

GUIDE TO IMPLEMENTING A REGULATORY FOOD SAFETY AUDITOR SYSTEM



Department of
Primary Industries
Food Authority

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Introduction

The NSW Food Authority (the Food Authority) is the government agency responsible for regulating food production and food safety throughout New South Wales.

Under the NSW *Food Act 2003* (the Act), the role of the Food Authority is to contribute to national food policies and standards, and to develop food laws and regulations in NSW. The Food Authority is responsible for ensuring that food in NSW is safe, correctly labelled and that consumers are able to make informed choices about the food they eat.

Section 87 of the Act allows for Food Authority staff or another natural person to be approved as a food safety auditor if the Food Authority is satisfied that the person is competent to carry out the functions of a food safety auditor. To help achieve this, the Food Authority has developed a Regulatory Food Safety Auditor System outlined in the *Regulatory Food Safety Auditor Manual* (the manual).

The Food Regulation 2015 allows for a food business, with the approval of the Food Authority, to arrange for a food safety auditor who is not a member of staff of the Food Authority to carry out an audit of the food safety program, or proposed food safety program, for the food business. This approval is subject to such conditions as the Food Authority considers appropriate.

This *Guide to Implementing a Regulatory Food Safety Auditor System* (the Guide) is an official document published by the Food Authority to inform licensed food businesses what is required to retain a food safety auditor under the Food Regulation 2015.

The Food Authority approves certain industry sectors to operate under the Regulatory Food Safety Auditor System. If you are unable to meet these requirements or choose not to retain a food safety auditor, your facility will continue to be audited by the Food Authority.

Scope and objectives

Scope

This document applies to licensed food businesses in NSW that wish to retain a food safety auditor - who is not a staff member of the Food Authority - to carry out audits of their food safety program, or proposed food safety program.

Objectives

This document advises licensed food businesses of the requirements to be able to retain a food safety auditor under the Food Regulation 2015. The process for verifying the audit management system used by the Food Authority is also explained.

This document also makes reference to:

- processes used by the Food Authority to assess and approve food safety auditors (as outlined in the *Regulatory Food Safety Auditor Manual*), and
- processes for conducting regulatory audits and audit reporting on behalf of the Food Authority (*Regulatory Food Safety Auditor Manual*).

Responsibilities

The Regulatory Food Safety Auditor System (the system) aims to reduce duplication of audits for licensed food businesses in NSW.

The responsibility for the audit process is shared between the Food Authority, food safety auditors and licensed food businesses that require regulatory auditing.

The role of the licensee in the audit process

Food business licensees have a responsibility to ensure that their food safety management system is prepared, implemented, maintained, monitored and audited at the frequency determined under section 93 (1) of the Act.

The role of the NSW Food Authority in the audit process

The Food Authority, in order to demonstrate compliance with the requirements of the National Food Safety Auditor Policy, has in place management systems to respond to audit findings, monitor the activities of food safety auditors, and to approve licensed food businesses to operate under the Regulatory Food Safety Auditor System.

It is important to note that whilst the Food Authority has an audit system allowing for commercially employed auditors to conduct regulatory audits for licensed food businesses, any enforcement action that needs to be taken is the responsibility of the Food Authority.

Regulatory food safety auditors (food safety auditors)

The role of the food safety auditor in the audit system is to conduct regulatory audits of a food business's approved food safety management system to determine whether it complies with the appropriate legislative requirements.

The *Food Act 2003* places a number of obligations and duties on food safety auditors. It also provides for the suspension and cancellation of approval if these obligations and duties are not competently undertaken.

Duties of a food safety auditor

Section 94 of the Act states:

A food safety auditor has the following duties:

- a) to carry out audits of any food safety programs required by the regulations to be prepared in relation to food businesses having regard to the requirements of the regulations,
- b) to carry out any necessary follow up action, including further audits, if necessary, to determine whether action has been taken to remedy any deficiencies of any such food safety program identified in an audit,
- c) to carry out assessments of food businesses to ascertain their compliance with requirements of the Food Safety Standards, and
- d) to report in accordance with section 95.

