



FOOD SAFETY PROGRAMS

Thank you for enquiring about having an accredited food safety program with Logan City Council. Enclosed in this information kit you will find information that will assist in making an application with Council.

Certain food businesses are required to have a Food Safety Program (FSP), however all food businesses have the opportunity apply to have a FSP accredited. Logan City Council is responsible for accrediting Food Safety Programs for businesses which operate within Logan City.

A Food Safety Program is a program that helps businesses to:

- identify food safety hazards
- control measures for these hazards
- provide systematic monitoring of food safety hazards

What business must have a food Safety Program?

The *Food Act 2006* requires the following food businesses to hold an accredited FSP-

- the food business involves off-site catering
- the primary activity of the food business is on-site catering at the premises
- the primary activity of the food business is on-site catering at part of the premises stated in the licence
- a food business is carried on as part of the operations of a private hospital or otherwise processes or provides potentially hazardous foods to six or more vulnerable person (for example, childcare centres, Meals on Wheels, aged care facilities)

Examples of food businesses that do require a FSP:

- a spit roast catering company partially prepares food at one place (their principal place of business), then finishes preparations and serves potentially hazardous food at the event or function site (for example, in a park, private property, hired hall)
- a function centre prepares and services potentially hazardous food, predominantly for wedding receptions, but also has a small restaurant where prospective patrons can dine or return for an anniversary dinner. The primary activity is catering for functions
- a restaurant in a hotel has an additional dining room with extra seating. The room is used primarily for catered functions separate to the remainder of the business. Catering is provided on average to 200 to 300 people each fortnight
- a childcare centre provides morning tea, cooked lunches and afternoon tea to the children at the centre each day

Did you know that Council provides a food safety program auditing service? Attached is the application form to have one of Council's food safety auditors audit your food safety program.

DEVELOPING A FOOD SAFETY PROGRAM (FSP)

There are several FSP templates available from Queensland Health (<http://www.health.qld.gov.au/foodsafety>) to help food businesses develop a food safety program that is relevant to the food business. Alternatively, a registered food safety auditor can assist you in developing a program for your business.



APPLICATION PROCESS

1. Firstly check you have a current Food Business Licence - if you do not have a current food business licence please refer to the Food Business Licence Information kit. An application for accreditation can be made at the same time as an application for a food business licence.
2. Completed food business application for accreditation of a FSP application form and submit to Council with a copy of your Food Safety Program.
3. Please note that if you include Written Notification from an Approved FSP Auditor that the FSP complies with the Food Act requirements, a reduced fee applies.
4. Applications must be lodged with the application fee -refer to the application form.
5. Council will review the application and if no further information is required will make a decision within 30 days of the application being lodged.
6. Once accredited the food safety program must be audited at the frequency as determined by Council. Completed audit reports must be submitted to Council.

For further information please contact Council on phone (07) 3412 3412



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Food Safety Program Application Accreditation/Amendment

Food Act 2006

I / we hereby make an application for

- Accreditation of a food safety program
 Amendment of an accredited food safety program

Existing food business licence no: _____

- If this is a new food business the Application for Food Business Licence form must also be completed and submitted with the required fee.**
 Provide an electronic (or one hard copy) of your Food Safety Program with your application.

Section 1 - Applicant Details*

Applicant name:

Individual's Full Name (Company or Proprietor) **Please note: Applicant must be the same as the Food Business licensee. A trading name or trust cannot hold a licence.**

Trading as:

Postal address:

ABN/ACN:

Contact person name:

Business ph:

Mobile ph:

Email:

Section 2 - Site Details

Site address of premises or place (*Mandatory*):

Real property description (*refer to Rates notice or lease*) Eg: Lot 1 SP 234567

* Logan City Council is collecting applicant details in accordance with section 102 of the *Food Act 2006* (Qld) in order to assess your application for accreditation of a food safety program. This information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Some of this information may be given to Queensland Health for requisite local government reporting. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Council use only

