

REGULATORY FOOD SAFETY AUDIT REPORT

Section A: Food Business Details

Registered Trading name of Food Business	Coolamon School of Early Learning		
Proprietor name	Ann Marie Chemello (Proprietor)		
Responsible Food Business Representative	Shelyce Bitmead (Centre Director)	email: admin@coolamonse.com.au	
Business Address	136 Coolamon Blvd, Ellenbrook WA 6069		
Business Type	Fixed. Child care centre, licenced for 132 children		
Audit Scope	Preparation of ready to eat meals including ingredient receipt, dry and cold storage, preparation, cooking, and service to children.		
Priority Classification	P1		
Address of premises where the audit was performed	136 Coolamon Blvd, Ellenbrook WA 6069		
Enforcement Agency	City of Swan	email: swan@swan.wa.gov.au	

Section B: Auditor Details

Name	Edward McCartney		
Contact details	Phone: 08 9305 0212	Mobile: 0437 253 070	
	Email: edward@foodsafetyplus.com.au		
Approval Scope	Core competencies and cook chill. Expires 2024		

Section C: Audit Details

Is this the first Audit?	No	If no, date of previous audit	26 th September 2023	
Review of previous audit report / Food Act 2008 regulatory assessment report / regulatory action (ie §63 improvement notice)	Are there outstanding issues? Please detail			
	No			
Date/s of audit: 28 th March 2024	Start: 8:00am	Report Preparation	Total Time of Audit	
	Finish: 9:40am	1 hour, 30 minutes	3 hours, 10 minutes	
	Duration: 1hr, 40 min			



Section D: Regulatory Food Safety Auditor Summary
Following completion of the regulatory food safety audit, I am of the opinion that:

The food business is being carried on in compliance with the requirements of the following where appropriate:

Standard 3.2.1 of the Food Standards Code in relation to the FSP

Yes	No	IF NO, I am of the opinion that the following requirements are being contravened:	Detail of the manner in which they are being contravened:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Observation* **OBS 1:** Consider paginating the FSP.

Standard 3.2.2 Food Safety Practices and General Requirements

Yes	No	IF NO, I am of the opinion that the following requirements are being contravened:	Detail of the manner in which they are being contravened:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Observation* **OBS 2:** Ensure that the nursery fridge thermometer is also calibrated.
OBS 3: If you intend to cool or freeze potentially hazardous food, then you must monitor the rate of cooling in accordance with §HCT 4 of the FSP.

Standard 3.2.2A Food Safety Management Tools

Yes	No	IF NO, I am of the opinion that the following requirements are being contravened:	Detail of the manner in which they are being contravened:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Standard 3.2.3 Food Premises and Equipment

Yes	No	IF NO, I am of the opinion that the following requirements are being contravened:	Detail of the manner in which they are being contravened:
<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Section D: Regulatory Food Safety Auditor Summary
Following completion of the regulatory food safety audit, I am of the opinion that:

The food business is being carried on in compliance with the requirements of the following where appropriate:

Observations* - Incidental or isolated discrepancies that may need to be reviewed by you to prevent them becoming a larger issue, ie highlighting issues likely to become a problem in the future
Comments marked "note" elsewhere in the report may be useful when planning the next audit or provide context to a local government environmental health officer

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance
3.2.2 (4)	Notification	Yes	Sighted City of Swan: <ul style="list-style-type: none"> • Certificate of Registration of a Food Business, dated 1/7/2022 • EHO Inspection report, dated 5/7/2023 with 2 x minor NC now resolved
3.2.1 (3)c	Written food safety program	Yes	Reviewed generic Food Safety Program (FSP) dated 1/6/2022 incorporating: <ul style="list-style-type: none"> • Food safety hazard analysis in "Hazard Assessment, and Control Register" and records applicable to FSC 3.2.1. • A scope (in the Introduction) including food receipt, preparation, cooking and service. • Documented pre-requisite programs relating to Standard 3.2.1 and 3.2.2 including: <ul style="list-style-type: none"> ○ SOP 1: Training ○ SOP 2: Personal hygiene, ○ SOP 3: Cleaning and sanitation ○ SOP 4: Pest Control ○ SOP 5: Allergen Control Procedure ○ SOP 6: Facility maintenance ○ SOP 7: Thermometer calibration <p>OBS 1: Consider paginating the FSP. Note: Please obtain a report from the City of Swan showing that the FSP has been verified as required by the Food Act 2008 Regulatory Guideline No. 6 and §120 of the Food Act 2008.</p>
3.2.1 (5)a 3.2.1 (5)b 3.2.1 (5)c 3.2.1 (5)d	Systematic identification of food safety hazards Establishment of control measures Monitoring of control measures Provision for corrective action	Yes Yes Yes Yes	The purpose of the FSP is stated to systematically examine all food handling activities so as to identify and potential hazards. Hazards are to be controlled, monitored, reviewed and if found not to be controlled, will have corrective action implemented. The FSP systematically identifies relevant food safety hazards. <ul style="list-style-type: none"> • Steps in the flow diagram (Flow 1), include receipt, storage, thaw, preparation and cooking. • The hazard analysis and food handling operations are described in "Hazard Assessment, and Control Register" that includes all the steps in the flow diagram (Flow 1). Microbiological, physical and chemical hazards are identified. The FSP lists generic hazards that may occur at any step. Further pages list hazards that may occur at specific steps. <p>A "Hazard Control Table" describes relevant to receipt, cold/freezer storage, cooking, reheating and cooling:</p>

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																							
			<ul style="list-style-type: none"> Controls and critical limits relative to the FSC. The controls also refer to procedures such as support programs [see 3.2.1 (3)c]. and specific control such as temperature. <table border="1" data-bbox="1099 352 2107 555"> <thead> <tr> <th>Step</th> <th>Critical limits</th> <th>Record used</th> </tr> </thead> <tbody> <tr> <td>Receipt</td> <td>≤5°C / hard frozen</td> <td>Product Receiving Sheet</td> </tr> <tr> <td>Cold Storage</td> <td>≤5°C / hard frozen</td> <td>Cleaning / Maintenance Schedule and Temperature Monitoring Record</td> </tr> <tr> <td>Cooking and Reheating</td> <td>≥75°C</td> <td>Cooking / Reheating/Cooling Record</td> </tr> </tbody> </table> Monitoring procedures identifying the what, how, where, when and who are stated. Controls are monitored and recorded as stated in the FSP. The corrective actions describe what action is to be taken to render the food safe and what action should be taken to correct the process. 	Step	Critical limits	Record used	Receipt	≤5°C / hard frozen	Product Receiving Sheet	Cold Storage	≤5°C / hard frozen	Cleaning / Maintenance Schedule and Temperature Monitoring Record	Cooking and Reheating	≥75°C	Cooking / Reheating/Cooling Record											
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3.2.1 (5)f 3.2.2A (12)	Provide for appropriate records to be made and kept Substantiating food safety management of prescribed activities	Yes Yes	<table border="1" data-bbox="1043 683 2119 948"> <thead> <tr> <th rowspan="2">Monitoring, training and support program records?</th> <th colspan="2">Comply</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>• Were identified in the FSP</td> <td>✓</td> <td></td> </tr> <tr> <td>• Were dated</td> <td>✓</td> <td></td> </tr> <tr> <td>• Were legible</td> <td>✓</td> <td></td> </tr> <tr> <td>• Were retained for at least 3 months</td> <td>✓</td> <td></td> </tr> <tr> <td>• Include the results of monitoring and were substantially complete</td> <td>✓</td> <td></td> </tr> <tr> <td>• Demonstrate substantial compliance with the requirements of the FSP.</td> <td>✓</td> <td></td> </tr> </tbody> </table> <p>The following records were reviewed over the date range 2nd October 2023 to 28th March 2024</p> <ul style="list-style-type: none"> Product Receiving Sheet Cooking / Reheating / Cooling Record Cleaning / Maintenance Schedule and Temperature Monitoring Log Pest Control Sighting Log Calibration Record Staff Training Record Training Records Kitchen Meeting Minutes and Program Review Meeting Dietary and allergy requirements <p>The verification schedule was completed October 2023 to January 2024</p>	Monitoring, training and support program records?	Comply		Yes	No	• Were identified in the FSP	✓		• Were dated	✓		• Were legible	✓		• Were retained for at least 3 months	✓		• Include the results of monitoring and were substantially complete	✓		• Demonstrate substantial compliance with the requirements of the FSP.	✓	
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• Demonstrate substantial compliance with the requirements of the FSP.	✓																									
3.2.1 (3)e	Annual review of the food safety program	Yes	<p>A written procedure "Program Review" states that a review is to be conducted annually. The procedure describes how the review will be undertaken and the proposed agenda:</p> <ul style="list-style-type: none"> Check the effectiveness of the FSP and any amendments required 																							

