



# How long does verification take?

This guide will help you understand how long a typical verification takes for the Food Act 2014 – and therefore how much it is likely to cost.

Verifiers are highly skilled, and typically charge between \$115 and \$210 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.

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 your business, and the complexity of the processes you use. We've given examples of verification time at different types of businesses, tips on how to reduce the duration of your verification, and things which may add more time.

## Estimated verification duration | Size and Complexity

The size of your business and the complexity of your process can affect how long your verification will take.

Size of business	Simple Processes	Complex Process
	<ul style="list-style-type: none"> <li>• Growing &amp; Picking</li> <li>• Preparing &amp; Cooking</li> <li>• Serving &amp; Selling</li> <li>• Packaging &amp; Transporting</li> </ul>	<ul style="list-style-type: none"> <li>• Pasteurisation &amp; UHT</li> <li>• Enclosed systems (e.g. extruding)</li> <li>• Autofill machines</li> <li>• Novel processes</li> </ul>
<b>Small</b> 1-10 people	1–3 hours	4–6 hours
<b>Medium</b> 11-50 people	1–6 hours	Up to 8 hours
<b>Large</b> 50+ people	4–12 hours	Up to 3 days

## Easy tips and tricks

### It may take longer if:

- ✗ There are special conditions on your registration.
- ✗ Any corrective action from previous verification have not been done.
- ✗ Any new non-compliance issues are discovered on-site.
- ✗ There have been significant changes since your registration.
- ✗ You rely on your verifier to advise you how to operate

### 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 questions.
- ✓ Official templates are being used, where they are available.



## Example Case Studies

These do not include travel costs.

### Coffee Cart

Single operator, preparing and selling hot beverages and bought snacks. A diary with a daily fridge temperature checks is on hand, plus a receipt from recent professional maintenance and repair work.



Prep	On-site	Report	Total
0:30	0:45	0:45	2:00

NP1

### Early Childhood Education Centre

20 centre staff, with 4 regular kitchen staff cooking and serving meals, including sandwiches and cakes. This is their first verification since registering. The on-site assessment is done while the centre is open, and all rostered staff talk openly with the verifier and demonstrate good practices.



Prep	On-site	Report	Total
0:30	1:40	1:00	3:10

NP2

### Home baker

Single operator making and selling cakes directly to consumers at markets. While some systems are evident, the owner is not confident which are their most critical risks, and ask the verifier lots of questions.



Prep	On-site	Report	Total
0:40	1:45	1:00	3:25

FCP

### Small Jam & Chutney Manufacturer

2 full time and 3 part time employees, making a range of products including fruit jams, ice-cream toppings, and chutneys. There were some problems with pests that needed tackling.



Prep	On-site	Report	Total
0:30	1:45	1:00	3:15

NP2

### Key

NP1 National Programme 1  
NP2 National Programme 2  
NP3 National Programme 3  
FCP Food Control Plan

Prep	On-site	Report	Total
0:30	1:45	0:30	2:45

Estimated time to complete in hours and minutes

### Café & Restaurants

8 employees, making and serving meals to be eaten in and take-away. They are using a current template Food Control Plan, and all kitchen staff can easily demonstrate how their processes control their top food risks.



Prep	On-site	Report	Total
0:30	1:50	1:00	3:20

FCP

### Fruit & Vegetable Grower

3 employees, producing minimally processed fruits and vegetables. The site's spray diary is thorough and up to date, and all withholding periods clearly recorded.



Prep	On-site	Report	Total
0:30	1:00	1:00	2:30

NP1

### Food Retail Business

Single operated bakery in a small rural town. They co-ordinate with a nearby dairy, fish monger, and butcher contact a specialist verification agency.



Prep	On-site	Report	Total
0:40	2:00	1:00	3:40

FCP