

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 A business that started operating after 1 March 2016	EXISTING BUSINESSES A business that was operating on or before 1 March 2016
NP1	Within 6 weeks of registering	Within 1 year of registering
NP2	Within 6 weeks of registering	Within 1 year of registering
NP3	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 verification step 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

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 step	If willing and able to comply
Decrease 2 steps	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.

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

Step	Time between different verifications
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.