Section 95 (5) of the Act requires that should an approved regulatory food safety auditor identify:

- a) an imminent and serious risk to the safety of food intended for sale, or
- b) an issue that will cause significant unsuitability of food for sale, or
- c) that the licensee receives an unacceptable audit result.

The approved auditor must notify the Food Authority as soon as possible but in any event, within 24 hours.

Under no circumstances can an approved food safety auditor take enforcement action or act as an authorised officer. At any time where a regulatory food safety auditor feels that enforcement action is necessary, they must contact the Food Authority.

Obstructing or impersonating food safety auditors

Section 99 of the *NSW Food Act 2003* states that:

1. a person must not, without reasonable excuse, resist, obstruct or attempt to obstruct, a food safety auditor in the exercise of the food safety auditor's functions under this Act.

Maximum penalty: 500 penalty units in the case of an individual and 2,500 penalty units in the case of a corporation.

2. a person who impersonates a food safety auditor is guilty of an offence.

Maximum penalty: 500 penalty units.

Approval process for a licensed food business to move to a regulatory auditor system

Section 36 of the Food Regulation 2015 states that:

- a) a food business must not, except with the approval of the Food Authority, arrange for a food safety auditor who is not a member of staff of the Food Authority to carry out an audit of the food safety program, or proposed food safety program, for the food business that is required under the Act or the regulations.
- b) an application for approval must be made in a form approved by the Food Authority and must be accompanied by such documents and information as the Food Authority may require.
- c) the Food Authority may grant an approval subject to such conditions as the Food Authority considers appropriate.
- d) an approval may be granted so as to apply generally to the carrying out of audits on behalf of the applicant or so as to be limited to particular audits or types of audits.
- e) an approval may be revoked by the Food Authority by notice in writing given to the food business.

Conditions of approval for food businesses to move to a regulatory auditor system

Facilities wishing to implement a Regulatory Food Safety Auditor System must meet the following conditions of approval:

1. Have a satisfactory compliance history¹
2. Have received either an A or B rating from its most recent audit¹
3. Operate in an industry approved by the Food Authority to move to this system.
4. Operate at a risk level that has been approved by the Food Authority to move to this system
5. Have no outstanding enforcement action against it.

Licensees are under no obligation to move to this system. The Food Authority will continue to perform audits of facilities that choose not to adopt this system.

Duration of approval

Once approved, the facility shall remain operating under the Regulatory Food Safety Auditor System until such time as they choose to return to Food Authority audits or the Food Authority revokes their approval to operate a Regulatory Food Safety Auditor System.

How to apply for approval to move to the regulatory auditor system

Facilities seeking to move to the regulatory food safety auditor system must make application using the 'Application to implement a Regulatory Food Safety Audit System' (Form TPA006) on the Food Authority's website.

www.foodauthority.nsw.gov.au.

¹ Where a facility has received an E rating at audit, the facility must receive an A or B rating at both a follow-up audit and a subsequent compliance audit to demonstrate on-going compliance before being permitted to implement a Regulatory Food Safety Auditor System.

Each individual facility must make application.

Upon receipt of the application form, the Food Authority will review the application and determine the suitability of the facility based on the conditions for approval listed above.

Facilities will be notified in writing of the approval by the Food Authority. This letter will specify the:

- food businesses priority risk classification (Appendix A) which is determined on the food safety risk posed by the food business, and
- frequency at which food safety audits are to be conducted to comply with the requirements of the Food Authority.

A copy of this written approval must be retained by the licensee and produced during audits. Failure to produce this letter will result in the approved auditor immediately terminating the audit and notifying the Food Authority.

Facilities that are deemed to not meet the conditions of approval will continue to be audited by the Food Authority. These facilities may re-apply when they feel confident the above conditions of approval can be met.

How to arrange a food safety audit

It is the responsibility of facilities operating under the Regulatory Food Safety Auditor System to arrange for a regulatory food safety auditor, who has been approved to conduct the audit, at the frequency specified by the Food Authority.

