

How to Run a Healthy Business

Compliance Checks or Auditing A requirement of the Food Act 1984

Compliance Checks or Auditing

A requirement of the Food Act 1984 is to make sure that you are doing things the same way you say you will in your Food Safety Program. **In other words you must 'meet the terms' of (comply with) the Food Safety Program.** Your Environmental Health Officer (EHO), or Auditor, will visit your premises to check that you are following your Food Safety Program by compliance checking or auditing your business.

Premises using a Standard Food Safety Program created from a template will have an EHO visit their business. For businesses using an independently developed program you will need to arrange for a registered auditor to visit you and carry out the compliance check.

The EHO, or Auditor, will come to your business and:

- ✓ check your records;
- ✓ observe food handling;
- ✓ look out for activities that are not in your program;
- ✓ check that your Food Safety Program has been reviewed;
- ✓ check your support programs, for example cleaning, pest control and personal hygiene;
- ✓ that you are following your Food Safety Program; and
- ✓ check that you meet with the Food Standards Australia New Zealand (FSANZ) Food Safety Standards.

How well you are following your program will decide whether you meet with compliance, or pass your audit.

If you are not following what is written in your Food Safety Program, for whatever reason, your EHO or Auditor will advise you what needs to be improved or changed in order for your business to fully comply with your program.

If you continue not to follow your program then Council will take the necessary action under the Food Act to make sure that you do. This can include legal action that can result in Council cancelling or stopping your Food Act 1984 registration.

Standard Food Safety Programs

If you have a Standard Food Safety Program created from a template, your EHO will carry out the compliance checks as part of your regular visits. This will apply to the majority of Class 2 businesses.

The number of visits will be based on how well you are following your Food Safety Program. The number of visits will also affect your registration fee.

Following the compliance check you will be advised of any outstanding items that need your attention.

Non-Standard, Independently Developed Food Safety Programs

Businesses who have a Non Standard Food Safety Program, (Class 1 businesses and Class 2 businesses who choose to have an independently developed Food Safety Program), must arrange for a registered auditor to carry out the audits within the required time frame.

Please turn over



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Food Safety Victoria states the number of audits required each year. Two audits are required in the first year of a Class 1 business using their program. This would mean one every six months.

Class 1 premises that meet their audit requirements will then only have to be audited once per year after the first year.

Class 2 businesses with an independently developed Food Safety Program need to be audited once every 12 months as long as the premises meets the audit requirements.

For a list of registered auditors please visit the Food Safety Victoria website at www.health.vic.gov.au/foodsafety

To meet the requirements of the Food Act 1984, your Food Safety Program must be adequate for your business and you must comply with it.

After completing the audit if the Auditor believes that you have complied with your Food Safety Program and it is adequate you will receive a certificate. This is to be forwarded to Health Services within 14 days.

If your program is not adequate or not being complied with, your Auditor will give you a report listing the item(s) which need to be addressed and will organise a time to follow this up.

After the follow up if your Auditor believes that your program is adequate and being complied with you will receive your certificate – remember to forward a copy of this to Health Services within 14 days.

If the outstanding item(s) could cause a serious risk to the safety of the food then the Auditor is required to notify Health Services immediately and an EHO will take action.

It is important to note that no matter what type of Food Safety Program your business uses, a Non-Standard Food Safety Program or a Standard Food Safety Program,

Council will visit ALL premises. This will be done on a regular basis to make sure that the food you sell is safe and that you meet the requirements of the Food Act (1984).

Further Information

For any further information or help contact your Environmental Health Officer EHO on 9658 8831/8815.