relevant. See chapters 2.4-2.5.

Items inspected in a prioritised action must be included in the plan over a three-year period, see chapter 2.2.

### 7.7. Guidance in connection with prioritised action

The objective of the item subject to prioritised action determines whether the inspector needs to provide additional guidance to the control object as part of the inspection or whether there is no requirement for additional guidance.



The scope of guidance must be stated in the OnePager, see chapter 7.5.

### 7.8. Selection for prioritised action

Every six months, the DVFA selects the control objects for prioritised action. Selection for some items is done centrally, for example by the analysis model. Selection via the analysis model is further described in chapter 4.3. The selection can also be made locally on the basis of a specific expert assessment and the local knowledge of the inspection units.

The DVFA can change the selections as required.

If a control object has been selected for prioritised action, either centrally or locally, and it becomes apparent during the inspection that the control object is not relevant with regard to the planned item (such as additives), then the inspector must change the selection criteria to "Locally arisen need" and complete the inspection as a standard inspection. The inspection unit itself will then select a new control object for the planned item (such as additives).

### 7.9. Inspections in connection with prioritised action are announced or unannounced.

At control objects where there is a specific need for guidance on the item, the inspection can be notified in advance if doing so supports the objective of the action. The inspector notifies the inspection to ensure that the relevant people are present and prepared, as guidance will have the greatest effect when the relevant people are present.

The objective of the individual prioritised action determines whether the inspection should be notified in advance.

The OnePager must state whether the inspection should be notified in advance, see chapter 7.5.

### 7.10. Combining prioritised actions with other control actions

A prioritised action is an independent control action that cannot be combined with other control actions. The inspector can include inspection of activities with special frequencies.

Prioritised action can only be combined with a follow-up inspection in exceptional circumstances if this is necessary for planning reasons, for example at seasonal control objects where inspections must be performed before the end of the season or at control objects subject to many inspections, see chapter 11.

### 7.11. Documentation of a prioritised action

A prioritised action includes the following inspection type and sub-type:

- Inspection type: "Ordinary inspection"
- Inspection sub-type: "Prioritised action".

Only the type of inspection is mentioned on the inspection report that is given to the control object.

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).



## 8. Campaign inspection

A campaign inspection is one of the three control actions that together comprise the inspection category: in-depth inspections.

### 8.1. Objective of campaign inspection

Campaign inspections focus on risk areas, and the DVFA selects the areas that require a specific control action based on a risk and needs assessment. A risk in this context could be a known issue within a certain area, for example. There may be regulations that are difficult to understand, a high number of sanctions, new regulations within an area or new production methods at establishments. A campaign may be necessary due to a desire to obtain or collect greater knowledge on specific conditions. Campaign inspections are targeted at one or more inspection items and the inspection and guidance can be more in-depth.

### 8.2. Target group for campaign inspection

Campaign inspections are performed at all types of establishments. However, each campaign will have a specific target group depending on the risk area.

### 8.3. Financing campaign inspections

Campaign inspections are financed by an annual campaign fee.

### 8.4. Content of campaign inspections

The inspector performs the campaign inspection on the basis of a project description that defines the guidelines for the inspection. As far as is possible, a campaign inspection must focus on the following:

- Objective of the campaign
- Involving industry before, during and/or after the campaign
- In-depth inspection of a specific focus area
- Targeted guidance for establishments - before, during and after the campaign

A campaign inspection must always include an inspection, even if the main objective of the campaign is guidance. When planning a campaign inspection, the project group must ensure that a relevant inspection item is described in the project description.

Regardless of whether the campaign is carried out as a targeted or standard inspection, the inspector must inspect the risk data in the control objects, where relevant. See chapters 2.4-2.5.

### 8.5. Campaign inspections are not notified in advance.

In general, campaign inspections are performed without prior notice. Read more about unannounced inspections in the [Inspection Guide](#).

### 8.6. Combining campaign inspection with other control actions

Campaign inspections are independent inspections. However, in exceptional circumstances, they can be combined with basic inspection by frequency if, for planning reasons, this is necessary to perform the required number of inspections by frequency and ensure that inspections are distributed evenly throughout the year. Moreover, further to a campaign inspection, the inspector can inspect activities with special frequencies if this inspection cannot be performed in connection with other actions.

Campaign inspection can only be combined with a follow-up inspection in exceptional circumstances if this is necessary for planning reasons, for example at seasonal control objects where inspections must be performed before the end of the season or at control objects subject to many inspections, see chapter 11.

Two campaign inspections can be performed simultaneously when this is advantageous with regard to reaching the objectives of the two campaigns. If inspections in two different campaigns can be combined, the two project groups must describe this in the project descriptions when planning an inspection campaign.

### 8.7. Documentation of campaign inspections

A campaign inspection includes the following inspection type and sub-type:

- Inspection type: "Ordinary inspection"
- Inspection sub-type: "Campaign inspection"

Only the type of inspection is mentioned on the inspection report that is given to the control object.



If the campaign inspection is combined with basic inspection by frequency, the inspection must be documented as "Ordinary inspection" with the inspection sub-type "Basic inspection by frequency".

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).



## 9. Follow-up inspection after sanctions

Follow-up inspection after sanctions makes up the inspection category "Follow-up inspection".

In general, the DVFA performs two follow-up inspections after sanctions in the form of a warning, injunction, prohibition notice, administrative fine and police report.

### 9.1. Objective of follow-up inspection

The objective of performing two follow-up inspections at control objects that have received a sanction is to increase the control object's motivation to comply with regulations, increase food safety and increase regulatory compliance long term.

### 9.2. Target group for follow-up inspection

The target group for two follow-up inspections is control objects that have received a sanction. Follow-up inspection can also be performed at retail control objects below the triviality limit and at wholesale control objects that are exempt from registration and approval requirements.

### 9.3. Exemptions from two follow-up inspections

The DVFA performs only the first follow-up inspection as a targeted inspection in the following situations :

- When a warning has been issued because the smiley/inspection result 1 was not displayed.
- When sanctions have been issued in connection with a spot-check inspection of transport vehicles on roads, at storage facilities or lay-bys. In these situations, the DVFA will perform the follow-up inspection at the transport establishment, and not necessarily inspect the vehicle itself.

### **Special practices for follow-up inspections at slaughterhouses and at wholesale meat control objects subject to frequent inspections**

- Sanctions in connection with daily/frequent inspections are followed up by one subsequent daily/frequent inspection.

However, if sanctions are made at slaughterhouses and wholesale meat control objects during a basic inspection by frequency (ordinary inspection) at the control object, then there will be two follow-up inspections.

### 9.4. The first follow-up inspection can be administrative in special cases

In general, the DVFA will perform the first follow-up inspection on-site. However, in special cases, the inspection can be performed as an administrative inspection of submitted documentation, for example. The establishment can order a new inspection if it wants an inspection report. The request for inspection can be submitted by phone, in writing or during an inspection.

The second follow-up inspection must be performed as an on-site inspection.

### 9.5. Content of follow-up inspection

The first follow-up inspection is a targeted inspection and aims to follow up on the breach(es) that gave rise to the sanctions.

Since the first follow-up inspection is a targeted inspection, the inspector should generally only inspect the regulation(s) that were breached.

If, while at the control object, the inspector also becomes aware of conditions that could trigger a sanction, then these conditions must be inspected as well.

The second follow-up inspection is a standard inspection. The inspection must be performed according to the general principles of standard inspections and covers several legislative areas, see chapter 2.3. The inspection may include the items that gave rise to the follow-up inspection.

There is a special procedure for a follow-up inspection after sanctions at slaughterhouses and wholesale meat control objects with more than 12 annual inspections. The procedure is described in annex 1, section 10 on planning follow-up inspections at the individual control object.

### 9.6. If the DVFA identifies a non-compliance during a follow-up inspection

If the DVFA issues sanctions in connection with a follow-up inspection, then two additional follow-up inspections must be performed. The second follow-up inspection will not take place if non-compliances are identified during the first follow-up inspection.





### 9.7. Deadline for follow-up inspection

The deadline for the first follow-up inspection visit is generally max. two months after the inspection that gave rise to the sanction. However, there may be circumstances that make it relevant to perform follow-up inspection at a later stage, for example due to deadlines, seasonal inspections or other practical matters.

The deadline for the second follow-up inspection is generally max. four months after the first follow-up inspection.

### 9.8. Intensified inspection

The DVFA can perform intensified inspections for a period, see the [Executive Order on Inspections](#), if the inspection unit determines that two follow-up inspections are not sufficient to ensure that the control object remedies the illegal conditions. Intensified inspections are several additional inspections within a given period, see [chapter 5.2. of the Inspection Guide](#)

Inspection types and examples are also described in [annex 6 of the Inspection Guide](#).

The first two follow-up inspections in connection with intensified inspections must be registered in accordance with the usual principles see chapter 9.11. The other additional inspections must be registered as the inspection sub-type "Intensified inspection" and the inspection can be targeted at the current problem(s) at the control object.

### 9.9. Follow-up inspections are not notified in advance

In principle, the DVFA performs these inspections without prior notice. Read more about unannounced inspections in chapters 2.9 and 2.8.

### 9.10. Combining follow-up inspection with other control actions

Follow-up inspection after sanctions is an independent control action that the DVFA can only perform in connection with other control actions in exceptional circumstances. This can be follow-up on sanctions where there is a deadline (usually injunction), so the deadline more or less coincides with a planned basic inspection by frequency.

It may also be necessary in exceptional circumstances to perform a follow-up inspection in connection with other control actions at control objects subject to many inspections, for example high inspection frequency or VDR establishments (establishments with poor compliance) with intensified inspection, and at control objects with limited opening periods (seasonal control objects). In such cases, a follow-up inspection can be combined with another inspection that coincides with the follow-up inspection; see the guidelines in chapter 11.

Inspection units should note that, if a follow-up inspection is combined with other control actions, then an inspection unit can only invoice time for the part of inspection that pertains to follow-up on sanctions, as the DVFA can only invoice the additional hours induced by the follow-up. This means that if another follow-up inspection is combined with a standard inspection, it will usually not be possible to invoice the hours of the inspection, as the second follow-up inspection is also a standard inspection.

Combining control actions and the necessary documentation are described in more detail in chapter 11.

### 9.11. Documentation of follow-up inspection

Follow-up inspection after sanctions includes the following inspection type and sub-type:

First follow-up inspection:

- Inspection type: "Extra inspection"
- Inspection sub-type: "Follow-up: Warning" or "Follow-up: Injunction/prohibition notice/fine"

If the inspector follows up on several sanctions, the inspection sub-type must correspond to the most serious sanction.

Second follow-up inspection:

- Inspection type: "Extra inspection"
- Inspection sub-type: "Second inspection"

Only the type of inspection is mentioned on the inspection report that is given to the control object.

If the second follow-up inspection is exceptionally performed during a basic inspection by frequency, the inspection must be registered with the inspection type "Ordinary inspection" and sub-type "Basic inspection by frequency".

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).



## 10. Booked inspections within the food sector

In exceptional circumstances, a food control object can book an inspection within two months.

### 10.1. Objective and target group for booked inspections

Booked inspections allow control objects in rare cases to book an inspection for a fee within two months of the booking date. The following cases apply:

- After sanctions on the latest inspection report, where the inspection unit performs the first follow-up inspection as an administrative inspection. An administrative inspection without sanctions will not be documented on the inspection report. The control object may therefore be interested in expediting the next inspection and book an inspection for a fee for the DVFA to perform within two months.
- After a change of ownership where the inspection unit does not deem it necessary to provide start help or the first inspection of a new control object (within one month).

The target group is control objects in the two situations described.

Booked inspections are described in chapter 5.2. in the [Inspection Guide](#). A control object can book an inspection over the phone or via [fvst.dk/kontakt](http://fvst.dk/kontakt).

### 10.2. Booked inspections are not notified in advance.

The inspection is not notified in advance even though it has been booked. The inspection will be performed within two months of the date of booking.

### 10.3. Content of booked inspection

The scope of a booked inspection corresponds to a standard inspection.

The inspector adjusts the content of the individual inspection on the basis of a screening of the control objects at the time of inspection, see chapter 2.3. The control object cannot book/determine the scope of the inspection.

### 10.4. Planning a booked inspection

Items inspected during a booked inspection are included in the planning of inspections over a three-year period. For more information about planning inspections, see chapter 2.2.

### 10.5. Coordinating booked inspections with other control actions

Booked inspections are always an independent control action.

### 10.6. Documentation of a booked inspection

A booked inspection has the following inspection type and sub-type:

Booked as a follow-up to sanctions:

- Inspection type: Extra inspections
- Inspection sub-type: Booked follow-up inspection

Booked after change of ownership:

- Inspection type: Extra inspections
- Inspection sub-type: Booked inspections after change of ownership

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).



## 11. Overview of combining control actions and documentation

In some cases, it may be relevant and necessary to perform two control actions during the same inspection. This may be the case at control objects subject to many inspections. The table on the following pages shows the control actions that can be performed during the same inspection, and how this is registered.

The intersection between two actions indicates whether they can be performed during the same visit, and if so how this should be documented in DIKO. Whether the control action is horizontal or vertical is irrelevant. The bottom left part of the table has the same content as top right part of the table, because both top and bottom have the same combination of actions.

Grey fields	The two control actions cannot be performed during the same visit
Coloured fields	The two actions can, or can in some cases, be performed during the same visit. The colour reflects the control action to be registered.

### Inspection of activities with special frequencies can be performed as part of all control actions

The inspector must, as far as possible, inspect activities with special frequencies during inspections that have to be performed of the control object anyway, see chapter 5.9. Therefore, inspection of activities with special frequencies is not included in the table below.

The "Special frequency – Targeted" inspection sub-type only has to be registered on an inspection in DIKO, if the content of the inspection only covers one or more activities with special frequencies. For example, if activities with special frequencies are inspected during an inspection selected by data analysis, the inspection is an inspection selected by data analysis (and is registered with this inspection sub-type), if part of the content of the inspection is inspection of activities with special frequencies. Inspection of activities with special frequencies can also be performed on targeted inspections as campaign inspections and item-targeted prioritised action inspection. Activities with special frequencies can be inspected during these visits, even if this is not described in the campaign description or in the OnePager on prioritised action.

Can two control actions be performed during the same visit?

