

South Australia (SA) Food Safety Passport System

A Guideline to help
Mobile Food Vendors
comply with Food Safety
Requirements



Government
of South Australia

SA Health



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- > City of Adelaide
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Introduction

The main aims of this guideline are to reduce food safety red tape for mobile food vendors (MFVs), to make you aware of your legal requirements, and to help you comply with the relevant sections of the Australia New Zealand Food Standards Code Food Safety Standards (FSS), so that you can sell safe food to the public.

Both businesses and enforcement agencies can use this guide to assess compliance with the *SA Food Act 2001* (the Act) and the FSS 3.2.2 (Food safety practices and general requirements) and 3.2.3 (Food premises and equipment).

SA Food Act 2001: <https://www.legislation.sa.gov.au/LZ/C/A/Food%20Act%202001.aspx>

Australia New Zealand Food Standards Code: www.foodstandards.gov.au/code

What are mobile food vendors?

A MFV is a food business designed to be moved from place to place and is used for selling food, whether on land, sea or air.

MFVs typically have a mobile structure which includes a vehicle, trailer, cart, tent, stall, booth, pontoon, table, barbecue, pizza oven, or other mobile structure of the like. As illustrated by the examples above there are various types of MFVs – those that are self-contained, those that are more temporary stands and those that are a combination of both making the operating conditions of MFVs unique.

This guideline is intended to cover the unique operating conditions of MFVs, noting the FSS are the same for MFVs and fixed businesses.

A self-assessment checklist is provided at Appendix 1 which can help you with the set-up (where applicable) and compliance of MFVs.

What are the obligations of a mobile food vendor?

A person using a MFV to store, prepare or sell food for human consumption is a food business. All food businesses must notify the relevant enforcement agency where they are parked/based (refer to Section 2 Notification below) and comply with the Act and FSS. It is also recommended that MFVs notify the other relevant Councils where they will be selling food (e.g. events or places of sale), particularly if they want to trade on Council land.

It should be noted that not-for-profit operations (e.g. charities and community groups) and MFVs giving away food for promotional purposes are **included**. Further responsibilities to the passport system are described in section 3d.

What agencies enforce the Food Act?

In most cases, local Council are the enforcement agency responsible for the surveillance of the food service and retail sector, including MFVs and for enforcing the requirements of the Act and FSS.

N.B. From here on, enforcement agency will be referred to as Council.

2 Administration of the Food Act

Notification

MFVs must notify each Council that they are based, additionally they must advise all Council's that they choose to operate or trade in each time this activity occurs. Notification to the Council where your MFV is parked (garaged) or based must happen prior to commencing operation. This is the Administration Council. Submitting a Food Business Notification (FBN) form is a legal requirement under the Act and FSS.

As an MFV, it is important to include information about where your MFV is parked/based and if not the same location, where you will be selling food. After the FBN form is submitted, the enforcement agency will issue an FBN number which will be applicable across South Australia. Where a MFV is based and thus registered interstate, the registration number would be accepted as a notification.

Further details about meeting your obligations to notify are available on the SA Health Website:

<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/protecting+public+health/food+standards/starting+a+food+business#How+to+notify>

The role of Council Environmental Health Officers (EHOs)

Inspections of MFVs are conducted by Council EHOs who are authorised officers under the Act. Authorised officers carry an identification card with their authorisations listed. The frequency of inspection is based on risk (refer to Section 3d Risk Classification) which takes into account the risk posed by the food being prepared and sold and the history of compliance with the FSS.

EHOs from any council that a MFV is operating in can conduct inspections under the Food Act 2001 not just the Administration Council (the Council where they are parked/based). As such, inspections may also occur when there are complaints or food safety breaches of the FSS or at any other reasonable time as determined by the Council EHO.

Fees and charges

Inspections may be subject to fees in accordance with the SA Food Regulations 2017. The fees are subject to each Council(s) inspection fees schedule.

