

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 RBM.

### Regulations (Food regulations 91-93)

Initial verification must be completed by

	NEW BUSINESSES	EXISTING BUSINESSES
<b>NP1</b>	Within 6 weeks of registering	Within 1 year of registering
<b>NP2</b>	Within 6 weeks of registering	Within 1 year of registering
<b>NP3</b>	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.



### Guidance

Set the frequency of verification 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:

<b>NP1</b>	Step 1 – 7
<b>NP2</b>	Step 1 – 6
<b>NP3</b>	Step 1 – 5

(Food Regulations 94(3))

### Regulations

Verification frequency must be set at:

<b>NP1</b>	No further verifications (Step 8)
<b>NP2</b>	3 years (Step 7)
<b>NP3</b>	2 years (Step 6)

(Food Regulations 94)



### Guidance

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

### Regulations

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

<b>NP1</b>	Step 1 – 7
<b>NP2</b>	Step 1 – 6
<b>NP3</b>	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:

<b>NP1</b>	Step 2 – 8
<b>NP2</b>	Step 2 – 7
<b>NP3</b>	Step 2 – 6

(Food Regulations 94(4))

### Regulations

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

Step	Time between different verifications
<b>4</b>	12 months
<b>3</b>	9 months
<b>2</b>	6 months
<b>1</b>	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.

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 RBM.

### Regulations (Food regulations 87-88)

Initial verification must be completed by

	NEW BUSINESSES	EXISTING BUSINESSES
<b>Custom FCP*</b>	Within 3 months of registering	Within 6 months of registering
<b>Template FCP</b>	Within 6 weeks of registering	Within 1 year of registering

#### Note:

Initial verification time frames for existing businesses apply to businesses with deemed FCPs once registered. 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.



#### 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))

#### 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:

**Step 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.