	Start help or start help guidance	Spot-check basic inspection	Basic inspection by frequency	Inspection after complaints	Prioritised action	Campaign inspection	1st follow-up inspection	2nd follow-up inspection
Start help or start help guidance		No	<b>Start help guidance</b> Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b> Inspection activity: <b>Start help guidance</b>	Inspection type: Ordinary inspection Inspection sub-type: <b>Start help</b> Inspection activity: <b>Consumer complaint</b>	No	No	<b>Start help guidance</b> can be provided on the 1st follow-up inspection in unlawfully established control objects.  Inspection type: Extra inspections Inspection sub-type: <b>Follow-up: xxx</b> Inspection activity: <b>Start help guidance</b>	<b>Start help guidance</b> can ONLY be provided on the 2nd follow-up inspection after the Food Inspection Task Force has performed the 1st follow-up inspection(s).  Inspection type: Extra inspections Inspection sub-type: <b>Follow-up: 2nd visit</b> Inspection activity: <b>Start help guidance</b>
Spot-check by frequency	No		No	No  Inspection after complaints (performed as standard inspection) replaces spot-check basic inspection.	No	No	<b>Only in exceptional circumstances*</b>  Inspection type: Ordinary inspection Inspection sub-type: <b>Spot-check basic inspection</b>	<b>Only in exceptional circumstances*</b>  Inspection type: Ordinary inspection Inspection sub-type: <b>Spot-check basic inspection</b>
Basic inspection by frequency	<b>Start help guidance</b> Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b> Inspection activity: <b>Start help guidance</b>	No		If basic inspection by frequency is planned, the complaint can also be followed up  Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b> Inspection activity: <b>Consumer complaint</b>	No	<b>Only in exceptional circumstances*</b>  Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b>	<b>Only in exceptional circumstances*</b>  Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b>	<b>Only in exceptional circumstances*</b>  Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b>
Inspection after complaints	Inspection type: Ordinary inspection Inspection sub-type: <b>Start help</b> Inspection activity: <b>Consumer complaint</b>	No  Inspection after complaints (performed as standard inspection) replaces spot-check basic inspection.	If basic inspection by frequency is planned, the complaint can also be followed up  Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b> Inspection activity: <b>Consumer complaint</b>		No	No	<b>Only in exceptional circumstances**</b>  Inspection type: Ordinary inspection Inspection sub-type: <b>Inspection after complaints</b>	<b>Only in exceptional circumstances**</b>  Inspection type: Ordinary inspection Inspection sub-type: <b>Inspection after complaints</b>

Prioritised action	No	No	No	No		No	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Prioritised action</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Prioritised action</b>
Campaign inspection	No	No	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b>	No	No		Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Campaign inspection</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Campaign inspection</b>
1st follow-up inspection	<b>Start help guidance</b> can be provided on the 1st follow-up inspection in unlawfully established control objects. Inspection type: Extra inspections Inspection sub-type: <b>Follow-up: xxx</b> Inspection activity: <b>Start help guidance</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Spot-check basic inspection</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b>	Only in exceptional circumstances** Inspection type: Ordinary inspection Inspection sub-type: <b>Inspection after complaints</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Prioritised action</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Campaign inspection</b>		No
2nd follow-up inspection**	<b>Start help guidance</b> can ONLY be provided on the 2nd follow-up inspection after the Food Inspection Task Force has performed the 1st follow-up inspection(s). Inspection type: Extra inspections Inspection sub-type: <b>Follow-up: 2nd visit</b> Inspection activity: <b>Start help guidance</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Spot-check basic inspection</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b>	Only in exceptional circumstances** Inspection type: Ordinary inspection Inspection sub-type: <b>Inspection after complaints</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Prioritised action</b>	Only in exceptional circumstances* Inspection type: Ordinary inspection Inspection sub-type: <b>Campaign inspection</b>	No	

\* In exceptional circumstances and if necessary for planning reasons, for example at seasonal control objects, at which inspection is performed before the end of the season or at control objects subject to many inspections.

\*\* In exceptional circumstances if necessary to meet deadlines

### Can three control actions be performed during the same visit?

At the end of the year, it may also be necessary for planning reasons to coordinate three inspections at control objects with short opening periods or control objects subject to many inspections. This applies to inspection after complaints and follow-up inspection, which in such cases can be combined with already planned inspections within spot-check basic inspection, inspection by frequency, prioritised action or campaign inspection:

	Start help	Spot-check basic inspection	Basic inspection by frequency	Inspection after complaints	Prioritised action	Campaign inspection	1st follow-up inspection	2nd follow-up inspection
Inspection after complaints	Not relevant	Inspection type: Ordinary inspection Inspection sub-type: <b>Spot-check by frequency</b> Inspection activity: <b>Consumer complaint</b>	Inspection type: Ordinary inspection Inspection sub-type: <b>Basic inspection by frequency</b> Inspection activity: <b>Consumer complaint</b>	/	Inspection type: Ordinary inspection Inspection sub-type: <b>Prioritised action</b> Inspection activity: <b>Consumer complaint</b>	Inspection type: Ordinary inspection Inspection sub-type: <b>Campaign inspection</b> Inspection activity: <b>Consumer complaint</b>	/	/
Follow-up inspection								

## 12. Voluntary scheme for control of multi-site food establishments

Scheme for control of multi-site establishments within the food sector means that inspection of multi-site control objects is performed where the establishment is managed – inspection at the source. Inspection of the parts of food legislation, where the headquarters of the multi-site establishment is responsible for and manages the establishment, is therefore performed at the multi-site headquarters.

The voluntary scheme for control of multi-site establishments is described in more detail in the [Veiledning om kædekontrol \(Guidelines for Control of Multi-Site Establishments\)](#).

### 12.1. Objective of control of multi-site establishments

The objective of control of multi-site establishments is:

- More simple and uniform control of control objects in the multi-site food establishment,
- Easier for the multi-site food establishment and the food inspection to communicate with each other about the daily challenges faced by establishments and the food inspection, and
- Inspection at the source.

### 12.2. Target group for control of multi-site establishments

A multi-site establishment is a group of establishments appearing as a single entity through a joint name and joint marketing activities. In addition, the multi-site establishment must have a headquarters that, through ownership or contract, is responsible and manages the establishment's compliance with parts of the feed and food legislation.

Retail multi-site establishments must have at least ten establishments at different addresses linked to the same headquarters of the multi-site establishment.

Wholesale multi-site establishments must have at least five establishments at different addresses linked to the same headquarters of the multi-site establishment.

### 12.3. The DVFA will contact new multi-site establishments by telephone

New multi-site control objects will not receive start help or a first inspection with start help guidance from the DVFA. The headquarters of the multi-site establishment itself must guide the multi-site control objects about the food regulations.

However, the multi-site coordinators must contact new multi-site establishments shortly after they open to determine risk data and sector. The same guidelines can also be found in chapter 3.2.

### 12.4. Number and type of basic inspections for multi-site control objects

Most multi-site control objects in retail chains and some wholesale chains under the scheme for multi-site establishments will undergo spot-check basic inspection, see chapter **Fejl! Henvisningskilde ikke fundet.**

The remaining multi-site control objects will undergo basic inspections by frequency at the individual multi-site control objects which are determined according to the usual principles, see chapter 5.

#### **Reduction of number of planned inspections in multi-site establishments subject to basic inspection by frequency and with above-average regulatory compliance**

The number of basic inspections can be reduced for multi-site establishments with control objects subject to basic inspection by frequency. If the multi-site headquarters is responsible for and manages risk analysis and own-checks programme for all multi-site control objects covered by the multi-site establishment, and if regulatory compliance is above average (defined below), the total number of inspections of the multi-site establishment will be reduced by 1/3. The number of multi-site inspections corresponds to the sum of the current standard or elite frequencies for the control objects of the multi-site establishment, or the reduced frequencies due to registration as a third-party certified establishment. See chapter 13 regarding inspection of third-party certified control objects. The inspection frequency for multi-site establishments is calculated from 1 October in the previous year.

High regulatory compliance in connection with control of multi-site establishments means that the control objects in the multi-site establishment have had higher regulatory compliance than the average within the same sector group in the previous 24 months.

Regulatory compliance is the percentage of inspection reports without sanctions. Regulatory compliance is calculated from 1 October in the previous year.

In these multi-site establishments, basic inspection by frequency of the multi-site establishment is planned as a whole and not for the individual control object covered by the control of multi-site establishments. The multi-site coordinator must

register planned basic inspections by frequency in KOR for the control objects for which the multi-site coordinator decides to reduce the number of inspections.

With respect to multi-site control objects in multi-site establishments subject to basic inspections by frequency and with good regulatory compliance that leave the scheme for control of multi-site establishments, planned basic inspections by frequency are determined for the remaining part of the year according to the same guidelines as for new establishments, see chapter 15.6. This means that planned basic inspections by frequency for the rest of the year are in proportion with the amount of the year remaining.

### 12.5. Inspection after complaints in connection with control of multi-site establishments

Inspections under the scheme for control of multi-site establishments must generally be unannounced in order to gain a realistic impression of the control object.

If it is decided to announce the inspection, see chapter 2.8, the procedure in chapter 2.8 is used.

However, the first inspection at a multi-site headquarters prior to a signed agreement on control of multi-site establishments must be notified in advance (see the procedure in chapter 2.8), so the control object can ensure that the relevant persons are present.

Later inspections at the multi-site headquarters can also be notified if the multi-site coordinator assesses that the purpose of the inspection can be met. In such cases, the DVFA must announce the inspection at least 14 days in advance, see chapter 2.8

If the multi-site coordinator assesses that the purpose of the inspection cannot be met by announcing the inspection at the multi-site headquarters, the inspection will be performed as an unannounced inspection. For practical reasons, it may however be necessary to announce the inspection at the multi-site headquarters up to 48 hours in advance, so the multi-site establishment and the DVFA can ensure that the relevant persons are present. It will usually be relevant to have several representatives of the multi-site establishment present.

### 12.6. Content of inspection of multi-site control objects

The multi-site coordinator generally prepares an annual inspection plan for each multi-site establishment describing which items are to be inspected at the multi-site headquarters and therefore not to be inspected at the multi-site control objects, and which items are to be inspected at the multi-site control object during the basic inspection. This is described in more detail in the DVFA's internal pixi guide on control of multi-site food establishments.

However, for wholesale multi-site control objects approved for exports to the US, the multi-site coordinator may only prepare an overall inspection plan with the items to be inspected locally. The local inspection unit prepares the local inspection plan, which must include the items selected by the multi-site coordinator. The plan can also include items to be inspected by the local inspection unit in connection with daily and weekly inspections (SSOP, HACCP, SPS).

Among other things, the inspection plan will ensure that the inspector does not inspect items at the multi-site control object that are to be inspected at the multi-site headquarters. The inspector will not inspect central business registration number (CVR) and production unit number (P number) at the individual multi-site control objects. The multi-site coordinator will inspect these numbers at the headquarters of the multi-site establishment.

Multi-site control objects and control objects of multi-site headquarters can also undergo other types of inspection, for example campaign inspections, prioritised actions, follow-up inspections and inspections after complaints.

### 12.7. Documentation of control of multi-site establishments

Control of multi-site establishments has no particular inspection type or inspection sub-type. Inspection type and inspection sub-type depend on the control action.

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).



## 13. Voluntary control scheme for third-party certified control objects

### 13.1. Objective of control scheme for third-party certified establishments

The objective of the voluntary control scheme for third-party certified establishments is to reduce the inspection frequency for establishments registered as third-party certified, and to perform inspections more intelligently by taking account of the results of the audit carried out by the certification bodies. The conditions for reducing the inspection frequency are that the control object has a certified quality management system, and that the standard or elite frequency for the number of annual basic inspections by frequency is at least 1.

### 13.2. Target group for control scheme for third-party certified establishments

The target group is third-party certified establishments.

### 13.3. Content of inspections in connection with control scheme for third-party certified establishments

The content of inspections is described in the [Vejledning om kontrol af virksomheder, der er registreret som tredjepartscertificerede \(Guidelines for Inspection of Establishments Registered as Third-Party Certified\)](#).

Inspections of third-party certified control objects include a review of the certification body's audit reports in the screening. The items in the audit reports and the legislative areas in the DVFA's inspection report have different scopes and content. Results from the certification body's inspection may therefore give rise to:

- legislative areas planned to be inspected being assessed as sufficiently inspected by the third party if the items are without derogations or if the derogations have been addressed.
- extending inspections to include legislative areas not planned to be inspected at the given inspection if the third party has found derogations.

For third-party certified control objects, items inspected by the certification body may be included in the inspection planning over a three-year period. This is provided that the items are documented in the certification body's audit reports without derogations, or that any derogations have been addressed.

#### Reduced inspection frequency for third-party certified control objects

Control objects in the sector groups wholesale and retail with wholesale in the "Very high" risk group and registered for the third-party certification control scheme with an elite frequency of 2 will have the elite frequency reduced to 1 after one year as an elite establishment. The reduction of the number of annual basic inspections by frequency will become effective when the DVFA has registered the establishment as being third-party certified. The first inspection after the registration must generally be according to the new reduced inspection frequency.

#### Reduced inspection frequencies for third-party certified control objects in the sector groups wholesale and retail with wholesale

Risk group	Reduced standard frequency	Reduced frequency (Elite)
Very high	3	2, reduced to 1 after one year as an elite establishment
High	1	0.5
Medium	0.5	0.5
Low	0.5	0.5
Ultra-low	As required	Not applicable

If a third-party certified establishment does not have a fixed inspection frequency when registering for the control scheme, the establishment will be assigned one on the basis of its risk characterisation.

#### Reduced inspection frequencies for third-party certified control objects in retail

Risk group	Reduced standard frequency	Reduced frequency (Elite)
High	1	0.5
Medium	0.5	0.5
Low	0.5	0.5
Ultra-low	As required	Not applicable

#### 13.4. Inspection notified for the control scheme for third-party certified establishments

The inspectors agree the date of the inspection with the establishment in advance, as it is important that the quality manager, or another person who knows the quality management system and the audit reports from the certification agencies, is present during the inspection. See guidelines for the DVFA's notification of inspections in chapter 2.8.

#### 13.5. Documentation of control scheme for third-party certified establishments

Third party inspection has no particular inspection type or inspection sub-type. Inspection type and inspection sub-type depend on the control action performed.

The inspector must also document the inspection according to the Guidelines for Documentation of Inspections in Retail (annex 11A to the Inspection Guide) and the Guidelines for Documentation of Inspection in Wholesale (annex 11B to the Inspection Guide) available [here](#).

## 14. Risk characterisation

Individual risk characterisation is an objective method to differentiate the control objects on the basis of fixed risk data and to group the control objects into risk groups.

### 14.1. Risk characterisation is performed by the inspector

Risk characterisation is performed by the inspector at new control objects and is regularly updated in connection with inspection, see chapter 2.4. The inspector assesses which of the fixed risk data is relevant for the activities, products etc. of a control object and registers the risk data in the Control Object Register (KOR). The fixed risk data is described in this chapter. The inspector can use an internal leaflet that summarises the risk data. There are two leaflets: a leaflet for risk characterisation of control objects for retail and primary producers, and a leaflet for risk characterisation of control objects for wholesale and retail with wholesale. The leaflets are available in the DVFA's internal [Digital Inspection Bag under Approvals](#). The leaflet for wholesale/retail with wholesale also describes the risk data to be used for activities with food supplements, regardless of whether these are in wholesale/retail with wholesale or in retail. Some types of risk data do not apply to all sector groups, and this is reflected in the leaflet such that each leaflet only contains the relevant risk data for retail/primary producers and wholesale/retail with wholesale (except for food supplements), respectively.

### 14.2. Objective

The objective of individual risk characterisation is to group control objects into different risk groups on the basis of fixed risk data registered in the Control Object Register ("KOR"). This will help ensure the most appropriate use of inspection resources by the DVFA. The fixed risk data is also the DVFA's assessment of the risks of various processes, activities and products.

### 14.3. Target group

Risk characterisation is performed for the food establishments inspected by the DVFA. Primary producers such as farmers, beekeepers and fishermen are therefore not covered. Sprout producers, primary producer farm sales and direct delivery to retail are covered, for example farm sales of eggs, poultry and rabbits as well as quayside sales by fishing vessels. Direct sales by hunters and delivery to retail are covered if sales are above the triviality limit and provided that the hunter is registered. Beekeepers who mix honey with other ingredients are retail shops and thus covered. The individual risk characterisation forms the basis for the inspection frequency for the target group of control objects belonging to the basic inspection by frequency action. For control objects subject to spot-check basic inspection, risk characterisation is included in the selection for spot-check basic inspection and prioritised actions.