The register of approved food safety auditors can be found on the Food Authority's website at <http://www.foodauthority.nsw.gov.au/industry/audits-compliance/tpa/>

The Food Authority is not involved in the contractual arrangements between the facility and the approved auditor and does not organise or schedule a regulatory food safety auditor for the facility.

If a facility has not had their compliance audit conducted and submitted to the Food Authority by the scheduled date, an Authorised Officer from the Food Authority may conduct an unannounced audit at the facility at full cost.

Failure to arrange for an audit by the schedule date

When a facility fails to arrange for an approved food safety auditor to audit their food safety program by the scheduled date, the Food Authority will take action to ensure the facility is aware that the audit is overdue and if necessary take action to ensure the audit is conducted.

| Days over due | Action taken by NSW Food Authority |
|---------------|--|
| 30 days | Phone call or email advising the audit is overdue |
| 60 days | Warning letter |
| 90 days | Unannounced audit by Food Authority officer and enforcement action |

Food safety auditor approval criteria

The Food Authority has determined approval criteria for regulatory food safety auditors in line with the *National Food Safety Auditor Guideline*. The criteria are detailed in the document titled *Regulatory Food Safety Auditor Manual* and specify the following minimum qualifications:

- All auditors must have completed the auditing 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.
 - FDF40311 - Certificate IV in Food Science and Technology or higher or related field with a minimum of 40 hours of microbiology.

By meeting these minimum qualifications and passing assessments conducted with the Food Authority an applicant will be deemed to be approved as a regulatory food safety auditor (General Auditor).

Licensed food businesses may require credentials above that of the minimum qualifications. This may include proven industry audit experience or specific industry technical knowledge.

Specialised auditor endorsements

If a regulatory food safety auditor wishes to audit a high risk process, the minimum qualifications as listed below will need to be attained for approval:

- Completion of at least one high risk scope training;
 - FDFAU4006A - Audit a cook chill process
 - FDFAU4007B - Audit a heat treatment process ²
 - FDFAU4008A - Audit manufacturing of ready-to-eat meat products ²
 - FDFAU4005A - Audit bivalve mollusc growing and harvesting processes ²

How to find a regulatory food safety auditor

The following are the steps to finding a regulatory food safety auditor:

Review the list of Regulatory Food Safety Auditors on the Food Authority website (<http://www.foodauthority.nsw.gov.au/industry/audits-compliance/tpa/>) which includes:

- Auditor name
- Contact details
- Endorsements and Food Safety Schemes
- Ensure that the auditor is endorsed to conduct audits for your facility type. Whilst the Food Authority has approved auditors based on minimum requirements, facilities may require additional qualifications and/or experience of auditors they contract to audit their food safety program.
- Contact the auditor and schedule an audit at the frequency specified by the Food Authority on your approval letter.

² Facilities with these licence permissions have not yet been approved to utilise this system

Conducting the food safety audit

Documentation review

As a part of the audit preparation or entry meeting, the regulatory food safety auditor is to obtain and review copies of the previous audit report including any corrective action requests.

The auditor should ensure that they have access to all relevant legislation applicable to the type of licensed food business that is to be audited. Copies of this legislation should be on hand during the audit for easy reference.

Minimum audit requirements

The following minimum requirements (Table 1) for a food safety audit are consistent with audits conducted by the Food Authority and the *National Regulatory Food Safety Auditor Guideline*.

