Determining verification frequency — National programmes

This guidance applies for businesses that have registered and are operating the Risk Based Measure (RBM) they are required to. If a business opts to register a higher RBM than they are required to they should only be verified at the frequency that applies to the required risk based measure.

### Regulations

<table>
<thead>
<tr>
<th>Step</th>
<th>Time between different verifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>No verification</td>
</tr>
<tr>
<td>7</td>
<td>3 years</td>
</tr>
<tr>
<td>6</td>
<td>2 years</td>
</tr>
<tr>
<td>5</td>
<td>18 months</td>
</tr>
<tr>
<td>4</td>
<td>12 months</td>
</tr>
<tr>
<td>3</td>
<td>9 months</td>
</tr>
<tr>
<td>2</td>
<td>6 months</td>
</tr>
<tr>
<td>1</td>
<td>3 months</td>
</tr>
</tbody>
</table>

*(Food Regulations 94(1))*

### Guidelines

- **Set the frequency of verification at:**
  - NP1
  - NP2
  - NP3
  - \(8\) No verification
  - \(7\) 3 years
  - \(6\) 2 years
  - \(5\) 18 months
  - \(4\) 12 months
  - \(3\) 9 months
  - \(2\) 6 months
  - \(1\) 3 months

*(Food Regulations 94(3))*

### Regulations (Food regulations 91-93)

<table>
<thead>
<tr>
<th>Initial verification must be completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing businesses (was operating prior to 1 March 2016)</td>
</tr>
<tr>
<td>NP1 Within 1 year of registering</td>
</tr>
<tr>
<td>NP2 Within 1 year of registering</td>
</tr>
<tr>
<td>NP3 Within 6 months of registering</td>
</tr>
</tbody>
</table>

*(Food Regulations 94)*

### Guidelines

- **Decrease 1**
- **Decrease 2**
- **Set to Step 1**

*Unacceptable* → *Acceptable*

*(Food regulations 94 (3))*

### Regulations (Food regulations 91-93)

<table>
<thead>
<tr>
<th>Verification frequency must be increased (i.e. decrease the step) to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP1 – Step 1 – 7</td>
</tr>
<tr>
<td>NP2 – Step 1 – 6</td>
</tr>
<tr>
<td>NP3 – Step 1 – 5</td>
</tr>
</tbody>
</table>

*(Food Regulations 94)*

### Regulations (Food regulations 91-93)

<table>
<thead>
<tr>
<th>Verification frequency must be reduced (i.e. increase the step) to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP1 – Step 2 – 8</td>
</tr>
<tr>
<td>NP2 – Step 2 – 7</td>
</tr>
<tr>
<td>NP3 – Step 2 – 6</td>
</tr>
</tbody>
</table>

*(Food Regulations 94(4))*

### 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

- **Effective criteria:**
  - Is the business willing to comply
  - Is the business able to comply

*(Food Regulations 94)*

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

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**Initial verification**

- If willing and able to comply
- If unwilling and/or unable to comply
- If immediate risk to public health (Escalate to compliance).

**Subsequent verifications**

- If willing and able to comply
- If unwilling and/or unable to comply
- If immediate risk to public health (Escalate to compliance).

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**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).*

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**Escalation**

- **Unacceptable**
- **Acceptable**

*(Escalate to compliance).*

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**New businesses (started operating post 29 Feb 2016)**

- Within 1 year of registering
- Within 6 weeks of registering

*(Food Regulations 94(4))*
Determining verification frequency — Food Control Plans

This guidance applies for businesses that have registered and are operating the Risk Based Measure (RBM) they are required to. If a business opts to register a higher RBM than they are required to they should only be verified at the frequency that applies to the required risk based measure.

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:
Step 1 - 3

(Food Regulations 90(3))

Regulations
Verification frequency must be set at:
• Step 4 (12 months)

(Food Regulations 90(2))

Regulations (Food regulations 87 and 88)
Initial verification must be completed by

<table>
<thead>
<tr>
<th></th>
<th>Existing businesses (was operating prior to 1 March 2016)</th>
<th>New businesses (started operating post 29 Feb 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom FCP</td>
<td>Within 6 months of registering</td>
<td>Within 3 months of registering</td>
</tr>
<tr>
<td>Template FCP</td>
<td>Within 1 year of registering</td>
<td>Within 6 weeks of registering</td>
</tr>
</tbody>
</table>

Note: Initial verification time frames for existing businesses apply to businesses with deemed FCP’s once registered. The timeframe for initial verification of a new business can be extended in accordance with regulation 94A.

Guidance
Increase only one step unless there is justification to change more than one step. Further guidance on what constitutes sufficient justification will be available later in 2016.

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

(Food Regulations 90(4))

Guidance
Effective criteria:
• Is the business willing to comply
• Is the business able to comply

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)