LOGAN CITY COUNCIL
PO BOX 3226
LOGAN CENTRAL DC QLD 4114
AB & GST NUMBER
26-627-796 435
WWW.LOGAN.QLD.GOV.AU

ENVIRONMENT AND SUSTAINABILITY BRANCH
ENQUIRIES:
TEL: (07) 3412 3412
FAX: (07) 3412 3444
EMAIL: COUNCIL@LOGAN.QLD.GOV.AU
DOC# 6723702 / FILE # 483479-1

APPLICATION NO: PH/

RECEIPT NO:

Building our COMMUNITIES,
our BUSINESS and our PRIDE



Food Sector (please tick)

- Private hospital
- Primary activity is on-site catering at the premises
- Primary activity is on-site catering at *part* of the premises (*serving 200 persons or more on 12 or more occasions per year)
- Off-site caterer
- Aged care
- Child care
- Delivered meals organisation
- Voluntary submission
 - Café or restaurant
 - Food manufacturer
 - Supermarket
 - Other _____

All licensable food businesses are required to have a nominated Food Safety Supervisor. The Food Safety Supervisor must be reasonably available to both Council and food handlers whilst food is being handled. The Food Safety Supervisor must also be able to supervise and give directions to staff about matters of food safety. Please attach the Food Safety Supervisor's Statement of Attainment for the required units of competency. Contact Council for course codes. If you do not know the details of your Food Safety Supervisor, you have thirty (30) days to notify Council once your licence is issued.

Name of food safety supervisor: _____

Business hours contact number: _____

Section 4 - Food Safety Program Submission Checklist

Please tick () the appropriate box

Have you identified all food business processes?	Yes	N/A
Purchasing/Receiving	-	-
Dry storage	-	-
Cold storage	-	-
Frozen storage	-	-
Thawing	-	-
Preparation	-	-
Cooking food	-	-
Cooling food	-	-
Reheating and hot holding food	-	-
Serving, self -service and displaying food	-	-
Allergens, food packaging and labelling	-	-
Transporting food	-	-
Off-site events	-	-
Have you systematically identified all potential hazards likely to occur for each food business process?	-	-
For each potential hazard have you identified the controls (including critical control points) and appropriate corrective action to be taken when hazards are found not to be under control?	-	-
Have you identified all required support programs eg pest control, cleaning and sanitation etc.?	-	-
Have you identified all required monitoring records eg temperature control, staff training etc.?	-	-
Have you identified and planned appropriate food safety and hygiene training?	-	-

Section 4 - Food Safety Program Amendment

Please tick () if appropriate

- If proposing to change the way food is handled that would result in potential new hazards being introduced, which also require effective control measures, the food safety program must be amended. If yes, provide:
- an electronic (or one hard copy) of the amended food safety program; and**
 - cover sheet outlining the specific changes made.**
-

Section 5 – Certification

As the applicant, I apply for accreditation of a food safety program as part of my food business licence in accordance with the information provided. I am aware that it is an offence to knowingly provide false and misleading information and declare:

1. That I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.
2. If written advice of an approved 3rd party auditor is supplied, that the approved 3rd party auditor did not assist or was not involved with the development of the food safety program submitted for accreditation.

Applicant signature _____

Date _____

Name in full _____

Position _____

Section 6 - Fees

Food Safety Program accreditation fees are additional to the food business licence application fees.

- | | |
|--|-----------|
| <input type="checkbox"/> Application for accreditation of food safety program | \$ 699.00 |
| <input type="checkbox"/> Application for accreditation of food safety program -
(with written advice of an approved 3 rd party auditor supplied) | \$ 310.00 |
| <input type="checkbox"/> Application for amendment of food safety program | \$ 310.00 |
-

Credit Card Details

Mastercard 

Visa 

Card number

Expiry date

Cardholders name _____ Amount \$ _____

Signature _____ Contact phone number _____



Food safety programs

This fact sheet provides general information on food safety programs for food businesses licensed under the *Food Act 2006* (the Act).

