

4. Auditing experience

Please attach legible photocopies of your qualifications / proof of experience

List your main auditing experience. Provide specific details of experience in each of the categories listed in section 5. Provide evidence of most recent practice in each category.

5. Which auditor level are you applying for?

- High risk auditor – please go to Q6
- Regulatory food safety auditor only– please go to Q7

Please note: if you are qualified to apply for high risk auditor endorsements, you will receive general auditor status as a part of that approval.

6. Which audit units of competency have you achieved?

(refer to appendix A 'Regulatory Food Safety Auditor Manual')

- FDFFSCC4A:*** Audit a cook chill process
- FDFFSHT4A:*** Audit a heat treatment process
- FDFFSME4A:*** Audit manufacturing of ready to eat (RTE) meat products
- FDFFSBM4A:*** Audit bivalve molluscs growing and harvesting operations

These units of competency form the basis of issuing high risk endorsements to auditors. (if you have not completed an endorsement, you may still apply as a regulatory food safety auditor until such time as you achieve the endorsements)

The NSW Food Authority will offer an interim endorsement for food service to vulnerable persons for auditors who can be assessed as competent in that industry. This endorsement will be deleted on 24 October 2011. Auditors who wish to continue to audit under the vulnerable persons food safety scheme after this date will have to complete FDFFSCC4A listed above.

Table 1 Licence permissions which may be audited based on auditor endorsements

Auditor approval	Licence permissions
Regulatory food safety auditor	Meat retail Cold food storage including meat Meat processing Rendering Game meat primary processing Game meat field depot Game meat field harvesting Abattoir - red meat Abattoir - non red meat Dairy primary production Dairy transport business Egg primary production - additional activities Plant products processing Shellfish wild harvest Shellfish wet storage Seafood processing Seafood processing - RTE products Seafood processing - RTE products inc wet storage Aquaculture with processing, excluding shellfish - RTE products
Auditor endorsements	Licence permissions
Audit manufacturing of ready to eat meat products (FDFFSME4A)	Meat retail - UCFM products Meat processing - UCFM products Game meat primary processing - RTE/UCFM Meat retail - RTE products Meat processing - RTE products
Audit a heat treatment process (FDFFSHT4A)	Dairy processing Dairy processing and production Egg processing Egg processing and production
Audit bivalve molluscs growing and harvesting operations (FDFFSBM4A)	Oyster depuration Shellfish cultivation or harvest
Audit a cook chill process (FDFFSCC4A)	Central processing unit
Audit food service to vulnerable persons	Facility operator processes and/or serves Facility operator contracts out some activities Facility operator contracts out all processing & serving Contractor to a facility Food for delivered meals organisation Delivered meals organisation

UCFM – Uncooked comminuted fermented meat

RTE – Ready to eat

Auditors are approved to audit all licence permissions apart from those identified in Table 1 that require a specific endorsement. Auditors must not audit licence permissions unless they have achieved the appropriate endorsement.

The endorsement 'food service to vulnerable persons' will be deleted 24 October 2011. Auditors who wish to continue to audit under the Vulnerable Persons Food Safety Scheme will need to complete the endorsement 'Audit a cook chill process' before that date.

7. Scheme specific qualifications and experience

Please attach legible photocopies of your qualifications

Relevant education and experience relating to the scheme or schemes that you are applying for

If you require further room for your response, please provide on a separate sheet

8. Which NSW regions do you intend to service?

- | | | |
|---|--|---|
| <input type="checkbox"/> 1. North West NSW | <input type="checkbox"/> 2. Northern NSW | <input type="checkbox"/> 3. Mid North Coast |
| <input type="checkbox"/> 4. Newcastle/Hunter | <input type="checkbox"/> 5. Sydney Region | |
| <input type="checkbox"/> 6. South Coast / Highlands | <input type="checkbox"/> 7. South West NSW | <input type="checkbox"/> 8. All NSW |

Please tick all that apply

9. Personal history information

- | In the last 12 months: | Yes | No |
|--|--------------------------|--------------------------|
| 1. Have you been convicted of any criminal offence in any state or in federal court?
<i>If yes, please provide details of offence</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been denied approval to undertake the role of a food safety auditor, or had an auditing accreditation or registration suspended or cancelled by any licensing authority in Australia? If yes, attach detailed explanation. | <input type="checkbox"/> | <input type="checkbox"/> |

10. Professional indemnity and public liability insurance

Please attach legible photocopies of your personal indemnity insurance policy with a minimum insurance level of \$15,000,000

Please attach legible photocopies of your public liability insurance policy with a minimum insurance level of \$15,000,000

Professional indemnity insurance

Please provide: Name of insurer: _____

Policy number: _____ Amount insured: _____

Public liability insurance

Please provide: Name of insurer: _____

Policy number: _____ Amount insured: _____

11. Fee		
Application fee	\$880 GST inclusive	The fee must be paid with this application and is non-refundable. Payment must be made before auditor approval is granted.

