

## 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

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 *FDF40311* – 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:
  - [FDFAU4002A – Communicate and negotiate to conduct food safety audits](#)
  - [FDFAU4003A – Conduct food safety audits](#)
  - [FDFAU4004A – 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.

- [FDFAU4006A – 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.
- [FDFAU4008A – Audit manufacturing of ready-to-eat meat products](#)  
This will allow you to audit facilities that produce ready to eat meat products. These facilities have not yet been approved under the third party auditor program.
- [FDFAU4007A – Audit a heat treatment process](#)  
This will allow you to audit facilities in the dairy industry that use heat treatment processes. These facilities have not yet been approved under the third party auditor program.
- [FDFAU4005A – Audit bivalve mollusc growing and harvesting processes](#)  
This will allow you to audit oyster processors. These facilities have not yet been approved under the third party auditor program.

**Industry auditing experience (high risk food industries only)**

If you are applying to audit in the high risk food industries it is highly recommended 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	---------------------------------	--------------------------------

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



**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:  
Audit Administration  
NSW Food Authority  
PO Box 232  
TAREE NSW 2430

For all auditing enquiries please email  
[auditadmin@foodauthority.nsw.gov.au](mailto:auditadmin@foodauthority.nsw.gov.au)

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

### 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 [contact@foodauthority.nsw.gov.au](mailto:contact@foodauthority.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](http://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.**