3 Food Safety Passport System

The Passport system has been designed to be a benefit for the business and a quick way for EHOs to assess whether a MFV is compliant with the Food Safety Standards. The Passport itself has not been designed to be a consumer facing sticker/certificate.

The reduction in red tape policy has been considered in the development of this system. The Passport will record when MFVs have been inspected at the location they are parked/based, a location where food preparation occurs and a location where food service occurs. The Passport will only be issued to a MFV where all required inspections are completed and the MFV deemed to be compliant with the legislated Food Safety Standards. This does not necessarily prevent a MFV from operating if it does not have a Passport or if required inspections are in progress.

This system enables businesses and Councils to identify when inspections to assess all food safety risks have occurred and what activities have been covered. The process is as follows:

a) Prior to operating

Initially, the owner of the MFV will notify the Council where they are parked/based as per Section 2 Notification. This Council is called the Administration Council.

In the case of interstate or overseas MFV visitors, notification must be made to the relevant Council that the MFV first enters/operates in. This Council is the Administration Council in this instance and will conduct the initial inspection of the MFV before a Passport is issued.

b) Inspections

An EHO may conduct an initial inspection of the MFV where the business is parked/based. This may be an incomplete inspection because it may not be possible for the EHO to observe food preparation and service at the time of the initial inspection. The inspection will be completed when the MFV is trading, for example at an event.

Note that an EHO may approach your business regardless of whether a passport is displayed or not and especially if a non-compliance is observed.

Councils can undertake additional inspections above the risk classification frequency.

It is the responsibility of the MFV to keep records of previous inspection reports over the last two years with their Passport. Failure to maintain inspection reports onsite may result in Councils conducting inspections every time a vehicle is operating.

It is the responsibility of the EHO to provide a copy of the inspection reports to the MFV. It is the responsibility of the EHO in 'outside' Councils to provide a copy of all inspection reports to the Administration Council.

c) The Food Safety Passport

After a MFV has been inspected whilst trading, a Passport (samples provided in Appendix 2) will be issued by the Administration Council where the business is parked/based. The Passport can be displayed to demonstrate that the MFV has been inspected. The owner of the MFV can then use this Passport to demonstrate to event coordinators or other Councils that it has been inspected.

The Passport and its image remains the property of the issuing Council and SA Health and may be removed at any time. The Passport is issued based on the findings of a food safety assessment carried out in accordance with food legislation by an authorised officer of the Council on the date indicated. The Passport is given in good faith and is intended as a general guide only. The Council makes no representation, gives no warranty and will not be liable for any negligent act or omission in connection with the Passport, the condition of the premises, the quality of food or food safety standards of the food business on the date indicated or at any time in the future.

Food Safety Passport System

d) Responsibility of MFV operators/staff

It will be the responsibility of the operator of the MFV to keep the Passport with the MFV at all times, otherwise event coordinators and EHOs will not have evidence that an inspection has already been conducted and consequently another inspection will likely be deemed to be necessary (and an inspection fee may be imposed).

e) Risk Classification

Each MFV will be assessed by the Administration Council for risks and classified as P1, P2, P3 or P4, where P1 is the highest risk and P4 is the lowest risk. This will, in part, determine the inspection frequency of the MFV and the timeframe for when a new passport is issued to the proprietor of a MFV. For more about Risk Classification, visit the following link: <http://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Protecting+public+health/Food+standards/Priority+classification+of+food+businesses/>

f) Expiry of Passport

A Passport's expiry is proportionate to the business' risk classification and inspection frequency. Where a Passport reaches its expiry, an inspection will occur again at the 'garaging' location and, the Passport will be renewed by the Administration Council.



4 Conditions of operation

A Passport is issued on the condition that the MFV complies with FSS 3.2.2 and 3.2.3

The following Sections 5 and 6 are to assist the MFV in complying, and in meeting general good operating practices.