What is a food safety program?

A food safety program is a documented system that identifies the food safety hazards in the handling of food in a food business and details the way the hazards will be controlled in that business.

Why develop a food safety program?

The introduction of food safety programs for certain sectors of the food industry was part of the national food reform process which aimed to reduce the incidence of food borne illness, reduce the regulatory burden on the food industry and provide consistent food regulation and standards across Australia.

The National Risk Validation Report published in 2002 identified:

- the incidence of food-borne illness attributed to various food industry sectors
- the most cost effective method to reduce the incidence of food borne illness
- the overall cost benefit of implementing food safety programs

The report identified five high risk industry sectors in which food safety programs would reduce the incidence of food-borne illness. Food safety programs have been implemented under the Act for licensable food businesses in two of these industry sectors: food service in catering operations; and food service to vulnerable persons.

What are the benefits of a food safety program?

A food safety program is a documented system for managing parameters linked to food safety. If developed and followed properly, a food safety program helps to ensure food for sale is safe. A food safety program can also help a food business manage their operations better through improved record keeping and cost control. An appropriate and well implemented food safety program can also help a food business demonstrate that all due diligence was exercised in the preparation and sale of food.

What must a food safety program contain?

A food safety program must:

- systematically identify the food safety hazards that are reasonably likely to occur in food handling operations of the food business, and
- identify where, in a food handling operation of the food business, each hazard identified can be controlled and the means of control, and
- provide for the systematic monitoring of the means of control, and
- provide for appropriate corrective action to be taken when a hazard identified is not under control, and
- provide for the regular review of the program to ensure it is appropriate for the food business, and
- provide for the keeping of appropriate records for the food business, including records about action taken to ensure the business is carried on in compliance with the program, and
- contain other information, relating to the control of food safety hazards, prescribed under a regulation

Do I need a food safety program?

Under the Act, certain licensable food businesses in Queensland must have a food safety program accredited by their local government. There are significant penalties for not having an accredited food safety program.

Licensable food businesses are required to have an accredited food safety program if:

1. the food business involves off-site catering (refer to Food Safety Fact Sheet 22 – Food safety programs for caterers for further information)
2. the primary activity of the food business is on-site catering at the premises stated in the licence (refer to Food Safety Fact Sheet 22 – Food safety programs for caterers for further information)
3. the primary activity of the food business is on-site catering at part of the premises stated in the licence (refer to Food Safety Fact Sheet 22 – Food safety programs for caterers for further information)
4. the food business is carried on as part of the operations of a private hospital or otherwise processes or serves potentially hazardous food to six or more vulnerable persons (refer to Food Safety Fact Sheet 23 – Food safety programs for vulnerable persons for further information)

Other food businesses that are not required to have a food safety program may choose to apply for accreditation of a food safety program (refer to Food Safety Fact Sheet 24 – Choosing to have a food safety program for further information).

For further information

Queensland Health has a variety of fact sheets with detailed information on food safety. Food Safety Fact Sheets 22 to 26 provide further information on food safety programs. Fact sheets can be accessed from the Queensland Health website at www.health.qld.gov.au/foodsafety.

If you have any further questions relating to whether yours is a licensable food business or if the food safety program provisions relate to your food business, contact the local government for the area where your food business is located. Contact details can be found in the White Pages or at www.dlqp.qld.gov.au/local-government-directory.html.



Food safety programs for caterers

This fact sheet provides general information on food safety programs for food businesses licensed under the *Food Act 2006* (the Act) conducting catering.

Do I need a food safety program?

Under the Act, certain licensable food businesses in Queensland must have a food safety program accredited by their local government. There are significant penalties for not having an accredited food safety program.

The licensee of a food business must have an accredited food safety program if:

- the food business involves off-site catering
- the primary activity of the food business is on-site catering at the premises stated in the licence
- the primary activity of the food business is on-site catering at part of the premises stated in the licence

Off-site catering

Off-site catering, in relation to a food business, means serving potentially hazardous food at a place other than the principal place of business for the food business.

