

Application for approval as a regulatory food safety auditor

Authorisation under Part 7 of the *Food Act 2003* (NSW)

Public contact details

These details will be publicly available on the auditor register on the Authority's website. Only enter details that you are prepared to have made public.

Enter private contact details in the private section below.

Name: _____

Preferred contact number: _____

Facsimile number: _____ Email address: _____

Website: _____

- Please attach photocopies of documents to provide 100 points of identification (see Table 2).**

Private contact details

These details will NOT be made available on the auditor register.

Telephone number: _____ Mobile number: _____

Facsimile number: _____ Email address: _____

Postal address: _____

_____ Postcode: _____

Employment details

Employment arrangements (tick box): Self-employed Audit company employee

Business name: _____

Trading name (if applicable): _____

ABN: _____ ACN: _____

Postal address: _____

_____ Postcode: _____

Current auditor certification

Please attach legible photocopies of any auditor certification you have.

Certifying organisation: _____ Scheme and level: _____

Certification number: _____ Expiry date: _____

Applications may be made under the *Mutual Recognition Act 1992* or the *Trans Tasman Mutual Recognition Act 1997*.

Are you currently registered elsewhere? No VIC QLD SA TAS WA NT
 ACT NZ Other _____

I give permission for the NSW Food Authority to access information from other jurisdictions as required. Yes No

Which audit units of competency have you achieved?

(refer to Appendix A 'Regulatory Food Safety Auditor Manual')

To become approved as a regulatory food safety auditor, you first have to provide evidence that you have completed the following: *(Please attach evidence of each)*

- Tertiary qualifications (Certificate 4 in Food Science or equivalent **including** 40 hours of food microbiology).
- Completion or receipt of RPL (recognised prior learning) in the following 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](#)

Should you wish to audit in the higher risk food industries, you will have to provide evidence that you have also completed the following units of competence. *(These may be done after you have been approved)*

- [FDFAU4006A – Audit a cook chill process](#)
This will allow you to audit in the vulnerable persons industry (hospitals and aged care). These facilities are already operating under the third party auditor program.
- [FDFAU4008A – Audit manufacturing of ready-to-eat meat products](#)
This will allow you to audit facilities that produce ready to eat meat products. These facilities have not yet been approved to move to this system.
- [FDFAU4007A – Audit a heat treatment process](#)
This will allow you to audit facilities in the dairy industry that use heat treatment processes. These facilities have not yet been approved to move to this system.
- [FDFAU4005A – Audit bivalve mollusc growing and harvesting processes](#)
This will allow you to audit oyster processors. These facilities have not yet been approved to move to this system.

Personal history information

In the last 12 months:	Yes	No
1. Have you been convicted of any criminal offence in any state or in federal court? <i>(If yes, please attach details of the offence)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been denied approval to undertake the role of a food safety auditor, or had an auditing accreditation or registration suspended or cancelled by any licensing authority in Australia? <i>(If yes, please attach detailed explanation)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Insurance policy

Please attach legible photocopies of your professional indemnity insurance policy with an insurance level of not less than \$5,000,000.

Please attach legible photocopies of your public liability insurance policy with an insurance level of not less than \$5,000,000.

A single policy would be acceptable where professional indemnity insurance of not less than \$5,000,000 includes public liability insurance not less than \$5,000,000.

Application fee and payment

- I have attached a cheque or money order for \$880 payable to the NSW Food Authority.
- I want to pay the \$880 by credit card.

Cardholders name: _____

Card type: Visa MasterCard

Card number: _____

Signature: _____ Expiry date: ____ / ____

Auditor identification requirements

- Please provide your signature in the box below to appear on your Auditor Identification card.

- Please print your full name below as you would like it to appear on the card.

- Please provide a digital or passport photo taken against a white background to be used on your Auditor Identification card.

Declaration

I, (clearly print full name) _____

being the applicant, apply for approval as an Authorised Food Safety Auditor under the NSW *Food Act 2003*, and confirm that:

- I understand that a 100-point identity check, criminal record, qualifications and client check will be undertaken as part of the application process by the NSW Food Authority.
- I have examined the application form and all supporting documents submitted by me. To the best of my knowledge this information is true, correct and complete.
- I understand that the application fee is non-refundable.

Signature: _____ Date: _____

Applications to be sent to:
Audit Administration
NSW Food Authority
PO Box 6682
SILVERWATER NSW 1811

For all auditing enquiries please email
auditadmin@foodauthority.nsw.gov.au

Protecting your privacy

Personal information collected and held by the NSW Food Authority may be used in order to provide approval and audit services, administer and manage administration systems, and inform you of our services and requirements. For more information on how we protect your privacy, please contact 1300 552 406 or email contact@foodauthority.nsw.gov.au