12. Payment	
<input type="checkbox"/>	I have attached a cheque or money order for \$880 payable to the NSW Food Authority
<input type="checkbox"/>	I want to pay the \$880 by credit card
Please debit my:	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visacard
Card number:
Cardholder's name:
CVV number :
(the final three digits of the number printed on the signature strip on the back of your card)	
Expiry date:
Payment amount:
Cardholder's signature:

13. Auditor identification requirements
<p>Please sign your name within the confines of the box below using BLACK INK before returning it to the NSW Food Authority.</p> <p>Your signature will be scanned and will appear on your Auditor Identification card.</p> <div style="border: 1px solid black; height: 80px; width: 400px; margin: 10px 0;"></div> <p>Please print your full name below as you would like it to appear on the identification card:</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">Please provide four colour passport or digital photos one of which will be scanned onto your Auditor Identification card</p>

14. Protecting your privacy
<p>Personal information collected and held by the NSW Food Authority may be used in order to provide approval and audit services, administer and manage administration systems, and inform you of our services and requirements. For more information on how we protect your privacy, please contact 1300 552 406 or email contact@foodauthority.nsw.gov.au</p>

15. Declaration

I, (clearly print full name) _____
being the applicant, apply for approval as an Authorised Food Safety Auditor under the NSW *Food Act 2003*, and confirm that:

- I understand that a 100 point identity check, criminal record, qualifications and client check will be undertaken as part of the application process by the NSW Food Authority,
- I have examined the application form and all supporting documents submitted by me. To the best of my knowledge this information is true, correct and complete,
- I understand that the application fee is non-refundable,

Signature: _____ Date: _____

**Applications to be sent to Audit Administration, NSW Food Authority, PO Box 6682
SILVERWATER NSW 1811**

Any enquiries? Please contact the NSW Food Authority Helpline on 1300 552 406

16. Check your application

Please check that you have completed sections of this form and attached the required payments and documentation.

Please do not provide original copies of any documentation as non-approved applications may be destroyed after a period of 24 months

All photocopies of documents supplied with this application must be verified by a Justice of the Peace

- Evidence of current auditor certification
- Completed the application form
- Made payment of \$880 by cheque or money order (or completed and signed the credit card details)
- Provided evidence of relevant tertiary education
- Provided evidence of HACCP training/qualifications
- Provided evidence of other qualifications
- Provided details of audit experience
- Provided details of food industry experience and expertise
- Completed signature block (for ID card – Section 13)
- Provided four (4) colour passport / digital photographs (for ID card – Section 13)
- Signed and dated the declaration (section 15)

18. Examples of documents to be included for a 100 Point Identification check	
Point value	Document Details
70 Points	<p>Document</p> <ul style="list-style-type: none"> Birth Certificate Birth Card issued by the NSW Registry of Births, Deaths & Marriages Citizenship Certificate Current Passport Expired passport which has not been cancelled and was current within the preceding 2 years Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
40 Points	<p>Document - Must have a photograph and a name</p> <ul style="list-style-type: none"> Driver licence issued by an Australian State or Territory Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (e.g. a boat licence) Identification card issued to a public employee Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit An identification card issued to a student at a tertiary education institution
35 Points	<p>Document - Must have name and address on</p> <ul style="list-style-type: none"> A document held by a cash dealer giving security over your property A mortgage or other instrument of security held by a financial body Council rates notice Document from your current employer or previous employer within the last 2 years Land Titles Office record Document from the Credit Reference Association of Australia
25 Points	<p>Document - Must have name and signature on</p> <ul style="list-style-type: none"> Marriage Certificate (for maiden name only) Credit Card Foreign Driver Licence Medicare Card (signature not required on Medicare Card) Membership to a Registered Club NRMA Membership EFTPOS Card
25 Points	<p>Document - Must have name and address on</p> <ul style="list-style-type: none"> Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny Records of a public utility (phone, water, gas or electricity bill) Records of a financial institution A record held under a law other than a law relating to land titles Lease/rent agreement Rent receipt from a licensed real estate agent
25 Points	<p>Document - Must have name and date of birth on</p> <ul style="list-style-type: none"> Record of a primary, secondary or tertiary education institution attended by you within the last 10 years Record of professional or trade association of which you are a member

Sufficient identification provided	Yes	No
Photocopies of identification taken and attached	Yes	No

1. Approval will only be provided upon satisfactory assessment against legislation and the demonstration of appropriate auditing competence.

2. An applicant's approval is limited by the legislation that the food regulator has determined the applicant to be competent to audit against.