



Verification topic outcomes

Performing

Fully meeting applicable requirements of the Act.

- Comprehensive knowledge of the applicable requirements of the Act and how to meet them; and
- Systems and procedures in place and documented where required; and
- Procedures followed; and
- Full records available where required.

Conforming

Adequately meeting applicable requirements of the Act. Observations made of potential for a current activity to deteriorate into non-conformance if allowed to persist.

- Systems and procedures require slight updates or amendments; or
- Procedures followed in the majority of cases; or
- Recording sheets/systems in place with minimal gaps in recording.

Non-conforming

Applicable requirements of the Act are not fully met but the deficiency(s) are not likely to affect the safety or suitability of food.

- Definite improvement needed in systems and procedures; or
- Isolated or sporadic lapse in implementation of procedures; or
- practices observed/demonstrated are at a variance with applicable requirements of the Act; or
- Consistent failure to keep records, or absence of required recording sheets that do not directly relate to controlling food safety and suitability.

Non-complying

Applicable requirements of the Act are not met and findings can be referenced to an offence provision in part 4 of the Act. A significant deficiency or failure to manage risks or comply with an applicable requirement of the Act is evident to the extent that food safety and/or suitability is threatened either immediately (Critical Non Compliance) or in the future if improvements aren't made.

- Procedures and systems that directly impact safety and suitability of food are absent or insufficient to manage the risks; or
- Procedures and systems are not followed and this constitutes a risk to food safety and suitability directly; or
- Records required that directly relate to controlling food safety and suitability are significantly absent, incomplete, or altered; or
- A number of non-conformances against an applicable requirement of the Act or a pattern of non-conformance of a single requirement over successive verifications are observed.