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																				
			<ul style="list-style-type: none"> Review of previous minutes Review of corrective action and previous audits Staff training requirements Review of legislation (changes) <p>With the results to be recorded in "Program Review Meeting" and "Kitchen Meeting Minutes".</p> <p>Sighted the following</p> <ul style="list-style-type: none"> Kitchen Meeting Minutes (group meeting across all Chemello Group centres), dated 13/1/2024 Program Review Meeting, dated 3/1/2024 																				
3.2.2 (5)	<p>Receival</p> <p>Controls nominated in §HCT 1 of the FSP include:</p> <ul style="list-style-type: none"> Food is to be within date 2 hour/4 hour rule Frozen food is hard frozen. PHF is ≤5°C Correct labelling and protection from contamination, No evidence of pests. Purchase from approved suppliers. 	Yes	<table border="1" data-bbox="1055 566 2096 853"> <thead> <tr> <th data-bbox="1055 566 1933 619" rowspan="2">During receipt of food, were the following complied with?</th> <th colspan="2" data-bbox="1942 566 2096 595">Comply</th> </tr> <tr> <th data-bbox="1942 601 2024 624">Yes</th> <th data-bbox="2033 601 2096 624">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="1055 630 1933 687"> <ul style="list-style-type: none"> Monitoring records indicate that PHF was received at ≤5°C or suitable corrective action taken. </td> <td data-bbox="1942 630 2024 687">✓</td> <td data-bbox="2033 630 2096 687"></td> </tr> <tr> <td data-bbox="1055 694 1933 751"> <ul style="list-style-type: none"> Monitoring records indicate that food was received frozen and not partially thawed </td> <td data-bbox="1942 694 2024 751">✓</td> <td data-bbox="2033 694 2096 751"></td> </tr> <tr> <td data-bbox="1055 758 1933 786"> <ul style="list-style-type: none"> Shelf stable foods were suitably packaged and protected from contamination </td> <td data-bbox="1942 758 2024 786">✓</td> <td data-bbox="2033 758 2096 786"></td> </tr> <tr> <td data-bbox="1055 793 1933 821"> <ul style="list-style-type: none"> Food was suitably labelled for identification and traceability </td> <td data-bbox="1942 793 2024 821">✓</td> <td data-bbox="2033 793 2096 821"></td> </tr> <tr> <td data-bbox="1055 828 1933 857"> <ul style="list-style-type: none"> Monitoring records were (sufficient) substantially completed. </td> <td data-bbox="1942 828 2024 857">✓</td> <td data-bbox="2033 828 2096 857"></td> </tr> </tbody> </table> <p>Potentially hazardous foods are delivered by the retailer Woolworths. Hazard Control Table 1 of the FSP requires the temperature and condition of the item are to be measured and recorded in Product Receival Sheet. Reviewed entries in "Product Receival Sheet" dated:</p> <p>October 23: 4, 6, 13, 20, 27 November 23: 3, 10, 17, 24 December 23: 1, 5, 8, 15, 29 January 24: 5, 12, 19, 30 February 24: 9, 16, 22 March 24: 1, 8, 12, 15, 22</p> <p>The cooks, Kristy-Mae and Mirna, correctly described:</p> <ul style="list-style-type: none"> The process for receiving food deliveries from Woolworths in accordance with §HCT 1 Using a calibrated probe thermometer to monitor the temperature of chilled items The corrective action to be taken where a chilled item is monitored ≥5°C, a frozen item is partially thawed, packaging is damaged, or food is contaminated by pests or chemicals. Placing food into the refrigerator or freezer as soon as practical after receipt 	During receipt of food, were the following complied with?	Comply		Yes	No	<ul style="list-style-type: none"> Monitoring records indicate that PHF was received at ≤5°C or suitable corrective action taken. 	✓		<ul style="list-style-type: none"> Monitoring records indicate that food was received frozen and not partially thawed 	✓		<ul style="list-style-type: none"> Shelf stable foods were suitably packaged and protected from contamination 	✓		<ul style="list-style-type: none"> Food was suitably labelled for identification and traceability 	✓		<ul style="list-style-type: none"> Monitoring records were (sufficient) substantially completed. 	✓	
During receipt of food, were the following complied with?	Comply																						
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<ul style="list-style-type: none"> Monitoring records were (sufficient) substantially completed. 	✓																						

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance				
			Comply				
			Yes	No			
3.2.2 (6)	<p>Dry Storage</p> <p>Controls nominated in §Hazard Assessment and Control Register of the FSP include:</p> <ul style="list-style-type: none"> • Food is covered, • Stored off the floor, • Storage area is clean • Pest free 	Yes	Conditions of ambient storage met the following:				
			• Environmental conditions (clean & good repair) protect food from contamination		✓		
			• Food was stored off the floor on shelving		✓		
			• Pests and evidence thereof were not sighted		✓		
			• Foodstuffs such as flour were protected from contamination and dated		✓		
			• Had sufficient lighting to enable adequate inspection of food and conditions		✓		
			• The lights were covered and free from insect debris		✓		
			• Stock rotation practices include labelling goods with the date opened and BB/UBD were in place.		✓		
			Sighted food stored off the floor in a walk-in pantry with melamine shelving:				
			• Food such as cereal was stored in sealed food grade and vermin proof tubs and kept clean.				
• Pests were not sighted and the pantry was clean and organised.							
• Foods removed from original packaging, e.g. rice and breakfast cereal were labelled to identify the contents.							
• Packaged food was examined and found to be within date.							
3.2.2 (6)	<p>Cold Storage</p> <p>Controls nominated in §HCT 2 of the FSP include that food is to be:</p> <ul style="list-style-type: none"> • Covered, • Stored in a clean environment, • Stored under temperature control, • Dated. 	Yes	Conditions of storage met the following:				
			• Maintained PHF at ≤5°C		✓		
			• Maintained frozen food as hard frozen and not partially thawed		✓		
			• Environmental conditions (clean, in good repair, seals and fittings clean and maintained) protected food from contamination		✓		
			• Food was stored off the floor on shelving		✓		
			• Opened condiments, such as tomato sauce, were stored under refrigeration in accordance with the manufacturer's instructions.		✓		
			• Fresh meat, chicken and fish products had not leaked onto other food products		✓		
			• Had sufficient lighting to enable adequate inspection of food and conditions		✓		
			• Foods such as UHT, jars, etc were labelled with the date opened or prepared so as to enable compliance with the secondary UBD (shelf life after opening).		✓		
			• Opened or prepared foods were covered		✓		
			• Packaged food was not swollen or leaking		✓		
			• The identity of foods was ascertained, e.g. goods were labelled.		✓		
			• Records demonstrate that food was stored at ≤5°C and or frozen (as applicable)		✓		
• Monitoring records were substantially completed.		✓					