Table 1: Minimum requirements for conducting a regulatory food safety audit

| Audit activity | Minimum requirement |
|--|--|
| Entry meeting Conducted at the start of the audit | <ul style="list-style-type: none"> • Appropriate management must be present • Introduce auditor and show auditor identification card • Licensed food businesses must produce letter of approval issued by the Food Authority which allows them to receive regulatory food safety audits by approved regulatory food safety auditors not employed by the Food Authority. • Ensure food safety program is available and on site • Ensure monitoring records are available, up to date and on site. • Detail the scope of the audit • Check that the licensed food business holds a current NSW Food Authority licence • Review any changes to approved activities conducted at the licensed food businesses that may affect the businesses food safety risk • Review changes to products or processes • Review food safety program amendments • Previous audit report reviewed and discussed • Review of enforcement action taken by the Food Authority • Previously issued Corrective Action Requests (CARs) reviewed and discussed. (CARs not addressed will be escalated) • Licensed food businesses must produce evidence of corrective actions taken for all CARs issued • Determine the number of full time employee equivalent food handlers at the facility |

| Audit activity | Minimum requirement |
|--|---|
| Conducting the audit | <ul style="list-style-type: none"> • Review of CARs and enforcement action to verify that corrective action has been effective. This is performed in conjunction with the inspection of the licensed food business. • Review of food safety program to ensure currency and accuracy, including: <ul style="list-style-type: none"> • flow charts, • hazard analysis and control points (either Codex HACCP or Food Standards Code Standard 3.2.1 as determined by legislation), • validation of critical limits, • finished product specifications, • monitoring records, • product testing results, and • verification records. • Inspection of the licensed food business and observation of processing and manufacturing practices • Review of food safety support programs • Review of audit elements (described in Table 3) • Establish CARs to be issued and severity • Issue of corrective action requests • Complete audit report and notes |
| Exit meeting Conducted at completion of the audit | <ul style="list-style-type: none"> • Appropriate management present • Audit summary and result (A-E, acceptable or unacceptable) • Review corrective action requests and notes • Agree close out time frames for CARs raised at audit • Inform licensee of audit frequency • Ensure all information recorded on report • Ensure licensee is fully aware of what information will be communicated back to the Food Authority • Management to sign audit report • Audit records should detail persons present at entry and exit meetings |

Corrective Action Requests (CARs)

Regulatory food safety auditors must act on non-conformances observed during the audit by raising them as CARs.

CAR Categories and numerical values

The Food Authority uses a rating system to determine audit performance. CARs identified during audits can be rated as minor, major or critical, depending on their severity and impact on food safety.

To assist auditors in the rating of CARs, all regulatory auditors are to use the guidance provided in the document *Guidance on Audits* published by the Food Authority. The document provides information on the key areas to be considered during an audit, as well as general audit guidance for issuing of CARs and industry specific guidance for issuing of CARs.

Each CAR attracts a numerical value, (minor CAR 2 points, major CAR 8 points, critical CAR 64 points). The total point score is tallied at the end of the audit which then determines the audit rating and audit frequency for the licensed food business.

Numerical values are attributed to the audit element only and not to multiple CARs raised under the same audit element. There are eight audit elements required by the Food Authority, the content of which may vary according to industry and/or risk.

The table below lists CAR ratings and the associated audit numerical value of that CAR.

Table 2: CAR ratings and numerical values

| CAR rating | Score |
|-------------------------------|-------|
| No corrective action required | 0 |
| Minor | 2 |
| Major | 8 |
| Critical | 64 |

Where a critical CAR is issued during an audit, the food safety auditor must notify the Food Authority helpline within 24 hours by phone on 1300 552 406

Escalation policy

The Food Authority has a procedure for escalating CARs issued.

Failure by food businesses to rectify any minor or major CARs by the required timeframe must be escalated and dealt with by way of a major or critical CAR.

An additional major CAR is to be raised for inadequate corrective action against the Corrective Action audit element.

Audit elements

When conducting a food safety audit on behalf of the Food Authority, the food safety auditor must ensure that the following audit elements, (Table 3 below), are audited and a Corrective Action Request (CAR) score assigned at each audit if a non-conformance is found.

It is acceptable to record zero when no corrective actions are necessary.

