

2024 Approved Auditor Application

Title _____ Surname _____

First Name _____ Middle Name _____

Date of Birth ___/___/_____ Email Address _____

Postal Address _____

Suburb/Town _____ Postcode _____

Business Name _____ ABN _____

Business Phone _____ Mobile No _____

Qualifications and experience (please attach evidence with this application)

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 (please attach evidence / examples with this application e.g. resume, contact details of employers / clients)

Briefly list your main auditing experience:

Which Queensland regions do you propose to service? (tick all that apply)

<input type="checkbox"/> North QLD	<input type="checkbox"/> Central QLD	<input type="checkbox"/> South east QLD
<input type="checkbox"/> North west QLD	<input type="checkbox"/> Central west QLD	<input type="checkbox"/> South west QLD
<input type="checkbox"/> Far north QLD		

Signature block and photos

USING BLACK INK, please provide your signature within the confines of the box below. (e-signature capabilities are also available with this form using Adobe Reader).

Your signature and photo will appear on your ID card.

Please attach 2 coloured photos of yourself with this form.

Photos must:

- Be a passport style headshot (head & neck in shot)
- Clear and in focus, with no marks or 'red eye'
- Have a plain white or light grey background
- Adequate lighting (no shadows or reflections) with appropriate brightness and contrast
- Face looking directly at the camera, not tilted in any direction
- Neutral expression (no smiling, laughing or frowning)

Personal history

Please answer Yes or No to each question

1. Have you been convicted of or found guilty of a criminal offence in any jurisdiction?					
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?					
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?					
4. Please select or advise of any additional vaccinations you have received below:					
<input type="checkbox"/>	COVID-19	<input type="checkbox"/>	Q-Fever	<input type="checkbox"/>	Other:

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 and agree to comply with the [National Regulatory Food Safety Auditor Code of Conduct](#).
- I must notify Safe Food Production Queensland (Safe Food) immediately of any changes to my personal details and qualifications that may affect my suitability or ability to undertake the role of a 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 I am required to provide audit reports and corrective action requests in the format specified by Safe Food within the timeframe specified in the *Food Production (Safety) Act 2000* and *Food Production (Safety) Regulation 2014*.
- I understand that approved auditors are subject to check audits by Safe Food on a random basis.
- I understand that I must attend at least one annual training session by Safe Food at my own expense.
- I have reviewed my application and all supporting documents submitted by me and to the best of my knowledge, these are true, correct and complete.
- I UNDERSTAND THAT FEES ARE NOT REFUNDABLE.

Signature of Applicant: _____ Date: ___ / ___ / ___

2024 fees

Application fee	\$181.90
Annual registration fee	\$637.43
Total amount payable	\$819.33

Payment method

Once we have received your completed application, we will email you an Application Notice. This will contain the amount payable and available payment methods. Payment is due within 7 days, or your application may be refused.

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 1)
- ✓ signed and dated the declaration on page 2

I have attached:

- ✓ a completed and signed copy of Safe Food's Code of Conduct
- ✓ two (2) colour photographs for ID card (see page 1)
- ✓ evidence of relevant tertiary education (if any)
- ✓ evidence of HACCP training (if any)
- ✓ evidence of current audit qualifications
- ✓ 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: applications@safefood.qld.gov.au

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 (if applicable)
4. Verify your auditing and food industry experience
5. Assess your application against the requirements of the *Food Production (Safety) Act 2000* and *Food Production (Safety) Regulation 2014*
6. 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, we will 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 our website at www.safefood.qld.gov.au)

Protecting your privacy

Safe Food 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 privacy@safefood.qld.gov.au or visit www.safefood.qld.gov.au.

Safe Food's contact details

T (07) 3253 9800 or free call 1800 300 815 (QLD only)

E info@safefood.qld.gov.au

W www.safefood.qld.gov.au