Off-site catering does not include:

- merely delivering food under an arrangement with or on the order of a consumer, such as delivering pizzas from a takeaway pizza shop, or
- the sale of food from mobile premises or temporary premises, such as the sale of ice-creams from a mobile ice-cream van

Examples:

A spit-roast catering company partially prepares food at one place (their principal place of business), then finishes preparations and serves potentially hazardous food at another place (such as in a local park, on a beach or in a hired hall).

A food safety program is required.

A charter boat company purchases sandwiches with potentially hazardous fillings from a local café for clients to consume on the boat.

No food safety program is required.

A charter boat company prepares food, including potentially hazardous foods such as chicken, cold meat and salads, in a licensed fixed premises (their principal place of business). The charter boat company transports and then serves the food as a buffet for lunch (either on the boat or on land at a designated or random stop).

A food safety program is required.

A catering company prepares potentially hazardous food in a licensed mobile premises (their principal place of business). The catering company transports and then serves the food in tents (not licensed temporary premises) located at various sites away from the licensed mobile premises, such as with a film crew.

A food safety program is required.

A catering company prepares potentially hazardous food in a licensed mobile premises and serves the food in a tent immediately adjacent to the licensed mobile premises.

No food safety program is required.

A catering company prepares potentially hazardous food in a licensed fixed premises. The catering company transports and then serves the food in a licensed temporary premises.

No food safety program is required.

On-site catering

On-site catering, in relation to a food business, means preparing and serving potentially hazardous food, to all consumers of the food at the premises from which the business is carried on, under an agreement under which the food is:

- of a predetermined type (a particular type of food such as a 'hot meal', or a quantity such as a range of food), and
- for a predetermined number of persons (this may not be for a specific number of persons and can be for a group of persons who are attending a particular event), and
- served at a predetermined time (a specific day or days and normally a specific clock time or times), and
- for a predetermined cost (the cost is agreed prior to the preparation and service of the food)

On-site catering does not include:

- preparing and serving food at a restaurant, café or similar food business that involves the preparation and service of food on the order of a person for immediate consumption by the person
- merely preparing and displaying food for self service by consumers, such as a buffet at a restaurant

On-site catering where the primary activity of the food business is on-site catering at the premises stated in the licence

Examples:

A function hall prepares and serves potentially hazardous food for functions including conferences, weddings, birthday parties and reunions where food is ordered for an agreed cost prior to the function for a specific number of people to be served at a set time.

A food safety program is required.

A function centre prepares and serves potentially hazardous food, predominantly for wedding receptions, but also has a small restaurant where prospective patrons can dine or return for an anniversary dinner. The primary activity is catering for functions.

A food safety program is required.

A restaurant occasionally caters for groups. Catering is not the primary activity of the food business.

No food safety program is required.

On-site catering where the primary activity of the food business is on-site catering at part of the premises stated in the licence

In the situation where on-site catering is the primary activity at part of the premises, only those businesses that use a part of their food business to cater to 200 or more people on 12 or more occasions in any 12 month period are required to have a food safety program.

Examples:

A restaurant occasionally divides its seating area and provides catering in one half (part of the premises). Catering in part of the premises is provided for a maximum of 100 people every two months (on average).

No food safety program is required.

A café has an additional room with extra seating. The room is used primarily for overflow seating from the main dining area.

No food safety program is required.

A restaurant in a hotel has an additional dining room with extra seating. The room is used primarily for catered functions separate to the remainder of the business. Catering is provided on average to 250-300 people each fortnight.

A food safety program is required.

A club hosts a monthly conference in their upstairs dining area for 250 people. Serving food is not a focus of the conference; however attendees may order food from an a la carte menu.

No food safety program is required.

What is a food safety program?

A food safety program is a documented system that identifies the food safety hazards in the handling of food in a food business and details the ways the hazards will be controlled in that business.

