

# 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.

**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:  
**NP1** – Step 1 – 7  
**NP2** – Step 1 – 6  
**NP3** – Step 1 – 5  
**(Food Regulations 94(3))**

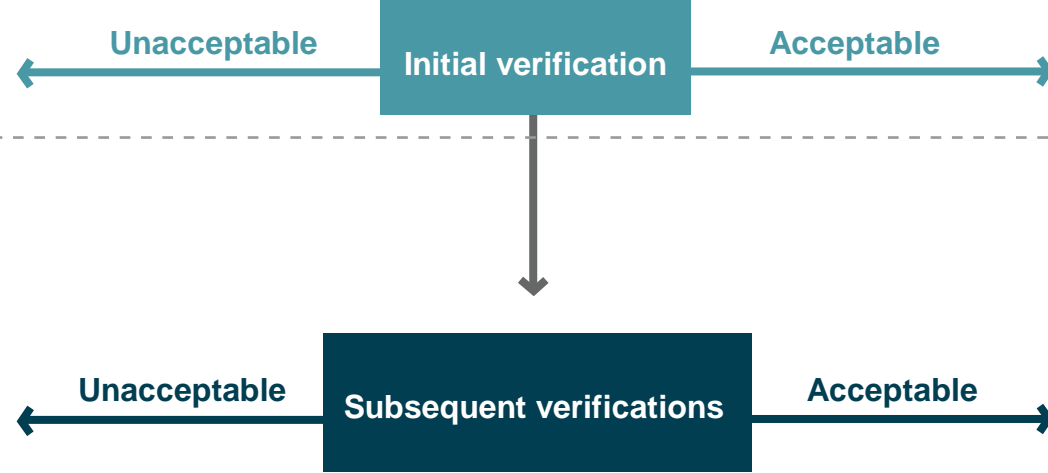
**Regulations (Food regulations 91-93)**

**Initial verification must be completed by**

	Existing businesses (was operating prior to 1 March 2016)	New businesses (started operating post 29 Feb 2016)
<b>NP1</b>	Within 1 year of registering	Within 6 weeks of registering
<b>NP2</b>	Within 1 year of registering	Within 6 weeks of registering
<b>NP3</b>	Within 6 months of registering	Within 6 weeks of registering

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

**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** – If willing and able to comply  
**Decrease 2** – 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. 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:  
**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
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

# 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**  
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		
	Existing businesses (was operating prior to 1 March 2016)	New businesses (started operating post 29 Feb 2016)
<b>Custom FCP</b>	Within 6 months of registering	Within 3 months of registering
<b>Template FCP</b>	Within 1 year of registering	Within 6 weeks of registering

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**  
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))**

**Initial verification**

↑ Acceptable

← Unacceptable

**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))**

**Subsequent verifications**

← Unacceptable

→ Acceptable

**Business has 2 consecutive verifications with acceptable outcome since 1 March 2016**

Yes →

No →

**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))**

**No change in verification frequency**

**Regulations**

Step	Time between 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