

Regulations (Food regulations 91-93)

Initial verification must be completed by

	NEW BUSINESSES A business that started operating after 1 March 2016	EXISTING BUSINESSES A business that was operating on or before 1 March 2016
NP1	Within 6 weeks of registering	Within 1 year of registering
NP2	Within 6 weeks of registering	Within 1 year of registering
NP3	Within 6 weeks of registering	Within 6 months of registering

Note:

Timeframe for initial verification of new business can be extended in accordance with regulation 94A.

Unacceptable

INITIAL VERIFICATION

Acceptable

Unacceptable

SUBSEQUENT VERIFICATIONS

Acceptable

Guidance

Set the verification step at:

NP1	NP2	NP3	
6	5	4	If willing and able to comply
4	3	2	If unwilling and/or unable to comply
1	1	1	If immediate risk to public health (escalate to Compliance)

Regulations

Increase the frequency of verification (i.e. decrease the step) to:

NP1	Step 1 – 7
NP2	Step 1 – 6
NP3	Step 1 – 5

(Food Regulations 94(3))

Regulations

Verification frequency must be set at:

NP1	No further verifications (Step 8)
NP2	3 years (Step 7)
NP3	2 years (Step 6)

(Food Regulations 94)

Guidance

Decrease 1 step	If willing and able to comply
Decrease 2 steps	If unwilling and/or unable to comply
Set to Step 1	If immediate risk to public health (escalate to Compliance)

Regulations

Verification frequency must be increased (i.e. decrease the step) to:

NP1	Step 1 – 7
NP2	Step 1 – 6
NP3	Step 1 – 5

(Food Regulations 94(3))

Guidance

Increase only one step, unless there is justification to change more than one step.

Regulations

Verification frequency must be reduced (i.e. increase the step) to:

NP1	Step 2 – 8
NP2	Step 2 – 7
NP3	Step 2 – 6

(Food Regulations 94(4))

Regulations

Step	Time between different verifications
8	No verification
7	3 years
6	2 years
5	18 months

Step	Time between different verifications
4	12 months
3	9 months
2	6 months
1	3 months

(Food Regulations 94(1))

Regulations

Criteria for determining frequency of verification:

- The **competence of the operator** in managing the activities of the food business;
- The **effectiveness of process controls** established for the food business;
- The **activities and conduct of the operator** that affect the safety or suitability of food;
- The **effectiveness of environmental controls** such as controls on cleanliness, pests, and water supply;
- The **compliance history** of the operator in relation to the Act (Food Regulations 84).

Guidance

Effective criteria:

- Is the business willing to comply;
- Is the business able to comply.

Regulations (Food regulations 87-88)

Initial verification must be completed by

	NEW BUSINESSES A business that started operating after 1 March 2016	EXISTING BUSINESSES A business that was operating on or before 1 March 2016
Custom FCP*	Within 3 months of registering	Within 6 months of registering
Template FCP	Within 6 weeks of registering	Within 1 year of registering

Note:

The timeframe for initial verification of a new business can be extended in accordance with regulation 94A.

*For businesses using a [My Food Plan](#) Custom Food Control Plan making food for vulnerable populations, the verification timelines are likely to be within 6 weeks (for a new business) and within 6 months for an existing business.

Unacceptable

INITIAL VERIFICATION

Acceptable

Guidance

Set the frequency of verification at:

Step 3	If willing and able to comply
Step 2	If unwilling and/or unable to comply
Step 1	If immediate risk to public health (escalate to Compliance)

Regulations

Increase the frequency of verification (i.e. decrease the step) to:

Steps 1 – 3

(Food Regulations 90(3))

Regulations

Verification frequency must be set at:

Step 4	12 months
--------	-----------

(Food Regulations 90(2))

Unacceptable

SUBSEQUENT VERIFICATIONS

Acceptable

Guidance

Step 3	If willing and able to comply
Step 2	If unwilling and/or unable to comply
Step 1	If immediate risk to public health (escalate to Compliance)

Regulations

Increase the frequency of verification (i.e. decrease the step) to:

Steps 1 – 3

(Food Regulations 90(3))

Business has 2 consecutive verifications with acceptable outcomes since 1 March 2016

Guidance

Increase only one step, unless there is justification to change more than one step.

Regulations

Verification frequency must be reduced (i.e. increase the step) to a lesser frequency further up the table.

(Food Regulations 90(4))

Yes

No

No change in verification frequency.

Regulations

Step	Time between different verifications
5	18 months
4	12 months
3	9 months
2	6 months
1	3 months

(Food Regulations 90(1))

Regulations

Criteria for determining frequency of verification:

- The **competence of the operator** in managing the activities of the food business;
- The **effectiveness of process controls** established for the food business;
- The **activities and conduct of the operator** that affect the safety or suitability of food;
- The **effectiveness of environmental controls** such as controls on cleanliness, pests, and water supply;
- The **compliance history** of the operator in relation to the Act (Food Regulations 84).