### 14.4. Overall categorisation of risk data

Activity-based risk characterisation of the individual food establishment is performed on the basis of risk data divided into five categories and shown as green boxes in

Figure 1 below. Each type of risk data assigns a number of risk points, and all risk points for the individual control object are added up. The five categories are described in chapter 14.9. Some types of risk data add risk points to the sum of a control object, others subtract risk points. Risk data that subtracts risk points is activities and products that only pose a low risk to food safety. The leaflets and KOR describe vulnerable consumers under risk activities.



Figure 1 Overview of the overall categorisation of risk data

#### 14.5. Risk groups

A control object is assigned a number of risk points for each type of risk data. The sum of the risk points places the control object in one of five risk groups.

Table 1 Number of risk points in each risk group

Risk group	Risk point
Very high	>121
High	76-121
Medium	50-75
Low	11-49
Ultra-low	<=10

#### 14.6. Inspection frequencies for basic inspection by frequency

There are differentiated standard and elite frequencies for basic inspection by frequency. Standard and elite frequencies are fixed for the five risk groups. The risk group of the control object thus corresponds to its standard or elite frequency. Calculation of risk points and categorisation into risk groups take place automatically in the Control Object Register ("KOR") on the basis of the registered risk data for the individual control object. Frequencies for basic inspection by frequency for risk groups are laid down in the [Executive Order on Inspections](#).

Table 2 Risk groups and inspection frequencies for basic inspection by frequency

Risk group	Risk point	Standard frequency	Reduced frequency (Elite)	Reduced 2 (Elite-2)
Very high	>121	4	3	2
High	76-121	2	1	-
Medium	50-75	1	0.5	-
Low	11-49	0.5	0.5	-
Ultra-low	<=10	As required	-	-

#### 14.7. All relevant risk data for a control object must be registered

All risk data relevant to the control object in question must be registered. The total number of risk points is calculated automatically following registration in the Control Object Register ("KOR"). If there are logical conditions for assigning points linked to a type of risk data, for example that it cannot trigger risk points if another type of risk data is also registered, the calculation takes place automatically in the system.

**Several types of risk data regarding the same control object and/or the same product.**

A control object may have more than one type of risk data and all relevant risk data for a control object must be registered. This also applies when activities are carried out on the same product. For example, if a control object first processes a piece of meat by marinating it and subsequently processes it by heating it, both "Processing, except for heat treatment and smoking" and "Processing, heat treatment" must be registered as risk processes for the control object. If a control object first chops and subsequently roasts/fries vegetables, both "Processing of non-perishable foods or foods that do not require refrigeration" and "Processing, heat treatment" must be registered.

**14.8. Risk data below the triviality limit**

The triviality limit in the [autorisationsvejledningen \(Approval Guide\)](#) regarding occasional events applies to all risk data. This means that if an event at a control object takes place up to ten times a year, perhaps for some days at a time, however no more than approx. 30 days a year, it should not be registered as risk data in KOR.

- Example: If a pub arranges five Christmas parties before Christmas, and serves hot food, this should not be registered as risk data, as this number is below the triviality limit.

Occasional events at control objects are registered in KOR under the activities, General – occasional events/private sphere.

For control objects with food contact materials, the activity should not be registered if the annual imports, production or sales amount to a maximum of 1,000 units or a turnover of a maximum of DKK 50,000.

**14.9. Customer base**

Each sector has a customer base based on who the control objects sell their product to. There are three different customer bases, each of which has a number of risk points. Risk points reflect the risk in relation to the number of customers and geographical sales.

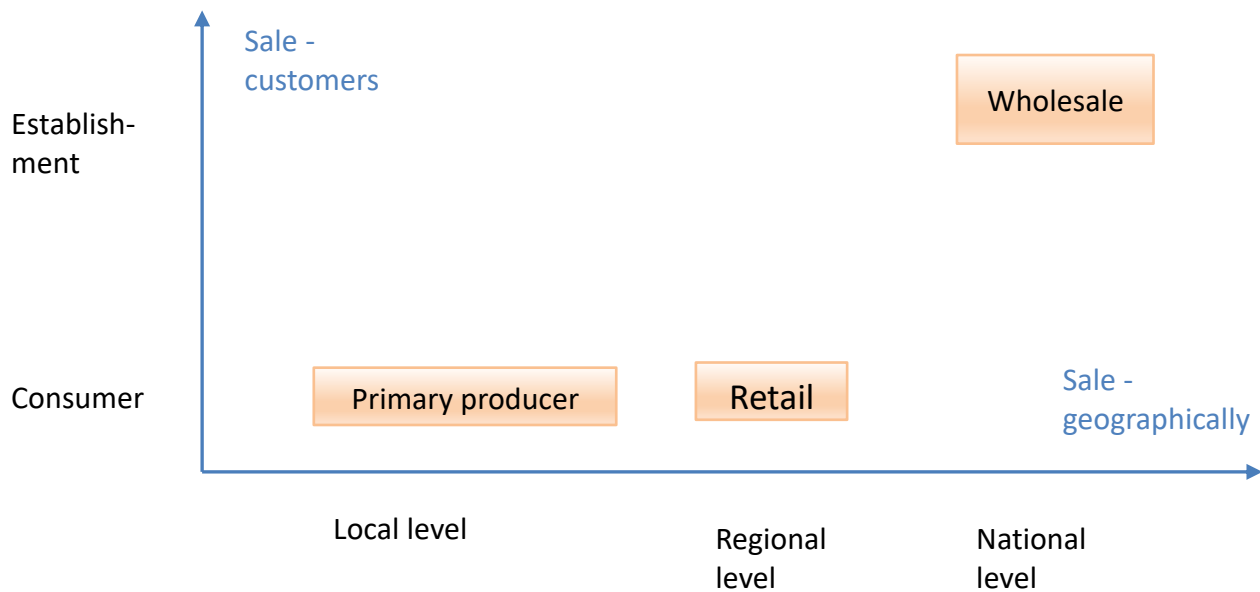


Figure 2 Diagram of customer base and geographical sales to consumers or establishments

The number of consumers the products reach is very important to the food safety risk. Therefore, the DVFA registers whether the control object is selling to establishments throughout Denmark (corresponding to wholesale), at regional level to consumers (corresponding to retail) or at local level to consumers or establishments (corresponding to primary production). E-commerce is categorised as other trade in foods within the sector, even though the customer base is often wider.

The three categories of customer base are shown in Table 3:

Table 3 Risk points for customer base

Customer base	Risk point
Sales at national level to establishments	55
Sales at regional level to consumers	10
Sales at local level to consumers or establishments	5

Customer base is linked to sectors. This means that the customer base is automatically registered in the Control Object Register ("KOR") when a control object is assigned a sector. The combination between sector and customer base is shown in the table of sectors in chapter 17.

Some of the risk data in this chapter does not apply to all customer bases. This is mentioned under the relevant risk data. The retail with wholesale sector group is considered as wholesale in relation to risk data. The primary producer sector group is risk characterised as retail, except for the risk data "Foods of animal origin".

A few sectors do not have a customer base in relation to risk calculation, either because their inspection frequency is determined by other legislation, or because they are not covered by the requirement for registration in Denmark or these Guidelines on Food Inspections. For example, this applies to foreign food establishments.

#### 14.10. Handling, treatment and processing

The concepts handling, treatment and processing are used about risk processes, and their definitions are therefore important in connection with risk characterisation. They are described in more detail in the [annex 2 to the Hygiene Guide](#). The annex also contains a list of examples of processes within the three concepts. Figure 3 illustrates the relationship between them:

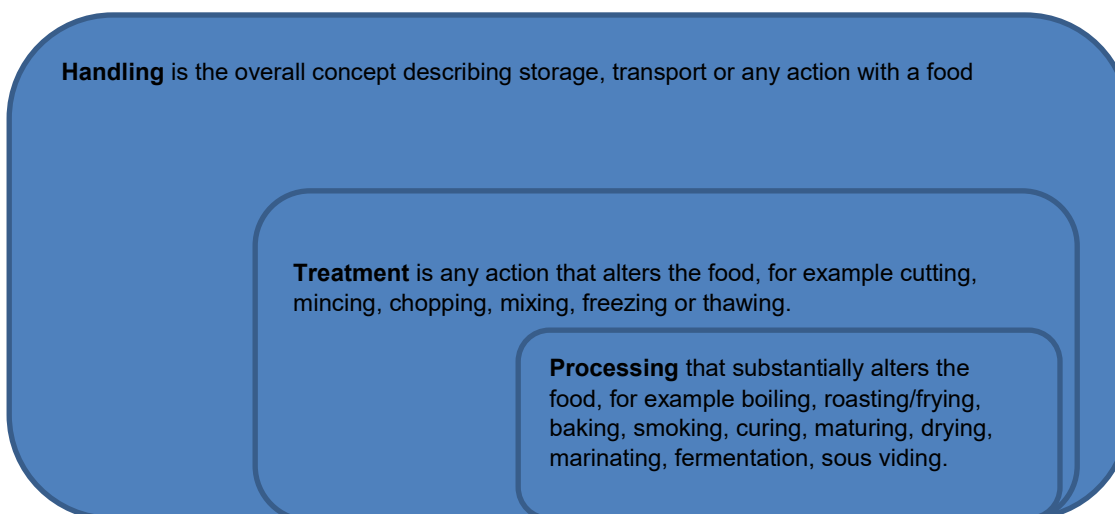


Figure 3 Illustration of the relationship between the concepts handling, treatment and processing

**Handling** is the overall concept covering any action with a food

**Treatment** is any action that alters the food.

**Processing** is any action that substantially alters the food.

Handling is the widest concept and includes all actions with a food and thus also actions under treatment and processing. Treatment covers all actions that alter a food, whether or not this is a substantial alteration. Processing is therefore also treatment. Processing is the most narrow concept only covering actions that substantially alter the food. Treatment is a subset of handling, and processing is a subset of treatment.

Examples of actions which are handling, but not treatment or processing: transport, packaging and storage.

Examples of actions which are treatment, but not processing: division, mixing, parting, slicing, boning, mincing, peeling, skinning, grinding, cleaning, husking, milling, freezing or thawing.

Examples of actions which are processing:

- heat treatment: boiling, roasting/frying, baking, sous viding, heating at low temperatures,
- cold and hot smoking,
- curing,
- maturing,
- drying,
- marinating (altering the structure in the food throughout the product),
- fermentation,
- extrusion (a thermomechanical process in which a paste is pressed through a shaped mouthpiece. This process is used in the production of breakfast cereals, pasta, crisps/snacks and vegetable "meat" to achieve a specific shape or drying),
- extraction (washing out one or several substances from a food using an extraction agent, for example extraction of oil or fat from plant materials) and processing using high pressure.

#### 14.11. Risk processes

Processes in food production may entail risks for the finished product and thereby for the consumer. Therefore, the DVFA has identified a number of risk processes, which are registered as risk data and give risk points.

The DVFA has set risk points for each risk process based on an assessment of the significance of the microbiological and chemical impacts of the risk process.

The risk points for each risk process are determined through an expert assessment of the possible effect and consequence of the process – both are assessed with regard to microbiological and chemical risks. Effect means a positive impact on food safety caused by a process if performed correctly. Consequence means a negative impact on food safety caused by a process if performed incorrectly. Effect and consequence have been assessed on a two-sided scale shown in figure.

The effect of good processes reducing or removing undesirable content or reducing the spread of harmful organisms will be given minus points on the two-sided scale.

The consequence of processes not performed correctly, for example by posing a risk of, or increasing, undesirable content or the spread of harmful organisms will be given plus points on the two-sided scale.

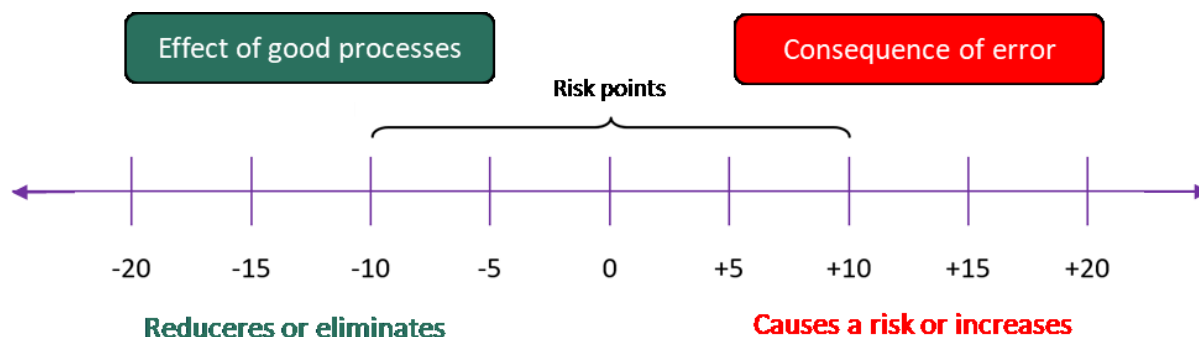


Figure 4 Illustration of calculation of risk points for a risk process

The expert assessments of each risk process were based on:

- ❖ Effect
  - Will a process reduce the microbiological risk for a food if performed correctly?
  - Will a process reduce the risk of chemical substances hazardous to health if performed correctly?
- ❖ Consequence
  - Are there microbiological risks related to the process if it is not performed correctly?
  - Are there risks of chemical contamination linked to the process if it is not performed correctly?

The size of effects and consequences is given values based on expert assessments of their significance for the overall risk in relation to the food. These values are shown in Table 4. For each process, the number of risk points is the difference between the sum for effect and the sum for consequence. This means that most risk points are given for processes with the largest difference between a positive effect of performing the process correctly and the negative consequence of performing the process incorrectly. The DVFA assesses that processes have the greatest risk when the distance between the effect of a correctly performed process and the consequence of errors is greatest.

**The risk processes are as follow:**

Table 4 Risk points for risk processes

Risk processes	Effect			Consequence			Risk point
	Microbiology	Chemistry	Sum	Microbiology	Chemistry	Sum	
Treatment of non-perishable foods or foods that do not require refrigeration	0	0	0	5	0	5	5
Treatment of soil-contaminated foods, including peeling/skinning/plucking	-5	0	-5	10	0	10	15
Processing, heat treatment	-10	0	-10	10	10	20	30
Processing, heat treatment of foods received in a ready-to-heat condition	-5	0	-5	5	10	15	20
Processing, alternative heat treatment, including sous vide and slow-cooking at low temperatures	-10	0	-10	20	5	25	35
Processing, smoking	-5	0	-5	5	10	15	20
Processing except for heat treatment and smoking	-5	0	-5	5	5	10	15
Handling, including storage of perishable foods and/or foods that require refrigeration RETAIL	0	0	0	5	0	5	5
Treatment of soil-contaminated foods, including peeling/skinning/plucking	-5	0	-5	10	0	10	15

A control object may have more than one risk process. In such cases, points are added up for the processes registered on the control object, see more in chapter 1.7. The only exception is if a control object has registered both the risk process "Processing, heat treatment of foods received in a ready-to-heat condition" and one of the other heating processes. In such case, the control object will not be given risk points for "Processing in the form of heating of foods received in a ready-to-heat



condition". Control objects that have the risk processes "Processing, heat treatment" and "Processing, heat treatment of foods received in a ready-to-heat condition", for example, if they both shape and fry hamburgers and receive half chickens ready to roast, must have both processes registered in KOR – even if the control object only receives risk points for "Processing, heat treatment".

#### 14.12. Background for selecting risk processes

The risk processes were selected because they can affect a food in terms of microbiological and/or chemical risks.