More information is also available in the Safe Food Australia 3rd Edition Appendix 9: Temporary and mobile food premises: <http://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>



5 Food premises and equipment (FSS 3.2.3)

Construction of a MFV (vehicle, stall or marquee)

The design and layout of a MFV should be well planned and take into consideration compliance with the FSS to ensure effective and acceptable operation. A range of key issues to ensure this include (but are not limited to) maximising space without compromising food safety, using effective and durable construction materials, providing preparation and storage areas and meeting hygiene requirements such as hand washing.

The guidance below is a summary of the Australian Standard 4674 – 2004 Design, construction and fit-out of food premises. This will assist compliance with the FSS. Your designs and/or fit-out can be assessed by the Council EHO. The design and construction of a MFV should:

- > be appropriate for the types of food stored, prepared and sold as per the Risk Classification,
- > have adequate space for all activities and for all equipment to be used or stored,
- > allow for easy and effective cleaning and sanitising of all structures and equipment,
- > protect food from airborne dust, pests, and other contaminants where practicable,
- > prevent the entry of pests,
- > exclude favourable sites for pests to harbour (live and breed).

Design principles should accommodate the flow of production and waste to prevent cross-contamination. Separating particular foods and processes which are to be considered including:

- > raw and cooked foods,
- > hand washing facilities and utensil wash up areas,
- > storage facilities, including areas for personal items,
- > waste disposal areas.

Separation of the driving compartment from food storage, handling, serving sections and packaging storage should be considered (where applicable), based on the risk of the foods.

Floors

Where applicable, floors are to be constructed of materials which are impervious and durable for effective cleaning. The intersections of walls to floors should be without corners (coved): tight jointed, sealed and dust proof.

If operating outside on the grass or pavers, consideration should be given to potential oil spillage, accumulation of dirt, dust and damage to Council land/infrastructure. Temporary stalls should provide flooring over unsealed surfaces such as grass or dirt.

5 Food premises and equipment (FSS 3.2.3)

Walls

Walls are to be provided where necessary to protect food from contamination. Walls must be finished with materials suitable for the activities conducted and be easy to clean. Light coloured, impervious surfaces are recommended where applicable. Some of the suitable wall materials in food preparation areas include stainless steel, aluminium sheeting, acrylic, laminated plastic sheeting or polyvinyl sheeting with welded seams.

Architraves, skirting boards, picture rails or similar protrusions should not be used on walls. Shadow fix (recessed joint) type cladding should also be avoided, in particular where the interior of an MFV (where applicable) is curved as this can cause issues.

Walls at the rear of cooking appliances should be surfaced with a material such as stainless steel, which extends from the canopy to the floor. Where a cooking appliance is sealed to the wall, the material should be lapped over the top edge of the appliance to provide a grease and vermin-proof seal. Cooking appliances should only be sealed to walls made of a non-combustible material.

Where practical, a splashback should be installed above any bench, sink or hand basin and should be constructed using an impervious waterproof material.

Ceilings

Ceilings are to be provided where necessary to protect food from contamination. Ceilings must be finished with impervious materials suitable for the activities conducted in the vehicle or marquee and be easy to clean. A light colour is recommended. Where applicable, the ceiling height should be adequate to effectively conduct food handling activities.

Ceilings should be free of open joints, cracks and crevices. The intersection of walls and ceilings should be tight jointed, sealed and dust proof.

Door and serving openings

All openings are to be fitted with close fitting doors and shutters where practicable to exclude dust, pests and other contaminants. These should be closed during transport. Doors and serving hatches should be finished internally with the same standard of material as the walls.

