

Food Act 2008 Verification of Food Safety Program Guideline

TO ASSIST WITH THE ASSESSMENT OF FOOD BUSINESS COMPLIANCE WITH STANDARD 3.2.1 – FOOD SAFETY PROGRAMS

Note this guideline does not provide an exhaustive list: an assessment must be made on whether a Food Safety Program (FSP) is reasonably likely to meet the outcomes of Standard 3.2.1. This tool has been developed with reference to 'Food Safety Programs – A Guide to Standard 3.2.1' Food Standards Australia New Zealand (2007).

Food Business Details			
Trading Name		Nature of Business	
Proprietor Name			
Address			
Contact Details	Phone	Email	
Assessor Details			
Name			
Role			
Organisation			
Contact Details	Phone	Email	
Assessment Declaration			
<p>I am of the opinion that the FSP, submitted by the above mentioned food business and as assessed on _____ (date):</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Substantially complies with the requirements of Standard 3.2.1 for the above mentioned food business </p> <p style="margin-left: 40px;"> <input type="checkbox"/> Does not comply with many of the requirements of Standard 3.2.1 </p> <p>Attached are the details of the assessment. The information stated by me in this form is true, correct and reflect the activities of the business at the time of assessment.</p> <p>Note: As a FSP is a 'living' document, this assessment does not provide an 'approval' of the FSP for this business. Should the business activities or processes change, the FSP will need to be reassessed in order to verify it stills meets the requirements of the <i>Food Act 2008</i> and Standard 3.2.1.</p>			
Signature of assessor		Signature of proprietor	
Date		Date	

<p style="text-align: center;">FSP Content Assessment Item:</p>	<p style="text-align: center;">Compliance Details (Y/N/Partial/NA): Y = evidence of compliance N = no evidence of compliance Partial = the food business has some elements towards compliance N/A = not applicable to this food business</p> <p style="text-align: center;">Provide details/comments to substantiate evidence</p>
<p><u>Hazard Identification</u></p> <p><i>Standard 3.2.1 clause 5(a)</i></p> <p>Does the FSP systematically identify the potential hazards that may <i>reasonably be expected to occur in all food handling operations</i> of the food business?</p> <p>What to look for:</p> <p>Evidence that all food handling operations in the business have been identified and documented</p>	
<p>Guidance Information</p> <ul style="list-style-type: none"> • To '<i>systematically examine</i>' food handling operations the food business should list all the steps in its food operations – beginning with receiving food into the business and finishing with the final step. A flow diagram or a written description can be utilised to illustrate all of the food preparation steps. • Food handling operations can include delivery, storage, preparation, cooking, chilling, reheating, serving, display and transportation. • Standard 3.1.1 defines 'hazard' as: 'a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect in humans'. • 'Reasonably expected to occur' means the hazard is foreseeable, typical or likely to occur due to the specific nature, storage, transportation, preparation or handling of the food. Hazards not reasonably expected to occur do not need to be considered. 	

Hazard Control

Standard 3.2.1 clause 5(b)

Does the FSP identify where, in a food handling operation, each hazard identified under paragraph (a) can be controlled and the means of control?

What to look for:

Evidence that each identified food safety hazard is able to be effectively controlled

Guidance Information

- Food business must ensure the FSP includes how each hazard identified during the hazard identification is to be controlled and where it is to be controlled.
- Hazards can be controlled by support programs or at the specific food handling step.
- Hazards that are common across food handling steps are normally controlled within support programs.

Monitoring

Standard 3.2.1 clause 5(c)

Does the program provide for the systematic monitoring of those controls?

What to look for:

Evidence that the FSP provides for this monitoring (including who, where, when and how monitoring procedures are implemented)

Guidance Information

- Examples of monitoring processes are:
 - Inspecting
 - Measuring
 - Checking
 - Observing
- Monitoring must be able to be verified by way of an appropriate recording system (i.e. record form, diary that enables written evidence to be collected that demonstrates that an observation was made and met/didn't meet expectations).
- Monitoring procedures should link with corrective actions.

Corrective Actions

Standard 3.2.1 clause 5(d)

Does the program provide for appropriate corrective action when that hazard, or each of those hazards, is found not to be under control?

Guidance Information

- If monitoring finds that the control step in place to manage a hazard is either not working or is not being followed, corrective action must be taken.
- Generally consists of two stages – immediate action and investigation into the cause of the 'loss of control'.
- Following an incident, an appropriate corrective action is for the review of the FSP.
- Corrective Action should activate recall plan (i.e. recall decision making framework)

Review

Standard 3.2.1 clause 5(e)

Does the program provide for the regular review of the program by the food business to ensure its adequacy?

What to look for:

Evidence detailing procedures for verification and validation to ensure FSP adequacy/relevancy/appropriateness.

Guidance Information

- **Validation** is the action taken by the food business to confirm that the control measures are effective in controlling the hazards (i.e. they prevent, eliminate or reduce a food safety hazard to an acceptable level).
- **Verification** is the action taken by the food business to confirm that the practices and procedures in the food safety program are happening.
- A food business should undertake a full review of its entire FSP at least annually and should specify in the FSP the date for this review.

Records

Standard 3.2.1 clause 5(f)

Does the program provide for appropriate records to be made and kept by the food business demonstrating action taken in relation to, or in compliance with, the food safety program?

Guidance Information

- At a minimum, records will need to be kept for:
 - Monitoring actions
 - Corrective actions
 - The review of the program (specifically when the review took place and the outcome)
- Records must be appropriate, legible and indicate:
 - What the record relates to
 - Who made the record
 - The date and where relevant, the time
 - The result of what is being recorded
 - Any corrective action taken as a result of recording.