

January Food Safety News:

About NSW Food Authority Audits

Source: [Audit Guidelines \(Hospitals and Aged Care\)](#), 2005, The NSW Food Authority

For up-to-date information about the NSW Food Authority audits go to the web site at www.foodauthority.nsw.gov.au/industry/fb-inspections

NOTE:

This information was correct at the time of publishing on the web site but may have changed. It is important that your service has the most up-to-date information available from the NSW Food Authority web site.

February Food Safety News:.....	1
About NSW Food Authority Audits	1
What is the purpose of a NSW Food Authority Audit?.....	1
What will a NSW Food Authority Audits involve?	2
What will the auditor do when they visit?	2
What happens after an audit?	2
Audit Rating System.....	3
How often will the audits take place?.....	3

What is the purpose of a NSW Food Authority Audit?

A Food Safety Audit is defined as a process that verifies that the procedures and operational practices stated in your food safety program are current; will ensure safe food is produced; and are being complied with (i.e. you are doing what you say you are doing), will also verify that your food safety program complies with all applicable state and national Regulatory requirements (e.g. Australian Food Standards Code 3.2.1: Food Safety Programs and will also verify that your support programs comply with Standard 3.2.2: Food Safety Practices and Standard 3.2.3: Food Premises and Equipment).

What will a NSW Food Authority Audits involve?

The audit will cover the entire food operation from the receipt of ingredients, processing and storage of food, and the distribution of food to the customer.

The audits will involve the following three activities:-

1. Observations of the areas such as, kitchen, receiving areas, storage areas (cool room, fridges, freezers, dry storage areas), waste storage areas and transportation (e.g. delivery vehicles such as vans);
2. Observation and questions about the safe food practices that the service follows, such as cleaning and wash up, personal hygiene, time and temperature controls, cross contamination controls;
3. Review of records that the service keeps (e.g. time and temperature records, storage temperature records, delivery records, cleaning schedules and checklists, maintenance and calibration records, pest control records, training records etc.)

What will the auditor do when they visit?

1. The auditor will arrive and meet key staff
2. Conduct an opening meeting with key staff
3. Walk around the site for a quick orientation
4. The auditor will conduct the audit
5. Talk with management about any "non compliances" or problems
6. Conduct a closing meeting and discuss the non compliances and how the service will correct them (i.e. corrective actions)
7. Provide the service with an audit report

What happens after an audit?

During the audit any identified issues will be discussed as they are raised and at the audit exit meeting. The Food Safety Auditor will detail the findings of the audit with you. If any defects or non compliances are identified the Auditor will discuss them with you and dates for implementing corrective actions will be agreed upon between yourself and the Auditor. You will receive a written report of the audit findings and at the next audit the Auditor will check you have attended to the issues and if so will close out any defects.

Audit Rating System

Each defect raised during the audit will be given a category rating and a corresponding numerical value based on the defects. The scores will be as follows:

Critical – 64 points

Major – 8 points

Minor – 2 points

These different categories and numerical values are listed in the table below:

Rating	Total number of allocated points	
A	0 - 15	PASS
B	16 - 31	PASS
C	32 - 47	MARGINAL
D	48 - 63	FAIL
E	64 and above	FAIL

How often will the audits take place?

The results of your audit will determine the frequency of your audits by the NSW Food Authority. The numerical value of all your defects is combined to give your facility a rating and hence determine your audit frequency.

How often are follow up audits if the business passes the audit?

Every licensed business has regular audits. The frequency of follow up audits will depend upon the type of business (a priority 1 or 2 business).

Table 2: Audit frequency of business with passed or marginal audits

Food business rating	Priority 1	Priority 2
A or B	6 months	12 months
C	3 months	6 months

What happens when a business fails the audit?

A business that fails the audit has additional audits, which must be passed before it returns to the normal frequency of audits as above.

Table 3: Audit frequency of business with failed audits

Rating	Follow up audit	Additional audit	Additional audit
D or E	1 month	2 month	Return to normal frequency