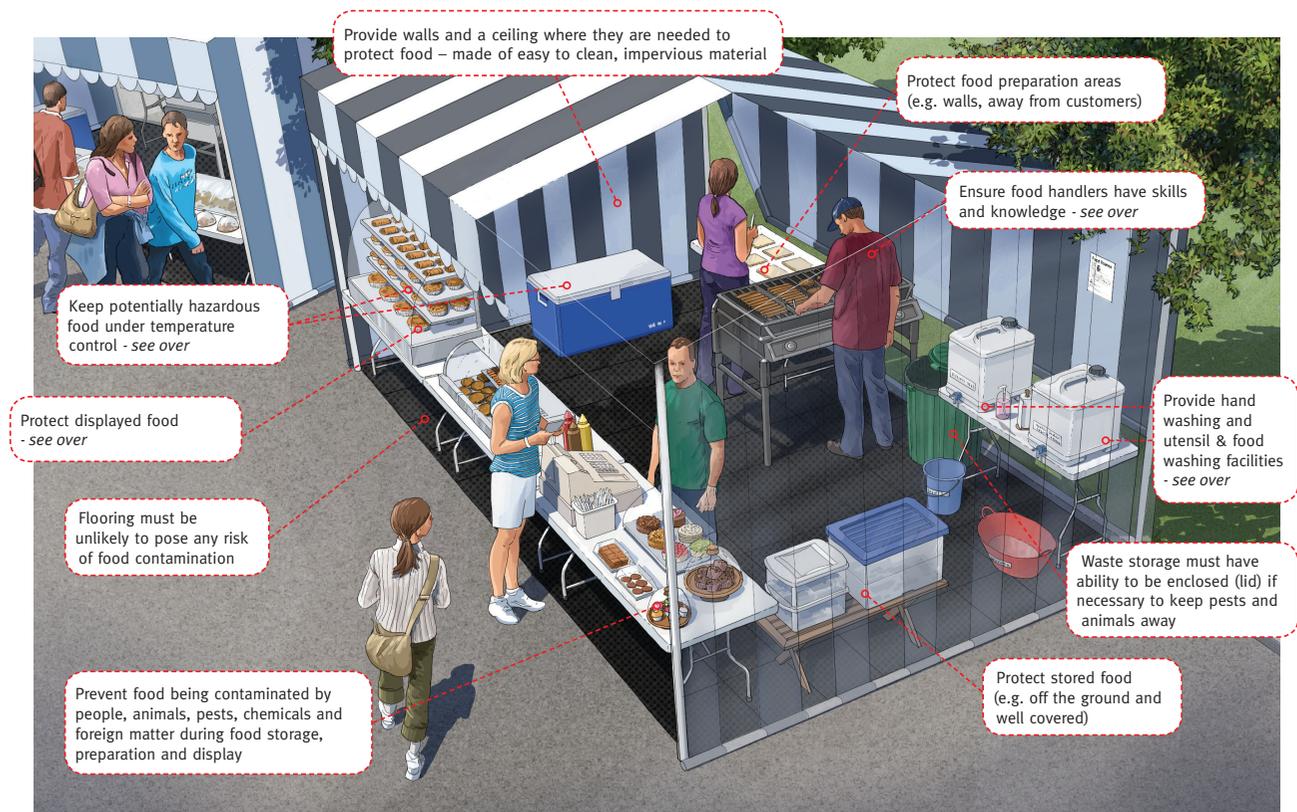
Stalls and marquees

The same concepts can be applied when designing a mobile food premises as a stall or under a marquee. The exceptions are the ability to clean floors and walls. However the tent, tables and other structures should be clean and not contaminate the food. See the Figure 1 below as a guide.

5 Food premises and equipment (FSS 3.2.3)

Figure 1 – Guide for the design and operation of a temporary food premises

GUIDE FOR THE DESIGN AND OPERATION OF A TEMPORARY FOOD PREMISES (STALL)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

(Image provided courtesy of City of Gold Coast.)

5 Food premises and equipment (FSS 3.2.3)

Equipment and appliances

Equipment should be either built in with no cavities, or mounted on castors capable of being easily moved to facilitate cleaning. Cooking equipment should not be placed underneath windows, wall cupboards, serving openings, shelving, roof vents or electric operated insect kill units.

Lighting

There needs to be adequate lighting provided in accordance with FSS 3.2.3, clause 8 to ensure safe food handling. In areas where exposed food is handled or stored, light fittings are recommended to be shatter-proof or fitted with suitable light diffusers (covers) to prevent contamination of food by broken light globe or tube glass.