Table 3: Audit elements

| Number | Audit element | Audit component |
|--------|--|--|
| 1 | Food Safety Program | Flow chart Hazard analysis Hazard audit table (or a program based on Food Standards Code Standard 3.2.1) Finished product specifications Monitoring records Verification schedule Validation of critical limits |
| 2 | Construction and maintenance | Preventative maintenance Premises vehicle and equipment maintenance |
| 3 | Hygiene and sanitation | Premises vehicle and equipment |
| 4 | Process control | Scheme specific |
| 5 | Product identification traceability and recall | Recall program Traceability program Labelling procedure |
| 6 | Analytical and Testing | Product testing Environmental testing Water testing Failed product test procedure |
| 7 | Pre-requisite Programs | Calibration Pest Control Internal Audit Review of entire Food Safety Program Audit for compliance to Food Safety Program Training GMP/GHP/Personal Hygiene Policy Approved Supplier Program Allergen Control Program |
| 8 | Corrective Action | Close out of previous CARs |

Minimum audit times

The Authority recommends the following minimum audit times to ensure that there is sufficient time to assess a facilities food safety program for accuracy and compliance

| License permission | Business size | Minimum audit time |
|-----------------------------------|---------------------------|----------------------|
| Vulnerable persons excluding CPUs | Very small (0-3 FTE) | 1 hours |
| | Small (4-10 FTE) | 2 hours |
| | Medium (11-30 FTE) | 4 hours |
| | Large (+31 FTE) | 5 hours x 2 auditors |
| Vulnerable Persons CPU | Very small (0-3 FTE) | 5 hours |
| | Small (4-10 FTE) | 7 hours |
| | Medium (11-30 FTE) | 10 hours |
| | Large (+31 FTE) | 10 hours |
| Dairy farm | Small (1-5 FTE) | 0.75 hours |
| Cold stores including meat | Small – Large | 2 hour |
| Seafood processor – Low risk | Small – medium (1-50 FTE) | 0.75 hours |
| | Large (51+ FTE) | 1.5 hours |
| Plant Products | Small (1-5 FTE) | 1 hour |
| | Medium (6-50 FTE) | 4 hours |
| | Large (51+ FTE) | 8 hours |

Licensed food business ratings

Once the audit is completed, a rating will be determined and applied to the licensed food business based on the cumulative CAR score accrued at the audit. This rating is then used to determine the audit frequency. The table below sets out the ratings used by the Food Authority to determine the audit result.

Table 4: Licensed food business ratings and audit results

| Licensed food business rating | Cumulative CAR score range | Audit result |
|-------------------------------|----------------------------|--------------|
| A | 0-15 | Acceptable |
| B | 16-31 | Acceptable |
| C | 32-47 | Marginal |
| D | 48-63 | Unacceptable |
| E | 64 and greater | Unacceptable |

Audit frequency

The table below sets out the rating applied to a licensed food business and the audit frequency.

Table 5: Licensed food business ratings and audit frequencies

| Licensed food business rating | Regulatory food safety audit frequency | |
|-------------------------------|--|------------|
| | P1 | P2 |
| A | 12 monthly | 24 months |
| B | 6 monthly | 12 monthly |
| C | 3 monthly | 6 monthly |
| D | 1 month | 1 month |
| E | 1 month | 1 month |

Unacceptable audits

If a licensed food business has received an unacceptable audit (D or E rating) they will receive additional inspections and/or audits from the Food Authority as well as the scheduled audits with the approved regulatory food safety auditor.

The purpose of these additional inspections and/or audits by the Food Authority is to verify the findings from the audit conducted by the approved regulatory food safety auditor and to take enforcement action. Further inspections and / or audits will provide the Food Authority with evidence that the business has taken steps to comply with their food safety requirements and has sustained compliance over a period of time.

If the food business continues to not comply, appropriate enforcement action will be taken by an authorised officer of the NSW Food Authority.

Copies of enforcement action must be produced by the licensed food business at their next audit.

Final audit report

The food safety auditor is required to leave a copy of the audit report with the licensed food business. The audit report is to be completed and sent to the Food Authority within 21 days of the audit using the Food Authority's prescribed form in the TPA app.

Should an approved auditor identify:

- an imminent and serious risk to the safety of food intended for sale, or
- an issue that will cause significant unsuitability of food for sale, or
- should the licensee receive an unacceptable audit result,

the approved auditor must notify the Food Authority as soon as possible, but in any event, within 24 hours.