##### **Microbiological risks**

Microbiological risks occur in processes in which the food may come into contact with ingredients, people, implements, machinery, product-bearing surfaces etc. involving risks of contamination by microorganisms, and/or processes involving a risk of cross-contamination or re-contamination. These processes are given points in the "Consequence" column in the table above. Some processes reduce the microbiological risk of the food. Risk-reducing processes could be boiling, roasting/frying, pasteurisation, hot smoking, curing, fermentation and similar. Table 4 shows risk reduction in the "Effect" column. Some of these processes to reduce microbiological risks may produce an undesirable content of chemical substances, and are therefore also given a value under "Consequence – chemicals" in Table 4.

##### **Chemical risks**

Chemical risks include the risk that foods may be or become contaminated with undesirable chemical substances, or that they may contain natural toxins. Even though such risks must be prevented in the primary production stage, control objects in later stages must also ensure that foods are not treated, sold etc. if the content of chemical substances exceeds the maximum levels. In the risk characterisation, only risks that may arise in connection with handling foods are relevant as risk processes. Process contamination is included with points in the "Consequence" column in Table 4 above in the relevant risk processes. Process contamination by chemical substances may arise due to specific process conditions, for example the formation of acrylamide from roasting/frying/baking or PAH from smoking.

Ever-present risks that have to be considered in any handling of foods do not give risk points. This applies to contamination due to residues of cleaning and disinfectant products, and to migration from food contact materials if the control object does not use suitable materials.

Food additives, flavourings and enzymes do not give risk points. All approved additives, flavourings and enzymes have been risk assessed and are therefore safe to use within the maximum levels. The maximum levels are usually established on the basis of technological needs rather than hazard limits. Therefore, exceeding the maximum level for an additive, for example, will rarely lead to the food being considered hazardous. It can therefore be considered less risky to use additives, flavourings and enzymes, even if these exceed the maximum levels, than to perform processes in which acrylamide or PAH is formed.

#### 14.13. Description of risk processes etc.

**Treatment of non-perishable foods or foods that do not require refrigeration:** Treatment of non-perishable foods or foods that do not require refrigeration involves a certain microbiological risk. This risk process is used for control objects treating non-perishable foods or foods that do not require refrigeration. See a description of the treatment concept in chapter 14.10.

Examples of control objects that must have this risk data are retail and wholesale control objects pressing juice from oranges or other fruit/vegetables, producing ready-to-eat salads and dressings, cutting fruit, vegetables, cakes, dough etc., husking and/or grinding cereals and seeds (for example to produce flour) and mixing muesli, nuts or powder mixtures. The risk data must be registered if the control object freezes or thaws non-perishable foods, for example dough, bake-off bread, fresh fruit and herbs.

Freezing perishable foods should not be registered separately. This is registered for retail control objects under risk data "Handling, including storage of perishable foods and/or foods that require refrigeration".

The risk data should not be registered for slicing and mixing foods or portioning in immediate connection with sale or serving.

**Treatment of soil-contaminated foods, including peeling/skinning/plucking:** This risk data only has to be registered for control objects treating the food. Registration is not necessary for grocers receiving soil-contaminated potatoes and selling them to customers unaltered – the grocer handles the potatoes, but does not treat them.

Soil contaminated foods are defined as those with visible soil on them. So if there is soil on the roots or base of a leek, risk data must be registered on soil-contaminated foods when the control object treats the leeks, for example cleans them. If there is only soil between the tops of the leek leaves when separating the leaves, the risk data treatment of soil-contaminated foods does not have to be registered. Mushrooms with soil or other growth media on the roots/base should be considered as soil-contaminated. If a control object takes in soil-contaminated foods and washes them, the risk data must be registered. The treatment of soil-contaminated foods means that the control object must take into account soil contamination in its procedures for treating them.

The risk data is registered for control objects that receive game, rabbits or poultry, and peel, skin and pluck the animals themselves, and control objects that peel, skin or pluck slaughter animals in connection with slaughter. These could be slaughterhouses, game-handling establishments, butchers, restaurants and similar receiving animals directly from the primary producer, and primary producers slaughtering animals for farm sales or for delivery to local retailers.

**Processing, heat treatment:** "Processing, heat treatment" is registered on control objects that perform heat treatment of foods treated by the control object itself before and/or after the heat treatment. Heat treatment can be performed on perishable or non-perishable foods.

Examples of processes in a control object that must be registered with this risk data are boiling, roasting/frying, baking, toasting and slow-cooking at low temperatures. This could be roasting/frying meat, heating liquorice paste, toasting muesli, boiling sweets and boiling/blanching vegetables, boiling malt and hops for beer brewing, pasteurisation of milk.

This risk data is relevant when the control object also treats the food before or after the heat treatment. Treatment includes trimming meat, forming patties, slicing vegetables, sausages, meat or whole roasts before and/or after roasting/frying.

Refrigeration, reheating and keeping warm heated foods are covered by this risk process.

For example, if the control object with both "Processing, heat treatment" and "Processing, heat treatment of foods received in a ready-to-heat condition" roasts whole roasts as well as receives half chickens ready-to-roast, both risk processes must be registered in KOR.

**Processing, heat treatment of foods received in a ready-to-heat condition:** "Processing in the form of heat treatment of foods received in a ready-to-heat condition" is a lower microbiological risk than "Processing, heat treatment" and therefore gives fewer risk points. "Processing, heat treatment of foods received in a ready-to-heat condition" is registered when the control object receives processing-ready foods in portion size, for example pre-formed patties, pre-breaded fish fillets, half chickens, French fries or ready meals.

This risk process is also registered if the control object receives processed foods that have been pre-roasted or in some other way heated, for example ready meals, sausages, pre-cooked chicken wings or meatballs.

If the control object also heat-treats foods, even though it treats the foods before or after the heat treatment, "Processing, heat treatment" should also be registered on the control object.

Refrigeration, reheating and keeping warm heated foods are covered by this risk process.

Control objects that receive kebab or shawarma skewers, whole roasts or whole raw chickens do not have to be registered with this risk data, regardless of whether the skewers are used on the same day, or whether the roast or chicken is ready to go in the oven. Such activities must be registered with the risk process "Processing, heat treatment".

**Processing, alternative heat treatment, including sous viding and slow-cooking at low temperatures:** Processing in the form of alternative heat treatment, for example sous viding and slow-cooking at low temperatures, involves an increased microbiological risk, because it does not kill as many bacteria as more traditional heat treatment if the temperature is too low or the treatment time is too short. This risk activity is registered if the control object heats foods at temperatures below 75°C for meat and below 60°C for fish.

The risk activity must be registered together with "Processing, heat treatment" and/or "Processing, heating of foods received in a ready-to-heat condition", depending on whether the control object receives ready-to-process foods, or foods that it treats itself before/after the heat treatment. Such alternative methods require that the control object has procedures for the heat treatment.

This risk data does not have to be used in connection with roasting/frying whole pieces of meat that are traditionally browned on the surface and served rare/pink, for example roast beef and beef tenderloin.

**Processing, smoking:** "Processing, smoking" is registered on control objects performing cold and hot smoking of foods, but only where smoking is processing, i.e. it substantially alters the food. Smoking performed only for the sake of taste and not to process the food (for example beetroot or other vegetables that are smoked) does not have to be given this risk data.

**Processing except for heat treatment and smoking:** "Processing, except for heat treatment and smoking" covers activities that substantially alter the food. This covers marinating if the structure of the food is altered throughout the food.

This risk data must be registered for fermentation of for example meat and vegetables, plumping/enhancing meat, dry-curing meat and fish, pickling cucumbers/gherkins and boiled onions, producing fermented beverages such as kombucha and cider, acidifying dairy products and producing cheese.

Fermentation in connection with the production of beer and wine does not have to be registered as risk data.

**Handling, including storage of perishable foods and/or foods that require refrigeration** The risk data "Handling, including storage of perishable foods and/or foods that require refrigeration" is only used for retail control objects and primary producers.

This risk data is registered if the control object handles perishable foods or foods that require refrigeration. Handling could be storage, treatment or processing. Relevant foods include cream cakes, dairy products, sliced vegetables and fruit, minced meat, sandwich toppings, roasted/fried and smoked meat and fishery products. This risk data is registered for control objects that handle foods, for example assemble sandwiches, prepare open sandwiches (including slice cold cuts) and cold salads such as potato salad, chicken salad and mixed salad, or freeze/thaw perishable foods and/or foods that require refrigeration.

Farm sales of eggs by primary producers do not have to be registered with this risk data, as the temperature requirements for eggs do not apply to primary producers.

#### 14.14. Risk activities

Some control objects only have activities that do not in themselves represent any particular risk, and a number of risk points are therefore deducted. Others have activities that increase the risk to food safety, and are therefore given points. Table 5 below shows activities that give or deduct risk points.

Table 5 Risk points for risk activities

Risk activities	Points
Fish auctions – Fish auctions only	-50
Factory ships – Factory ships only	-35
Freezer ships – Freezer ships only	-35
Cheese cutting – Cheese cutting only	-45
Collection centre – Collection centre only	-50
Transport – Transport only	-50**
Game depot – Game depot only	-50
Egg packing – Egg packing only	-50
Office administration – Office administration only	-10
Labelling with allergens on pre-packaged foods	0***
Sales of <= 5 tonnes of foods containing meat per week – wholesale – Meat businesses, small	*
Slaughter/cutting-up/production of meat, fish or products thereof – wholesale	20
Vulnerable consumers – Nursing homes, hospitals, hospices, etc. (serving/delivery of ready-to-serve)	20
Vulnerable consumers – Pre-school children (serving/delivery of ready-to-serve)	10

Storage and distribution of foods in insulated meal boxes only

-5

\*Small meat establishments with sales of max. 5 tonnes of food containing meat per week calculated as an average over the financial year of the establishment are only given risk points for customer base, the "Foods of animal origin" product category. Other relevant risk data must be registered on the control object, but is not included in the total number of risk points.

\*\*Points are only deducted for transport establishments if no other risk data is registered, and if sales are wholesale ("National sales to establishments" customer base).

\*\*\*Number of risk points for "Labelling with allergens on pre-packaged foods" is being assessed. Therefore, it currently does not give any risk points, but will be included at a later stage.

**Fish auctions, Factory ships, Freezer ships, Cheese cutting, Collection centre, Transport, Game depot and Egg packing establishments** are only used for wholesale control objects that only have one of these activities. The activity deducts risk points from the total number of points for the control object, see Table 5.

**Office establishment:** "Office establishment– Office establishment only" is used for wholesale office establishments. Office establishments may have transport of own goods as well as be responsible for labelling, including allergen labelling and any imports. If the control object transports goods of others, this activity does not have to be registered. This risk activity must be registered for headquarters, for example multi-site headquarters and headquarters responsible for an organic food label.

**Labelling for allergens on pre-packaged foods:** "Labelling for allergens on pre-packaged foods" must be registered on control objects responsible in connection with labelling pre-packaged foods. This risk activity must be registered for wholesale and retail control objects that import/trade and label or re-label products. This activity must be registered for office establishments responsible for labelling, bakers/butchers etc. that pack their own foods, and control objects that translate labels or re-label foods.

**Sales of <= 5 tonnes of foods containing meat per week – wholesale – Meat establishments, small:** The risk activity sales of max. 5 tonnes of foods containing meat per week is registered for small meat establishments in the sector "Manufacture of products of animal origin - Meat" and deducts risk points. The quantity sold covers goods produced by the establishment itself as well as goods that the establishment receives from elsewhere and sells unaltered. This risk data should only be registered for establishments in the sector "Manufacture of products of animal origin – Meat".

**Slaughter/cutting-up/production of meat, fish or products thereof – wholesale:** Foods of animal origin represent a high microbiological risk when they are produced and sold in large volumes, as is typical for wholesalers. Risk points are therefore given to control objects with "Slaughter/cutting/production of meat, fish or products thereof – wholesale". This risk data is used for wholesale control objects that treat meat/meat products or fish/fishery products, for example trim/cut/slice/mince or in some other way treat meat/fish or meat products/fishery products.

**Vulnerable consumers:** Some consumer groups are more vulnerable to microbiological or chemical contaminants than average, and control objects are therefore given risk points if they serve or supply foods to one or more such groups. Vulnerable consumers are defined as:

- ❖ Residents in sheltered homes and in nursing homes, hospitals and hospices
- ❖ Residents in their own homes or in assisted living facilities for whom a municipality provides a meals service
- ❖ Pre-school children (0-4 years)

**Vulnerable consumers – Nursing homes, hospitals, hospices, etc. (serving/delivery of ready-to-serve meals):** This risk data is used for retail, retail with wholesale and wholesale control objects that produce and/or serve main meals to people with physical/mental disorders, disabilities, etc. in nursing homes, hospitals and hospices or in sheltered homes or regular homes who receive a municipal meals service. The risk data is relevant for caterers, butchers, institution kitchens and serving establishments that produce, deliver or serve main meals to vulnerable consumers.

**Vulnerable consumers – Pre-school children (serving/delivery of ready-to-serve meals):** This risk data is used for retail, retail with wholesale and wholesale control objects that produce and/or serve main meals to children aged 0-4 years. The risk data is relevant for caterers, butchers, institution kitchens and serving establishments that produce, deliver or serve main meals to children in child-care facilities, for example day nurseries, kindergartens, children's hospital departments and children's homes.

Both types of risk data must be registered for control objects that produce, supply or serve meals for pre-school children and nursing homes, hospitals, hospices, etc.

**Storage and distribution of foods in insulated meal boxes only:** "Storage and distribution of foods in insulated meal boxes only" is registered on retail control objects that receive and store meal boxes for delivery to the end consumer. Perishable foods and/or foods that require refrigeration or frozen goods must be packed in insulated boxes, so that refrigeration requirements in the box are met.

#### 14.15. Risk products

A series of products may be considered to present a very high risk or a low risk. Control objects handling such products are therefore given risk points according to Table 6.

Some types of foods are at greater risk of being exposed to contamination by pathogenic microorganisms than others, and some types support the growth of pathogenic microorganisms to a greater degree than others. Different handling processes can contribute to contamination with pathogenic microorganisms.

Some foods are included in the activity-based risk characterisation as risk products that represent high risk and give risk points. These are foods of animal origin and sprouts. Food contact materials are also included in this group, as they represent a risk of chemical contamination of foods.

Finally, this group contains food supplements – divided into two categories, depending on whether the control object produces them or has only reported that they have food supplements for children under the age of 2 or pregnant women. Only reporting and production of said food supplements have to be registered with risk data.

Table 6 Risk points for risk products

Risk products	Risk point
Foods of animal origin	50/15*
Sprouts – Production of	60
FCM – Wholesale trade – FCM wholesale trade only	-50
FCM – Production	5
Food supplements – Reporter of vitamin D, iron for children under the age of 2 – folic acid, calcium, iron and vitamin D for pregnant women	21**
Food supplements – Production of vitamin D, iron for children under the age of 2 – folic acid, calcium, iron and vitamin D for pregnant women	61**
Only storage (wholesale) of foods that will keep at room temperature and/or storage of frozen goods	-20

\*For sales of foods of animal origin, 50 risk points are given for wholesale, including retail with wholesale ("National sales to establishments" customer base) and 15 risk points for retail ("Regional sales to consumers" customer base or "Local sales to consumers or establishments" customer base).

\*\*Establishments that both report and produce these food supplements are only given risk points for production, but both types of risk data must be registered for them in KOR.

**Foods of animal origin:** Registration of the "Foods of animal origin" risk data is used differently in retail and wholesale control objects.