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance
			<p>Main Kitchen</p> <ul style="list-style-type: none"> In the kitchen PHF is stored in two upright glass door refrigerators measuring 3.4°C and 3.7°C. Food was covered and labelled with the date opened. Hard frozen food is stored in an upright freezer. Food was labelled and within date. Fridge temperatures are taken with a digital thermometer, placed in a plastic bottle of water used for temperature monitoring <p>§HCT 2 of the FSP requires the temperature of the refrigerators to be measured once daily and recorded in "Cleaning / Maintenance Schedule and Temperature Monitoring Record".</p> <p>Reviewed the temperatures as recorded in "Cleaning / Maintenance Schedule and Temperature Monitoring Record" dated: October 23: 2-6, 9-13, 16-20, 23-27, 30-31 November 23: 1-3, 6-10, 13-17, 20-24, 27-30 December 23: 1, 4-8, 11-15, 18-22, 27-29 January 24: 2-5, 8-12, 15-19, 22-25, 29-31 February 24: 1-2, 5-9, 12-16, 19-23, 26-29 March 24: 1, 5-8, 11-15, 18-22, 25-27</p> <p>Babies Room</p> <ul style="list-style-type: none"> Breast and specialty milk for babies is stored in a refrigerator located in the baby's room which is measured and recorded daily in "Indoor daily/weekly checklist" Fridge temperature measured 2.1°C <p>OBS 2: Ensure that the nursery fridge thermometer is also calibrated.</p>
3.2.2 (7)	Thawing Controls nominated in §Hazard Assessment and Control Register of the FSP include: <ul style="list-style-type: none"> Food is defrosted by fridge or microwave 	Yes	<ul style="list-style-type: none"> No specific records. No food was observed being thawed. The FSP describes the thawing method as microwave or refrigerator.
3.2.2 (7)	Food Processing - Preparation Controls nominated in §Hazard Assessment and Control Register of the FSP include: <ul style="list-style-type: none"> High risk foods are only out of refrigerated conditions for short periods of time GMPs All fruit and vegetables are washed thoroughly before being used Others (referred to in §Good manufacturing practices) 	Yes	<p>The kitchen area was conducive to preparation activities conducted being clean, maintained and having sufficient space (~60m²) for food handling activities. Food preparation was observed during the audit.</p> <p>The cooks, Kristy-Mae and Mirna, minimised the likelihood of contaminating food or food contact surfaces through good hygiene practices including:</p> <ul style="list-style-type: none"> Using utensils and wearing single use gloves when handling RTE foods Wearing hair protection and clean uniform Wearing minimal jewellery and not wearing false nails Storing personal items in the staff room