Hand washing facilities – Responsibility of the food business

A dedicated hand washing basin, separate from other facilities and used only for that purpose, must be provided. Warm running water is required for all food businesses however; a Council may provide written exemptions or modify requirements (e.g. clean cold running water and use of gloves) for temporary food businesses.

A temporary food business is a business that does not operate regularly or as determined by the Administration Council.

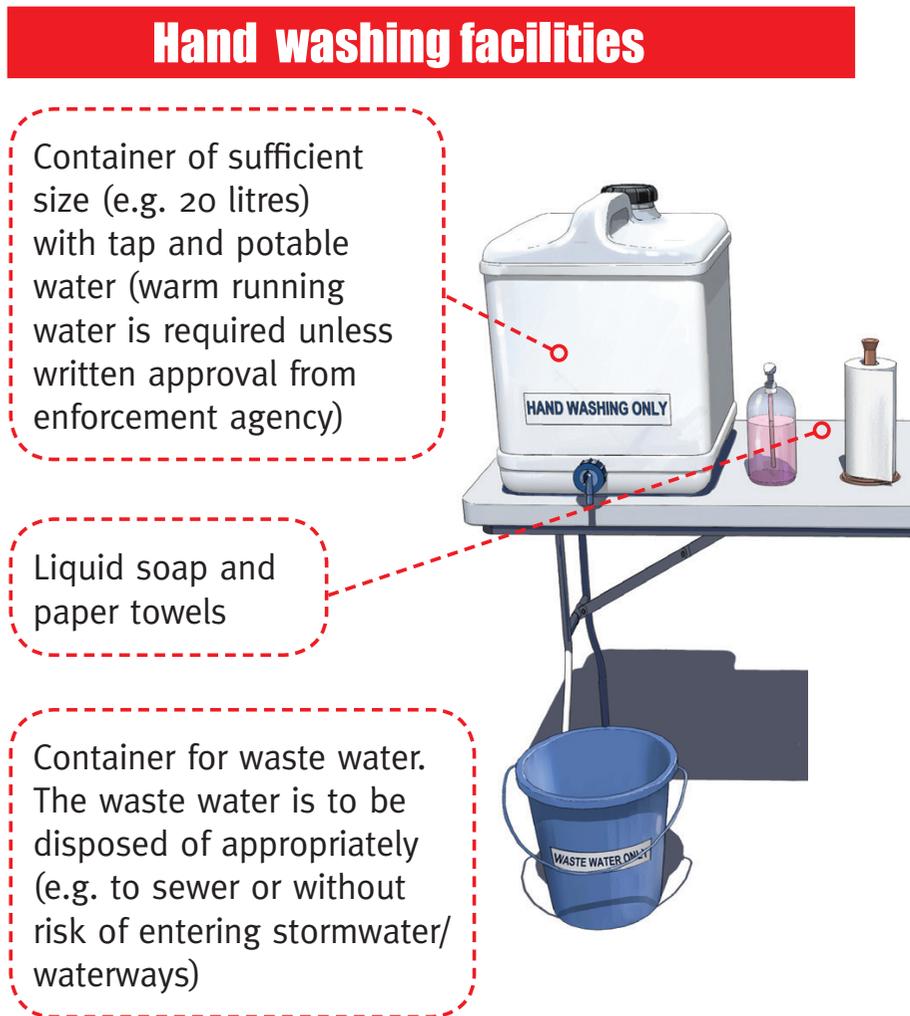
Soap and single-use towels (paper towels recommended) must be provided at, or near, the hand washing facility. Hand wash basins can be as elaborate or as simple as your budget allows, an example of a compliant hand wash basin is provided at Figure 2.

Where the MFV has the ability to install a permanent hand washing facility, it must be appropriately fixed, allow easy cleaning of hands and arms, and it must not be obstructed by other equipment nor used for other purposes such as storing utensils, etc.