WHOLESALE, incl. retail with wholesale: Foods of animal origin must be registered for wholesale control objects that handle, including treat and process, foods of animal origin, except for dry goods, preserved foods and honey. This risk data is

relevant for control objects that handle foods of animal origin, for example slaughterhouses, game-handling establishments, fishing establishments, dairies, egg packing centres, egg product establishments, mass caterers (retail with wholesale), cold and freezer stores and control objects that handle and/or treat bivalve molluscs. This risk data does not have to be registered for control objects that only transport foods of animal origin and office establishments. This risk data does not have to be registered for control objects that use processed foods of animal origin and/or raw eggs to produce foods of plant origin, for example ice cream, biscuits, baked goods and pizza.

**RETAIL:** This risk data must be registered for retail control objects that treat foods of animal origin and sell them as non-ready-to-eat and non-processed, for example raw steaks, cut meat or minced fresh meat, and raw fish. This risk data must be registered for butchers that cut, mince, etc. fresh meat and sell it raw. This risk data does not have to be registered for restaurants that receive raw meat, cut it and processes it before serving/selling. This risk data does not have to be registered for retail control objects that produce and sell raw ready-to-eat foods of animal origin, for example sushi and tartare. This risk data does not have to be registered for retail control objects that receive wrapped foods of animal origin and resell them.

**PRIMARY PRODUCERS:** This risk data must be registered for primary producers with farm sales of foods of animal origin, for example eggs, slaughtered domestic poultry and rabbits, game, fish, crustaceans, mussels and milk, and any delivery to local retailers. This risk data does not have to be registered for farm sales and delivery of honey to retailers.

**Sprouts – Production of:** This risk data must be registered for primary producers authorised as sprout producers.

**FCM – Wholesale trade – FCM wholesale trade only:** Points are only deducted for wholesale trade with food contact materials if this is the only activity of the control object. The risk data is used for FCM establishments with wholesale trade and any storage facilities with food contact materials. Food control objects that buy and sell food contact materials in addition to their food establishment activities are instead registered with "General – marketing of FCM" under Product categories, risk products etc.

**FCM – Production:** FCM – Production is registered on wholesale food and FCM control objects with production of food contact materials. Production of FCM is when the material is altered in such a way that it effects the migration of chemical substances to foods. This risk data is registered for control objects that produce FCM, for example blow bottles at breweries or form plastic when wrapping foods, or FCM establishments that bend materials (including steel) or assemble various types of material. This risk data does not have to be registered for food and FCM establishments that only cut out materials or perhaps install them.

**Only storage (wholesale) of foods that will keep at room temperature and/or storage of frozen goods:** Foods that do not require refrigeration are considered as products that represent low risk. Goods that do not require refrigeration include coffee, tea, preserved foods and dry goods as well as fruit and vegetables. This risk data does not have to be registered for freezer stores storing foods.

**Food supplements – Reporter of vitamin D, iron for children under the age of 2 – folic acid, calcium, iron and vitamin D for pregnant women:** Food supplements – reporter must be registered for control objects responsible for reporting that they have food supplements for children under the age of 2 or pregnant women.

**Food supplements – Production of vitamin D, iron for children under the age of 2 – folic acid, calcium, iron and vitamin D for pregnant women:** Food supplements – producer must be registered if the control object produces food supplements for children under the age of 2 or pregnant women.

## 15. Inspection frequencies for control objects subject to basic inspection by frequency

The DVFA determines inspection frequencies for basic inspection by frequency on the basis of a control object's risk and need. Risk covers the extent of consequences if the control object fails to comply with the rules. Need means need for inspection, and says something about the likelihood that the control object will not comply with the rules.

The DVFA assesses a control object's risk using the individual activity-based risk characterisation described in chapter **Fejl! Henvisningskilde ikke fundet..** The need for inspection is also assessed individually for the control object, and the assessment is composed of several elements, see chapter 15.1 below.

### 15.1. Individual inspection frequency

#### **Risk: Activity-based risk characterisation**

The DVFA assesses how risky a control object's activities etc. are in activity-based risk characterisation. This characterisation is performed individually on the basis of the control object's registered risk data. A control object is assigned a number of risk points for each type of risk data. The sum of the risk points places the control object in one of the five risk groups. Each risk group has a fixed standard and elite frequency, which is the annual number of basic inspections by frequency, see chapter **Fejl! Henvisningskilde ikke fundet..**

Calculation of risk points and categorisation into risk groups take place automatically in the Control Object Register ("KOR") on the basis of the registered risk data for the individual control object.

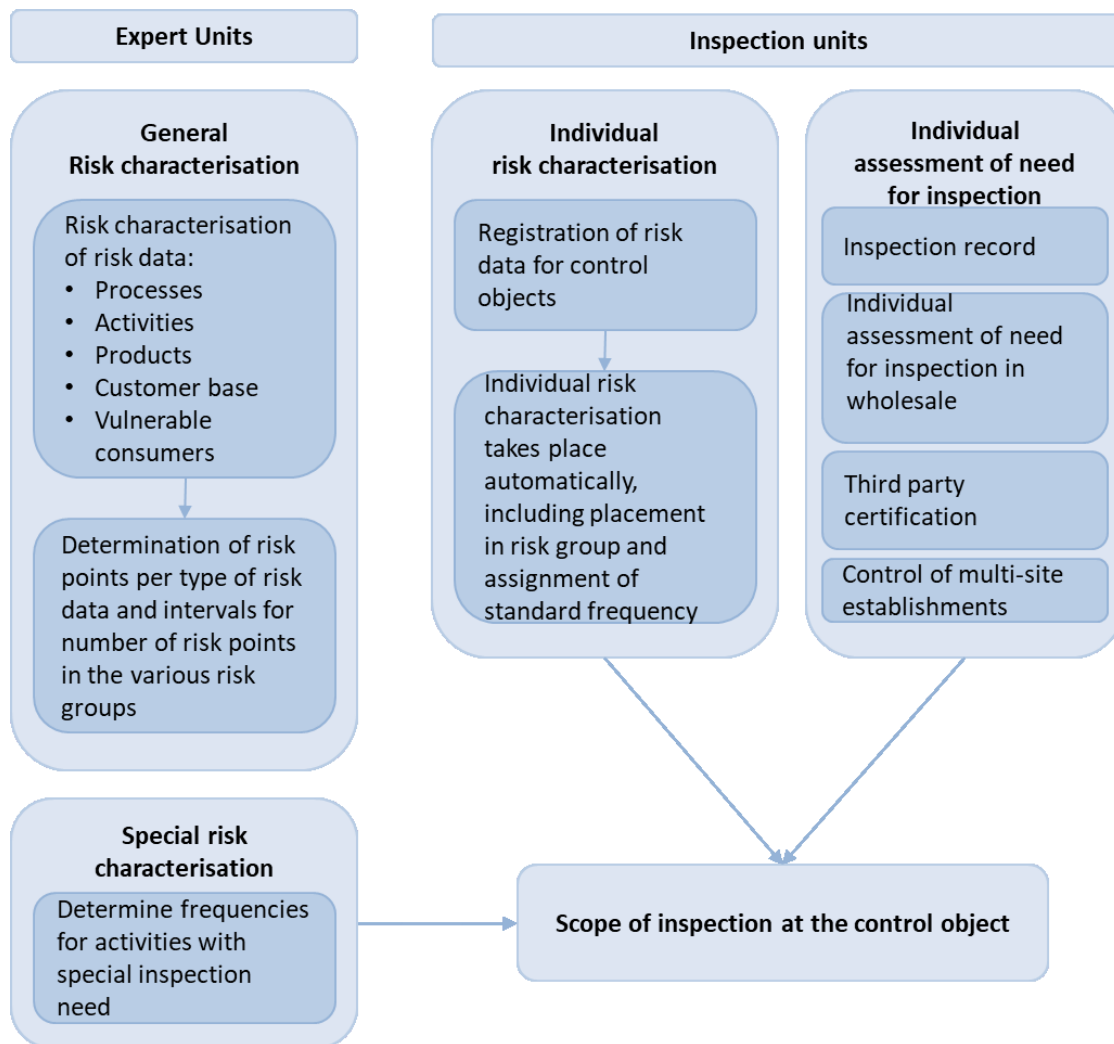
Frequencies for basic inspection by frequency for risk groups are laid down in the [Executive Order on Inspections](#) and are also available in chapter **Fejl! Henvisningskilde ikke fundet..**

#### **Need: Individual assessment of need**

The standard frequency for a control object with basic inspection by frequency is determined by the risk group. However, not all control objects are inspected according to the standard frequency. The DVFA performs an individual assessment of each control object based on the following elements, described in more detail in other chapters:

- Control objects with a good inspection record can obtain elite status and elite frequency, see chapter **Fejl! Henvisningskilde ikke fundet..**
- Wholesale control objects can undergo supplementary individual assessment of their need for inspection, see chapter 15.8
- Control objects registered as third-party certified can have their inspection frequency reduced, see chapter 13.3
- Control objects subject to control of multi-site establishments can have their inspection frequency reduced, see chapter 12.4
- Sanctions will result in a fee charged for follow-up inspection, see chapter 9.

This figure is an overview of the elements included in determining the scope of inspection for a control object with basic inspection by frequency. The figure also shows that expert units are responsible for determining risk data and associated risk points that frame the inspection units' individual risk characterisation of the individual control object.



Chapter **Fejl! Henvisningskilde ikke fundet.** includes a table of the risk groups and the associated standard frequency and any elite frequencies (reduced frequency).

Chapter 13 includes a table of the risk groups and the associated standard frequency and any elite frequencies for third-party certified control objects.

Chapter 12 includes a description of inspection frequencies for control objects subject to control of multi-site establishments in multi-site establishments with good regulatory compliance.

## 15.2. Standard frequency for basic inspection by frequency

Control objects in the target group for basic inspection by frequency are generally inspected according to the standard frequency that follows from the control object's risk group.

The standard frequency may also depend on whether the control object is part of the scheme for control of multi-site establishments, see chapter 12 or is registered as third-party certified in the DVFA, see chapter 13.

## 15.3. Elite frequency for basic inspection by frequency

Control objects with elite status in the target group for basic inspection by frequency are generally inspected according to the elite frequency (also known as reduced frequency).

Control objects can also obtain elite status if they are in the "Low", "Medium", "High" or "Very high" risk group, and if their last four inspection reports have no sanctions concerning breach of food legislation, and all the reports covering the past 12 months have no sanctions.



Control objects in the "Very high" risk group with an elite frequency (reduced frequency) of 3 can have their inspection frequency further reduced after 1 year with elite status **Fejl! Henvisningskilde ikke fundet.**

The elite frequency may also depend on whether the control object is part of the scheme for control of multi-site establishments, see chapter 12 or is registered as third-party certified in the DVFA, see chapter 13.

#### 15.4. Cessation of elite frequency for basic inspection by frequency

Elite frequency will cease the moment the control object loses its elite status.

Elite status always ceases for the following reasons:

- When the control object receives sanctions in an inspection report or
- Change of ownership.

All inspection results in an inspection report are included in the calculation of the control object's possible elite status. Status as an elite establishment is awarded or withdrawn when the control object receives an inspection report. When the control object's elite status ceases, inspections return to the relevant standard frequency.

#### Continuation of inspection record/inspection reports in the case of change of ownership or relocation

In connection with change of ownership or relocation, under special conditions the control object may continue inspection reports from the previous owner or control object, see the [Executive Order on Inspections](#) and the guidelines in annexes 11A and B to the [Inspection Guide](#). This allows the control object to obtain status as an elite establishment faster. The owner receiving the inspection reports has a prior right to have them continued. If this person does not wish to continue the inspection reports in connection with a relocation, the inspection reports cannot be continued by the new owner of the old establishment's premises.

The DVFA will continue the inspection record with up to the three most recent inspections without sanctions. If three inspections without sanctions have been continued, the control object can obtain elite status at the next inspection – provided the inspection is carried out at least 12 months after the oldest of the continued inspections (to meet the requirements for elite status, see chapter 15.3) .

#### 15.5. Planned basic inspection by frequency

Each year, the DVFA determines a number of planned basic inspections by frequency for each control object with basic inspection by frequency. Planned basic inspection by frequency is generally identical with the standard frequency or elite frequency for the control object. For a frequency of 0.5, planned basic inspection by frequency is generally 1 in one year and 0 in the next.

During the year, it may be necessary to change the number of planned basic inspections by frequency for the individual control object. If the control object changes inspection frequency during the year, or goes from spot-check inspections to basic inspection by frequency, the planned basic inspection by frequency must be updated. This may be due to changes in activities and thereby risk data, changes in opening period, changes in inspection level of the control object (change to elite or standard frequency) or changes in affiliation with special control schemes such as control of multi-site establishments and third-party certification.

Every time the inspection frequency for a control object is changed during the year, the number of planned basic inspections by frequency must be re-assessed. The same applies if the opening period is changed. Planned basic inspections by frequency cover basic inspection by frequency, also the first visit to a new control object, where the visit includes start help guidance.

The inspection units register planned basic inspection by frequency for the individual control object in the Control Object Register ("KOR"), and they make regular updates when changes are made.

#### 15.6. Planned basic inspection by frequency for control objects that are only open for parts of the year

This chapter applies to control objects under the basic inspection by frequency action that start during the year and seasonal control objects.

#### Planned basic inspection by frequency for control objects that start during the year

For control objects that start during the year (new establishment, including relocation or change of ownership), planned basic inspection by frequency should be in proportion to the period in which the control object has existed.

The same guidelines for determining planned basic inspection by frequency are used for the remaining part of the year for multi-site control objects in multi-site establishments with good regulatory compliance that leave the scheme for control of multi-site establishments.

#### **Planned basic inspection by frequency for seasonal control objects**

Seasonal control objects are characterised by only being active for part of the year, and by all activities at the control object being at a standstill during the periods in which the control object is not active. For example, if a control object produces for a storage facility for short periods during the year, but stocks, sells and stores refrigerated goods etc. throughout the year, this control object is not considered seasonal. If point-of-sale and storage facilities are located at different addresses, they should each be registered as a separate control object. In that case, the point-of-sale can be a seasonal establishment, for example a point-of-sale for ice cream, whereas the storage facilities are a year-round establishment.

The number of planned basic inspections by frequency for seasonal control objects can in some cases be reduced, so the number is in proportion to the opening period of the control object. Opening period is defined as the total period for which the control object is open during the year. For example, if a control object is open from April to September (six months), one week during the autumn holidays and three weeks in December, the opening period will correspond to around seven months.

However, the number of planned basic inspections by frequency for seasonal control objects with an inspection frequency of 1 or less cannot be reduced. The number of planned basic inspections by frequency for seasonal control objects with a higher inspection frequency cannot be reduced to less than 1.

#### **15.7. Planned basic inspection by frequency for control objects that change inspection frequency during the year**

Planned basic inspection by frequency for control objects that change inspection frequency during the year must reflect the new inspection frequency and also be in proportion to the remaining part of the year. A control object can change inspection frequency if it switches to another risk group as a result of changed activities etc., or if it changes inspection level (switches to standard or elite frequency). A control object can also switch from spot-check basic inspection to basic inspection by frequency during the year if its activities change.

Below is a description of guidelines for assessing planned basic inspection by frequency for control objects whose frequency decreases or increases during the year.

Special guidelines apply to multi-site control objects subject to control of multi-site establishments in multi-site establishments with good regulatory compliance, see chapter 12.