Why develop a food safety program?

The introduction of food safety programs for certain sectors of the food industry was part of the national food reform process which aimed to reduce the incidence of food borne illness, reduce the regulatory burden on the food industry and provide consistent food regulation and standards across Australia.

The National Risk Validation Report published in 2002 identified:

- the incidence of food-borne illness attributed to various food industry sectors
- the most cost effective method to reduce the incidence of food borne illness
- the overall cost benefit of implementing food safety programs

The report identified food service in catering operations, as one of five high risk industry sectors in which food safety programs would reduce the incidence of food-borne illness.

What are the benefits of a food safety program?

A food safety program is a documented system for managing parameters linked to food safety. If developed and followed properly, a food safety program helps to ensure food for sale is safe. A food safety program can also help a food business manage their operations better through improved record keeping and cost control. An appropriate and well implemented food safety program can also help a food business demonstrate that all due diligence was exercised in the preparation and sale of food.

What must a food safety program contain?

A food safety program must:

- systematically identify the food safety hazards that are reasonably likely to occur in food handling operations of the food business, and
- identify where, in a food handling operation of the food business, each hazard identified can be controlled and the means of control, and
- provide for the systematic monitoring of the means of control, and
- provide for appropriate corrective action to be taken when a hazard identified is not under control, and
- provide for the regular review of the program to ensure it is appropriate for the food business, and
- provide for the keeping of appropriate records for the food business, including records about action taken to ensure the business is carried on in compliance with the program, and
- contain other information, relating to the control of food safety hazards, prescribed under a regulation

How do I develop a food safety program?

There are various food safety program templates available to help food businesses develop a food safety program that is tailored to the food business. Queensland Health has released a number of food safety program templates that are available at www.health.qld.gov.au/foodsafety. However, a food business is able to use any food safety program template to develop a food safety program, provided the completed program meets the criteria outlined above.

How do I get my food safety program accredited?

The local government that issues a food business's licence is responsible for accrediting the food safety program for the food business. Contact details for local governments can be found in the White Pages or at www.dlgp.qld.gov.au/local-government-directory.html.

What happens after my food safety program is accredited?

The licensee of a food business with an accredited food safety program must comply with the program in carrying on the food business.

A copy of the accredited food safety program must be kept at the premises of the food business and be kept available for inspection by employees in the food business.

The first compliance audit must be conducted by an auditor approved under the Act within six months of accreditation of the food safety program.

Audits must then be undertaken at the frequency specified by the local government that accredited the food safety program.

How do I find an auditor?

Queensland Health keeps a register of auditors approved under the Act on the Queensland Health website at www.health.qld.gov.au/foodsafety. The register contains the name and contact details of the auditor, the conditions of the auditor's approval and the term of the approval.

For further information on finding and selecting an auditor, refer to Food Safety Fact Sheet 25 – Choosing an approved auditor.

If you have any questions or concerns about an auditor, contact the Queensland Health Environmental Health Branch on phone (07) 3328 9310 or email foodsafety@health.qld.gov.au.

What happens after an audit?

Within 14 days after completing an audit, an auditor is required to provide a copy of the audit report to the food business and the local government that accredited the food safety program. The auditor will identify any non-compliances (instances where the food business does not comply with the accredited food safety program or the food safety standards).

If non-compliances are very serious and could result in unsafe food, the auditor is required to refer the issue to the local government that accredited the food safety program within 24 hours. The local government may take further action.

For further information

Queensland Health has a variety of fact sheets with detailed information on food safety. Fact sheets can be accessed from the Queensland Health website at www.health.qld.gov.au/foodsafety.

If you have any further questions relating to whether you are a licensable food business or if the food safety program provisions relate to your food business, contact the local government for the area where your food business is located. Contact details can be found in the White Pages or at www.dlgp.qld.gov.au/local-government-directory.html.