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																													
	<ul style="list-style-type: none"> ○ Keeping raw and cooked food separate ○ Keeping food covered ○ Storing food off the floor ○ Using clean equipment 		<ul style="list-style-type: none"> • Not consuming food in food preparation areas • Not sneezing, coughing & blowing noses over food/surfaces • Regularly washing hands using designated hand washing facilities with running warm water, soap & paper towels. <p>It was also observed:</p> <ul style="list-style-type: none"> • Raw and cooked foods are kept separate • Cutting boards and utensils are sanitised in the commercial Washtech branded dishwasher • Food preparation surfaces are sanitised with no rinse QAC sanitiser made by Briskleen • Cleaning and sanitising chemicals were labelled to identify the content and stored above the sink and away from food. • Prepared foods such as berries and granola were covered while awaiting service. • Damaged, mouldy, cut, bruised or dirty produce was not observed to be used. Fruits and vegetables were stated to be washed under running water. This process was not observed. <p>Domestic Chickens / Eggs Domestic chickens were not kept on site.</p>																													
3.2.2 (7)	Food Processing - Allergen Management	Yes	<table border="1" data-bbox="1055 807 2085 1225"> <thead> <tr> <th data-bbox="1055 823 1928 852" rowspan="2">If there is a food allergen risk in handling or storage areas, had the business</th> <th colspan="2" data-bbox="1937 807 2085 836">Comply</th> </tr> <tr> <th data-bbox="1937 852 2018 880">Yes</th> <th data-bbox="2027 852 2085 880">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="1055 871 1928 900">• Documented an allergen control plan / procedure?</td> <td data-bbox="1937 871 2018 900">✓</td> <td data-bbox="2027 871 2085 900"></td> </tr> <tr> <td data-bbox="1055 906 1928 963">• Documented and implemented adequate documented controls (separation, identification, etc) that ensure foods are not contaminated?</td> <td data-bbox="1937 906 2018 963">✓</td> <td data-bbox="2027 906 2085 963"></td> </tr> <tr> <td data-bbox="1055 970 1928 1027">• Ensured the FSP described or referred to cleaning practices to prevent cross contamination?</td> <td data-bbox="1937 970 2018 1027">✓</td> <td data-bbox="2027 970 2085 1027"></td> </tr> <tr> <td data-bbox="1055 1034 1928 1091">• Ensured that rework / reuse handling take into account the issues associated with allergen containing foods?</td> <td data-bbox="1937 1034 2018 1091">✓</td> <td data-bbox="2027 1034 2085 1091"></td> </tr> <tr> <td data-bbox="1055 1098 1928 1126">• Ensured food handlers were trained with respect to allergen risks and controls?</td> <td data-bbox="1937 1098 2018 1126">✓</td> <td data-bbox="2027 1098 2085 1126"></td> </tr> <tr> <td data-bbox="1055 1133 1928 1161">• Ensured records of allergen training were available for review during the audit?</td> <td data-bbox="1937 1133 2018 1161">✓</td> <td data-bbox="2027 1133 2085 1161"></td> </tr> <tr> <td data-bbox="1055 1168 1928 1197">• Ensured food was correctly labelled with respect to allergens</td> <td data-bbox="1937 1168 2018 1197">✓</td> <td data-bbox="2027 1168 2085 1197"></td> </tr> <tr> <td data-bbox="1055 1203 1928 1232">• Ensured that non-dairy based milk substitutes are nut free (e.g., no almond milk)</td> <td data-bbox="1937 1203 2018 1232">✓</td> <td data-bbox="2027 1203 2085 1232"></td> </tr> </tbody> </table> <p>The process to manage allergies was described in SOP 5 "Allergen Control Procedure". Nominated controls include:</p> <ul style="list-style-type: none"> • Ensuring that correctly labelled foods are received, ingredients to be checked for allergens, the cook is informed of any children with food allergies via "Food Allergy / Intolerances Record" and enrolment information. • Substitution (eg rice instead of wheat pasta) or eliminating ingredients, changing utensils and gloves. 	If there is a food allergen risk in handling or storage areas, had the business	Comply		Yes	No	• Documented an allergen control plan / procedure?	✓		• Documented and implemented adequate documented controls (separation, identification, etc) that ensure foods are not contaminated?	✓		• Ensured the FSP described or referred to cleaning practices to prevent cross contamination?	✓		• Ensured that rework / reuse handling take into account the issues associated with allergen containing foods?	✓		• Ensured food handlers were trained with respect to allergen risks and controls?	✓		• Ensured records of allergen training were available for review during the audit?	✓		• Ensured food was correctly labelled with respect to allergens	✓		• Ensured that non-dairy based milk substitutes are nut free (e.g., no almond milk)	✓	
If there is a food allergen risk in handling or storage areas, had the business	Comply																															
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• Ensured that rework / reuse handling take into account the issues associated with allergen containing foods?	✓																															
• Ensured food handlers were trained with respect to allergen risks and controls?	✓																															
• Ensured records of allergen training were available for review during the audit?	✓																															
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Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																				
			<ul style="list-style-type: none"> • Providing alternative “allergen free” food for relevant children eg rice milk & yoghurt • Separately preparing allergen free foods before preparing other foods and keeping food covered to prevent cross contamination • Labelling foods intended for allergen affected children • Having a list of each child with food allergies listed in each room <p>It was observed:</p> <ul style="list-style-type: none"> • Details of children with allergies are displayed in the kitchen on an “Allergies Chart” dated 27/3/2024 • Allergens such as nut are excluded from the premises are. No nut containing products were observed. • Allergen containing foods were sighted to be separately prepared. • No evidence of cross contamination was observed. <p>When interviewed the cooks, Kristy-Mae and Mirna, explained that cross contamination is prevented by:</p> <ul style="list-style-type: none"> • Eliminating ingredients from food • Providing alternative foods • Preparing “allergen free” foods separately using different utensils and serving equipment (prepare first) • Labelling “allergen free” food intended for specific children and using colour coded serving bowls 																				
3.2.2 (7)	Food Processing - Bottles, Breast Milk & Formula	Yes	<p>Infant formula was observed to be supplied by parents in:</p> <ul style="list-style-type: none"> • Cans, labelled with the date opened so that unused portions may be returned to parents after the secondary expiry date (usually within 4 weeks). <p>The room leader and educator stated that:</p> <ul style="list-style-type: none"> • Hands are washed prior to preparation • Once prepared/heated, breast milk and formula is kept for a maximum of 60 minutes before being disposed of. • Bottles and washed with hot soapy water after use and returned to the parents each day for sterilisation. 																				
3.2.2 (7)	<p>Food Processing - Cooking and Reheating</p> <p>Controls nominated in §HCT 3 of the FSP include:</p> <ul style="list-style-type: none"> • Cooked food temperature to be ≥75°C. • Time out of temp control 	Yes	<table border="1"> <thead> <tr> <th data-bbox="1052 1142 1935 1193" rowspan="2">The following were met:</th> <th colspan="2" data-bbox="1944 1142 2110 1168">Comply</th> </tr> <tr> <th data-bbox="1944 1174 2011 1193">Yes</th> <th data-bbox="2011 1174 2110 1193">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="1052 1200 1935 1228">• Cooking equipment was maintained in a satisfactory condition</td> <td data-bbox="1944 1200 2011 1228">✓</td> <td data-bbox="2011 1200 2110 1228"></td> </tr> <tr> <td data-bbox="1052 1235 1935 1264">• Cooking equipment was in a clean and sanitary condition in regards to its use</td> <td data-bbox="1944 1235 2011 1264">✓</td> <td data-bbox="2011 1235 2110 1264"></td> </tr> <tr> <td data-bbox="1052 1270 1935 1327">• The working environment was in a clean and sanitised condition at the start and maintained as practicable as possible during the cooking process?</td> <td data-bbox="1944 1270 2011 1327">✓</td> <td data-bbox="2011 1270 2110 1327"></td> </tr> <tr> <td data-bbox="1052 1334 1935 1362">• Records demonstrate that PHF is cooked to ≥75°C as required by the FSP</td> <td data-bbox="1944 1334 2011 1362">✓</td> <td data-bbox="2011 1334 2110 1362"></td> </tr> <tr> <td data-bbox="1052 1369 1935 1414">• All foods handled with utensils or where direct hand contact was required, fresh single use gloves worn</td> <td data-bbox="1944 1369 2011 1414">✓</td> <td data-bbox="2011 1369 2110 1414"></td> </tr> </tbody> </table>	The following were met:	Comply		Yes	No	• Cooking equipment was maintained in a satisfactory condition	✓		• Cooking equipment was in a clean and sanitary condition in regards to its use	✓		• The working environment was in a clean and sanitised condition at the start and maintained as practicable as possible during the cooking process?	✓		• Records demonstrate that PHF is cooked to ≥75°C as required by the FSP	✓		• All foods handled with utensils or where direct hand contact was required, fresh single use gloves worn	✓	
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	Yes	No																					
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Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																				
			<ul style="list-style-type: none"> The flow of food such that there was no likelihood of cross contamination from raw unprocessed food to ready to eat food? 	✓																			
			<ul style="list-style-type: none"> Food was kept covered (protection from contamination) whilst waiting service 	✓																			
			<ul style="list-style-type: none"> Monitoring records were substantially completed 	✓																			
			<p>The temperature of cooked food is to be recorded on each occasion it is cooked in "Cooking / Reheating Record (HACWS1)" as stated in Hazard Control Table 3 of the FSP. Reviewed records indicating that food is cooked to $\geq 75^{\circ}\text{C}$ on each occasion in accordance with §HCT 3 of the FSP, dated:</p> <p>October 23: 2-6, 9-13, 16-20, 23-27, 30-31 November 23: 1-3, 6-10, 13-17, 20-24, 27-30 December 23: 1, 4-8, 11-15, 18-22, 27-29 January 24: 2-5, 8-12, 15-19, 22-25, 29-31 February 24: 1-2, 5-9, 12-16, 19-23, 26-29 March 24: 1, 5-8, 11-15, 18-22, 25-26</p> <p>Final cooking was not observed.</p> <p>The cook, Kristy-Mae and Mirna correctly described as stated in §HCT 3 of the FSP:</p> <ul style="list-style-type: none"> The procedure for monitoring the temperature of cooked food using a probe thermometer inserted into the food. The correct temperature for cooking foods. 																				
3.2.2 (7)	Food Processing - Cooling Controls nominated in §HCT 4 of the FSP include: <ul style="list-style-type: none"> 60 to 21°C within 2 hours 21 to 5°C within 4 further hours 	N/A	No cooked the chilled / frozen foods were observed. It was stated that centre cooked PHF is not cooled or frozen. OBS 3: If you intend to cool or freeze potentially hazardous food, then you must monitor the rate of cooling in accordance with §HCT 4 of the FSP.																				
3.2.2 (7)	Service Controls nominated in §Hazard Assessment and Control Register of the FSP include: <ul style="list-style-type: none"> SOP 2: Personal hygiene 	Yes	<table border="1"> <thead> <tr> <th data-bbox="1043 1078 1939 1141">During plating / service, the following were met:</th> <th colspan="2" data-bbox="1939 1078 2119 1141">Comply</th> </tr> <tr> <td data-bbox="1043 1141 1939 1176"> <ul style="list-style-type: none"> Cold food was served at $\leq 5^{\circ}\text{C}$, or served within 2 hours of preparation </td> <td data-bbox="1939 1141 2024 1176">✓</td> <td data-bbox="2024 1141 2119 1176"></td> </tr> <tr> <td data-bbox="1043 1176 1939 1211"> <ul style="list-style-type: none"> Hot food was served at $\geq 60^{\circ}\text{C}$, or served within 2 hours of preparation </td> <td data-bbox="1939 1176 2024 1211">✓</td> <td data-bbox="2024 1176 2119 1211"></td> </tr> <tr> <td data-bbox="1043 1211 1939 1246"> <ul style="list-style-type: none"> Food was transported safely to servery / dining area </td> <td data-bbox="1939 1211 2024 1246">✓</td> <td data-bbox="2024 1211 2119 1246"></td> </tr> <tr> <td data-bbox="1043 1246 1939 1281"> <ul style="list-style-type: none"> Food was kept covered (protection from contamination) whilst waiting service </td> <td data-bbox="1939 1246 2024 1281">✓</td> <td data-bbox="2024 1246 2119 1281"></td> </tr> <tr> <td data-bbox="1043 1281 1939 1310"> <ul style="list-style-type: none"> Monitoring records were substantially completed (if applicable) </td> <td data-bbox="1939 1281 2024 1310">N/A</td> <td data-bbox="2024 1281 2119 1310"></td> </tr> </thead> </table>	During plating / service, the following were met:	Comply		<ul style="list-style-type: none"> Cold food was served at $\leq 5^{\circ}\text{C}$, or served within 2 hours of preparation 	✓		<ul style="list-style-type: none"> Hot food was served at $\geq 60^{\circ}\text{C}$, or served within 2 hours of preparation 	✓		<ul style="list-style-type: none"> Food was transported safely to servery / dining area 	✓		<ul style="list-style-type: none"> Food was kept covered (protection from contamination) whilst waiting service 	✓		<ul style="list-style-type: none"> Monitoring records were substantially completed (if applicable) 	N/A			
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<ul style="list-style-type: none"> Monitoring records were substantially completed (if applicable) 	N/A																						
			Food service was observed during the audit and the following is noted: <ul style="list-style-type: none"> Process time and temperature is controlled with no obvious delays between preparation and plating. Prepared food in the refrigerator was covered with film whilst awaiting service. Staff wear single use gloves and use utensils during service of food to children. 																				

