

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 87-88)

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
Custom FCP*	Within 3 months of registering	Within 6 months of registering
Template FCP	Within 6 weeks of registering	Within 1 year of registering

Note:

The timeframe for initial verification of a new business can be extended in accordance with regulation 94A.

*For businesses using a [My Food Plan](#) Custom Food Control Plan making food for vulnerable populations, the verification timelines are likely to be within 6 weeks (for a new business) and within 6 months for an existing business.



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:

Steps 1 – 3
(Food Regulations 90(3))

Regulations

Verification frequency must be set at:

Step 4 12 months
(Food Regulations 90(2))

Guidance

- 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:

Steps 1 – 3
(Food Regulations 90(3))



Business has 2 consecutive verifications with acceptable outcomes since 1 March 2016

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 a lesser frequency further up the table.
(Food Regulations 90(4))

Yes

No

No change in verification frequency.

Regulations

Step	Time between different 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.