Food safety programs for vulnerable persons

This fact sheet provides general information on food safety programs for food businesses licensed under the *Food Act 2006* (the Act) as part of the operations of a private hospital licensed under the *Private Health Facilities Act 1999* or as a prescribed food business.

Do I need a food safety program?

Under the Act, certain licensable food businesses in Queensland must have a food safety program accredited by their local government. This includes a food business carried on as part of the operations of a private hospital and food businesses prescribed under the *Food Regulation 2006* (the Regulation). There are significant penalties for not having an accredited food safety program.

In relation to vulnerable populations, the Act states that the following licensable food businesses must have an accredited food safety program:

1. A food business carried on as part of the operations of a private hospital licensed under the *Private Health Facilities Act 1999*.

Example:

The kitchen facilities in and operated by, a private hospital prepare food for service to those in the hospitals care.

In relation to vulnerable populations, the Regulation prescribes that the following licensable food businesses must have an accredited food safety program:

2. A relevant facility that processes potentially hazardous food for at least six persons in the facility's care at a time.

Example:

A 55 place child care centre provides long day care to pre-school children and provides lunches and morning and afternoon tea to the children. The food is processed in the centre's kitchen and includes potentially hazardous food.

3. A relevant facility that serves potentially hazardous food to at least six persons in the facility's care at a time.

Example:

A residential aged care facility that serves meals prepared by an off-site supplier to persons in its care.

4. A ready-to-eat food business processing ready-to-eat food that –
 - a) includes potentially hazardous food; and
 - b) is for service to at least six persons at a time

Example:

A cook-chill facility that processes ready-to-eat potentially hazardous food for service to patients in several aged care facilities and a regional hospital.

5. A food business whose principal activity is processing ready-to-eat food for delivery by a delivered meals organisation if the food –
- includes potentially hazardous food; and
 - is for delivery to at least six persons at a time

Note: a delivered meals organisation that **only delivers** food is not required to have an accredited food safety program.

Example:

A Meals on Wheels branch that cooks meals for delivery to frail or aged persons.

A small business that prepares meals for distribution by a delivered meals organisation as their principal activity. The delivered meals organisation collects the meals daily before lunchtime and delivers the meals to its clients (8- 10 people).

A **ready-to-eat food business** means a food business whose principal activity is processing ready-to-eat food for service in another facility that is –

- a relevant facility; or
- a private hospital; or
- a public sector hospital

A **relevant facility** means any of the following –

- an aged care facility
- a facility that provides care, including palliative care, to persons with a terminal illness
- a day hospital licensed under the *Private Health Facilities Act 1999*, part 6, that provides haemodialysis or cytotoxic infusion health services
- a centre based service licensed under the *Child Care Act 2002*, part 2, other than a school age care service under that Act
- an approved education and care service under the Education and Care Services National Law (Queensland), other than—
 - a family day care service under that Law; or
 - an education and care service under that Law providing education and care primarily to children who attend school in the preparatory year or a higher year

What is a food safety program?

A food safety program is a documented system that identifies the food safety hazards in the handling of food in a food business and details the ways the hazards will be controlled in that business.

Why develop a food safety program?

The introduction of food safety programs for certain sectors of the food industry was part of the national food reform process which aimed to reduce the incidence of food borne illness, reduce the regulatory burden on the food industry and provide consistent food regulation and standards across Australia.

The National Risk Validation Report published in 2002 identified:

- the incidence of food-borne illness attributed to various food industry sectors
- the most cost effective method to reduce the incidence of food borne illness
- the overall cost benefit of implementing food safety programs

The report identified food service to vulnerable populations, as one of five high risk industry sectors in which food safety programs would reduce the incidence of food-borne illness.

What are the benefits of a food safety program?

A food safety program is a documented system for managing parameters linked to food safety. If developed and followed properly, a food safety program helps to ensure food for sale is safe. A food safety program can also help a food business manage their operations better through improved record keeping and cost control. An appropriate and well implemented food safety program can also help a food business demonstrate that all due diligence was exercised in the preparation and sale of food.