##### **The frequency decreases during the year**

Planned basic inspection by frequency for control objects that obtain elite status during the year or fall to a lower risk group are updated with the relevant frequency. Regardless of when during the year the control object obtains elite status or switches to a risk group with a lower risk, the control object must undergo a total number of frequency inspections (basic inspection with standard and elite frequencies) corresponding at least to the elite frequency or the new standard frequency.

Control objects in the "Very high" risk group (standard frequency 4/elite frequency 3) that obtain elite status must, regardless of the number of basic inspections during the first half of the year, undergo at least one basic inspection in the second half of the year to ensure that the inspections are evenly distributed over the year. This means that the total number of basic inspections can be higher than the elite frequency.

If a control object has already undergone a number of basic inspections with a standard frequency that exceeds the reduced frequency or the new standard frequency, and the control object does not have to undergo further frequency inspections in the current year, the planned basic inspection by frequency is changed to the number of basic inspections with the standard frequency that the control object has already undergone.

##### **Frequency increases during the year**

If a control object loses its elite status during the year or rises to a higher risk group, the control object must undergo a number of basic inspections in the remaining part of the year that are in proportion to the time spent on inspecting the control object according to the new standard frequency.

#### **15.8. Supplementary individual assessment of the need for inspection within wholesale with basic inspection by frequency**

The possibility of supplementary individual assessment of the need for inspection within the wholesale sector is an element in the need for inspection assessment for certain risk groups within wholesale. The DVFA thereby has the option of reducing the standard frequency if the DVFA is familiar with the control object. This option can be used in the "Very high" and "High" risk groups in establishments in the sector groups wholesale and retail with wholesale. However, the option can only be used in the "Very high" risk group in registered third-party certified control objects, see chapter 13. The inspection unit to which the

control object belongs carries out the assessment at its own initiative. The establishment cannot apply for a reduction of the inspection frequency.

The objective of supplementary individual assessment of the need for inspection is to reduce the standard frequency for control objects that have fewer risks in relation to the general characteristics of control objects with comparable activities.

#### Criteria for supplementary individual assessment of the need for inspection

One criterion for individual reduction of the standard frequency is that the control object's activities and product range are deemed to represent a lower risk to food safety, regardless of whether the establishment is placed within the "Very high" or "High" risk groups. The assessment also places emphasis on whether the establishment has shown the ability and willingness to comply with legislation, i.e. compliance is assessed.

Supplementary individual assessment of the need for inspection can be used for the following control objects:

- Control objects with limited volumes of goods, storage activity or very small production
- Control objects where there is only production and/or storage of individual product groups and/or few different products.

The standard frequency for control objects in the "High" or "Very high" risk groups deemed by this assessment to have a limited volume of goods, products and activities can be reduced by 1 as shown in the table below.

#### Possible individually reduced inspection frequencies in non-third-party certified control objects

Risk group	Before individual reduction		After individual reduction	
	Standard frequency	Elite frequency	Standard frequency	Elite frequency
Very high	4	3/2	3	2/1
High	2	1	1	1*

\* No reduction of elite frequency

#### Decision on reduction of standard frequency

Supplementary individual assessment of the need for inspection is regularly performed in the course of the DVFA's inspection of control objects in the relevant sector groups and risk groups. Reduction of frequency is based on a decision.

Supplementary individual assessment of the need for inspection for new control objects is performed at the first inspection after registration or approval, i.e. once the control object is in operation – in most situations at the inspection with start help guidance.

If the DVFA deems that the standard frequency can be reduced based on supplementary individual assessment of the need for inspection, the control object will be informed in writing. The decision must include reasons, the legal grounds and how to appeal or complain. The basis for reduction and assessment of regulatory compliance must be described and documented.

The decision must state that changes which imply that the establishment no longer fulfils the criteria stated in the decision for reduction of the standard frequency will be regarded as major changes according to sections 35 or 36 of the [Executive Order on Authorisation](#), and must be reported to the DVFA.

#### Change in frequency during the year

Control objects with reduced inspection frequency following from individual assessment of the need for inspection must generally be inspected according to this reduced inspection frequency.

During the year, it may be necessary for the inspection units to revise the basis for individual reduction of the need for inspection for the individual control object, for example if the control object changes its activities or the scope of production. If the basis is assessed to have changed, so that the inspection frequency can no longer be reduced, the control object must be notified in writing about the decision.

#### Registration in the Control Object Register ("KOR")

A decision on reduced inspection frequency for a control object based on this individual assessment of the need for inspection must be registered in KOR, see internal guidelines on "Supplementary individual assessment of the need for inspection within the wholesale sector" available on [the intranet](#).



## 16. Activities with special frequencies

Inspection frequencies for activities with special frequencies are laid down in other rules and guidelines. This overview only includes those activities with a fixed inspection frequency. In addition, there can be activities that are inspected according to plans devised by the expert units, for example the certification scheme for Danish wine with a geographical designation.

### 16.1. Exports to third countries

Exports to third countries must be inspected at least once a year.

At least one annual audit of export-related own-checks must be performed, see section 6 of the [Eksportbekendtgørelsen \(Executive Order on Exports\) no. 213/2019](#), section 9 of the [Certifikatudstedelsesbekendtgørelsen \(Executive Order on Certification\) no. 671/2018](#) and section 12 of the [Bekendtgørelse om særligt papir \(Executive Order on Special Paper\) no. 673/2018](#). Additional inspections depend on the export activities of the control object, see the [Executive Order on Exports no. 213/2019](#) and the [Eksportkontrolvejledningen \(Guide on Export Inspection\)](#). Inspections can be performed in connection with basic inspections by frequency or US/China inspections (other inspection).

Special rules apply to US-approved meat establishments (including freezer storage) and Chinese-approved meat establishments (except freezer storage) on daily or weekly inspections performed as other inspection, see [Guide on Export Inspection](#).

Inspection of the own-checks performed by control objects that export foods is performed in accordance with Article 12 of [the General Food Law Regulation no. 178/2002](#), Article 30 of [the Controls Regulation \(EU\) no. 2017/625](#), [Executive Order on Exports no. 213/2019](#), [Guide on Export Inspection](#), [Executive Order on Certification no. 671/2018](#) and [Executive Order on Special Paper 673/2018](#) to ensure that the products meet the requirements of third countries, and that the DVFA issues export certificates on the correct basis.

### 16.2. Group delivery of porkers

Slaughterhouses seeking a permit for group delivery of porkers, see section 20 of the [Mærkningsbekendtgørelsen nr. 1355/2015 \(Executive Order on Marking no. 1355/2015\)](#) have to be inspected once annually to check whether the permit conditions have been fulfilled. Existing slaughterhouses must have renewed authorisation when applying for a permit for group delivery of porkers, see section 39 of the [Executive Order on Authorisation](#) no. 1652 of 10 December 2019, as this is deemed to be a significant change in the control object's configuration and production.

### 16.3. Imports from third countries

Imports from third countries must be inspected at least once a year, including establishments with imports of additives, food supplements, etc.

Inspection of the control objects that import foods is performed in accordance with [the Controls Regulation \(EU\) no. 2017/625](#), the [Vejledning om importøremes egenkontrol \(Guide on Importers' Own-Checks\)](#) and the [Bekendtgørelse om veterinærkontrol ved indførsel af animalske fødevarer nr. 406/2019 \(Executive Order on Veterinary Inspection when Importing Foods of Animal Origin no. 406/2019\)](#) to ensure that the foods meet the EU requirements and any special Danish rules.

### 16.4. SRM (Specified Risk Material) – slaughterhouses

Specified Risk Material (SRM) in slaughterhouses slaughtering cattle, sheep and goats must be inspected, see [the TSE Regulation 999/2001](#), the [Vejledning om kontrol med håndtering af specificeret risikomateriale nr. 10081 af 9. november 2017 \(Guide on Inspection of Handling Specified Risk Material no. 10081 of 9 November 2017\)](#) and the [Hygiejnebekendtgørelsen \(Executive Order on Hygiene\)](#).

The inspection must include:

- Correct removal of SRM
- Correct handling of SRM
- Collection/storage of SRM
- Staining and labelling of SRM
- Commercial documents
- Red stripe on label
- Cross-checks for amounts of SRM

Inspections are performed at slaughterhouses with permanent manning – once monthly, and slaughterhouses without permanent manning – once quarterly.

### 16.5. SRM (Specified Risk Material) – cutting plants

Cutting plants can handle the vertebral column of bovine animals. Authorisation for removal of the spinal cord of ovine and caprine animals and for the extraction of head meat of bovine animals may be granted, see [the TSE Regulation 999/2001](#),



[Guide on Inspection of Handling Specified Risk Material no. 10081 of 9 November 2017](#)), [Executive Order on Hygiene no. 45 of 17 January 2020](#) and the [Executive Order on Authorisation no. 1352 of 10 December 2019](#).

The following are inspected quarterly:

- Correct removal of SRM
- Correct handling of SRM
- Collection/storage of SRM
- Staining and labelling of SRM
- Commercial documents
- Red stripe on label
- Cross-checks for amounts of SRM

#### 16.6. SRM (Specified Risk Material) – Butchers' shops/departments

Authorisation can be given for the removal of the vertebral column of bovine animals in butchers' shops/departments, see [the TSE Regulation 999/2001](#), [Guide on Inspection of Handling Specified Risk Material no. 10081 of 9 November 2017](#), [Executive Order on Hygiene no. 45 of 17 January 2020](#) and the [Executive Order on Authorisation no. 1352 of 10 December 2019](#).

The following must be inspected every six months for control objects with an authorisation:

Once every six months:

- Correct removal of SRM
- Correct handling of SRM
- Collection/storage of SRM
- Staining and labelling of SRM
- Commercial documents
- Red stripe on label
- Cross-checks for amounts of SRM

#### 16.7. Organic products

Control objects that are members of the organic inspections scheme (i.e. control objects selling organic products wholesale, with preparation (slaughter, processing, packaging and labelling) of organic products (both wholesale and retail), and imports from third countries of organic products (both wholesale and retail)), see the [Bekendtgørelse om økologiske fødevarer, nr. 1404/2015 \(Executive Order on Organic Foods no. 1404/2015\)](#).

Establishments with organic activities must be inspected once annually. Control objects that have been accepted into the control scheme during a calendar year must fulfil the requirements for the annual organic inspection before the following calendar year. However, control objects subject to organic inspections during the first half of the year must undergo organic inspection during the same calendar year. Moreover, inspections must generally be performed earlier if deemed relevant.

#### 16.8. Organic food label

Control objects that are registered users of an organic food label, see the [Bekendtgørelse om økologisk storkøkkendrift nr. 656/2019 \(Executive Order on Organic Catering Kitchens no. 656/2019\)](#), must be inspected once annually according to the scheme.

The annual inspection requirement applies regardless of whether the control object is in the target group for spot-check inspections or basic inspection by frequency. However, inspection frequency according to other food legislation can be followed in the event of a "multi-site kitchen under central inspection coordination" (see chapter 5.1.1.1 in the *Vejledningen om økologikontrol* (Guide to Organic Inspections) only receiving foods from other kitchens under the multi-site establishment, and only portioning and distributing the food.

When a new kitchen is registered as a user of an organic food label, a specific assessment must be made of the need for an immediate inspection of the documentation behind the percentage calculation. If there is no particular need for an immediate inspection, kitchens registered in the first half of the calendar year must undergo a first inspection within the same calendar year. Kitchens registered within the second half of the year must undergo a first inspection within the following calendar year.

## 17. Sectors

Sectors categorise control objects on the basis of the control object's activities.

### 17.1. Objective

The sectors give a general description of the establishment type of the control object, and whether the control object should be registered or approved.

Each sector has a sector group, a customer base and a legalisation type.

### 17.2. Sector groups

The control object is categorised into a sector, based on its activities. The sectors are further divided into five sector groups with the following abbreviations in the table of sectors in chapter 17.5:

- Retail D ("Detail" in Danish)
- Retail with wholesale DE ("Detail med engros" in Danish)
- Wholesale with treatment EMB ("Engros med behandling" in Danish)
- Wholesale without treatment EUB ("Engros uden behandling" in Danish)
- Primary producers PRP ("Primærproducent" in Danish)
- Other Ø ("Øvrige" in Danish)

### 17.3. Customer base

Which of the four customer bases that characterises the sector is stated for each sector. Customer base is stated with the following abbreviations in the table of sectors in chapter 17.5:

- Local – Consumers or establishments LCE
- Regional – Consumers RC
- National – Establishments NE
- Not relevant NR

The customer base is included in the activity-based risk characterisation of the control object, see chapter **Fejl!**  
**Henvisningskilde ikke fundet.** It is not possible to determine a customer base for some sectors (NR). Individual activity-based risk characterisation is not carried out for such sectors.

### 17.4. Legalisation type – registration or approval

The legalisation type states whether the establishment is to be registered (R) or approved (A) according to the Executive Order on Authorisation. The control object may have individual characteristics that make it differ from the general guidelines. The assignments in the table of sectors in chapter 17.5 are therefore indicative.

More detailed guidelines for registration and approval are available in relevant guidelines such as the Approval Guide and the Guide to Organic Inspections.

### 17.5. Table of sectors

The table below includes the sectors within the food industry in alphabetical order, with a description, customer base, DVFA sector no., sector group and approval/registration (A/R) for each sector.



