

Application for approval as a regulatory food safety auditor

Authorisation under Part 7 of the *Food Act 2003* (NSW)

Public contact details

These details will be publicly available on the auditor register on the Food Authority's website. Only enter details that you are prepared to have made public.

Name: _____

Preferred contact number: _____

Email address: _____

Website: _____

- Please attach certified photocopies of documents to provide 100 points of identification (see Table 1).**

Private contact details

These details will NOT be made available on the auditor register.

Telephone number: _____

Mobile number: _____

Facsimile number: _____

Email address: _____

Postal address: _____

Postcode: _____

Employment details

Employment arrangements (tick box):

Self-employed Audit company employee Other: _____

Company name (if applicable): _____

Trading name (if applicable): _____

ABN: _____

ACN: _____

Postal address: _____

Postcode: _____

Current auditor certification

Please attach legible certified photocopies of current auditor certification.

Certifying organisation: _____ Scheme and level: _____

Certification number: _____ Expiry date: _____

Applications may be made under the *Mutual Recognition Act 1992* or the *Trans Tasman Mutual Recognition Act 1997*.

Are you currently registered elsewhere? No VIC QLD SA TAS WA NT
 ACT NZ Other _____

Which audit units of competency have you achieved?
(refer to NSW Food Authority 'Regulatory Food Safety Auditor Manual')

General Auditor (required for ALL applications)

To become approved as a regulatory food safety auditor (General Auditor), you first have to provide evidence that you have completed the following: *(Please attach certified evidence of each).*

- Tertiary qualifications Minimum ([FBP40418 - Certificate IV in Food Science and Technology](#)) or related field **including** 40 hours of food microbiology). **Please attach certified copies of academic transcript.**

AND

- Completion or receipt of RPL (recognised prior learning) in all of the following units of competence:
 - [FBPAUD4001 - Assess compliance with food safety programs](#)
 - [FBPAUD4002 - Communicate and negotiate to conduct food safety audits](#)
 - [FBPAUD4003 - Conduct food safety audits](#)
 - [FBPAUD4004 - Identify, evaluate and control food safety hazards](#)

High risk auditor

Should you wish to audit in the higher risk food industries, in addition to the requirements for general auditor, you will have to provide evidence that you have also completed at least one of the following units of competence. Applicants that do not provide a completed high risk unit of competence will only be assessed as a general auditor.

- [FBPAUD5002 - Audit a cook chill process](#)
This will allow you to audit in the vulnerable persons industry (hospitals and aged care). These facilities are already operating under the third party auditor program.
- [FBPAUD5004 - Audit manufacturing of ready-to-eat meat products](#)
This will allow you to audit facilities that produce ready to eat meat products
- [FBPAUD5003 - Audit a heat treatment process](#)
This will allow you to audit facilities in the dairy industry that use heat treatment processes.
- [FBPAUD5001 - Audit bivalve mollusc growing and harvesting processes](#)
This will allow you to audit oyster processors

Industry auditing experience (high risk food industries only)

If you are applying to audit in the high-risk food industries it is highly recommended¹ that you have had previous experience in this field of auditing prior to making application:

Do you have auditing experience in the high risk food industries you are applying for?

Please provide details: (If you require extra room please attach additional pages)

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[https://foodregulation.gov.au/internet/fr/publishing.nsf/Content/9C8F023F9DA0F6B7CA258020007FEEFA/\\$File/11-2009-ISFR-National%20Regulatory%20Food%20Safety%20Auditor%20Guideline.pdf](https://foodregulation.gov.au/internet/fr/publishing.nsf/Content/9C8F023F9DA0F6B7CA258020007FEEFA/$File/11-2009-ISFR-National%20Regulatory%20Food%20Safety%20Auditor%20Guideline.pdf)

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 attach details of the 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? <i>(If yes, please attach detailed explanation).</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Insurance policy

Insurance policy documents may be provided after the training. Approval of the accreditation as a Regulatory Food Safety Auditor will not proceed if this documentation is not provided.

Ensure professional indemnity insurance policy with an insurance level of not less than \$5,000,000.

Ensure your public liability insurance policy is equal too or more than \$5,000,000.

A single policy would be acceptable where professional indemnity insurance of not less than \$5,000,000 includes public liability insurance not less than \$5,000,000.

Application fee and payment

- I have attached a cheque or money order for \$880 payable to the NSW Food Authority.
- I want to pay the \$880 by credit card.

Cardholders name:

Card type: Visa MasterCard

Card number: _____ CVV number: _____

Signature:

Expiry date: __ / __

Auditor identification requirements

- Please provide your signature in the middle of the box below to appear on your Auditor Identification card using a thick black marker pen.
- Please print your full name below as you would like it to appear on the card.

Please note: a digital photo will be taken during audit training to be used on your Auditor Identification card.

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, qualifications and client check may 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 acknowledge that by completing this Application, I give the NSW Food Authority permission to access information from other jurisdictions as required.
- I understand that the application fee is non-refundable.
- I have read, understood and have supplied a signed copy of the '[Regulatory Food Safety Auditor Code of Conduct](#)'.

Signature: _____ Date: _____

Applications to be sent to:
BFS Licensing and Assessment
NSW DPI
PO Box 232
TAREE NSW 2430

For all auditing enquiries please email
bfs.admin@dpi.nsw.gov.au

TPA Regions (Displayed on website)

This information will be displayed on the NSW Food Authority website

Please tick the boxes:

- All regions
- Mid North Coast
- Newcastle / Hunter
- North West NSW
- Northern NSW
- South Coast / Highlands
- South West NSW
- Sydney Region

Table 1: Examples of documents to be included for a 100-point identification check, ALL DOCUMENTS MUST BE CERTIFIED

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 and Marriages ┆ Citizenship certificate ┆ Current passport ┆ Expired passport which has not been cancelled and was current within the preceding two 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 show name and address</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 two years ┆ Land Titles Office record ┆ Document from the Credit Reference Association of Australia
25 Points	<p>Document – Must show name and signature</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 show name and address</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 show name and date of birth</p> <ul style="list-style-type: none"> ┆ Record of a primary, secondary or tertiary education institution attended by you within the last ten years ┆ Record of professional or trade association of which you are a member

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.

- ┆ Certified copy of current auditor certification
- ┆ Completed the application form
- ┆ Made payment by cheque or money order (or completed and signed the credit card details)
- ┆ Certified copy of academic transcript for Certificate IV Food Science and Technology including 40 hrs food microbiology
- ┆ Certified copy of completed auditor units of competency
- ┆ Certified copy of other qualifications, e.g. high risk endorsements
- ┆ Provided copy of insurance policies
- ┆ Provided details of food industry experience and expertise
- ┆ Completed signature block (for ID card)
- ┆ Signed Code of conduct (TPA002) supplied
- ┆ Signed and dated the declaration

Incomplete applications cannot be accepted.

Protecting your privacy

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 food.contact@dpi.nsw.gov.au

Within 10 working days of lodging this application you will receive a letter advising you of the outcome of the initial assessment. This letter will advise of the next steps to be taken as part of your application. For further information please refer to the Authority's website www.foodauthority.nsw.gov.au

If your application is incomplete it will be returned to you, along with the application fee, and you will be asked to resubmit the application with the appropriate documentation.