Table 1: Licence permissions which may be audited based on auditor endorsements

Auditor approval	Licence permissions										
Regulatory food safety auditor	Meat retail Cold food storage including meat Meat processing Rendering Game meat primary processing Game meat field depot Game meat field harvesting Abattoir – red meat Abattoir – non red meat Dairy primary production Dairy transport business Egg primary production – additional activities Plant products processing Shellfish wild harvest Shellfish wet storage Seafood processing Seafood processing -- RTE products Seafood processing – RTE products including wet storage Aquaculture with processing, excluding shellfish – RTE products										
	<table border="1"> <thead> <tr> <th data-bbox="359 1146 703 1193">Auditor endorsements</th> <th data-bbox="703 1146 1417 1193">Licence permissions</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 1193 703 1400">Audit manufacturing of ready to eat meat products (FDFFSME4A)</td> <td data-bbox="703 1193 1417 1400"> Meat retail – UCFM products Meat processing – UCFM products Game meat primary processing – RTE/UCFM Meat retail – RTE products Meat processing – RTE products </td> </tr> <tr> <td data-bbox="359 1400 703 1570">Audit a heat treatment process (FDFFSHT4A)</td> <td data-bbox="703 1400 1417 1570"> Dairy processing Dairy processing and production Egg processing Egg processing and production </td> </tr> <tr> <td data-bbox="359 1570 703 1709">Audit bivalve molluscs growing and harvesting operations (FDFFSBM4A)</td> <td data-bbox="703 1570 1417 1709"> Oyster depuration Shellfish cultivation or harvest </td> </tr> <tr> <td data-bbox="359 1709 703 1971">Audit a cook chill process (FDFFSCC4A)</td> <td data-bbox="703 1709 1417 1971"> Central processing unit Facility operator processes and/or serves Facility operator contracts out some activities Facility operator contracts out all processing & serving Contractor to a facility Food for delivered meals organisation Delivered meals organisation </td> </tr> </tbody> </table>	Auditor endorsements	Licence permissions	Audit manufacturing of ready to eat meat products (FDFFSME4A)	Meat retail – UCFM products Meat processing – UCFM products Game meat primary processing – RTE/UCFM Meat retail – RTE products Meat processing – RTE products	Audit a heat treatment process (FDFFSHT4A)	Dairy processing Dairy processing and production Egg processing Egg processing and production	Audit bivalve molluscs growing and harvesting operations (FDFFSBM4A)	Oyster depuration Shellfish cultivation or harvest	Audit a cook chill process (FDFFSCC4A)	Central processing unit Facility operator processes and/or serves Facility operator contracts out some activities Facility operator contracts out all processing & serving Contractor to a facility Food for delivered meals organisation Delivered meals organisation
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UCFM – Uncooked comminuted fermented meat

RTE – Ready-to-eat

Auditors are approved to audit all licence permissions apart from those identified in Table 1 that require a specific endorsement. Auditors must not audit licence permissions unless they have achieved the appropriate endorsement.

Table 2: Examples of documents to be included for a 100-point identification check

Point value	Document details
70 Points	<p>Document</p> <ul style="list-style-type: none"> Birth certificate Birth card issued by the NSW Registry of Births, Deaths and Marriages Citizenship certificate Current passport Expired passport which has not been cancelled and was current within the preceding two years Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
40 Points	<p>Document – Must have a photograph and a name</p> <ul style="list-style-type: none"> Driver licence issued by an Australian State or Territory Licence or permit issued under a law of the Commonwealth, a State or Territory government (eg a boat licence) Identification card issued to a public employee Identification card issued by the Commonwealth, a State or Territory government as evidence of the person's entitlement to a financial benefit An identification card issued to a student at a tertiary education institution
35 Points	<p>Document – Must show name and address</p> <ul style="list-style-type: none"> A document held by a cash dealer giving security over your property A mortgage or other instrument of security held by a financial body Council rates notice Document from your current employer or previous employer within the last two years Land Titles Office record Document from the Credit Reference Association of Australia
25 Points	<p>Document – Must show name and signature</p> <ul style="list-style-type: none"> Marriage certificate (for maiden name only) Credit card Foreign driver licence Medicare card (signature not required on Medicare card) Membership to a registered club NRMA membership EFTPOS card
25 Points	<p>Document – Must show name and address</p> <ul style="list-style-type: none"> Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny Records of a public utility (phone, water, gas or electricity bill) Records of a financial institution A record held under a law other than a law relating to land titles Lease/rent agreement Rent receipt from a licensed real estate agent
25 Points	<p>Document – Must show name and date of birth</p> <ul style="list-style-type: none"> Record of a primary, secondary or tertiary education institution attended by you within the last ten years Record of professional or trade association of which you are a member

Check your application

Please check that you have completed sections of this form and attached the required payments and documentation.

Please do not provide original copies of any documentation as non-approved applications may be destroyed after a period of 24 months.

- Evidence of current auditor certification
- Completed the application form
- Made payment by cheque or money order (or completed and signed the credit card details)
- Provided evidence of relevant tertiary education
- Provided evidence of HACCP training/qualifications
- Provided evidence of other qualifications
- Provided details of audit experience
- Provided details of food industry experience and expertise
- Completed signature block (for ID card)
- Provided 4 colour passport photographs (for ID card)
- Signed and dated the declaration

Incomplete applications cannot be accepted.

Within 10 working days of lodging this application you will receive a letter advising you of the outcome of the initial assessment.

If you have provided all necessary documents with your application you will be contacted and arrangements made for you to complete a witness audit. The Authority will decide your application within 10 working days of completing that audit.

If your application is incomplete it will be returned to you, along with the application fee, and you will be asked to resubmit the application with the appropriate documentation.