

How long does verification take?

This guide is to assist food businesses to understand how long a typical verification takes, for compliance with the Food Act 2014.

While there are many factors that can influence the duration of a verification, there are three main parts: preparation, on-site assessment, and reporting. The time it takes to do each of these will vary, depending on the food safety risk, the size of the business, and the complexity of the processes the business are using.

The durations given here will help you understand what to expect for typical verifications. There are some tips on what you can do to help reduce the duration of your verification, and things which may add more time.

Verifiers are highly skilled, and typically charge between \$100 and \$200 per hour. Your quote may also include reasonable travel, and administration costs. Please ask your verifier to explain these to you, if you don't understand them. It is a good idea to seek quotes from more than one verifier.

It may take less time if:

- ✓ You are well prepared, with all records readily available
- ✓ Your staff are on hand to talk with the verifier, and answer their questions
- ✓ Official templates are being used, where they are available
- ✓ You can co-ordinate with other nearby businesses to share travel costs

It may take longer if:

- ✗ There are special conditions on your registration
- ✗ Any corrective action from a previous verification have not been done
- ✗ Any new non-compliance issues are identified on-site
- ✗ There have been any significant changes to your business since you registered

Estimated verification duration | Size and Complexity

	Simple Processes				Complex Processes			
Size of business	Growing & Picking	Preparing & Cooking	Serving & Selling	Packaging & Transporting	Pasturisation & UHT	Enclosed systems (e.g. extruding)	Autofill machines	Novel processes
Small 1-10 people	1-3 hrs				4-6 hrs			
Medium 11-50 people	1-4 hrs				Up to 8hrs			
Large 50+ people	6-12 hrs				Up to 3 days			

Example Scenarios

COFFEE CART with a single operator, preparing and selling hot beverages and bought snacks. (NP1)

Prep 30 mins	On-site 45 mins	Report = 30 min
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EARLY CHILDHOOD EDUCATION CENTRE with 11-50 employees cooking and serving meals, including sandwiches and cakes. (NP2)

Prep 30 mins	On-site 105 mins	Report 30 min
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CAFÉS & RESTAURANTS with 1- 10 employees, making and serving food to be eaten at the premises or to take-away. (FCP)

Prep 40 mins	On-site 120 mins	Report 30 min
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HOME BAKER with a single operator making and selling cakes directly to consumers at markets. (FCP)

Prep 40 mins	On-site 60 mins	Report 30 min
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BULK TRANSPORTER with a single operator, transporting juice in a tanker. (NP1)

Prep 30 mins	On-site 60 mins	Report 30 min
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FRUIT & VEGETABLE GROWER with less than 10 employees, producing minimally processed fruits and vegetables. (NP1)

Prep 30 mins	On-site 60 mins	Report 30 min
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SMALL JAM & CHUTNEY MANUFACTURER with less than 10 employees, making different types of products (e.g. jams, fruit purees, ice-cream toppings, and chutneys). (NP2)

Prep 30 mins	On-site 75 mins	Report 30 min
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DRINKS MANUFACTURER with less than 10 employees, making non-alcoholic beverages (e.g. cola, mixers, cordials and ginger beer). (NP3)

Prep 30 mins	On-site 90 mins	Report 30 min
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FOOD RETAIL BUSINESS with a single operator, such as a bakery, dairy owners who make sandwiches or pies, a fish monger, or butcher. (FCP)

Prep 40 mins	On-site 120 mins	Report 30 min
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SUPERMARKET with more than 50 employees, making and selling different types of food directly to consumers (e.g. supermarket with an onsite butchery, bakery and delicatessen). (FCP)

Prep 40 mins	On-site 180 mins	Report 30 min
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