

### 1. Print & Complete Sections

Please adhere to the guidelines provided in each section. Utilize the check boxes to signify that you have fulfilled all the prerequisites outlined in each of the three sections.

### 2. Complete the Site Compliance Record

Ensure the Site Compliance Record is fully filled out and stored securely.

What type of businesses are captured by the standard? The standard applies to food service and closely related retail businesses who are defined as either category one or category two businesses in the standard. General examples include, depending on their activities:

- restaurants, cafés, pubs, hotels with table service and takeaway
- supermarkets and delis • takeaway shops, mobile food vendors and juice bars • hospitals, aged care facilities and childcare centres.

## Part 1

### Food Handler Requirement

You must ensure all Food Handlers meet the training, skills and knowledge requirements.

#### Food Handlers

Enter the total number of Food Handlers at this site

- All Food Handlers have successfully completed an approved Food Handler course
- Completion records have been securely stored and are available upon inspection by an authorised government representative
- All Food Handlers have the appropriate skills & knowledge to handle Potentially Hazardous Foods in a safe manner

*Check each box once complete*

Food handlers in both category one and category two businesses must meet these requirements. Food businesses in either category must ensure all food handlers have completed a food safety training course, or have appropriate skills and knowledge, before they start handling high-risk foods.

For part (a), the standard has the following definition of food safety training course:

- safe handling of food – including temperature control measures for potentially hazardous food and understanding of the temperature danger zone
- food contamination – including strategies to keep raw and cooked food separate, allergen management, food storage, and use of separate utensils and chopping boards
- cleaning and sanitising of food premises and equipment – including correct procedures for cleaning then sanitising, using food-safe chemicals, and/or using heat as a sanitiser
- personal hygiene – including obligations for sick employees, handwashing, uniforms and grooming of hair, nails, skin, etc.

Businesses can choose how food handlers are trained – they may use free online food safety training programs (e.g. I'm Alert and DoFoodSafely are free and recognised by enforcement agencies)

## Part 2

### Food Safety Supervisor Requirement

You must nominate a Food Safety Supervisor who meets the qualification requirements, is readily available while the business operates and fulfills their obligations.

Primary

#### Food Safety Supervisor

- A Food Safety Supervisor been nominated for this site and Noosa Council has been notified
- Primary Food Safety Supervisor has successfully completed an approved Food Safety Supervisor course within the last 5 years
- Completion records have been securely stored and are available upon request by an authorised government representative

*Check each box once complete*

Both a category one and category two business must appoint a certified FSS before doing any high-risk food handling.

The FSS must also be 'reasonably available' to do their job including advising and supervising food handlers engaged in prescribed activities.

The intention is that a FSS with appropriate skills, knowledge and authority can effectively supervise the food handlers and ensure food is kept safe, particularly high-risk potentially hazardous food that is ready-to-eat.

The Standard defines a food safety supervisor in clause 2: food safety supervisor means a person who:

FSS certificates must be obtained from either a registered training organisation (e.g. accredited through the Australian Skills Quality Authority), or an organisation recognised by the relevant food regulator.

The certificate will show the participant has successfully completed the required national units of competency for the FSS course.

Details of FSS competency units are available on the national register of vocational education and training website at [training.gov.au](http://training.gov.au).

### Part 3

The Food Standards Code 3.2.2A outlines specific requirements related to the safe handling and management of food. Here are some key aspects of these requirements:

