

## Instructions

### 1. Print & Complete Sections

Follow the instructions in each section. Use the check boxes to indicate you have met all of the requirements in each of the three sections.

### 2. Complete the Site Compliance Record

Complete the Site Compliance Record and store securely. This document should now form part of the evidence record that can be provided to an authorised government representative upon request.

This form should be completed by the site manager or an authorised representative of the business.

#### Multiple Site Businesses

If your business operates multiple food service sites or premises, ensure you print separate copies for each individual site and that the information specified relates to the site specified on the compliance record.



## SECTION 1

### Food Handler Requirement

Meets the requirement to ensure that all food handling staff are fully trained and have the appropriate skills and knowledge to handle Potentially Hazardous Foods.

#### Full Time vs Occasional

Most employees in a food service business are considered Full Time Food Handlers. However if certain employees handle food only on an infrequent basis (i.e. less than once per week) they may be considered an Occasional Food Handler.



#### Full Time Food Handlers

**REQUIRED**

Enter the total number of Full Time Food Handlers at this site

- All Full Time Food Handlers have successfully completed a Standard 3.2.2A compliant Food Handler course
- Completion records have been securely stored and are available upon inspection by an authorised government representative
- All Full Time Food Handlers have the appropriate skills & knowledge to handle Potentially Hazardous Foods in a safe manner

*Check each box once complete*

Visit [foodsafety.org.au/enrol](https://foodsafety.org.au/enrol) or call **1300 797 020** to enrol employees into a Standard 3.2.2A compliant Food Handler training course.

#### Occasional Food Handlers

**REQUIRED**

Enter the total number of Occasional Food Handlers at this site

- All Occasional Food Handlers have successfully completed a Standard 3.2.2A compliant Food Handler course
- Completion records have been securely stored and are available upon inspection by an authorised government representative
- All Occasional Food Handlers have the appropriate skills & knowledge to handle Potentially Hazardous Foods in a safe manner

*Check each box once complete*

Visit [foodsafety.org.au/enrol](https://foodsafety.org.au/enrol) or call **1300 797 020** to enrol employees into a Standard 3.2.2A compliant Food Handler training course.

## SECTION 2

### Food Safety Supervisor Requirement

Meets the requirement to ensure that fully trained and qualified Food Safety Supervisors have been nominated and understand their role and obligations to ensure proper food safety practices.

#### Primary vs Secondary

To ensure best practice it is recommended that both Primary and Secondary Food Safety Supervisors are employed for each site. This helps ensure supervision requirements are met across shifts, during holidays and when sick days are taken.



#### Primary Food Safety Supervisor

**REQUIRED**

- A Primary Food Safety Supervisor has been nominated for this site
- Primary Food Safety Supervisor has successfully completed a Standard 3.2.2A compliant 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
- NSW Food Authority certificate is available upon request by an authorised government representative (NSW Only)

*Check each box once complete*

Visit [foodsafety.org.au/enrol](https://foodsafety.org.au/enrol) or call **1300 797 020** to enrol employees into a Standard 3.2.2A compliant Food Safety Supervisor training course.

#### Secondary Food Safety Supervisors

**RECOMMENDED**

Enter the total number of Secondary Food Safety Supervisors at this site

- All Secondary Food Safety Supervisors have successfully completed a Standard 3.2.2A compliant 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
- NSW Food Authority certificate is available upon request by an authorised government representative (NSW Only)

*Check each box once complete*

Visit [foodsafety.org.au/enrol](https://foodsafety.org.au/enrol) or call **1300 797 020** to enrol employees into a Standard 3.2.2A compliant Food Safety Supervisor training course.

## SECTION 3

### Record Keeping Requirement

Meets the requirement to ensure that certain businesses have implemented a 3.2.2A compliant record keeping system for the purpose of managing Prescribed Activities.

#### What is a Potentially Hazardous Food?

Potentially Hazardous Foods include raw and cooked meat, dairy products, seafood, processed or cut fruits and vegetables (such as salads), cooked rice and pasta, eggs, beans, nuts or other protein-rich food such as quiche and soy products.

