Food Act 2014

Ministry for Primary Industries
Manatū Ahu Matua

Titiro User Guide
Business Verifications

Version: 1.0
Date: 4th July 2018

Contents

1   Document History

Version Number	Date Issued	Description of Changes
1.0	4/7/2018	Initial version

1.1.   Updates to this document

The user guide will be updated from time to time and users should check that they are using the most recent version of this document.

Changes will be communicated through the MPI-TA Liaisons and/or the MPI newsletters.

The document is available on the Information for Regulators & Verifiers section of the Food Act 2014 page on the MPI website.

2   Background

This document explains when you may wish to create a Business Verification on the Titiro system, and how the system will function when a Business Verification is saved.

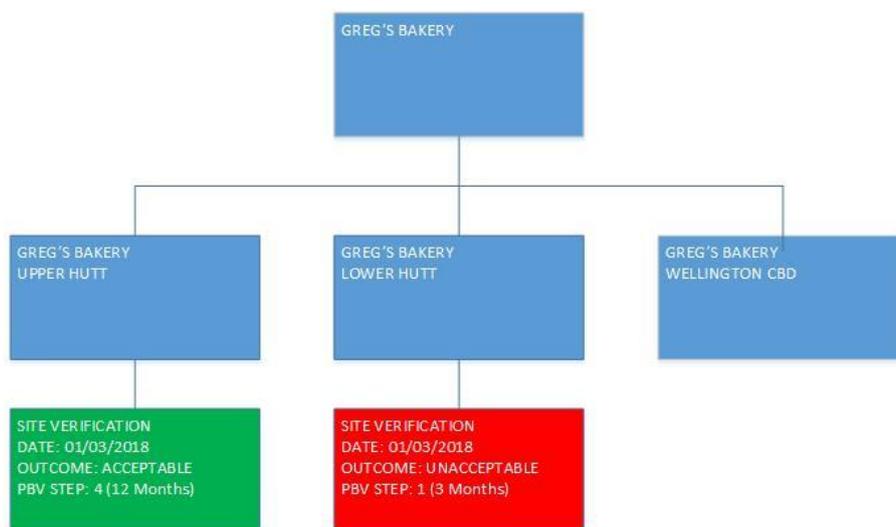We recommend you first read the Titiro user guide, if you have not already done so.

3   Business Verifications

A Business Verification is a type of Verification which can save considerable time if you wish to verify a multi-site business.

It allows you to verify an entire business and, in doing so, you will also record a verification against each Site linked to that business.
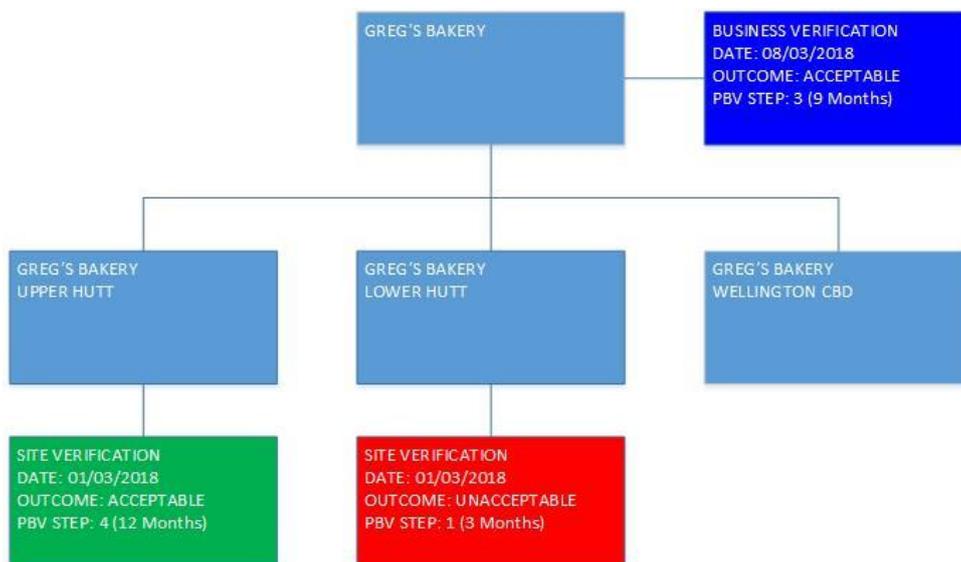
However, if a Site linked to that Business has already been verified, and has a worse outcome than the business (i.e. a lower PBV step has been assigned to that Site) then the results of the Business Verification will not be applied to that Site – it will stay on the lower PBV step.