What must a food safety program contain?

A food safety program must:

- systematically identify the food safety hazards that are reasonably likely to occur in food handling operations of the food business, and
- identify where, in a food handling operation of the food business, each hazard identified can be controlled and the means of control, and
- provide for the systematic monitoring of the means of control, and
- provide for appropriate corrective action to be taken when a hazard identified is not under control, and
- provide for the regular review of the program to ensure it is appropriate for the food business, and
- provide for the keeping of appropriate records for the food business, including records about action taken to ensure the business is carried on in compliance with the program, and
- contain other information, relating to the control of food safety hazards, prescribed under a regulation

How do I develop a food safety program?

There are various food safety program templates available to help food businesses develop a food safety program that is tailored to the food business. Queensland Health has released a number of food safety program templates that are available at www.health.qld.gov.au/foodsafety. However, a food business is able to use any food safety program template to develop a food safety program, provided the completed program meets the criteria outlined above.

How do I get my food safety program accredited?

The local government that issues a food business's licence is responsible for accrediting the food safety program for the food business. Contact details for local governments can be found in the White Pages or at www.dlgp.qld.gov.au/local-government-directory.html.

What happens after my food safety program is accredited?

The licensee of a food business with an accredited food safety program must comply with the program in carrying on the food business.

A copy of the accredited food safety program must be kept at the premises of the food business and be kept available for inspection by employees in the food business.

The first compliance audit must be conducted by an auditor approved under the Act within six months of accreditation of the food safety program.

Audits must then be undertaken at the frequency specified by the local government that accredited the food safety program.

How do I find an auditor?

Queensland Health keeps a register of auditors approved under the Act on the Queensland Health website at www.health.qld.gov.au/foodsafety. The register contains the name and contact details of the auditor, the conditions of the auditor's approval and the term of the approval.

For further information on finding and selecting an auditor, refer to Food Safety Fact Sheet 25 – Choosing an approved auditor.

If you have any questions or concerns about an auditor, contact the Queensland Health Environmental Health Branch on phone (07) 3328 9310 or email foodsafety@health.qld.gov.au.

What happens after an audit?

Within 14 days after completing an audit, an auditor is required to provide a copy of the audit report to the food business and the local government that accredited the food safety program. The auditor will identify any non-compliances (instances where the food business does not comply with the accredited food safety program or the food safety standards).

If non-compliances are very serious and could result in unsafe food, the auditor is required to refer the issue to the local government that accredited the food safety program within 24 hours. The local government may take further action.

For further information

Queensland Health has a variety of fact sheets with detailed information on food safety. Fact sheets can be accessed from the Queensland Health website at www.health.qld.gov.au/foodsafety.

If you have any further questions relating to whether yours is a licensable food business or if the food safety program provisions relate to your food business, contact the local government for the area where your food business is located. Contact details can be found in the White Pages or at www.dlgp.qld.gov.au/local-government-directory.html.



Complying with a food safety program

This fact sheet provides information on how licensed food businesses can maintain compliance with their accredited food safety program under the *Food Act 2006* (the Act).

What happens after my food safety program is accredited?

A licensee of a food business with an accredited food safety program must comply with the program in carrying on the food business.

A copy of the accredited food safety program must be kept at the premises of the food business and be kept available for inspection by employees in the food business.

The first compliance audit must be conducted by an auditor approved under the Act within six months of accreditation of the food safety program.

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For further information on finding and selecting an auditor, refer to Food Safety Fact Sheet 25 – Choosing an auditor.

How do I prepare for an audit?

Before scheduling an audit, the food business licensee should ensure that they:

- understand the requirements of the legislation including the *Food Safety Standards* in chapter 3 of the *Australia New Zealand Food Standards Code*
- have a food safety program that works and that staff are implementing it
- have all the documentation required and that staff know how and where to access it

The food safety standards set a minimum standard that a food business must achieve in the production and handling of food. *Safe Food Australia - A Guide to the Food Safety Standards* provides numerous examples and explanations of how each standard should be applied and is available on the Food Standards Australia New Zealand website at www.foodstandards.gov.au/_srcfiles/complete_safefood.pdf.