5 Food premises and equipment (FSS 3.2.3)

Figure 2 – Example of a compliant hand wash basin.



(Image provided courtesy of City of Gold Coast.)

Temperature measuring device

MFVs that handle potentially hazardous foods are required to have a readily accessible, accurate and calibrated temperature measuring device with $\pm 1^{\circ}\text{C}$ accuracy. A probe thermometer is the most accurate way to monitor the internal temperature of food and must be cleaned and sanitised before it is used and between uses. It is good practice to monitor and record the temperature of hot or cold foods under operating conditions to ensure adequate temperature control is being maintained. It is recommended to keep one on site and use it regularly.

5 Food premises and equipment (FSS 3.2.3)

Figure 3 – Example of a probe thermometer



Maintenance

The vehicle, stall or marquee and its associated fixtures, fittings and equipment must be able to be kept clean and in a good state of repair and working order (i.e. free from dirt, fumes, smoke, foul odours and other contaminants).

Pipework and conduits should be concealed. It is recommended that reversible screws are used for easy access when maintenance is required.

Garbage, recyclable matter and materials

It is recommended that MFV operators:

- > Provide a garbage receptacle outside the vehicle, stall or marquee for depositing take-away food containers and other litter.
- > Make arrangements to dispose of garbage each day or more frequently when the need arises or as specified by Council permit arrangements.

Animals and pests

You must take all practicable measures to prevent pests (including vermin, birds, spiders and flying insects) from entering the MFV or coming into contact with any food, fixtures, equipment or parts of vehicles used to transport food. This is sometimes difficult given some MFVs are open, enabling pests to enter. Therefore additional attention is required for cleaning and sanitising food contact surfaces.

Animals are not permitted to enter a MFV at any time. 'Assistance animals' are permitted in all public dining and drinking areas and there are exceptions for pets in open outdoor dining areas.

Storage facilities are also to be checked and monitored for pests.

6 Food Safety Practices and General Requirements (FSS 3.2.2)

Food Handling – Skills and Knowledge

A MFV proprietor must ensure that persons undertaking or supervising food handling operations have skills and knowledge in food safety and food hygiene matters commensurate with their work activities.

Charitable and community not-for-profit organisations are exempt from this requirement if they sell foods that are not potentially hazardous (e.g. cakes without cream, biscuits, bottled jam or pickles), or foods which are to be consumed immediately after thorough cooking (e.g. sausage sizzles, hamburgers and spring rolls).

Ensure that all staff members involved in the handling of food for sale are familiar with the relevant FSS so that staff members handle food correctly and that it remains safe to eat.

Food storage

Food businesses must ensure that all foods are stored so that they are protected from likely contamination and that the environmental conditions will not adversely affect the safety or suitability of the food.

Food is stored above the floor and in suitable containers and, where possible is kept out of direct sunlight.

Ensure that potentially hazardous foods are received under temperature control and within their use-by date (refer to potentially hazardous foods and temperature control section below).

Potentially hazardous foods such as poultry, meat, dairy products, seafood and egg-based products are stored under temperature control. If intended to be stored frozen, the food must remain frozen during storage.

There must be separately located storage facilities for items such as chemicals, clothing and personal belongings that may contaminate food or food contact surfaces. Chemicals are not to be stored within the vicinity of gas appliances.

Refrigeration facilities should be large enough to hold potentially hazardous foods under temperature control at all times. This may require the use of portable cool rooms. Do not overstock refrigerators or portable cool rooms as the air will not be able to circulate freely around the foods. If eskies are used for temporary events, they should be cooled down in advance by putting ice packs inside so that food remains cold when placed in the esky.

Potentially hazardous foods and temperature control

One of the most common causes of foodborne illness is the storage and display of potentially hazardous foods (PHF) at inadequate temperatures for extended periods. This can lead to the rapid and sustained growth of food poisoning bacteria.