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Beekeepers	Registered beekeepers	LCE	PP.01.49.20	PRP	R
Catering with delivery of ready-to-serve food to retailers (retail with wholesale)	<p>Catering with delivery of ready-to-serve food, including meat products and processed fishery products, with delivery to retailers, including to department kitchens at hospitals and institutions, catering and to planes, trains, etc.</p> <p>Includes central kitchens at hospitals and institutions with no serving area of their own, or that supply foods of animal origin exceeding the 1/3 rule. Establishments must be assigned with the EU main activities, products and animal categories indicated by the activities, for example "processing establishment" with the products "Meat products" and "Processed fishery products".</p>	NE	DE.56.20.00	DE	A
Convenience stores without/with limited treatment	<p>Convenience stores, for example supermarkets, minimarkets, filling stations without or with limited treatment such as bread sales, sales of ice cream, soft ice, slush ice and soft drinks possibly by self-service</p> <p>Retail trade other than non-perishable foods</p> <p>For example</p> <ul style="list-style-type: none"> <li>- Online and post order sales</li> <li>- Sales of foods without own storage, for example sales of meat from own livestock slaughtered at approved slaughterhouse and delivered to the customer from there</li> <li>- Pharmacies, drugstores, health shops, etc.</li> <li>- Sports shops, fitness centres, etc.</li> <li>- For example sales of spices, sweets, chocolate, dried fruit, pasta, spring water and soft drinks as well as prepacked ice cream</li> <li>- Production of burnt almonds or slicing of fruit and vegetables</li> <li>- Sales of foods from stands and booths, vehicles with fish, meats, cheese, etc.</li> <li>- Bread sales: Sales of bread received from elsewhere, bake-off products and production of rum balls/truffles</li> </ul>	RC	DD.47.10.99	D	R
Associations marketing Greenlandic and Faroese foods for private consumption	<p>(Registered activity)</p> <ul style="list-style-type: none"> <li>- Import, storage and marketing</li> </ul> <p>* The inspection frequency has been determined for the activity in the <a href="#">Veiledning om indførsel af animalske fødevarer til privat brug fra Grønland og Færøerne til Danmark (Guide to the Import of Food of Animal Origin for Private Consumption from Greenland and the Faroe Islands to Denmark)</a></p>	NR	OE.94.99.00	Ø	Report ed



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Production of products of animal origin - Other products	<p>Production of products of animal origin, for example honey centres, production of gelatine, collagen, fat and animal fats. Hide centres and tanneries that treat hides, separating the raw material from the rest of the hide.</p> <p>Honey centres and establishments that produce honey-based products, for example spiced honey, only have to be registered.</p> <p>Beekeepers are primary producers and come under the beekeeper sector.</p>	NE	EB.20.59.99	EMB	A/R
Production of products of animal origin - Fish and mussels etc.	<p>Collection centres (sorting of fish, removal of roe etc.), production of fresh fishery products, minced fishery products and fillet factories, preserved and semi-preserved foods, dry-curing and curing. Slaughtering, cutting and filleting of fish. Processing of fish and fishery products, for example preservation of fish, crustaceans and molluscs, through heat treatment, freezing, drying, in brine or in tins.</p> <p>Factory vessels, one-day-trip vessels boiling shrimps, mussels, etc. on board</p> <p>Freezer vessels freezing fishery products, possibly including wrapping, packaging and freeze storage.</p>	NE	EB.10.20.20	EMB	A
Production of products of animal origin - Meat	<p>Cutting of fresh meat and production of minced meat, meat presentations or meat products. Cleaning, curing, drying or heat treatment of abdomens, bladders and intestines.</p> <p>Also includes production of meat extracts (paste, granulate etc.) and bouillon made from unprocessed raw materials of animal origin.</p> <p>This sector is also used for wholesale control objects handling meat with a production of max. 5 tonnes of food containing meat per week calculated as an average over the financial year of the control object. Foods with a content of meat bought for resale unaltered are also included. The 5 tonnes are defined as the amount of food containing meat sold from the control object.</p>	NE	EB.10.10.13	EMB	A
Production of products of animal origin - Milk and cheese	<p>All forms of dairy products, for example drinking milk, butter, cheese and preserved milk or colostrum-based products and control objects that produce on the basis of less than 2 million kg milk or colostrum per year</p> <p>Establishments that produce ice cream need only to be registered. However, an establishment that produces ice cream based on raw milk or raw colostrum must be approved.</p> <p>Also includes cleaning of cheese before any packing, including paraffin coating.</p>	NE	EB.10.50.00	EMB	A/R





Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Production of products of animal origin - Eggs	Egg product establishment, except egg packing centres.	NE	EB.10.89.00	EMB	A
Production of beverages etc.	Production of wine, spirits, beer, soft drinks, including natural mineral water and spring water  For example breweries.	NE	EB.11.00.00	EMB	R
Production of food contact materials, retail	Production of ceramics, glass, porcelain, wood, metal, alloys, etc.  For example: Potters, glassblowers, basket weavers.	RC	DD.23.00.99	D	R
Production of food contact materials, wholesale	Production of for example: glass, ceramics, porcelain, silicones, rubber, paper and cardboard, metal and alloys, plastic, machinery and machine parts For example: <ul style="list-style-type: none"><li>- Plastic packaging such as bags, containers and bottles</li><li>- Other finished plastic products such as kitchen utensils, worktops and plastic hoses</li><li>- Varnishes, glazes, printing inks, waxes, glues, ion exchangers, raw glass, metals and alloys, plastic granulates and plastic parts for machines.</li></ul>	NE	EB.20.16.99	EMB	R
Production of food supplements, additives etc.	Production of food supplements and foods for special groups, flavourings, additives, cultures and enzymes, industrial gases, taste preparations etc. for example food supplements with or without added nutrients.  Control objects that receive unprocessed products of animal origin or that package products of animal origin must be placed in the relevant animal sector.	NE	EB.20.00.99	EMB	R



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Production of products of plant origin etc. with content of processed products of animal origin	<p>Production of rye bread and white bread, rolls etc. and slicing of fruit and vegetables, nuts and nut products, vegetable oils and fats, mill products, starch and starch products, ice cream (not made from raw milk or colostrum). Cakes with cream/custard, flour, grains, kernels, breakfast cereals, potato flour, pasta products and similar goods. Production of pizza, spring rolls, open sandwiches, sandwiches, rice porridge, rice pudding with almonds, ready meals etc. when ingredients of animal origin are received as processed products.</p> <p>For example</p> <ul style="list-style-type: none"> <li>- Industrial bakeries</li> <li>- Chocolate and sugar product factories</li> <li>- Ice factories</li> <li>- Malt factories</li> <li>- Margarine factories etc.</li> <li>- Salad product factories and mayonnaise, remoulade, dressing, ketchup, etc.</li> <li>- Sugar factories and refineries</li> <li>- Oil mills, oil refining</li> <li>- Drying, roasting, grinding etc. of tea or coffee</li> </ul> <p>This sector also includes production of foods made from seaweed.</p> <p>Control objects that receive unprocessed products of animal origin must be placed in the relevant animal sector.</p>	NE	EB.10.30.99	EMB	R
Cold stores for freezing products of animal origin		NE	EB.52.10.99	EMB	A
Border inspection posts	<p>Border inspection posts, see EU legislation and the <i>Bekendtgørelse om veterinære grænsekontrolsteder mv.</i> (Executive Order on Veterinary Border Inspection Facilities etc.)</p> <p>Approved by the European Commission on the recommendation of the DVFA.</p> <p>Border inspection posts are not registered as wholesale warehouses, but must be equated with these in terms of hygiene and live up to the same requirements.</p>	LCE	OE.52.10.99	Ø	A
Handling live bivalve molluscs	<p>Dispatch centres, desanding and purification facilities of bivalve molluscs.</p> <p>For example conditioning (removing sand, mud or slime), washing, sorting, wrapping and packaging as well as microbiological cleaning</p>	NE	EB.03.21.00	EMB	A



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Gathering foods in the wild or cultivation of seaweed	Gathering berries and mushrooms, tapping birch sap and similar, as well as cleaning and possibly drying and packing seaweed. For example, cultivation of seaweed on lines or gathering seaweed as a by-product of fishing.	LCE	PP.02.30.00	PRP	R
Water reclamation plant, spring water and natural mineral water	Water reclamation plant, spring water and natural mineral water.	LCE	PP.36.00.00	PRP	R
Office establishment – without stock of goods	Office establishment with trade in foods as well as transport of own goods.	NE	EE.46.17.00	EUB	R
Breast milk centrals (retail with wholesale)	Breast milk centrals.	NE	EB.10.86.99	DE	R
Headquarters of multi-site establishments	Headquarters of multi-site establishments that are members of the scheme for control of multi-site establishments.	NE	EE.70.10.10	EUB	R
Storage facilities and possibly wholesale selling to retailers (retail with wholesale)	Distribution terminals/centres and fresh food terminals, wholesale trade in various foods, wholesale supermarkets  These control objects are characterised by short-term storage of pre-packed refrigerated and frozen goods, goods not subject to temperature requirements as well as unpacked fruit and vegetables to be delivered to retail control objects. Some goods, for example frozen goods and goods not subject to temperature requirements, can be stored for longer periods. Goods can be taken from larger packed consignments for transport to individual retail control objects.  For example distribution terminals for retail chains as well as wholesale supermarkets.	NE	DE.46.39.99	DE	R



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Storage facility/warehouse hotel and possibly wholesale trade – With refrigeration and freezing	<p>Storage facilities and warehouse hotels including cold and freezer storage and possibly packaging and wrapping.</p> <p>Including</p> <ul style="list-style-type: none"><li>- Dairy products: Temperature-controlled storage as well as packing and bottling in connection with storage and possibly wholesale trade</li><li>- Raw milk, collection centres, no trading</li><li>- Raw milk, collection centres, collection, transport, possibly storage and wholesale trade</li><li>- Game depot</li><li>- Egg packing centres</li><li>- Fish auctions</li><li>- Refrigerated containers.</li></ul> <p>For example, wholesalers supplying various foods to retail control objects.</p> <p>Game depots, storage facilities for foods of plant origin only and storage facilities that also store foods of animal origin (for example dry goods and preserved foods), which do not require temperature-controlled conditions (refrigeration/freezing) must be registered.</p> <p>Raw milk collection centres that do not trade must be registered.</p> <p>Raw milk collection centres that do not store raw milk, but possibly carry out wholesale trade must be registered.</p> <p>Raw milk collection centres that collect, transport and store raw milk must be approved.</p> <p>Other types of establishments must be approved.</p>	NE	EE.46.30.99	EUB	A/R
Storage facility/warehouse hotel and possibly wholesale trade – Without refrigeration and freezing	<p>Wholesale trade and storage, non-specialised, non-perishable foods without refrigeration and freezing. Packing and bottling (wrapping and packaging) in connection with storage and possibly wholesale trade</p> <p>For example</p> <ul style="list-style-type: none"><li>- Wrapped foods and possibly unwrapped fresh fruit and vegetables</li><li>- Granaries where grain is stored in bulk</li><li>- Foods of animal origin (dry goods, preserved foods)</li></ul> <p>For example, wholesalers supplying goods to retail control objects.</p> <p>Storage facilities wrapping or packing foods of animal origin must be approved, others must be registered.</p>	NE	EE.46.30.88	EUB	A/R



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Marketing of food contact materials, retail	<p>FCM: Retailer importing FCM, semi-manufactured goods and ready-to-use products</p> <p>For example: Semi-manufactured goods for food contact materials: Varnishes, glue, raw glass</p> <p>Ready-to-use food contact materials: Bags, containers, bottles, kitchen utensils, worktops and plastic hoses. Films and packaging Other products made of silicones, paper and cardboard, plastic, rubber, porcelain, glass, etc.</p>	RC	DD.47.50.99	D	R
Marketing of food contact materials, wholesale	<p>Wholesale trade of semi-manufactured and ready-to-use food contact materials as well as office administration in connection with food contact materials</p> <p>For example: Semi-manufactured goods for food contact materials:</p> <ul style="list-style-type: none"><li>- Varnishes, waxes, printing inks, glues, glazes, ion exchangers, raw glass, metals and alloys, plastic granulates</li></ul> <p>Ready-to-use food contact materials:</p> <ul style="list-style-type: none"><li>- Bags, containers, bottles, kitchen utensils, worktops and plastic hoses</li><li>- Films and other packaging</li><li>- Other products made of silicones, paper and cardboard, plastic, rubber, porcelain, glass, etc.</li><li>- Production and transport equipment:</li><li>- Production machinery, including machine parts made of metal and alloys</li><li>- Road tankers</li></ul> <p>Wholesale trade with no storage or transport.</p>	NE	EE.46.40.99	EUB	R



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Serving establishment – Institution kitchens etc.	<p>For example</p> <ul style="list-style-type: none"><li>- Hospital and institution kitchens</li><li>- Institutions for school-age children</li><li>- Institutions for school-age children – limited</li><li>- Institutions providing meals for pre-school children</li><li>- Cafeterias, boarding houses etc. with regular clientele, no more than 12 people</li><li>- Hospital and institution kitchens serving from their own serving area. Includes children's homes, continuation schools, folk high schools and agricultural colleges with full catering and more than 12 diners.</li><li>- Hospital and institution kitchens producing food for several serving locations located within the same geographical unit and where the serving locations are not independently registered. Includes children's homes, continuation schools, folk high schools, agricultural colleges etc. with full catering and more than 12 diners.</li></ul> <p>Kitchens/establishments producing and supplying food to independently registered departmental kitchens in assisted living facilities and other institutions, and which do not have their own serving area, are placed in Catering with delivery to retailers (retail with wholesale).</p> <p>Control objects that produce and supply ready-to-serve food to pensioners, preschool children or school children (end consumers), and which do not have their own serving area, are usually placed in the Serving establishment – Restaurants etc. sector.</p>	RC	DD.56.29.00	D	R



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Serving establishment – Restaurants etc.	Restaurants etc., for example <ul style="list-style-type: none"><li>- Catering and meals delivered to end-consumers</li><li>- Community centres and banqueting rooms with limited weekly opening hours</li><li>- Cafeterias etc., with regular clientele of more than 12 people</li><li>- Restaurants etc. (also seasonal restaurants)</li><li>- Cafeterias, departmental kitchens, communal and serving kitchens etc. with more than 12 regular clients</li></ul> Control objects with preparation and serving for a regular clientele. Regular clientele also includes guests and visitors to the establishment such as consultants, sales personnel etc. Hotdog stands, filling stations selling hotdogs, pubs.	RC	DD.56.10.99	D	R
Serving establishment – Without treatment	For example vending machines and vending machine establishments, serving on trains, planes and buses, pubs, bars etc. without treatment.  For example serving beer, wine, spirits and soft drinks.  Restaurants on ferries are registered as Serving establishment – Restaurants etc.	RC	DD.56.30.99	D	R
Slaughter buses	Slaughter or dressing as assistance to household slaughtering of own livestock by primary producers	RC	EB.10.10.88	EMB	R
Slaughterhouses	Slaughterhouses for pigs, poultry, cattle, sheep, goats and horses, farmed game, game-handling establishments.  "Partial accounts 2" is entered in the Control Object Register ("KOR") for partial accounts 2 control objects, see the current registration guide.	NE	EB.10.10.99	EMB	A
Slaughtering at the farm of poultry, lagomorphs, ratites, cervids and bison	Slaughtering at the farm of poultry, lagomorphs, ratites, cervids and bison with a view to dressing at the slaughterhouse.	LCE	PP.10.10.99	PRP	R
Specialist shops – Baker etc.	Bakery shops/departments baking bread and cakes from scratch. Includes confectioners serving coffee, tea and other beverages as well as products from the shop.	RC	DD.10.71.20	D	R



Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Specialist shops – Delicatessens, specialist products etc. with treatment	<p>Specialist shops, for example</p> <ul style="list-style-type: none"> <li>- Chocolate, confectionary and ice cream shops/departments with treatment</li> <li>- Retail shops with treatment, other</li> <li>- Dairy products: Retail dairy</li> <li>- Cheese shops/departments and mobile cheese shops with treatment</li> <li>- Open sandwich shops and delicatessens/departments</li> <li>- Ice cream shops/kiosks with treatment (also seasonal)</li> <li>- Production of open sandwiches, sandwiches, focaccia rolls with stuffing etc.</li> <li>- Production of sandwich toppings etc. from ingredients, fresh meat or fish.</li> <li>- Cutting/slicing of sandwich toppings.</li> </ul> <p>This sector also includes control objects with serving services.</p> <p>If goods are produced from ingredients in ready-to-serve or almost ready-to-serve condition, the "Serving establishment – Restaurants etc." sector is used.</p>	RC	DD.47.20.99	D	R
Specialist shops – Fish etc.	Fish and game shops/departments and mobile fish shops with treatment, control objects filleting, skinning and frying.	RC	DD.47.23.00	D	R
Specialist shops – Butchers etc.	<p>For example butchers' shops/departments.</p> <p>If the control object cures and smokes meat for private consumers, such activities must be registered.</p> <p>If the control object receives bovine carcasses with vertebral column which are SRM, such activity must be approved. The activity is noted specifically in KOR.</p>	RC	DD.47.22.00	D	R
Sprout producers	Sprout producers.	NE	PP.10.39.99	PRP	A
Farm sales and off-the-boat sales of foods of animal origin	Primary producer with farm sales or sales to local retailers – activity is registered.	LCE	PP.47.99.99	PRP	R
Transport establishment, retail	Transport establishments carrying perishable and non-perishable goods.	RC	DD.49.41.00	D	R
Transport establishments, wholesale	<p>Transport establishments carrying perishable and non-perishable goods.</p> <p>Shipping agents do not have to be registered/approved. Shipping agents are defined as establishments that solely arrange contact between food establishments (food establishments that require transport of goods and transport establishments).</p>	NE	EE.49.41.00	EUB	R





Sector	Description	Customer base	DVFA sector no.	Sector group	Approval – A Registration R
Foreign – Food supplement establishments – not approved/registered	Foreign – Food supplement establishments – not approved/registered	NR	OE.99.99.13	Ø	
Foreign establishments, retail	Mobile retailers from other EU Member States, below the triviality limit, including exhibition stands.  Retail establishments, foreign, exempt from registration requirement.	NR	OE.99.99.11	Ø	
Foreign establishments, wholesale	Mobile wholesalers from other EU Member States, below the triviality limit, including exhibition stands.  Transport establishments, foreign, foods  Wholesale establishments, foreign, exempt from registration requirement.	NR	OE.99.99.12	Ø	
Retail establishments, below the triviality limit, not registered	Retail establishments below the triviality limit, exempt from registration requirement.	NR	OE.47.00.99	Ø	
Wholesale establishments, exempt from registration and approval requirements.	Wholesale establishments with no food or FCM activities and therefore do not have to be approved or registered as a food or FCM establishment.	NR	OE.46.00.99	Ø	

## Annex 1 - Guidelines for planning inspections at slaughterhouses and wholesale meat control objects

### 1. Objective and application

The DVFA must ensure that all relevant legislative areas are inspected within a given period. This period depends on the sector and status of the control object.