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																											
			<ul style="list-style-type: none"> Children wash their hands before meals Tables are washed with soap and water before meals Food is served then discarded with no reworking of left overs. 																											
3.2.2A (10)	Food safety training for food handlers engaged in a prescribed activity	Yes	Has the food business		Comply																									
3.2.2A (11)	Supervision of food handlers	Yes	<ul style="list-style-type: none"> Ensured that each food handler who engages in a prescribed activity has, before engaging in that activity: <ol style="list-style-type: none"> completed a food safety training course. skills and knowledge of food safety and hygiene matters commensurate with that specific prescribed activity. 	Yes	No																									
3.2.2 (3)	Skills and Knowledge	Yes		<ul style="list-style-type: none"> Appointed a food safety supervisor before engaging in a prescribed activity; and Ensured that the food safety supervisor is reasonably available to advise and supervise each food handler engaged in that prescribed activity. 	✓																									
	<p>The following sample questions were asked as a minimum:</p> <p>What temperature should refrigerated and frozen foods be received from suppliers? How do you measure the temperature of food on receipt? What temperature should food in the refrigerator be stored? How do you measure the temperature of food in the refrigerator? How do you prevent allergen cross contamination? What temperature should food such as chicken be cooked to? How do you measure the temperature of cooked foods? How do you prepare the sanitiser spray bottle? When do you apply sanitiser? Would you come to work if you were unwell, vomiting or had diarrhoea? If you had a cut on your hand, would you cover it with a band aid and wear a glove over the top? Do you empty the rubbish bin every day?</p>		<p>Reviewed SOP 1: Staff Training. The kitchen co-ordinator and other relevant staff are required to complete "I'm alert in food safety". Sighted certificates for:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>I'm alert / Food Safe certificate, dated</th> <th>All about Allergens Certificate, dated</th> <th>Food Safety Supervisor*</th> </tr> </thead> <tbody> <tr> <td>Kristy-Mae Hickman</td> <td>Cook</td> <td>21/3/2024</td> <td>21/3/2024</td> <td>17/3/2024</td> </tr> <tr> <td>Mirna Van Der Perk</td> <td>Cook</td> <td>24/4/2023</td> <td>3/8/2023</td> <td>22/5/2023</td> </tr> <tr> <td>Sanjina Harangee-Auckloo</td> <td>Nursery Team Leader</td> <td>29/1/2024</td> <td>7/3/2023</td> <td>22/5/2023</td> </tr> <tr> <td>Kelli Milczuk</td> <td>Educator</td> <td>8/5/2023</td> <td>7/11/2023</td> <td>-</td> </tr> </tbody> </table> <p>*Units of competency:</p> <ul style="list-style-type: none"> SITXFSA005 - Use hygienic practices for food safety SITXFSA006 - Participate in safe food handling practices <p>During interview Kristy-Mae Hickman described / demonstrated:</p> <ul style="list-style-type: none"> Foods need to be received and stored at ≤5°C Foods need to be cooked to the correct temperature ≥75°C The workplace is to be kept clean Allergen control practices including segregation of food Food hygiene practices incl wearing of gloves, illness policy, and housekeeping requirements. 			Name	Role	I'm alert / Food Safe certificate, dated	All about Allergens Certificate, dated	Food Safety Supervisor*	Kristy-Mae Hickman	Cook	21/3/2024	21/3/2024	17/3/2024	Mirna Van Der Perk	Cook	24/4/2023	3/8/2023	22/5/2023	Sanjina Harangee-Auckloo	Nursery Team Leader	29/1/2024	7/3/2023	22/5/2023	Kelli Milczuk	Educator	8/5/2023	7/11/2023	-
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Kelli Milczuk	Educator	8/5/2023	7/11/2023	-																										
3.2.2 (11)	Food for disposal Food that is held and kept separate for disposal or food that is or may not be safe or suitable is clearly identified.	Yes	Observed waste bins used for the disposal of food which were:		Comply																									
			<ul style="list-style-type: none"> Clean and free from odour. 	Yes	No																									
				✓																										

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance
			<ul style="list-style-type: none"> • Plastic lined (to assist in cleanliness and odour control). ✓ • Emptied at least daily ✓ • Wiped or cleaned “regularly” ✓ • Designed so as to prevent hand contamination ie foot pedal operated or open top so that it doesn’t need to be touched. ✓ • Located in an accessible area that does not risk cross contamination. ✓ <p>It was observed the waste bin:</p> <ul style="list-style-type: none"> • Had a foot pedal operated lid so as to prevent hand contamination • Was located in a convenient location in the kitchen
<p>3.2.2 (13) 3.2.2 (14) 3.2.2 (15) 3.2.2 (16) 3.2.2 (18)</p>	<p><u>Health and Hygiene requirements</u> Contact with food, Health of food handlers, Hygiene of food handlers, Health of persons who handle food – duties of a food business General Duties of a food business</p>	<p>Yes Yes Yes Yes Yes</p>	<p>Good hygiene practices were outlined in a procedure titled “Personal Hygiene”, “Induction Declaration Form” and “Good Manufacturing Practices”. These procedures covered the requirements of FSS 3.2.2 and include:</p> <ul style="list-style-type: none"> • Staff illness, • Eating, drinking & smoking, • Open wounds, • Hand-washing, sneezing, coughing and blowing noses, • Clothing incl cleaning, • Jewellery and false fingernails <p>The cooks were observed minimising the risk of contamination of food and food surfaces by:</p> <ul style="list-style-type: none"> • Wearing single use gloves and using utensils when handling RTE food • Wearing hairnets, clean clothing and washing hands with soap and water in the designated sink • Not consuming food in food preparation areas • Not coughing, sneezing, and blowing noses over food/surfaces • Wearing minimal jewellery • Using clean chopping boards and other processing equipment maintained in a satisfactory condition <p>It was observed:</p> <ul style="list-style-type: none"> • Food preparation was conducted safely • No evidence of illness or hand wounds, band aids or use of personal medications was sighted • Designated hand washing facilities with hot and cold running water, liquid soap, single use paper towels and waste receptacle were available and frequently used • Personal belongings were stored in the staff room. • Children’s medications were not stored in the kitchen • Access to the kitchen was restricted to staff • There were adequate hairnets for all people entering the kitchen.

