

Food Act 2008 Regulatory Food Safety Audit Report

Section 102 Approved Form

Version 01: June 2011

To be submitted to the appropriate enforcement agency within 21 days after the completion of a regulatory food safety audit/assessment by the regulatory food safety auditor

Section A: Food Business Details	
Registered Trading Name of Food Business	
Proprietor Name	
Business Address	
Business Type	
Priority Classification	
Address of premises where the audit was performed	
Responsible person for food business premises audited	
Enforcement Agency	

Section B: Auditor Details	
Name	
Contact details	Phone: Mobile: Email:
Approval scope	

Section C: Audit Details			
Is this the first audit?	Yes/No	If 'No', date of previous audit	
Review of previous audit report/ Food Act 2008 regulatory assessment report/regulatory action (i.e. s. 63 improvement notice)	Are there outstanding issues? <i>please detail</i>		
Date/s of Audit		Total Time of Audit include start/finish times	

Section D: Regulatory Food Safety Auditor Declaration

Following completion of the regulatory food safety audit, I am of the opinion that:

The food business is being carried on in compliance with the requirements of the Standard 3.2.1 of the *Food Standards Code* in relation to the FSP (refer to 'Verification of Food Safety Program Guideline' for assistance with determining compliance): YES NO

IF NO, I am of the opinion that the following requirements are being contravened:	Details of the manner in which they are being contravened:

The food business is being carried on in compliance with the provisions of the Food Safety Standards (Chapter 3 of the *Australian New Zealand Food Standards Code*): YES NO

IF NO, Details of non-compliance	Food Safety Standards Reference

Section E: Audit Summary

Reference Number (FSP or FSS)	Activity audited (Receiving, Storage, Preparation, Cooking, Holding Transport Display, Support Programs, Training, Food Recall and Records)	Compliant Y/N	Evidence/reasons for compliance or details of non-compliance (Identify positive aspects of the audit as well as non-compliances)

Section F: Management of non-compliances

Actions taken/agreed to be undertaken by the food business to remedy any identified non-compliances

NON-COMPLIANCE OBSERVED	CORRECTIVE ACTION Action taken or proposed to be taken for each non-compliance	CLOSE OUT DATE	EVIDENCE SIGHTED

Section G: Auditor Conclusion and Recommendations

Overall, the performance of the business in the audit has been assessed as:

Refer to Appendix 1 for detailed explanation of categories

High Performance

Successful

Marginal

Unsuccessful

Incomplete

As such, determine that the audit frequency of the food business should be changed:

YES

NO

New audit frequency: _____

This is an: **INCREASE/DECREASE** *(please circle one)*

This determination is made with regard to the compliance history of the food business concerned in relation to its food safety program and the requirements of the Food Safety Standards.

If yes, provide details of the reasons why the audit frequency change is recommend:

Auditor Signature:

Auditor Name:

Date:

This form must be forwarded to the appropriate enforcement agency within 21 days after the completion of the audit

APPENDIX 1: AUDIT CONCLUSION CATEGORIES

Reported Audit Result	Description	Auditor's Recommendation to Enforcement Agency
Incomplete audit	<p>An audit is considered to be incomplete when the auditor ceases (or does not begin) the audit because a FSP is not in place.</p> <p>An auditor may make this determination without needing to undertake a site assessment (i.e. based on the results of a desktop audit).</p>	<p>Audit frequency to remain the same</p> <p>Enforcement agency to follow up with food business in relation to this non-compliance in accordance with their compliance and enforcement policy.</p>
Unsuccessful audit	<p>An audit is unsuccessful when, in the auditor's opinion, there are contraventions of the <i>Food Act 2008</i> or the <i>Australia New Zealand Food Standards Code</i> that pose an imminent and serious risk to the safety of food intended for sale or that will cause significant unsuitability of food intended for sale.</p> <p>Regulatory food safety auditor to raise a critical non-compliance and notify the enforcement agency on the approved form as soon as possible but in any event within 24 hours after the contravention comes to the attention of the regulatory food safety auditor (s 102 of the Act).</p>	<p>Increase frequency of regulatory audit (within limits set by business's priority classification)</p> <p>This result indicates that the food business's FSP is not effective in producing safe food. It is the responsibility of the enforcement agency to follow up with food business in relation to the identified problems in accordance with their compliance and enforcement policy.</p>
Marginal audit	<p>An audit is to be reported as indicating a marginal FSP when, in the auditors opinion, the food business has implemented a FSP but does not always follow the documented process.</p> <p>A non-compliance against specific controls within the FSP that does not meet the criteria for a critical non-compliance (i.e. does not present an imminent and serious risk to the safety of food) would automatically make the program marginal, whereas it may take a number of non-compliances against prerequisite or support programs to make the program marginal.</p>	<p>Increase frequency of regulatory audit (within limits set by business's priority classification)</p> <p><u>Or</u> audit frequency to remain the same if appropriate</p>

<p>Successful audit</p>	<p>An audit is successful when the auditor is confident that the FSP:</p> <ul style="list-style-type: none"> (1) complies with Standard 3.2.1 (and Standard 4.2.4 if applicable) (2) is adequate to control the hazards associated with the industry and process involved (3) has been implemented in accordance with the business's documented system. <p>There may be a small number of non-compliances raised against prerequisite or support programs.</p>	<p>Audit frequency to remain the same</p> <p><u>Or</u> decrease frequency of regulatory audit (within limits set by business's priority classification) if appropriate</p>
<p>High performance audit</p>	<p>When the audit has not disclosed any contravention of the <i>Food Act 2008</i> or the <i>Australia New Zealand Food Standards Code</i> and where, in the auditor has a high level of confidence in the FSP. A high level of confidence can be measured in two ways:</p> <ul style="list-style-type: none"> (1) evidence of continuing compliance with the FSP (2) the business has an effective internal food safety audit and management review process. 	<p>Decrease frequency of audit</p> <p>NOTE: The food business can not have their audit frequency decreased unless there is compliance history available to the auditor and if the food business has had no non-conformances identified in two previous audits.</p>

APPROVED:



Jim Dodds
DIRECTOR
ENVIRONMENTAL HEALTH DIRECTORATE
Public Health Division
As delegate of the Chief Executive Officer

21 June 2011