Additional requirements for planning inspections are imposed on slaughterhouses and wholesale meat control objects with treatment. These requirements will contribute to systematic and transparent planning of control activities. These requirements also apply to US approved cold stores as well as meat storage facilities without refrigeration/freezing.

For the purpose of planning inspections, the inspection units must draw up inspection plans for these control objects. The inspection plans will contribute to inspections being planned on a uniform basis and based on needs.

### 2. Control objects covered by this annex

This annex concerns slaughterhouses and other wholesale meat control objects with treatment. The annex also includes US approved cold stores where meat is stored and, following specific assessment, also Russian approved cold stores where meat is stored.

Inspections must be planned at control objects under the slaughterhouse or wholesale meat sector, see sectors in chapter 17.5 of the Guidelines on food inspections. Inspections for control objects with wholesale meat activities such as wholesale supermarkets with a department for mincing or cutting meat should be performed at the department where meat is minced or cut according to the inspection plan for control objects in the meat sector. See also section 11 of this annex regarding inspection plans.

### 3. Inspection planning

The following apply to control objects in the wholesale meat sector:

- The general requirements for determining the number of inspections, see chapter 15.5 of the Guidelines on food inspections.
- The general requirements for inspection planning, see chapter 0 of the Guidelines on food inspections.
- The specific requirements for inspection planning per legislative area as described in this annex.
- The specific requirements for inspection of export-related items, as determined in the [Vejledning om kontrol med virksomheder, der eksporterer fødevarer til tredjelande \(Guide on Inspection of Establishments Exporting Foods to Third Countries\)](#) (the Guide on Export Inspection).

The number of basic inspections by frequency is determined for each control object on the basis of an individual risk characterisation, see chapter **Fejl! Henvisningskilde ikke fundet.** of the Guidelines on Food Inspections. REF\_Ref37917628 \r \h \\* MERGEFORMAT The reduced inspection frequency applies to control objects covered by voluntary schemes for multi-site establishments and third-party certified establishments, see chapter 13 of the Guidelines on food inspections. The general requirements for inspection planning for wholesale control objects are described in chapter 0 of the Guidelines on food inspections.

The need for inspection is assessed for each legislative area within the food sector on the basis of the inspection frequency for the control object and previous inspection results for individual legislative areas. How often the individual legislative areas are to be inspected by basic inspection by frequency is based on this assessment.

The need for inspection per legislative area within the food sector is assessed before the start of the year on the basis of the inspection results of the previous year. All inspection results are included in the assessment, including inspection results from basic inspection by frequency, follow-up inspection and results from frequent inspections.

The need for inspection of each legislative area within the food sector is assessed either as normal or higher according to these guidelines:

Normal	If an inspection result of 1 or 2 only has been given within the legislative area in the previous calendar year.
Higher	If an inspection result of 3 or 4 has been given within the legislative area in the previous calendar year.

Where the need for inspection for control objects within a legislative area is deemed to be normal, and breaches have been found, it may be necessary to revise the need for inspection.

The need for inspection for control objects with elite status must be assessed as normal for all legislative areas. If a control object is given or loses elite status during the year, the need for inspection must be re-assessed.

The need for inspection for newly-established control objects with no inspection record is generally deemed to be normal.

#### 4. Inspection frequency per legislative area

The inspection frequency for each legislative area within the food sector is determined individually on the basis of an assessment of the need for inspection, except for those areas in which rules, instructions or similar determine the frequency.

The frequency of inspection for each legislative area in connection with basic inspection by frequency is contingent on the assessment of the need for inspection within the legislative area. In addition, any activities with special inspection frequencies must be taken into account, see chapter 16 of the Guidelines on food inspections.

Need for inspection	How often a legislative area is to be inspected by basic inspection by frequency
<p><b>Normal</b></p> <p>Control objects with elite status</p>	<p>At least once every three years for all legislative areas.</p> <p>However:</p> <ul style="list-style-type: none"> <li>• Hygiene: Handling of foods and one of the other two hygiene areas: Cleaning or maintenance is inspected every time.</li> <li>• The control object's approval is inspected at least once a year, although at least once every other year at control objects with a frequency of 0.5.</li> <li>• A representative sample of all relevant critical inspection points is inspected within one year, and</li> <li>• The control object's risk analysis and HACCP plan is inspected as required, although at least every other year.</li> </ul>
<p><b>Normal</b></p> <p>Control objects with standard frequency</p>	<p>At least once every year for all legislative areas.</p> <p>However:</p> <ul style="list-style-type: none"> <li>• Hygiene: Handling of foods and one of the other two hygiene areas: Cleaning or maintenance is inspected every time.</li> <li>• The control object's approval is inspected at least once a year.</li> <li>• A representative sample of all relevant critical inspection points is inspected within one year, and</li> <li>• The control object's risk analysis and HACCP plan is inspected as required and at least once a year.</li> </ul>
<p><b>Higher</b></p> <p>Control objects with standard frequency</p>	<p>At least three times every year if the legislative area concerns hygiene. At least twice a year for the other legislative areas.</p> <ul style="list-style-type: none"> <li>- Although every time in KOB with a frequency lower than 3.</li> </ul> <p>However:</p> <ul style="list-style-type: none"> <li>• Hygiene: Handling of foods and one of the other two hygiene areas: Cleaning or maintenance is inspected every time.</li> <li>• The control object's approval is inspected at least once a year.</li> <li>• A representative sample of all relevant critical inspection points is inspected within one year, and</li> <li>• The control object's risk analysis and HACCP plan is inspected as required and at least once a year.</li> </ul>

A specific expert assessment is used to finally determine the need for inspection.

Inspection plans must be changed for control objects that are given or lose elite status during the year, such that the scope of inspection is adapted to the new inspection frequency of the control object. The inspection frequency of the control object and the inspection frequency for legislative areas must be adapted to that is in proportion to the remaining part of the year.

See relevant rules for inspection frequencies within the veterinary sector and section 8 of this annex on planning inspections for animal welfare in slaughterhouses.

## 5. Planning inspections at inspection item level

Inspection items within different legislative areas are examples of certain conditions to be inspected to the extent relevant for the control object in question.

Whether an inspection item is relevant should be considered in relation to the specific control object, including its activities and inspection record. In general, the most important items under the relevant legislative area should be selected from the relevant inspection items. Knowledge about a control object's activities, problem areas, inspection record, etc. should lead to the inspection still being planned within the most relevant items. However, it must be ensured that all relevant items are inspected within a three-year period for individual control objects.

When planning inspections, inspection areas where special inspection requirements are contained in rules, guidelines etc. must be taken into account.

If one or more items are deemed not to be important to inspect for a given year, this should be documented, for example by writing this in the control object's inspection plan. This could be done by writing "0" as inspection frequency for the relevant inspection item in the inspection plan.

## 6. Planning inspection of control objects with exports, including control objects approved by the US, China and Russia.

Note that [Guide on Export Inspection](#) includes requirements for inspection of export-related items for all basic inspections by frequency, either as audit or supervision.

All export-related items must be audited at least once a year.

When basic inspections by frequency are performed at US approved control objects, at least one US requirement must be inspected.

The need for inspection at control objects approved by the US and China in connection with daily and weekly inspections (other inspection) is also determined in the Guide on Export Inspection. Planning inspections for such control objects must therefore be supplemented by details on the inspection items to be included in the daily or weekly inspection.

It is therefore not sufficient only to state the legislative area for other inspection at control objects approved by the US and China.

The need for inspection at control objects approved by Russia is assessed at item level in accordance with the [Guide on Export Inspection](#), see the section on inspection of establishments approved by Russia.

## 7. Planning inspections of slaughterhouse capacity for livestock accommodation, stunning etc.

As part of the basic inspection by frequency, the capacity of slaughterhouses for accommodating and stunning livestock as well as the capacity of each link of the slaughtering process must be inspected at least once a year under the inspection item "Authorisation and approvals" within the legislative area "Approvals etc."

In addition, one or more other relevant items within these control objects must also be inspected under the legislative area "Approvals etc.", see the inspection plan.

## 8. Planning inspections of animal welfare at slaughterhouses

Part of the basic inspection by frequency of slaughterhouses includes an audit of the legislative area "Animal welfare: Establishment" at least once a year.

In addition, at least four inspections per year should be performed within the sector – with one inspection per quarter as far as possible.

## 9. Planning basic inspection by frequency of third-party certified control objects

Basic inspection by frequency of third-party certified control objects, see chapter 13 of the Guidelines, must take into account the certification body's audit reports for the food activities covered by the third-party certification scheme, see [Veiledning om audit \(Audit Guide\)](#) in annex 1 to the Guidelines on food inspections. As part of screening the control object at the time of inspection, results from the certification body's inspection may give rise to inspection of legislative areas not otherwise planned to be inspected at the given inspection.

## 10. Planning two follow-up inspections for individual control objects

Two follow-up inspections are generally performed after all sanctions. For slaughterhouses and wholesale meat control objects with more than 12 annual inspections, there is a difference between whether the sanction was made at daily/frequent inspections or at one of the other control actions in the inspection wheel.

Sanctions made at daily/frequent inspections (Other inspections) are followed up at a future daily/frequent inspection.

Sanctions made at an ordinary inspection, such as basic inspection by frequency, prioritised actions, campaign inspections or additional inspections (follow-up inspections) will require two follow-up inspections.

The first follow-up inspection is a targeted inspection and aims to follow up on the breach(es) that gave rise to the sanctions. Since the first follow-up inspection is a targeted inspection, the inspector may generally only inspect the breach(es) that gave rise to the sanctions.

If, while at the control object, the inspector also becomes aware of conditions that are likely to trigger a sanction, then these conditions must be inspected.

If items subject to daily/frequent inspections must be inspected on the day of the inspection, these items must also be inspected, even if this is a targeted follow-up inspection.

The second follow-up inspection is a standard inspection. The inspection must be performed according to the general principles of standard inspections and covers several legislative areas, see chapter 2.3. The inspection may include the items that gave rise to the follow-up inspection. In addition, at least one requirement from the US or China at control objects approved by the US or China must be inspected based on a specific expert assessment.

The second follow-up inspection may in exceptional circumstances be performed at the same time as a basic inspection by frequency at control objects with a high inspection frequency when, for planning reasons, this is necessary to perform the required number of inspections by frequency.

See also the general guidelines for performing follow-up inspections, see chapter 9 of the Guidelines on food inspections

## 11. Inspection plans

With regard to the food sector: An inspection plan is a detailed plan for how inspections will be performed during a calendar year within the individual legislative areas. The inspection plan for the food sector covers 12 legislative areas reflecting the legislative areas stated in the food inspection report. These legislative areas cover different inspection items relevant to the individual legislative areas.

With regard to the veterinary sector: The inspection plan for slaughterhouses also includes some legislative areas and inspection items that, in addition to animal health, also relate to animal welfare during transport and animal welfare during handling at slaughterhouses, including in connection with killing and slaughtering.

Only one inspection report for each day on which inspections are performed is written, see the [Vejledning om dokumentation af kontrol på fødevarerengrosvirksomheder \(Guide on Documentation of Inspections at Food Wholesalers\)](#), which also describes guidelines for writing inspection reports when an inspection takes more than one day. If inspections are also performed according to veterinary rules, a veterinary inspection report is also written, see below.

An inspection plan is a detailed plan for inspections during a calendar year at each control object. Inspection plans should be used for:

- Planning basic inspections by frequency, including spreading them evenly throughout the year.
- Planning the legislative areas to be inspected at each inspection.
- Stating which legislative areas to be inspected at daily inspection.

Stating which inspection items are to be inspected at control objects with exports, including for example control objects approved by the US, China or Russia.

There are a number of format requirements for the content and structure of inspection plans, and a template for the inspection plan to be used by the inspection units has therefore been drawn up. Inspection plans must be stored in Workzone, the filing system of the DVFA.

Inspection plans can be used for:

- Planning daily or weekly inspections.
- Ensuring that any follow-up inspections are appropriately planned in relation to the next planned basic inspection by frequency of the control object.
- Planning which legislative areas to be inspected by a follow-up inspection.

A written inspection plan is to be drawn up for each control object within the meat sector. Inspection plans must follow the system stipulated in this annex, as common use of systems/categorisation ensures consistent comparison and a common frame of reference.

Inspection plans must cover all legislative areas to be inspected at each control object. Inspection plans contain an overview/catalogue of ideas of the inspection items that are generally relevant under each legislative area. Inspection plans should ensure compliance with general and specific requirements for inspection planning at slaughterhouses and at wholesale meat control objects.

The number of planned basic inspections by frequency for the control object must be stated, see "*Planlagt ordinær kontrolfrekvens (Frekvensbaseret basiskontrol)*" (Planned ordinary inspection frequency (basic inspection by frequency)) in the Control Object Register ("KOR"). Next to the individual legislative areas within the food sector, it must be stated whether the need for inspection is deemed to be normal or higher based on the control object's inspection record within that legislative area. Inspection plans must state how many times each legislative area is to be inspected in the basic inspection by frequency. Moreover, the plans must state the legislative areas where other inspection is to be performed and the frequency for this other inspection (for example daily or weekly).

The inspection items that will be included in the daily or weekly inspection should be stated for control objects approved by the US or China. Relevant inspection items must be marked with an X or similar.

The inspection items in the inspection plans only concern activities specifically related to the wholesale meat sector. If a control object has activities not covered by this annex, for example products of plant origin or similar, additional inspection items will be relevant.

There are no requirements for documentation that inspection plans are regularly updated for planned or completed inspections at inspection item level. Completed inspections are documented in the inspection report.

Inspection plans can be used for regular planning of when to perform follow-up inspections, and which legislative areas are to be inspected by a possible follow-up inspection at the control objects that receive sanctions during the basic inspection by frequency.

In the event of changes to a control object's activities, it should be considered whether the inspection plan for the control object should be revised/updated.

Moreover, it should be regularly ensured that the inspection plan is followed. There are no formal requirements for this follow-up or documentation of follow-up.

## 12. Inspection plan template

The post-mortem inspection and the inspection units prepare inspection plans on the basis of the guidelines in this annex.