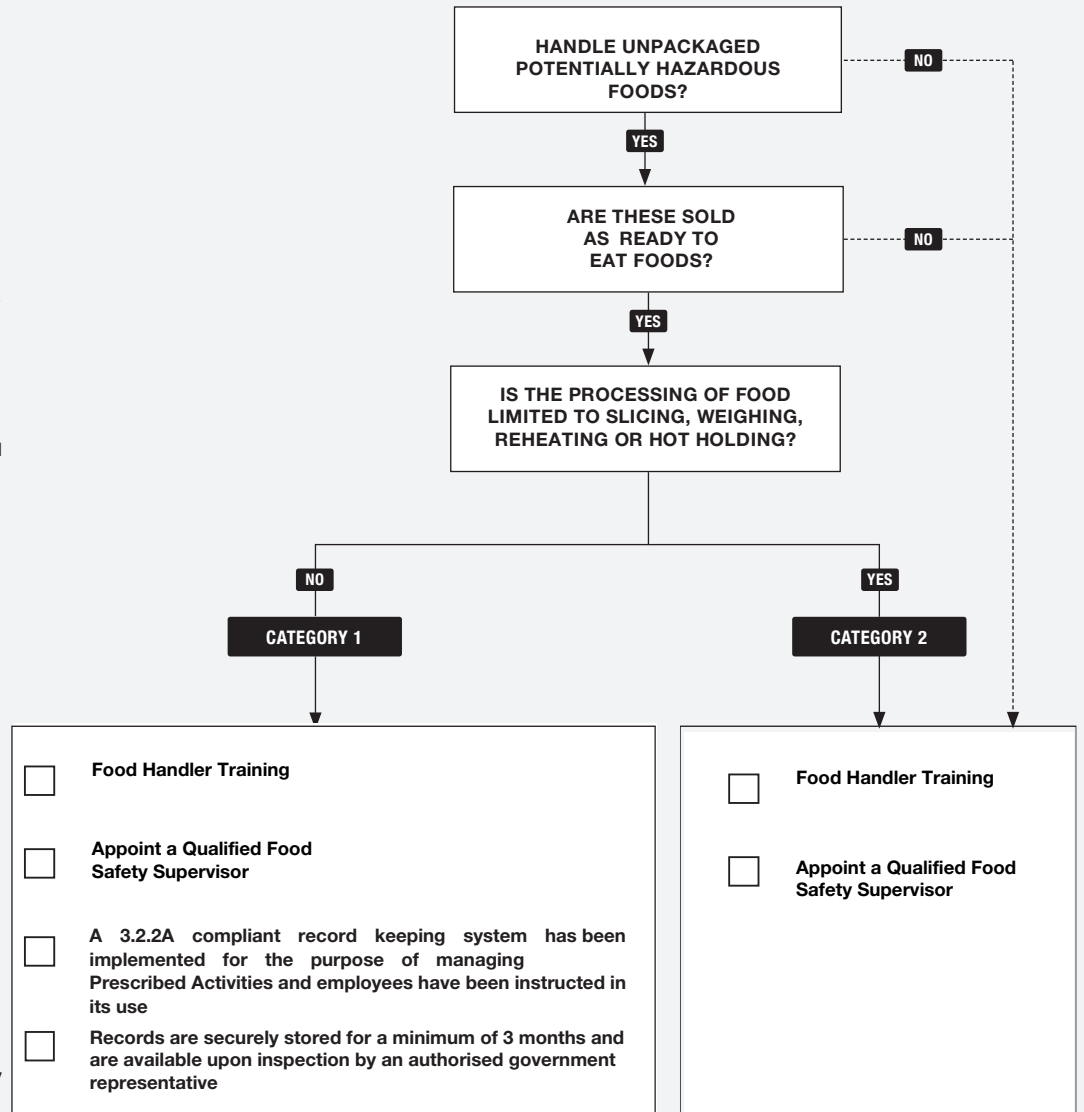
**1. Record-Keeping:** Businesses must implement a compliant record-keeping system for managing Prescribed Activities. This system should effectively document relevant information pertaining to food handling practices.

**2. Potentially Hazardous Foods:** The code defines Potentially Hazardous Foods as food items that have a higher risk of causing foodborne illness if not handled, stored, or prepared properly. Examples of such foods include raw and cooked meat, dairy products, seafood, processed or cut fruits and vegetables, cooked rice and pasta, eggs, beans, nuts, quiche, and soy products.

**3. Ready-to-Eat Foods:** Ready-to-Eat Foods are those that are typically consumed without further cooking or preparation. These foods should be safe for immediate consumption without any additional steps to eliminate potential hazards.

**4. Compliance:** Businesses subject to the record-keeping requirement must ensure that their practices meet the standards set forth in the Food Standards Code 3.2.2A. This includes maintaining accurate and up-to-date records for all Prescribed Activities, which may involve various aspects of food handling and safety.

It is important for businesses in the food industry to understand and comply with these requirements to maintain the safety and quality of the food they handle and serve to consumers.



## Compliance Record

After fulfilling the above requirements, complete the form below and securely store this document. It is advisable to include copies of employee training qualifications and store them along with your food safety plan. This completed document is a component of your compliance evidence record and should be readily available for presentation to an authorised officer upon request.

Business / Site Name

Site Manager Name

Site Address

Site Manager Signature

Date of Compliance

Food Safety Supervisor Name