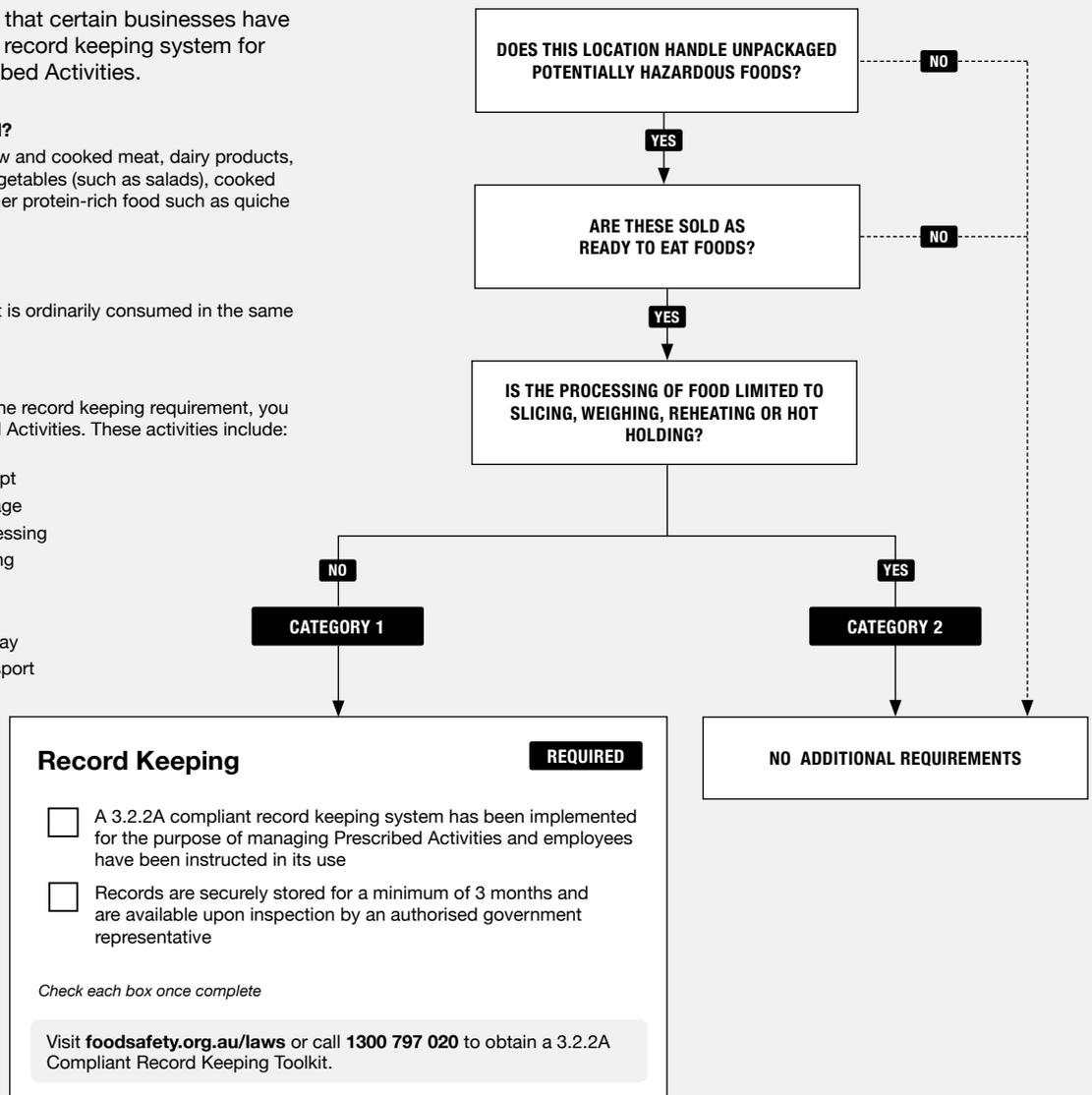
#### What is a Ready to Eat Food?

Ready to Eat Food means any food that is ordinarily consumed in the same state as that in which it is sold.

#### What are Prescribed Activities?

If your business needs to comply with the record keeping requirement, you must maintain records for all Prescribed Activities. These activities include:

- Temperature control during food receipt
- Temperature control during food storage
- Pathogen reduction during food processing
- Minimising time during food processing
- Cooling food
- Reheating food
- Temperature control during food display
- Temperature control during food transport
- Cleaning and sanitising



## Site Compliance Record

Once the above requirements have been met, fill out the form below and store this document in a safe place. We recommend attaching copies of your employee training qualifications and keeping it with your food safety plan. This document should form part of your compliance evidence record and can be provided to an authorised government representative upon request.

Business / Site Name

Site Manager Name

Site Address

Site Manager Signature

Date of Compliance

Primary Food Safety Supervisor Name