What happens after an audit?

Within 14 days after completing an audit, an auditor is required to provide a copy of the audit report to the food business and the local government that accredited the food safety program. The auditor will identify any non-compliances (instances where the food business does not comply with the accredited food safety program or the food safety standards).

If non-compliances are very serious and could result in unsafe food, the auditor must refer the issue to the local government that accredited the food safety program within 24 hours. The local government may take further action.

Generally, the auditor will discuss areas requiring improvement. If there are no areas that require immediate follow-up, the auditor may check minor improvements at the next scheduled audit. While an auditor may make suggestions as to improvements that can be made to an accredited food safety program, only a local government can give a food business a direction about compliance with the Act.

Do I need to keep my records and audit reports?

All records need to be kept at least until the food safety program has been audited.

Food Safety Standard 3.2.1 requires that a food business retain copies of all written reports of all audits of the food safety program conducted by an auditor within the last four years. It is suggested that a food business also keep their records for four years to correlate with the audit reports. Records can be kept electronically provided that they can be adequately accessed.

What is a nonconformance audit?

A nonconformance audit is an audit of an accredited food safety program that may be undertaken at the direction of the local government that accredited the program to check that any non-compliance with the program or the food safety standards identified in an audit has been remedied.

The Act allows the local government to conduct a nonconformance audit if they have received at least three audit reports in a 12 month period showing the holder of an accredited food safety program has not remedied a particular non-compliance with the program.

What does my food business need to do between scheduled audits?

The local government that accredits a food safety program sets the frequency of audits for the program. Food businesses are required to follow their accredited food safety program at all times and it is important that records required by the program are completed.

Between scheduled audits, food businesses can make any necessary changes to their operations to rectify non-compliances identified during the previous audit. However, if changes to the operations mean that the food safety program is no longer accurate, the accredited food safety program must be amended. Before changing the way food is handled, the holder of the accredited food safety program must amend the program and apply to their local government to have the amendment approved. Further information relating to the amendment of food safety programs is included below.

Amending a food safety program

A food business may apply to their local government to amend an accredited food safety program. Before changing the way food is handled, the holder of the accredited food safety program must amend the program and apply to have the amendment approved. An application for amendment of an accredited food safety program must be made to the local government that accredited the program and be accompanied by the proposed amended program and any prescribed fee.

Alternatively, if the local government considers it necessary or desirable to make an amendment to an accredited food safety program, the local government may direct the food business to amend the program. The local government may direct the amendment if for example, following the completion of the first compliance audit it is evident that not all of the hazards in the food business have been identified.

If the local government is directing the amendment, the local government must give the food business a notice. Failure to comply with the direction has a maximum penalty of \$200,000, or a \$500 infringement notice.

Review of the food safety program

Food businesses are required to review their accredited food safety program on a regular basis to ensure it is still appropriate for the food business. The person who undertakes the review should be someone familiar with the food safety program, the business's operations and have the authority to check records and act on the outcomes.

The business should conduct a review at the frequency specified in the accredited food safety program. However, in the event that there is any change in the business's food handling activities or other matters occur that may impact on the suitability of the food safety program, this review may be required to be undertaken more frequently.

The scope of the review should describe the food handling operations covered by the review, procedures and records to be checked, and whether any equipment is to be checked for accuracy. Evidence of the review must be kept.

For further information

Queensland Health has a variety of fact sheets with detailed information on food safety. Fact sheets can be accessed from the Queensland Health website at www.health.qld.gov.au/foodsafety.

If you have any questions relating to the food safety program requirements that apply to your food business, contact the local government that issues your food business licence. Contact details can be found in the White Pages or at www.dlgp.qld.gov.au/local-government-directory.html.