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																										
			<p>During interview, the cooks described and or demonstrated how they prevent contamination of food:</p> <ul style="list-style-type: none"> • Washing and thoroughly drying hands with soap water and uses single use paper towels • Covering any hand wounds with a waterproof band aid and wearing gloves (and changing regularly) • Not working if unwell or has a symptom of illness • Wearing clean clothing and hair net. • Wearing minimal jewellery <p>Duty of a food business is achieved through “I’m alert in food safety” as noted above and via “Induction and General Duties” that outlines requirements for all staff and includes topics: personal hygiene, food handling, food and drink, illness and disease notification.</p>																										
3.2.2 (17) 3.2.3 (14)	Hand washing facilities Hand washing facilities	Yes	<table border="1"> <thead> <tr> <th rowspan="2">Observed hand washing facilities:</th> <th colspan="2">Comply</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>• Adequate in number (had one hand wash basin)</td> <td>✓</td> <td></td> </tr> <tr> <td>• Adequate in number (had one hand wash basin in each toilet)</td> <td>✓</td> <td></td> </tr> <tr> <td>• Appropriate in location and unobstructed</td> <td>✓</td> <td></td> </tr> <tr> <td>• With hot and cold running water, liquid soap and single use paper towels available</td> <td>✓</td> <td></td> </tr> <tr> <td>• Restricted to hand washing purposes only</td> <td>✓</td> <td></td> </tr> <tr> <td>• Hands free operation / flick mixer</td> <td>✓</td> <td></td> </tr> <tr> <td>• Used by food handlers when required</td> <td>✓</td> <td></td> </tr> </tbody> </table>	Observed hand washing facilities:	Comply		Yes	No	• Adequate in number (had one hand wash basin)	✓		• Adequate in number (had one hand wash basin in each toilet)	✓		• Appropriate in location and unobstructed	✓		• With hot and cold running water, liquid soap and single use paper towels available	✓		• Restricted to hand washing purposes only	✓		• Hands free operation / flick mixer	✓		• Used by food handlers when required	✓	
Observed hand washing facilities:	Comply																												
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3.2.2 (19)	Cleanliness	Yes	<table border="1"> <thead> <tr> <th rowspan="2">Was the cleaning program effective and complied with?</th> <th colspan="2">Comply</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>• Was there a cleaning procedure in place detailing how the food handling and processing environment and equipment is cleaned?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Does the documented cleaning program identify what is to be cleaned, methods for cleaning, chemicals used, equipment used, the frequency of cleaning and who is responsible for the cleaning activity?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Was there sufficient monitoring of cleaning and results substantially recorded?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Was the cleaning program effective?</td> <td>✓</td> <td></td> </tr> </tbody> </table> <p>Sighted “Cleaning and Sanitation Procedure” and “Cleaning / Maintenance Schedule and Temperature Monitoring Record” that together identify:</p> <ul style="list-style-type: none"> • Equipment that requires cleaning • Method of cleaning • Frequency of cleaning • Persons responsible for cleaning 	Was the cleaning program effective and complied with?	Comply		Yes	No	• Was there a cleaning procedure in place detailing how the food handling and processing environment and equipment is cleaned?	✓		• Does the documented cleaning program identify what is to be cleaned, methods for cleaning, chemicals used, equipment used, the frequency of cleaning and who is responsible for the cleaning activity?	✓		• Was there sufficient monitoring of cleaning and results substantially recorded?	✓		• Was the cleaning program effective?	✓										
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Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance									
			<p>Note: Tables identifying the cleaning chemicals and cleaning cloth colours have not been completed.</p> <p>Sighted "Cleaning / Maintenance Schedule and Temperature Monitoring Record". Areas for cleaning include benches, shelves, basins, floor, mixers dishwasher, microwave, stove top, sink, fridge and other items. Includes daily and weekly items.</p> <p>October 23: 2-6, 9-13, 16-20, 23-27, 30-31 November 23: 1-3, 6-10, 13-17, 20-24, 27-30 December 23: 1, 4-8, 11-15, 18-22, 27-29 January 24: 2-5, 8-12, 15-19, 22-25, 29-31 February 24: 1-2, 5-9, 12-16, 19-23, 26-29 March 24: 1, 5-8, 11-15, 18-22, 25-26</p> <p>Outcome: The cleaning regime was effective in maintaining kitchen and equipment in a clean condition and not a source of contamination:</p> <ul style="list-style-type: none"> • Walls, floors (including drains) and ceilings, • Fluorescent lights and diffusers • Commercial canopy including filters • The kitchen including stainless steel counter tops, under benches and shelving • The fridge and freezer including door handling and door seals • Walk-in pantry • Cups, plates, utensils and implements • The surfaces beneath microwave and toaster • Equipment including chopping boards, microwave, can openers and food processors • Observed cleaning equipment stored in a clean condition in the laundry • Sinks and counter tops <p>Cleaning chemicals and equipment</p> <ul style="list-style-type: none"> • A general-purpose detergents made by Briskleen and Chemform were used. • Cleaning chemicals include commercial grade products which were stored in an adjacent locked cupboard. • Floors were cleaned using warm water and a squeegee • Mops and buckets were stored in the laundry in a satisfactory condition. 									
3.2.2 (20)	Cleaning and sanitising of specific equipment	Yes	<p>Was it observed that the sanitising process was effective and complied with?</p> <ul style="list-style-type: none"> • Did food contact surfaces have sufficient heat or chemicals applied? • Were sanitising chemicals labelled so as to identify the content 	<table border="1"> <thead> <tr> <th colspan="2">Comply</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>	Comply		Yes	No	✓		✓	
Comply												
Yes	No											
✓												
✓												

Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																			
			<ul style="list-style-type: none"> Were sanitising chemicals readily located so as to facilitate their use? Were sanitising chemicals prepared as per the manufacturer's instructions? 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>																		
			<p>Dishwasher</p> <ul style="list-style-type: none"> A Washtech branded commercial dishwasher was in use. Items sanitised in dishwasher include plates, utensils and food processor. The displayed rinse temperature was 86°C. Consider, on a monthly basis, using TDI Stickers, for instance Thermal Disinfection Indicators – Food Safety Labels so as to verify that the dishwasher rinse temperature achieves 82°C in accordance with AS4674-2004 Design, construction and fit out of a food premises. <p>Chemical</p> <ul style="list-style-type: none"> Food contact surfaces are sprayed with Chemform branded QAC no rinse sanitiser prepared in accordance with the manufacturer's instructions via an automatic dispenser. Alcohol impregnated wipes were used to sanitise the thermometers. 																			
3.2.2 (21)	<p>Maintenance</p> <table border="1"> <thead> <tr> <th>Requirement:</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Equipment / utensils / facilities that are rusted, corroded, damaged, deteriorated or have loose parts are repaired or replaced. Cracked, broken or chipped eating and drinking vessels are discarded. Worn or damaged chopping boards are replaced. </td> </tr> </tbody> </table>	Requirement:	<ul style="list-style-type: none"> Equipment / utensils / facilities that are rusted, corroded, damaged, deteriorated or have loose parts are repaired or replaced. Cracked, broken or chipped eating and drinking vessels are discarded. Worn or damaged chopping boards are replaced. 	Yes	<p>Maintenance was described in SOP 6: "Facility Maintenance Procedure" which requires a 3 monthly maintenance inspection to be recorded in Maintenance Program Worksheet (SOP6 WS1).</p> <p>Premises, fixtures, fittings and equipment were maintained in a satisfactory state of repair and working order as follows:</p> <ul style="list-style-type: none"> Floors, walls and ceilings (no significant cracks, flaking paint, holes), Fixtures, fittings & equipment including oven / cook top Fridges, freezers incl door seals Stainless steel food preparation surfaces were in satisfactory condition. Lights were working and covered No temporary repairs, paperclips, staples or drawing pins were sighted to be used. Damaged utensils and crockery were not sighted. Chopping boards were observed to be in satisfactory condition. Utility services connected through walls and floors were sealed. 																	
Requirement:																						
<ul style="list-style-type: none"> Equipment / utensils / facilities that are rusted, corroded, damaged, deteriorated or have loose parts are repaired or replaced. Cracked, broken or chipped eating and drinking vessels are discarded. Worn or damaged chopping boards are replaced. 																						
3.2.2 (22)	Temperature measuring device	Yes	<p>Temperature measuring devices</p> <ul style="list-style-type: none"> Was there a procedure in place detailing the calibration of equipment? Does the procedure describe an acceptable degree of accuracy? Were devices accurate to ±1°C? Was calibration of thermometers current / undertaken at the required frequency? 	<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Comply</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Was there a procedure in place detailing the calibration of equipment?</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Does the procedure describe an acceptable degree of accuracy?</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Were devices accurate to ±1°C?</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Was calibration of thermometers current / undertaken at the required frequency?</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>		Comply		Yes	No	Was there a procedure in place detailing the calibration of equipment?	<input checked="" type="checkbox"/>		Does the procedure describe an acceptable degree of accuracy?	<input checked="" type="checkbox"/>		Were devices accurate to ±1°C?	<input checked="" type="checkbox"/>		Was calibration of thermometers current / undertaken at the required frequency?	<input checked="" type="checkbox"/>		
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Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																					
			<p>The verification process was documented in SOP 7 "Thermometer calibration Procedure" which states the method to be ice point and boiling point methods every 6 months. The electronic probe thermometer was calibrated at ice point on: October 23: 3, 9, 13, 20, 23 November 23: 2, 9, 16, 24 January 24: 3, 11, 18, 29 February 24: 2, 9, 21, 29 March 24: 7, 14, 19, 25 as recorded in Calibration Record SOP7WS1. The recorded results indicate that the probes were accurate to 0±1°C</p> <p>During interview the cook, Kristy-Mae, correctly explained how the thermometers are to be calibrated and the acceptable degree of accuracy ±1°C.</p>																					
3.2.2 (24)	Animals and Pests	Yes	<table border="1" data-bbox="1043 678 2096 906"> <thead> <tr> <th data-bbox="1043 678 1930 730" rowspan="2">The following were met:</th> <th colspan="2" data-bbox="1939 678 2096 703">Comply</th> </tr> <tr> <th data-bbox="1939 710 2011 735">Yes</th> <th data-bbox="2011 710 2096 735">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="1043 742 1930 767">• There was a documented procedure describing pest management?</td> <td data-bbox="1939 742 2011 767">✓</td> <td data-bbox="2011 742 2096 767"></td> </tr> <tr> <td data-bbox="1043 774 1930 799">• All practical measures were at taken to prevent pest entry?</td> <td data-bbox="1939 774 2011 799">✓</td> <td data-bbox="2011 774 2096 799"></td> </tr> <tr> <td data-bbox="1043 805 1930 831">• Animals, pests and evidence thereof were not observed.</td> <td data-bbox="1939 805 2011 831">✓</td> <td data-bbox="2011 805 2096 831"></td> </tr> <tr> <td data-bbox="1043 837 1930 863">• Records for inspection, treatments and corrective actions were available</td> <td data-bbox="1939 837 2011 863">✓</td> <td data-bbox="2011 837 2096 863"></td> </tr> <tr> <td data-bbox="1043 869 1930 895">• If applicable, eggs from domesticated poultry are not consumed by children.</td> <td data-bbox="1939 869 2011 895">N/A</td> <td data-bbox="2011 869 2096 895"></td> </tr> </tbody> </table> <p>Pest Control was documented in SOP 4. The procedure describes preventive measures including:</p> <ul data-bbox="1043 965 2096 1054" style="list-style-type: none"> • Using fly screens on windows (observed) • Maintaining the premise in a good state of repair (observed) • Using a professional pest control company (sighted report) <p>It was observed:</p> <ul data-bbox="1043 1118 2096 1380" style="list-style-type: none"> • The external doors to the centre were close fitting to prevent pest entry. • No evidence of pests or vermin. Inspected pantry, cupboards, light fittings, floors beneath oven and fridges. • There was no excess cardboard boxes / junk stored on premises that could lead to harbourage and breeding • There were no obvious / visible gaps / entry points for pests to gain entry. • The grounds do not provide harbourage and external bins have closed lids. • The premise was adequately maintained, clean and sanitary • An external pest service was undertaken by Champion Pest Control. Sighted report dated 26/3/2024 		The following were met:	Comply		Yes	No	• There was a documented procedure describing pest management?	✓		• All practical measures were at taken to prevent pest entry?	✓		• Animals, pests and evidence thereof were not observed.	✓		• Records for inspection, treatments and corrective actions were available	✓		• If applicable, eggs from domesticated poultry are not consumed by children.	N/A	
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Section E: Audit Findings

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3.2.3	Food Premises and Equipment																																														
3.2.3 (3)	General Requirements	Yes	<table border="1"> <thead> <tr> <th rowspan="2">The following environmental conditions were met:</th> <th colspan="2">Comply</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>• There was sufficient space for equipment and the work performed?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Was protected from pest and other contaminants such as dirt and fumes?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Easy to clean and was kept clean?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Had adequate clean water and at the correct temperature?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Had a disposal system for garbage, sewage and waste water?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Had sufficient lighting and ventilation?</td> <td>✓</td> <td></td> </tr> <tr> <td>• Had adequate equipment for the production of safe and suitable food?</td> <td>✓</td> <td></td> </tr> </tbody> </table> <p>The premise was modern and fit for purpose - suitable for the type of food being made and for the nature of the business. The clean walls were tiled in white to ceiling. Food storage and preparation areas were clean, had adequate lighting, ventilation and drainage.</p>	The following environmental conditions were met:	Comply		Yes	No	• There was sufficient space for equipment and the work performed?	✓		• Was protected from pest and other contaminants such as dirt and fumes?	✓		• Easy to clean and was kept clean?	✓		• Had adequate clean water and at the correct temperature?	✓		• Had a disposal system for garbage, sewage and waste water?	✓		• Had sufficient lighting and ventilation?	✓		• Had adequate equipment for the production of safe and suitable food?	✓																			
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3.2.3 (4)	Water supply	Yes	There was adequate water supply of cold and warm running water. Hot and cold running town water was available to a two-basin clean up sink and hand wash basin located in the kitchen.																																												
3.2.3 (6)	Storage of garbage and recyclable matter	Yes	<table border="1"> <thead> <tr> <th rowspan="2">Observed waste bins used for the disposal of food which were:</th> <th colspan="2">Comply</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>• Clean and free from odour.</td> <td>✓</td> <td></td> </tr> <tr> <td>• Plastic lined (to assist in cleanliness and odour control).</td> <td>✓</td> <td></td> </tr> <tr> <td>• Emptied at least daily</td> <td>✓</td> <td></td> </tr> <tr> <td>• Wiped or cleaned "regularly"</td> <td>✓</td> <td></td> </tr> <tr> <td>• Designed so as to prevent hand contamination ie foot pedal operated or open top so that it doesn't need to be touched.</td> <td>✓</td> <td></td> </tr> <tr> <td>• Located in an accessible area that does not risk cross contamination.</td> <td>✓</td> <td></td> </tr> <tr> <td>Hygiene Practice</td> <td></td> <td></td> </tr> <tr> <td>• All waste material from the kitchen was transferred to external waste bins</td> <td>✓</td> <td></td> </tr> <tr> <td>• The external waste bins lids were kept down to minimise odours and reduce the attraction of pests.</td> <td>✓</td> <td></td> </tr> <tr> <td>• External waste bins – no odour detected on day of audit</td> <td>✓</td> <td></td> </tr> <tr> <td>• External waste bins appeared clean, securely stored and in good order.</td> <td>✓</td> <td></td> </tr> <tr> <td>• The external waste bins are emptied on a set basis.</td> <td>✓</td> <td></td> </tr> <tr> <td>• Staff emptying bins describe washing hands directly after contact with waste bins.</td> <td>✓</td> <td></td> </tr> </tbody> </table>	Observed waste bins used for the disposal of food which were:	Comply		Yes	No	• Clean and free from odour.	✓		• Plastic lined (to assist in cleanliness and odour control).	✓		• Emptied at least daily	✓		• Wiped or cleaned "regularly"	✓		• Designed so as to prevent hand contamination ie foot pedal operated or open top so that it doesn't need to be touched.	✓		• Located in an accessible area that does not risk cross contamination.	✓		Hygiene Practice			• All waste material from the kitchen was transferred to external waste bins	✓		• The external waste bins lids were kept down to minimise odours and reduce the attraction of pests.	✓		• External waste bins – no odour detected on day of audit	✓		• External waste bins appeared clean, securely stored and in good order.	✓		• The external waste bins are emptied on a set basis.	✓		• Staff emptying bins describe washing hands directly after contact with waste bins.	✓	
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Section E: Audit Findings

