Application for Approval as a Safe Food Production Queensland Auditor

safe:food
queensland

Auditor's details

Title: . . . . Surname: . . . .

First Name: . . . . Middle Name: . . . .

Date Of Birth: . . . .

Postal Address: . . . .

Suburb/Town: . . . . Postcode: . . . .

Business Name . . . . ABN: . . . .

Business Phone . . . . Business Fax: . . . .

Mobile No.: . . . . Email Address: . . . .

Qualifications and experience (attach evidence please)

Any tertiary education relevant to food safety and/or auditing: . . . .

Any HACCP qualifications: . . . .

Other relevant auditing qualifications: . . . .

Other relevant qualifications: . . . .

Auditing and food industry experience (attach evidence please)

Briefly list your main auditing experience – include contact details of employers or clients

. . . .
. . . .
. . . .
. . . .
. . . .
. . . .

Which Queensland regions do you propose to service?   yes / no

☐ North qld	☐ Central qld	☐ South east qld
☐ North west qld	☐ Central west qld	☐ South west qld
☐ Far north qld		

signature block and photos

USING BLACK INK, please provide your signature within the confines of the box below.
Your signature and photo will appear on your ID card.

	Attach photo here / Attach photo here

Personal history information

Please answer Yes or No to each question

1. Have you been convicted of or found guilty of a criminal offence in any jurisdiction?	**Yes / No**
2. Have you had or do you now have any disease or condition that affects your ability to perform the essential functions of a Safe Food Production Queensland Approved Auditor, including any disease or condition generally regarded as chronic by the medical community?	**Yes / No**
3. Have you been denied approval to undertake the role of a Food Safety Auditor, or had an auditing accreditation or registration disciplined in any way by any licensing authority?	**Yes / No**

Declaration

I, (clearly print full name),.. ,
apply for registration under the *Food Production (Safety) Act 2000* as an approved auditor, and confirm that;

▦ I have read, signed, attached and agree to comply with the National Regulatory Food Safety Auditor Code of Conduct.

▦ I must notify Safe Food immediately of any changes to my personal details and qualifications that may affect my

suitability or ability to undertake the role of an Safe Food approved auditor.

▦ I understand that I must notify Safe Food immediately of any concerns of suspected or serious food safety incidences identified during an audit visit.

▦ I UNDERSTAND THAT FEES ARE NOT REFUNDABLE.

▦ I understand that I am required to provide audit reports and corrective action requests in the format specified by Safe Food within the time frame specified in the Food Production (Safety) Act 2000 and Regulation.

▦ I understand that approved auditors are subject to check audits by Safe Food on a random basis.

▦ I note that at least one annual training session will be required at my own expense.

▦ I have examined this application for renewal and all supporting documents submitted by me and to the best of my knowledge, these are true, correct and complete.

....
Signature of Applicant   Date

Fees

Application fee	$151.30
Annual registration fee	$530.30
Total amount payable	$681.60

Payment

Please process my payment using the credit card details listed below:

Card Type: Mastercard   /   Visa   expiry date: _____/_____/_____

Card no.:   ___/___/___/___   ___/___/___/___   ___/___/___/___   ___/___/___/___

Cardholders name: . . . .

Cardholder's signature: . . . .

or, please attach your cheque or money order, made payable to 'Safe Food Production Queensland'.

To allow us to quickly assess your application, please check the following…….

I have:

- [ ] completed all sections of this form
- [ ] signed the signature block (for ID card – see page 3)
- [ ] signed and dated the declaration on page 3 of this form
- [ ] supplied my credit card details, or attached my payment of the total amount payable

I have attached:

- [ ] the completed and signed Safe Food Code of Conduct
- [ ] two (2) colour passport photographs (for ID card – see page 3)
- [ ] evidence of current audit qualifications
- [ ] evidence of relevant tertiary education (if any)
- [ ] evidence of HACCP training (if any)
- [ ] details of audit experience (if insufficient space on form)
- [ ] details of food industry experience and expertise (if insufficient space on form)

What next?

send your completed application to:

Safe Food Production Queensland

PO Box 549
STONES CORNER QLD 4120

When Safe Food receives your application, we will……

1. Enter the information into our database
2. Verify your auditor certification
3. Verify your Safe Food training
4. Verify your auditing and food industry experience
5. Assess your application against the requirements of the Food Production (Safety) Act 2000 and Regulation
6. Conduct a check audit. Safe Food will arrange a check audit to assess your level of competency
7. Notify you of the result of your application
8. If your application is successful, issue you with an identification card which will contain any conditions relating to your appointment as an approved auditor
9. Place your name, any condition of approval, and any other information required by Safe Food, on a public register (see Safe Food's website at www.safefood.qld.gov.au)

Protecting your privacy

SFPQ is committed to protecting personal information. Information provided by the applicant will be used for the purposes of providing accreditation and audit services, administering and managing administrative systems and to provide information about our services and requirements.

Information will be managed in accordance with the Information Privacy Act 2009 and the Right to Information Act 2009. For public health and safety reasons and for managing food safety generally, Safe Food may disclose personal information to other agencies or entities. Information may also be used for statistical research or related purposes. Safe Food will assume that it has permission to do so unless advised otherwise. Information may also be required to be disclosed by law. For more information on this matter, please contact Safe Food on 1800 300 815, email to privacy@safefood.qld.gov.au or visit our website at www.safefood.qld.gov.au.

Safe Food's contact details

Safe Food Production Queensland

PO Box 549
Stones Corner QLD 4120

ABN 94 790 873 787

Freecall 1800 300 815 (Qld only)

t   (07) 3253 9800
f   (07) 3253 9810
e   info@safefood.qld.gov.au
w   www.safefood.qld.gov.au

any difficulties? Contact Megan O'Halloran