

Preparing for an Audit by the NSW Food Authority

1. Ensure that Food Safety Program is up-to-date

- a. Has your meal service changed in any way? Have you introduced any new menu changes? Make sure these are all included in your Food Safety Program
- b. Make sure your Food Safety Program has been updated in the past six months. This could be evidenced in the foot note or the cover page of your manual. Keep copies of old
- c. Make sure all copies of the Food Safety Program are up-to-date if any changes have been made and that staff and volunteers are using the correct records

2. Internal Food Safety Program Audits

- a. Your Food Safety Program has been audited internally within the last 12 months and all corrective actions have been implemented.
- b. Ensure the last NSWFA audit was closed out.

3. Verification Schedule

- a. A Verification Schedule must be included in the Food Safety Program which outlines what, how and when your organisation will check that the Food Safety Program is working and is still valid. An example is included under "Resources" on this web site.
- b. Ensure that all items on the Verification Schedule are up-to-date

4. Training

- a. Make sure that staff have up-to-date knowledge about your Food Safety Program and the current food safety laws and requirements
- b. Train your staff before an audit, practice asking them questions that the NSW Food Authority may ask

5. Cleaning

- a. Have a list of chemicals on-site
- b. Have a copy of all MSDS on-site

6. Calibration

- a. All probe thermometers must be calibrated once a month and this must be recorded (i.e. the actual temperature noted during calibration to show it is within 1°C of either 0°C or 100°C/ corrective actions taken if the thermometer was not within a 1°C tolerance (An example is included under "Resources" on this web site)
- b. All probe thermometers must be calibrated at boiling point (100°C) and ice point (0°C)

7. Use of data loggers

- a. Data loggers are an excellent way of monitoring storage temperatures, packing and delivery temperatures. Make sure you download them daily, sign off that the temperatures are correct and document any corrective actions taken)
- b. Make sure your data logger is regularly calibrated (monthly internally and at least once every 6 months externally)

8. Temperature monitoring of meals being delivered

- a. The temperature of meals being delivered must be kept daily. Choose the longest run and check a hot and chilled meal, recording the time and temperature at packing/ dispatch and then again on the return of the hot box by the volunteer. Volunteers must sign back in including their name/ time of return when they return to prove that the delivery was within 2 hours (An example of a sample form is included under "Resources" on this web site).

For premises where food is being prepared (e.g. meals, soups, sandwiches etc.)

1. Cleaning verification

- a. Sanitiser dilution rates and strength ((An example is included under "Resources" on this web site)
- b. Protein Checks to ensure that sanitising of surfaces is effective and is removing all protein residue (An example is included under "Resources" on this web site)
- c. Cooking and cooling temperature records (one sample temperature taken per batch) (An example is included under "Resources" on this web site)