Guidance

Effective criteria:

- Is the business willing to comply;
- Is the business able to comply.

DIRECTED VERIFICATIONS OF REGISTERED FOOD IMPORTERS

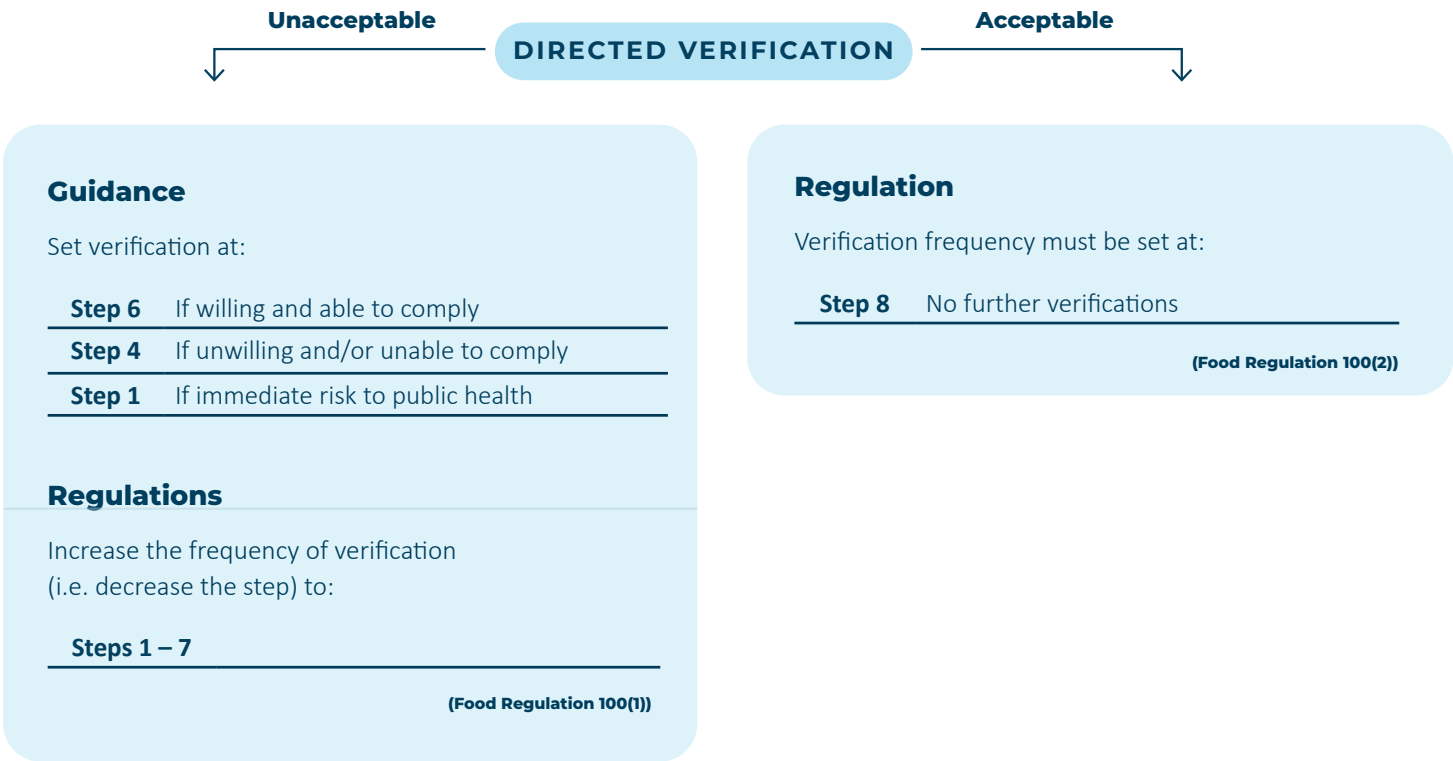
This guidance applies to businesses that are registered food importers which have been directed to be verified.

Regulation 97

Chief executive may require verification of registered importers

(1) The chief executive may require—

- (a) the verification of the operations of a registered importer to be carried out in accordance with this subpart; and
- (b) the initial verification of those operations to be carried out within a specified time.

**Regulation**

Verification frequency must be set at:

Step 8

No further verifications

(Food Regulation 100(2))

Regulation 100(1)

Step	Verification frequency
8	No verification
7	3 years
6	2 years
5	18 months
4	12 months
3	9 months
2	6 months
1	3 months

Regulation 84

Criteria for determining frequency of verification:

A person or an agency who is required or authorised under this Part to determine the frequency at which verifications must be carried out must consider:

- (a) the competence of, as the case may require,-

(ii) the registered importer in managing the operations of the registered importer; and
- (b) the effectiveness of process controls established for the food business or operations of the registered importer; and
- (c) the activities and conduct of the operator of the food business or registered importer that affect the safety or suitability of food; and
- (d) the effectiveness of environmental controls such as controls on cleanliness, pests, and water supply; and
- (e) the compliance history of the operator of the food business or registered importer in relation to the Act.
-