Let's take an example:

GREG'S BAKERY

GREG'S BAKERY
UPPER HUTT

GREG'S BAKERY
LOWER HUTT

GREG'S BAKERY
WELLINGTON CBD

SITE VERIFICATION
DATE: 01/03/2018
OUTCOME: ACCEPTABLE
PBV STEP: 4 (12 Months)

SITE VERIFICATION
DATE: 01/03/2018
OUTCOME: UNACCEPTABLE
PBV STEP: 1 (3 Months)

In this example we have a Business which operates three Sites, two of which have been verified. You can see that the Upper Hutt branch of Greg's Bakery is on PBV Step 4, while the Lower Hutt branch is on Step 1, following an "Unacceptable" verification outcome.
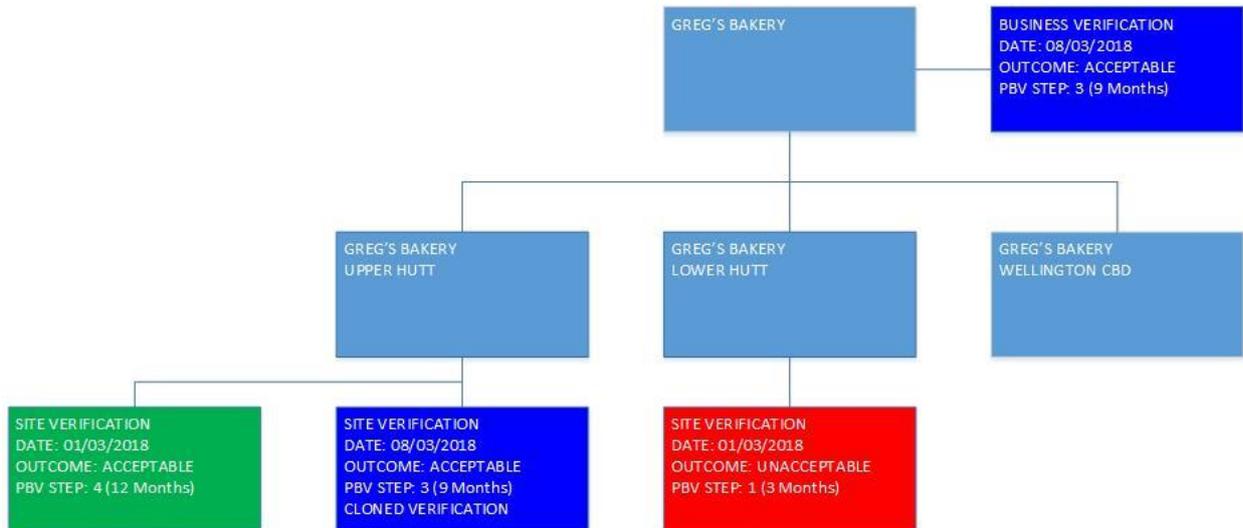
One week later, a Verifier visits the head office of Greg's Bakery and applies PBV Step 3 to the Business as a whole.

GREG'S BAKERY

BUSINESS VERIFICATION
DATE: 08/03/2018
OUTCOME: ACCEPTABLE
PBV STEP: 3 (9 Months)

GREG'S BAKERY
UPPER HUTT

GREG'S BAKERY
LOWER HUTT

GREG'S BAKERY
WELLINGTON CBD

SITE VERIFICATION
DATE: 01/03/2018
OUTCOME: ACCEPTABLE
PBV STEP: 4 (12 Months)

SITE VERIFICATION
DATE: 01/03/2018
OUTCOME: UNACCEPTABLE
PBV STEP: 1 (3 Months)

Doing this will cause the system to automatically compare this result to each of the Site Verifications linked to the three Sites.

In the case of the Upper Hutt branch, the PBV Step is higher on the Site Verification than on the Business Verification.
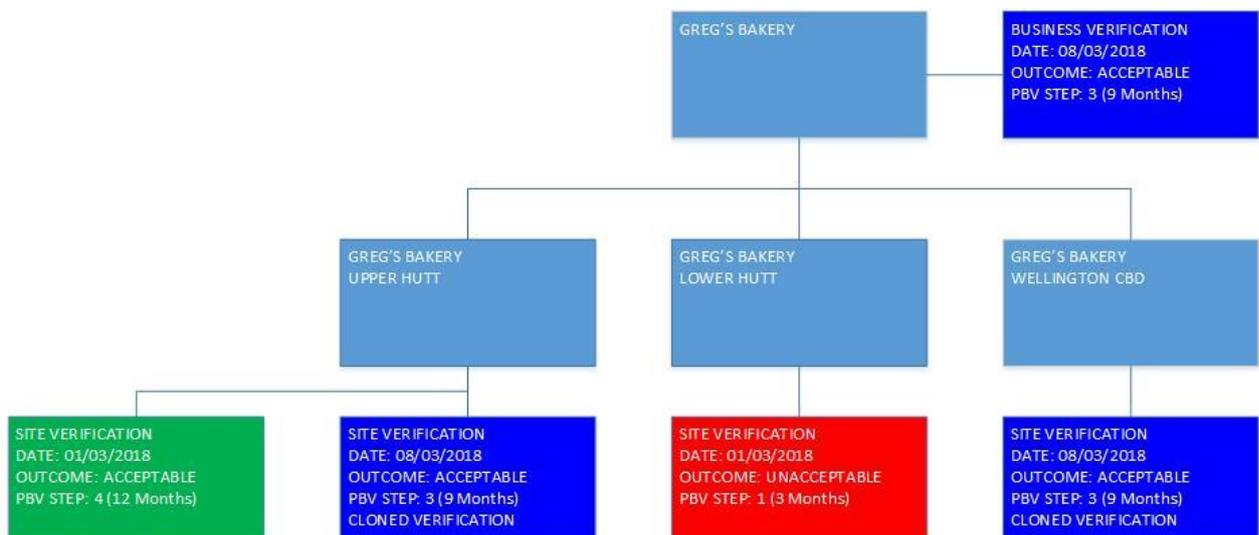
This will prompt the system to take the lower of the two – in this case the Business Verification – and "clone" it, copying all of the details of the Business Verification to create a Site Verification for the Upper Hutt Site. Note that this Site Verification is marked as a "Cloned Verification" for reporting purposes.

