

# Notice of written advice - consideration for accreditation of food safety program

Section 56  
Section 103 Food Act 2006



This form is to be completed by an auditor approved under the *Food Act 2006 (the Act)* when undertaking an assessment of a documented food safety program (FSP) for the purposes of providing written advice about whether or not the auditor considers the FSP complies with section 98 of the Act and implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates. The completed form will be considered by local government as part of the applicant's\* submission of the food safety program for accreditation assessment. An auditor is required to use the form under the auditor's conditions of approval<sup>#</sup>.

To: The Chief Executive Officer of

\_\_\_\_\_  
(Insert the local government that will be considering the application for accreditation of the food safety program)

I, \_\_\_\_\_  
(Insert name of approved auditor)

of \_\_\_\_\_  
(Insert company or business name)

hereby give written notice about whether or not the food safety program complies with section 98 of the *Food Act 2006* and implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates.

1. Food business details			
Name of food business		Food business licence number (if applicable)	
Address of premises			
Name of licensee/ key contact person		Position/Designation	
Class(es)/scope of food operation to which the food safety program relates	<div><input type="checkbox"/> the food business involves off-site catering</div> <div><input type="checkbox"/> the primary activity of the food business involves is on-site catering at the premises</div> <div><input type="checkbox"/> the primary activity of the food business is on-site catering <u>at part of the premises</u> i.e. on-site catering is provided at part of the premises for 12 or more occasions in any 12 month period and for 200 or more persons on each occasion (Reg 4A of the <i>Food Regulation 2006</i> refers)</div> <div><input type="checkbox"/> the food business is carried on as part of the operations of a private hospital under the <i>Private Health Facilities Act 1999</i></div> <div><input type="checkbox"/> the food business processes or serves potentially hazardous food for vulnerable populations including hospital patients, aged care recipients, children in child care centres and vulnerable people receiving other services such as meals on wheels.</div> <div><input type="checkbox"/> other food business applying for voluntary accreditation of a food safety program under <i>section 100</i></div> <div>(Provide details) _____</div>		

## 2. Food safety program assessment *(Using the legend below, determine food safety program compliance and complete sections A-H )*

Legend – compliance level

Yes	-	Complies with the requirement	Partial	-	The food business has commenced compliance but there is some area(s) of noncompliance
No	-	No evidence of compliance	N/A	-	Not applicable to this food business

	<b>Food safety program requirement</b> <i>(including legislative reference)</i>	<b>Compliance level</b>	<b>Details/comments</b> <i>(provide details/comments to substantiate the evidence, including food safety program references)</i>
<b>A.</b>	<b>[Conduct hazard analysis] s.98(a)</b> Evidence detailing that all food handling operations in the food business have been identified and documented (refer to process flow chart and listing of handling methods, manufacturing, food service and distribution steps and existing support programs)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
<b>B.</b>	<b>[Hazard identification] s.98(a)</b> Evidence detailing in each food handling operation the identified food safety hazards that are reasonably likely to occur (including physical, microbiological, chemical hazards)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
<b>C.</b>	<b>[Determining control points] s.98 (b)</b> Evidence detailing in each food handling operation where identified food safety hazards can be controlled (including the use of support programs that are common across food handling steps)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	

<b>D.</b>	<b>[Establishing critical limits] s.98(b)</b> Evidence, detailing the control measures for each of the food safety hazards identified in the food handling operations of the food business i.e. where control points have been identified, list the critical limits (criteria that separates acceptability from unacceptability) for each of the controls identified.		
	Control point	Compliance level	List critical limits for controls identified and outline any areas where action is to be taken or proposed to be taken to remedy non-compliance in limits not identified
	Receipt	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
	Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
	Thawing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
	Preparation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
	Cooking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
	Cooling	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
	Reheating	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
	Service	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
	Delivery (on site)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A	
Transport	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A		
Off-site operations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A		
Other food handling operations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> N/A		

	<b>Food safety program requirement</b> (including legislative reference)	<b>Compliance level</b>	<b>Details/comments</b> (provide details/comments to substantiate the evidence, including food safety program references)
<b>E.</b>	<b>[Monitoring system for controls] s.98(c)</b> Evidence that the food safety program provides for the systematic monitoring of identified controls (including who, where, when and how monitoring procedures are implemented)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
<b>F.</b>	<b>[Establish corrective actions] s.98 (d)</b> Evidence detailing specific corrective actions for each control point ie. actions when a hazard or each of the hazards is found not to be under control (outside the critical limit)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
<b>G</b>	<b>[Establish verification procedures] s.98(e)</b> Evidence, detailing procedures for verification to ensure its adequacy and appropriateness ie. regular review of the program to confirm it is working correctly	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
<b>H.</b>	<b>[Establish documentation and record keeping] s.98(f)</b> Evidence, detailing appropriate records are to be made and kept by the food business demonstrating action taken in relation to, or in compliance with the program	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	

### 3. Food safety program assessment declaration

I, declare that the food safety program, as assessed on (insert date)

- ☐ complies with *section 98 – content of food safety program* of the *Food Act 2006* and implementation of the program is reasonably likely to effectively control the food safety hazards of the food business to which the program relates.
- ☐ does not comply with *section 98* and implementation of the program is not reasonably likely to effectively control the food safety hazards of the food business to which the program relates.
- (Where the program does not comply, please complete Provide reasons below including where in the program, it does not comply, in addition to those matters identified in the food safety program assessment sections A-H)*

- the information stated by me on this form and accompanying this form is true, correct and complete^.

<b>Food safety program reference(s)</b>	<b>Reasons for the program not complying including areas in the program where further information is required to ensure food safety program compliance</b>					
Auditor name				Approval number		
Auditor signature						
Phone number		Mobile		Facsimile number		
Email				Date		

\* An applicant may be a licensee or a person applying for a licence for the food business.

# S.137 *An auditor must not contravene a condition of the auditor's approval. A maximum penalty of 100 penalty units applies for failure to comply with a condition of approval.*

<sup>a</sup> S.267 and 268 An auditor must not supply false or misleading information. A maximum penalty of 100 penalty units applies for providing false or misleading statements or documents.

The completed form must be forwarded to the local government where the food business is located/ proposed to be located, for consideration as part of the food safety program accreditation process