Good morning

I write in relation to the product sample notification email (attached) sent to your authority on 30.01.21. I would be grateful if you could complete the feedback questionnaire below.

**PLEASE SELECT REPLY ON EMAIL TO BE ABLE TO COMPLETE FORM**

**FEEDBACK FROM HOME AUTHORITY REGARDING GOODS Examined / SAMPLED AT HEATHROW AIRPORT - lb hILLINGDON**

**Trading Standards Authority Referred To:**

**Email address:**

**Importer name and address:**

|  |  |
| --- | --- |
| **Date of Referral:** |  |
| **Description of Goods:** |  |
| **LBH Ref. Number:****Your Ref. Number:** |  |

                                                                                                          Please place an “X” in the appropriate box

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did you act on the information provided? | Yes |  | No |  |

If no, please specify reasons why not:

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you aware of this importer prior to our notification? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did you contact the importer following this referral? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Had the importer already taken any action? | Yes |  | No |  |

What action did you take? (Please “X” all that apply)

|  |  |
| --- | --- |
|    | Advised the importer by phone/post/email |
|   | Visited the importer to advise |
|   | Looked at Technical Documentation |
|   | Commissioned further tests |
|   | Agreed rework of the product |
|   | Agreed relabelling of the product |
|   | Agreed return of goods to the manufacturer |
|   | Agreed destruction of the consignment |
|   | Initiated a product recall |
|   | Issued a PSD alert |
|   | Created an IDB/MEMEX log |
|   | Took enforcement action – please provide details below |
|   | Other – please provide details below |

Details/Further Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you established a new home authority relationship as a result of this | Yes |  | No |  |
| referral? |   |  |   |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you established a new PA relationship as a result of this referral?  | Yes |  | No |  |

Please state any suggestions you may have for improvement with regards to these referrals:

Please return your completed questionnaire to: ImportsSafety@hillingdon.gov.uk or Trading Standards Service, London Borough of Hillingdon, Civic Centre (3S), High Street, Uxbridge, UB8 1UW.

If you have any queries, please contact the Imports Team on 01895 250164.

Regards