The food safety auditor must report in writing to the Food Authority any changes within the licensed food business that would alter the risk classification of the food business.

Information on the risk classification of licensed food businesses is described in this document (Appendix A).

Documentation

Auditors are required to use the Food Authority's checklists and prescribed TPA app.

All hand written notes, checklists and computer based documents may be required to be sent to the Food Authority at short notice. This may be as the result of a Freedom of Information request, a Ministerial directive or as a part of the Food Authority's verification program.

Managing the approved regulatory food safety auditor

Food safety auditor sanctions

Where an auditor breaches the code of conduct, the Food Authority will investigate the breach and may take disciplinary action against the food safety auditor.

Disciplinary action

The Food Authority will investigate alleged breaches with a view that if a breach has occurred, cancellation will be sought.

Should the Food Authority find reason to vary, cancel or suspend a food safety auditor's approval, they will notify the auditor in writing.

A food safety auditor may request that their approval is cancelled should they decide not to continue working in NSW. This cancellation will not be communicated to other State and Federal jurisdictions. It is the responsibility of the individual auditor to ensure that they do not market their services in NSW once they have surrendered their approval.

Identity cards must be returned to the Food Authority immediately upon cancellation of approval.

Conflict of interest

Section 89 of the NSW *Food Act 2003* describes that a food safety auditor must give notice of certain interest. It states that:

1. A food safety auditor must notify the Food Authority of any direct or indirect interest in any food business that the auditor has as soon as possible after becoming aware of that interest.

Maximum penalty: 50 penalty units.

2. Payment to an auditor for carrying out the functions of an auditor does not constitute a direct or indirect interest in a food business for the purposes of subsection (1).

The Act also states that a failure to declare any conflicts of interest may result in the suspension or cancellation of an auditor's approval by the Food Authority.

Confidentiality

Section 136 of the NSW *Food Act 2003* describes that a food safety auditor must not disclose certain confidential information. It states that:

1. A person who has, in connection with the administration or execution of this Act, obtained information relating to manufacturing secrets or commercial secrets or confidential processes must not disclose that information unless the disclosure is made:
 - a) with the consent of the person from whom the information was obtained, or
 - b) in connection with the administration or execution of this Act, or

- c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings, or
- d) in accordance with a requirement imposed by or under this Act or any other law, or
- e) to a person administering or enforcing a law of another jurisdiction that corresponds to this Act or any other law prescribed by the regulations, or
- f) to the Commonwealth Food Authority, or
- g) to a law enforcement authority, or
- h) with other lawful excuse.

Maximum penalty: 500 penalty units.

2. A person is not guilty of an offence under this section if the information was publicly available at the time the disclosure concerned was made.

The Code of Conduct for regulatory food safety auditors also reiterates that auditors must keep all commercially sensitive and official information confidential. If an auditor discloses such information without appropriate consent, the Food Authority may suspend or revoke an auditor's approval.

Verification system

Verification systems are used to check for compliance to set standards, systems and legislative requirements.

The Food Authority performs verification audits and inspections of industry sectors and regulatory auditors, based upon risk. This system will also enable the Food Authority to assess and monitor the performance of food safety auditors.

The verification model that is utilised by the Food Authority operates independently to the regulatory food safety auditor system.

Verification audits may be triggered by complaints, system reviews, trends, audit reports and requests by licensees.

Review of audit reports

As a part of the verification system, incoming audit reports will be reviewed to ensure compliance with the Food Authority's audit management procedure. Areas that may be included in the review are:

- Audit duration
- Relevance of CARs issued
- Severity of CARs issued
- Notification of critical food safety issues
- Notification of audit failure
- Timeliness of report submission.

Complaints system

The Food Authority operates a helpline on 1300 552 406. This helpline will take all complaints and queries and pass them on to the relevant officer for investigation or response.

The Food Authority's complaints system is accessible by licensees, auditors, other jurisdictions and the general public. Complaints may be made via the website, email, phone, fax or by letter. The complainant may remain anonymous if they wish.

