

Topic that could be checked by the verifier during verification.	Detail of what the verifier looks at during verification.
Confidence in Management	
Registration/Scope of Operations	Scope of operation and number of sites align with what is registered in the MAPs database. Written notice of change has been sent to the registration authority, if required. Any changes to custom FCPs were evaluated. Tailoring of TFCP done appropriately.
Traceability	Procedures followed for product identification and traceability from supplier to the next recipients in the supply chain (other than final consumer). Give consideration to ingredients, in-process, rework, storage, dispatch and sale. Records kept
Documentation & Record-Keeping	Records are legible, accurate and complete. Records contain the required information (e.g. date, time, person, activity, result). Records are readily available to appropriate staff. Records are kept for 4 years. There is evidence of document control.
Competency of Management	Competency and skills required for management (including team leads) are identified and recorded. Training records are kept to show that those competencies and skills have been achieved and maintained
Delegation	Delegation of decisions is appropriate. Accountabilities are clearly identified and an escalation process is in place and followed
Operator Verification	There is a process for internal operator verification. Verification includes checks of the place of business, facilities, equipment, staff, visitors and procedures (e.g. testing recall procedures, validating shelf life using retention samples).
Improvements & Corrective Actions	Cause and extent of the problem was identified. Corrective actions were appropriate and done within required timeframe by a suitably skilled person. Training carried out if required. Records kept. Breach of NP or FCP reported to verification agency.
Food Safety Behaviour	
Training, Supervision & Competency	Staff and visitors are appropriately trained and supervised. Staff know and are able to show what they are required to do to ensure food is kept safe and suitable. Competencies and skills required are identified and recorded. Training records kept.
Personal Hygiene & Behaviour	Personal hygiene of staff and visitors is appropriate to ensure safety and suitability of food (e.g. handwashing, gloves, protective clothing). Records kept if personal hygiene contaminates food (excl NP2 food service and retail sectors and NP 1).
Health & Sickness	Sick and infected persons act appropriately to ensure food or food related accessories are not contaminated. Records are kept of sickness events and actions taken.
FSC Compliance Ingredients & Composition	Product at dispatch/sale complies with composition and ingredients requirements of the Food Standards Code. Controls in place during product development to ensure this.
FSC Compliance Microbiological	Product at dispatch/sale complies with the Food Standards Code microbiological requirements. Controls in place to ensure this.
Opening After An Emergency	Appropriate checks of buildings, services and equipment after an emergency are carried out. Damaged or temperature abused food is disposed of.
Process Control	
Design of Equipment	Equipment is appropriate for its intended purpose (sanitary design, cleaning) and sufficient for throughput (Includes consideration of vending machines and stock rotation in them). Critical parameters can be monitored and accurately measured.