Note that the original Site Verification is not removed from Titiro, it is just no longer the most recent Verification record. In fact, historic Verification data cannot be removed from Titiro. You will always have a "history" of Verification data which can be reviewed and reported upon.

In the case of the Lower Hutt branch, the Site Verification has a lower PBV Step than the Business Verification. In this instance, the system will take no action, as it is important to leave that Site on the lower of the two PBV Steps.
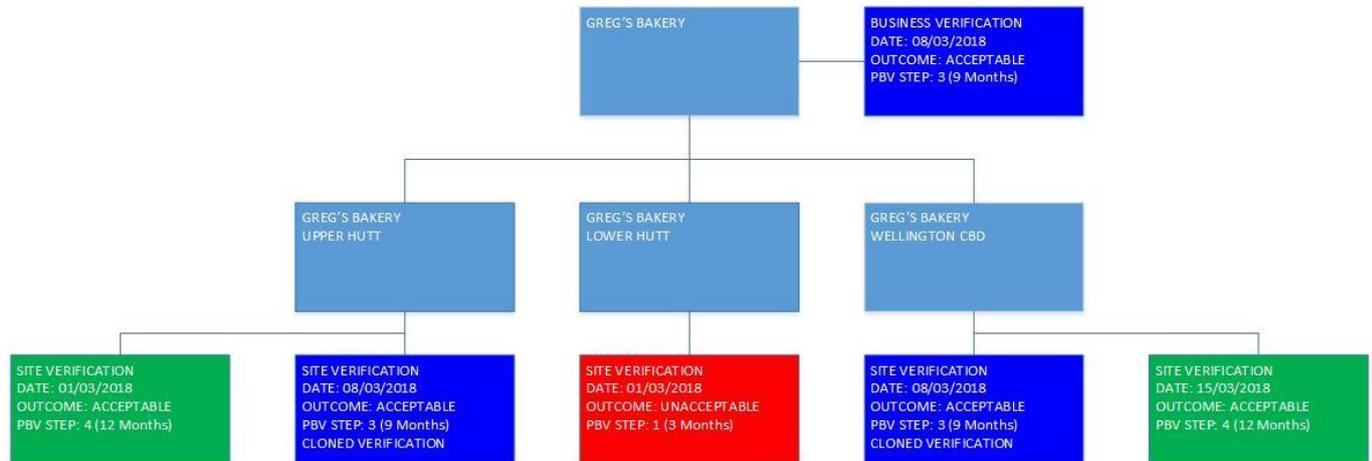
However, in the case of the Wellington CBD branch, this Site has never been verified. Therefore the system will again create a "clone" of the Business Verification and attach it to the Site.

This same logic applies if you subsequently update the Business Verification record. So if a Corrective Action Report has been applied to the business which is then closed out, then when the Verifier enters the Close Out date on the Business Verification, it will automatically be applied to all of the "cloned" Site Verifications too.

This ability to apply the Business Verification result to Sites will mean that the verification of multi-Site businesses will be simple and effective to enter into Titiro.

This facility also allows for subsequent Site Verifications, so if a Verifier should visit the Wellington CBD branch of Greg's Bakery after 08/03/2018, then the results of that Verification would be applied to that Site, as shown below.

Again, the cloned Site Verification for Wellington CBD is not removed from the system, and can be reviewed for information.

3.1.   Other Exceptions

Titīro will also NOT create a clone for a Site, if there is an existing Site Verification for that Site, and the Site Verification has outstanding CARS (i.e. the Agreed Close Out Date has been set, but the Actual Close Out Date has not).