Appendices

Appendix A – NSW Food Authority Priority Classification System

Appendix B – Legislation and industry guides list

Appendix A – NSW Food Authority Priority Classification System

Section 93 of the *Food Act 2003* requires that the Food Authority determine:

1. the priority classification of individual food businesses for the purposes of the application of any requirements of the regulations relating to food safety programs, and
2. the frequency of auditing of any food safety programs required to be prepared by the regulations in relation to the food business.

Furthermore, the determination must be made having regard to a priority classification system for types of food businesses approved by the Food Authority

The Food Authority uses the Australian Government's *Business Sector Food Safety Risk Priority Classification Framework* (available at www.health.gov.au) to priority classify NSW food businesses. This framework comprises two decision trees; one each for primary production and food businesses. There are four (4) possible classification outcomes:

Priority 1 (P1): Needs at least one CCP, handles 'high risk' foods, pathogens cause 'severe' illness, undertakes other risk increasing factors.

Priority 2 (P2): Needs at least one CCP, handles 'high risk' foods.

Priority 3 (P3): Handles 'low risk' or 'medium risk' foods, reliable hazard reduction processes, production volumes considered.

Priority 4 (P4): Handles packaged 'low risk' foods, no other processing.

Businesses in the P1 tier represent the highest food safety risk. Conversely, P4 businesses represent the lowest food safety risk. The risk status of P2 and P3 businesses are intermediate between these extremes.

For businesses that handle many types of foods or undertake diverse processes the classification of the business is that of the highest classification applicable to any of the hazards associated with any of the products handled..

The Food Authority uses the framework to assign a priority risk level to each of its licensed food businesses which then determines the audit frequency for that food business.

Food safety auditors must ensure that if they identify a food business conducting a higher risk activity than that stated on their NSW Food Authority licence, they are to notify the Food Authority of these changes.

Further information related to the Food Authority's Priority Classification System can be found in *NSW Food Authority Priority Classification System, Version Two: 29 September 2008* which can be found on the Food Authority's website, www.foodauthority.nsw.gov.au

Appendix B – Legislation and industry guides list

The following is a list of legislation and industry guides (current at the date listed on the table) that regulatory food safety auditors are required to have access to and knowledge of prior to undertaking an audit. This list is not exhaustive and it remains the responsibility of the regulatory food safety auditor to maintain their knowledge of current legislation and guides.

| Date of currency | August 2014 |
|--------------------|--|
| INDUSTRY SECTOR | LEGISLATION & INDUSTRY GUIDES |
| All industries | <p><i>Food Act 2003</i></p> <p>Food Regulation 2015</p> <p>FSANZ Food Standards Code</p> <p>NSW Food Safety Schemes Manual</p> |
| Dairy | <p>Food Standards Code 4.2.4 – Primary Production and Processing Standards for Dairy Products</p> <p>ANZDAC Validation and Verification of Heat Treatment Equipment</p> <p>AS 3993 – 2003 Equipment for the pasteurisation of milk and other liquid dairy products – continuous flow systems</p> |
| Meat | <p>New South Wales Standard for Construction and Hygienic Operation of Retail Meat Premises.</p> <p>Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption, (AS 4696:2007) – Red meat abattoirs & meat processing plants</p> <p>Australian Standard for Construction of Premises and Hygienic Production of Poultry Meat for Human Consumption, (AS 4465:2005) – Poultry Abattoirs</p> <p>Australian Standard for Hygienic Production of Game Meat for Human Consumption (AS 4464 – 1997)</p> <p>Hygienic rendering of animals products (AS 5008 – 2001)</p> |
| Seafood | NSW Seafood Manual |
| Plant products | Industry Guide for the Development of a Food Safety Program (High Priority Plant Products) |
| Vulnerable Persons | Guidelines for food service to vulnerable persons |
| Eggs | Small egg producers food safety program template |



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More resources at foodauthority.nsw.gov.au



nswfoodauthority



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