Importing Food	Registered as food importer or imports via registered agent. Keep records of: supplier and manufacturer, description, batch, confirmation of food safety and suitability, transport and storage traceability (supplier to importer to next person) and recalls.
Suppliers & Purchasing	Ingredients, food, packaging, food related accessories, cleaning chemicals, maintenance compounds and services such as transport and storage are purchased in a manner that confirms safety and suitability and compliance with the Food Standards Code.
Receiving Goods	Ingredients, food, packaging, food related accessories checked for damage, contamination, identification, labelling, shelf life and temperature. Records kept of item, quantity, supplier details, temperature (if required) incidents and corrective action.
Time/Temperature Control (cooking/processing)	Appropriate procedures used for ensuring time and temperature controls are sufficient to manage microbial hazards during cooking and processing. For poultry use the cooking poultry topic.
Cooking Poultry	Poultry is cooked at the appropriate temperature for the appropriate amount of time. Records kept of the date, product, temperature the product was cooked to and the time held at this temperature. Records kept of incidents and corrective action taken.
Defrosting & Reheating Food	Food is defrosted completely before use. Food is heated appropriately, quickly and thoroughly. Checks made to ensure this is done. Hot held food not cooled and then reheated for sale.
Cooling & Freezing	Potentially hazardous food cooled and frozen to appropriate temperatures within appropriate time. Food between 5 and 60oC for more than 6 hours must not be sold, processed or consumed. Records kept of date, food and time taken to cool to required temp.
Time/Temperature Controls for Food On Display	Potentially hazardous food must be stored or displayed at the appropriate temperature and amount of time. If stored outside of the required temperature and time limits, appropriate action must be taken (e.g. refrigerate, use, sell or dispose).
Food Allergen Management	Controls to avoid contamination by allergens are appropriate and are followed. Allergen information is able to be provided as required.
Preventing Cross Contamination	Contamination prevented by the use of clean surfaces and utensils and the separation of raw and cooked foods
Process Controls for Biological Hazards (other)	Biological hazards are identified and controlled. Records kept. Appropriate sampling and lab testing. For NP businesses, specified processes carried out according to FCP & NP Notice (Note: Use this topic only for controls not identified by other topics) .
Process Controls for Chemical Hazards (other)	Chemical hazards identified and controlled. Records kept. Appropriate sampling and lab testing. Food complies with maximum residue level requirements if applicable. (Note: Use this topic only for controls not identified by other topics)
Process Controls for Physical Hazards (other)	Physical hazards identified and controlled. Records kept of checks made to confirm that hazards are managed. Any sampling and laboratory testing is done appropriately. (Note: Use this topic only for controls not identified by other topics).
Appropriate Use of Equipment	Appropriate use of equipment within its capacity and operating conditions. Appropriate measuring equipment used.
Calibration	Critical measuring equipment calibrated in the range in which the equipment is to be used. Staff aware of calibration status. Calibration done regularly where required.
Food Labelling & Advertising	Labels and advertising material comply with the Food Standards Code including claims, ingredients, allergens, weights and measures, nutrition information panel, company details, storage conditions, instructions, best before and use by dates.
Transporting Food	Transport appropriate for food safety and suitability e.g. temp control, segregation. Records kept of temp/humidity/other conditions. Records kept of incidents and corrective action (excl NP2 food service/retail sectors and NP1 other than transporters).

Storage & Stock Rotation	Ingredients, food, finished product, packaging and food related accessories are appropriately stored. Temperature checks done if required. Segregation of food and non-food. Stock rotation. Cross contamination prevented. Unsafe/unsuitable food identified.
<i>Environmental Control</i>	
Design & Use of Places, Facilities & Essential Services	Design, construction and location of premises (includes materials used, storage for food and non-food items , ventilation, laundry, cleaning, personal hygiene, capacity, capability) are appropriate to prevent contamination or deterioration of food.
Pest & Animal Control	Procedure for pest control in place and followed. Regular inspections done and corrective action taken. Material attracting pests is removed or destroyed. Contaminated food and food related accessories are decontaminated or disposed of. Records kept
Waste Management	Procedures for waste management followed. Waste collected, stored and disposed of to prevent contaminating food or attracting pests. Suitable waste containers used. Liquid waste systems constructed to prevent contaminating water supply or food
Cleaning & Sanitising	Procedures in place and followed for cleaning and/or sanitising of facilities, equipment and premises. Suitable cleaning equipment and chemicals provided. Cleaning compounds appropriately stored, labelled and used in line with manufacturers instructions.
Water Supply	Appropriate water supply for cleaning, adding to food and personal hygiene. Water supply design prevents stagnant water, back flow and contamination. If self supply, water quality tests done and records kept. Meets drinking water standards.
Maintenance	Maintenance carried out on premises, equipment, facilities and essential services. Maintenance compounds suitable, appropriately labelled and stored and used according to instructions. Records kept (excl NP 1 and NP 2 food service and retail sectors)
<i>Compliance History</i>	
Complaints & Recalls	Food safety/suitability issues with food or food related accessories are appropriately identified and responded to (including complaints). MPI notified of recalls within 24 hours. Records kept of the problem, action taken and monitoring of the recall.
Non-Compliance	Any non-compliance from recent external audits or investigations addressed within agreed timeframe. Cause identified and action taken was appropriate. Suitably skilled person carried out corrective action. Records kept of non-compliance and action taken
Managing Unsafe/Unsuitable Foods	Food that is unsafe or unsuitable is clearly identified. Risks are managed appropriately (e.g. labelling, isolation, reprocessing, disposal).