



Food Safety Program Requirements

On 1 July 2010, Victoria introduced a new food business classification system which seeks to better match Regulation with the food safety risk that different food business activities pose to public health and in turn match the Food Safety Program requirements with the risk level.

A Food Safety Program is a written plan that shows what a business does to ensure that the food it sells is safe for human consumption. It is an important tool for helping businesses that handle process or sell potentially hazardous foods and maintain safe food handling practices.

When you register your food premises, the Council will determine your classification based on the food safety risk of the type of foods you handle. You will only need a Food Safety Program if your premises is Class 1 or Class 2. Class 3 premises do not require a Food Safety Program, however must keep minimum records.

The Food Safety Program requirements are outlined below for each class.

Class	Food Safety Program Options	Compliance Requirements
1	Develop an independent Food Safety Program that is tailored to take into account the food handling activities at the premises.	1 audit by Department of Health approved auditor AND 1 assessment of compliance by Council
2	Use a suitable Food Safety Program template registered with Department of Health. For further details please refer to: http://www.health.vic.gov.au/foodsafety/bus/templates.htm Or Develop an independent Food Safety Program	1 annual assessment of compliance by Council <hr/> 1 annual audit by Department of Health approved Food Safety Auditor
3	No Food Safety Program is required; however minimum records must be kept.	1 annual assessment of compliance by Council
4	No Food Safety Program required due to the lower food safety risk associated with food handling activities at 4 food premises. However the food your business sells must be safe.	

Examples of FSP templates used by Class 2 premises, for example hotels, cafes and restaurants are:

- Department of Human Services FSP Template for Class 2 Retail and Food Service Businesses. A copy of this FSP template can be printed from the above website.
- Foodsmart is a Victorian government website designed to help businesses develop their FSP online. This website can be accessed at www.foodsmart.vic.gov.au. You will need to save the completed FSP and print a hardcopy for use at the food business (note your username and password on your hardcopy). You will then need to print a copy of all the required record sheets. Your Foodsmart FSP can be electronically submitted to Greater Shepparton City Council. You can also access the Foodsmart FSP from <http://www.health.vic.gov.au/foodsafety/bus/templates/index.htm>

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To use the FSP Template for Class 2 Retail and Food Service Businesses -

1. Complete page 5 in the purple section. This will determine the sections of the program that are relevant to your business. Keep the sections that you answered yes for, as these form your program. Unused sections can be removed and placed in the blue section.
2. Read and adopt the support programs. These sections will be relevant to most food businesses and also have records that will be required to be maintained, ie cleaning schedule.
3. Compile records. Through completing the above steps, it should now be clear what records you are required to keep. You will need to make copies of the record sheets and complete them as required. Records must be completed, kept onsite at all times and available at the request of an Environmental Health Officer. A digital probe thermometer with a temperature range from -20^oc - 110^oc will be required for temperature monitoring.
4. Review the program every 12 months or if activities in your food business change. You must inform the Council of any changes to your food business activities.

Minimum Records – Class 3

Class 3 food premises need to keep completed basic records about certain food safety practices onsite. This includes details about suppliers, and temperature monitoring for delivery and storage of potential hazardous foods. Please call the Environmental Health Department to clarify the minimum records required. Blank minimum records are available from Council or the Department of Health website <http://www.health.vic.gov.au/foodsafety/guide/classification.htm>

Remember, your Food Safety Program and completed records must be kept at your food premises at all times and will be checked by your Environmental Health Officer. Penalties can apply for breaches of Food Safety Program and Minimum Record requirements. Please call the Environmental Health Department if you have any questions on 5832 9731.