Food Code Reference	Activity audited	Compliant Y / N	EVIDENCE reasons for compliance or details of non-compliance																										
3.2.3 (7)	Ventilation	Yes	There was adequate ventilation in the kitchen to remove fumes steam and vapours. Sighted clean and working kitchen canopy. No condensation on ceiling or surfaces was observed.																										
3.2.3 (8)	Lighting	Yes	There appeared to be sufficient artificial and natural lighting so as to comply with <i>AS1680:1990 Interior Lighting Part 1</i> . Fluorescent lights were fitted with plastic diffusers.																										
3.2.3 (10-11)	Floors, Walls and ceilings	Yes	<table border="1"> <thead> <tr> <th rowspan="2">Floors, walls and ceilings were maintained in a clean condition and:</th> <th colspan="2">Comply</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>• Were appropriate for the activities undertaken</td> <td>✓</td> <td></td> </tr> <tr> <td>• Had minimal posters on walls to facilitate cleaning and prevent pest harbourage.</td> <td>✓</td> <td></td> </tr> <tr> <td>• Were undamaged, impervious to water, grease and food particles</td> <td>✓</td> <td></td> </tr> <tr> <td>• Were unable to allow pooling of water</td> <td>✓</td> <td></td> </tr> <tr> <td>• Properly sealed - joining areas of walls to ceiling, floors to walls, and coving</td> <td>✓</td> <td></td> </tr> <tr> <td>• Properly sealed to the walls – all electrical outlets to prevent pest harbourage.</td> <td>✓</td> <td></td> </tr> <tr> <td>• Access holes for utilities, service pipes and drains were sealed</td> <td>✓</td> <td></td> </tr> </tbody> </table>	Floors, walls and ceilings were maintained in a clean condition and:	Comply		Yes	No	• Were appropriate for the activities undertaken	✓		• Had minimal posters on walls to facilitate cleaning and prevent pest harbourage.	✓		• Were undamaged, impervious to water, grease and food particles	✓		• Were unable to allow pooling of water	✓		• Properly sealed - joining areas of walls to ceiling, floors to walls, and coving	✓		• Properly sealed to the walls – all electrical outlets to prevent pest harbourage.	✓		• Access holes for utilities, service pipes and drains were sealed	✓	
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It was also observed:																													
• The ceiling was painted white, fully sealed, with edges of ceiling to wall sealed so that there aren't any entry points for pest / vermin.																													
• The walls were tiled to the ceiling.																													
• The floors were fully sealed so there weren't any entry points for pest / vermin. The floor drain was grated. Floors were lined with vinyl, smooth, undamaged and are impervious to water. Floors appeared able to be effectively cleaned to remove accumulations of food waste, dirt, grease etc. that could otherwise attract pests and enable microbial growth.																													
3.2.3 (12-13)	Fixtures, fittings and equipment	Yes	Fixtures, fittings and equipment are adequate for the preparation of safe and suitable food and fit for purpose. Items are not likely to cause food contamination and can be easily cleaned. The food preparation counter tops are made in stainless steel and are undamaged. There is a designated hands free hand wash sink with warm water, soap, paper towel and waste bin located in the kitchen.																										
3.2.3 (14)	Storage	Yes	The premises have adequate storage facilities for the storage of food, including chemicals, clothing and personal belongings. Sighted laundry, locker room and staff room.																										
3.2.3 (16)	Toilet Facilities	Yes	Sighted toilet facilities including hand wash, liquid soap, paper towel and waste facilities.																										

Section F: Management of non-compliances

Actions taken / agreed to be undertaken by the food business to remedy any identified non-compliances

NON-COMPLIANCE OBSERVED	CORRECTIVE ACTION Action taken or proposed to be taken for each non-compliance	CLOSE OUT DATE	EVIDENCE SIGHTED
Nil observed	Whilst no non-compliances were found at this audit, the audit process is based on sampling hence undetected non-compliances may exist.		

Action required:
Nil

Note: Food businesses must ensure they provide clear objective evidence of corrective actions to the auditor (within 14 days after the completion of the audit) to enable the auditor to assess corrective actions and report non-compliances to the enforcement agency (local government authority) within 21 days (from the audit date).

Section G: Auditor Conclusion, Recommendation and Declaration

Overall, the performance of the business in the audit has been assessed as:

High Performance		No contraventions of the food Standards Code and the where the auditor has a high degree of confidence in the FSP, its implementation and review processes
Successful	✓	The FSP is compliant with Food Standards 3.2.1, 3.2.2, 3.2.2A and 3.2.3. There may be a small number of non-compliances against prerequisite or support programs.
Marginal		Non-compliance against specific controls within the FSP that do not meet the criteria for a critical non-compliance would automatically make the program marginal. Whereas it may take a number of non-compliances against prerequisite or support programs (see Food Standard 3.2.2) to make the program marginal.
Unsuccessful		Contraventions of the Food Act 2008 or the Australia New Zealand Food Standards Code that pose an imminent and serious risk to the safety or suitability of the food intended for sale
Incomplete		A food safety program is not in place

As such, determine that the audit frequency of the food business should be changed: Yes No

If yes, provide details of the reasons why the audit frequency change is recommended:

It is my view that the food business has established, implemented and maintained a Food Safety Program pursuant to the requirements of the Food Act 2008 and Food Regulations 2009 and provisions of Food Standards 3.3.1, 3.2.2, 3.2.2A and 3.2.3. The food business has demonstrated a history of compliance with three consecutive "successful" audits without non-compliance.

New audit frequency Annual **This is a:** Decrease

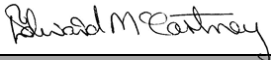
This determination is made with regard to the compliance history of the food business concerned in relation to its food safety program and the requirements of the Food Safety Standards.

To enable a decision to be made on the performance of the food business' food safety program and implementation, I confirm that I:

- Reviewed the food safety system documents and records
- Challenged staff competence, skills and knowledge
- Reviewed food production and service (if applicable) during the audit process.
- Reviewed facilities and work practices in accordance with Food Standards 3.2.2, 3.2.2A and 3.2.3

In addition, I acknowledge and affirm the following:

- I have no conflict of interest with the auditee at this time that has not been declared to the Department of Health
- The audit report reflects accurately my review of the audited site and practices performed at the time and date of the report
- The contents of this review shall remain confidential to the extent permitted by law

Auditor Signature: 	Auditor Name: Edward McCartney	Report Dated: 29 th March 2024
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This form must be forwarded to the appropriate enforcement agency within 21 days after the completion of the audit.

Food Act section 102 Approved Form version December 2023