Examples of PHFs include:

- > cooked meat , including poultry
- > sprouts and sprouted products
- > ready to eat meat (e.g. ham, corned beef etc.)
- > dairy products
- > seafood
- > raw egg products*
- > prepared salads, raw fruit or raw vegetables salad
- > cooked rice and pasta
- > processed soya bean products
- > other processed foods containing beans, nuts or other protein-rich foods that contain any of the above foods such as sandwiches and quiches

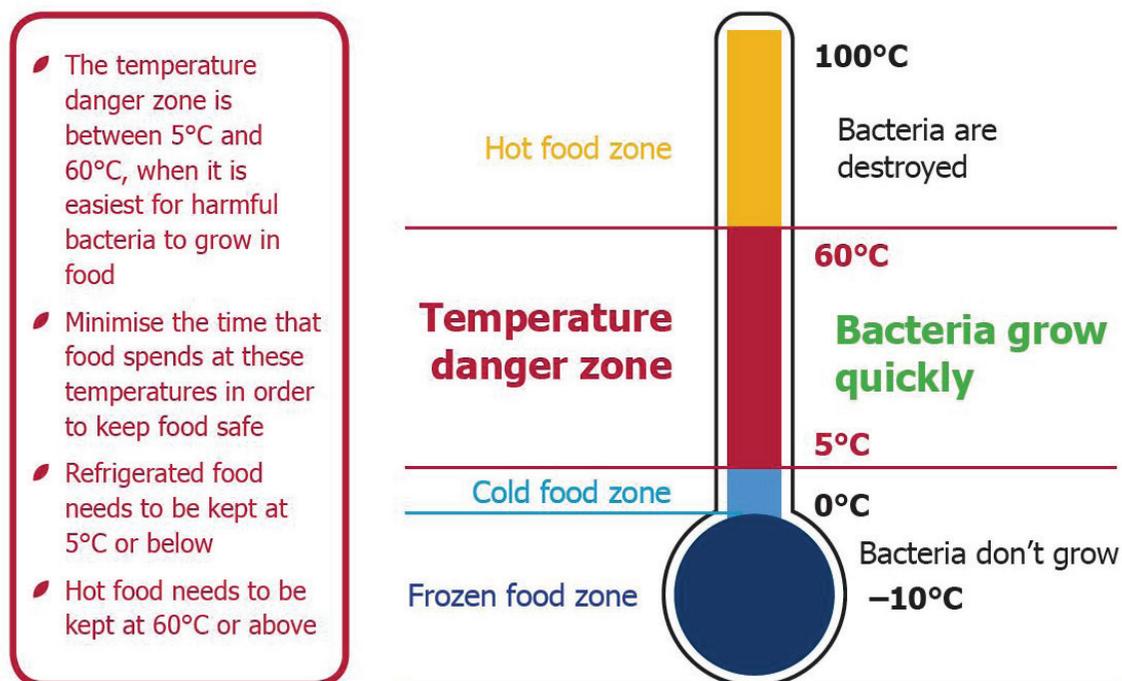
6 Food Safety Practices and General Requirements (FSS 3.2.2)

A food business must, when storing, transporting and displaying potentially hazardous food, store it under temperature control.

Temperature control means maintaining cold PHF at a temperature of **5°C or below**, or hot PHF food at **60°C or above**. Refer to Figure 4

If the food is intended to be stored frozen ensure the food remains frozen during storage and display.

Figure 4 – Temperature Danger Zone



(Image provided courtesy of NSW Food Authority)

*Particular attention is required for high risk foods such as raw egg mayonnaise. Refer to the SA Health website for more information

<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/protecting+public+health/food+standards/food+safety+issues+for+businesses/egg+food+safety>

Canned and bottled foods, dried or pickled products and some other processed foods such as dried pasta, pasteurised juices and dried powder products, are not considered to be potentially hazardous. They may become potential hazardous foods if opened or if the packaging is damaged. Refer to manufacturer's instructions.

6 Food Safety Practices and General Requirements (FSS 3.2.2)

2 hour 4 hour rule

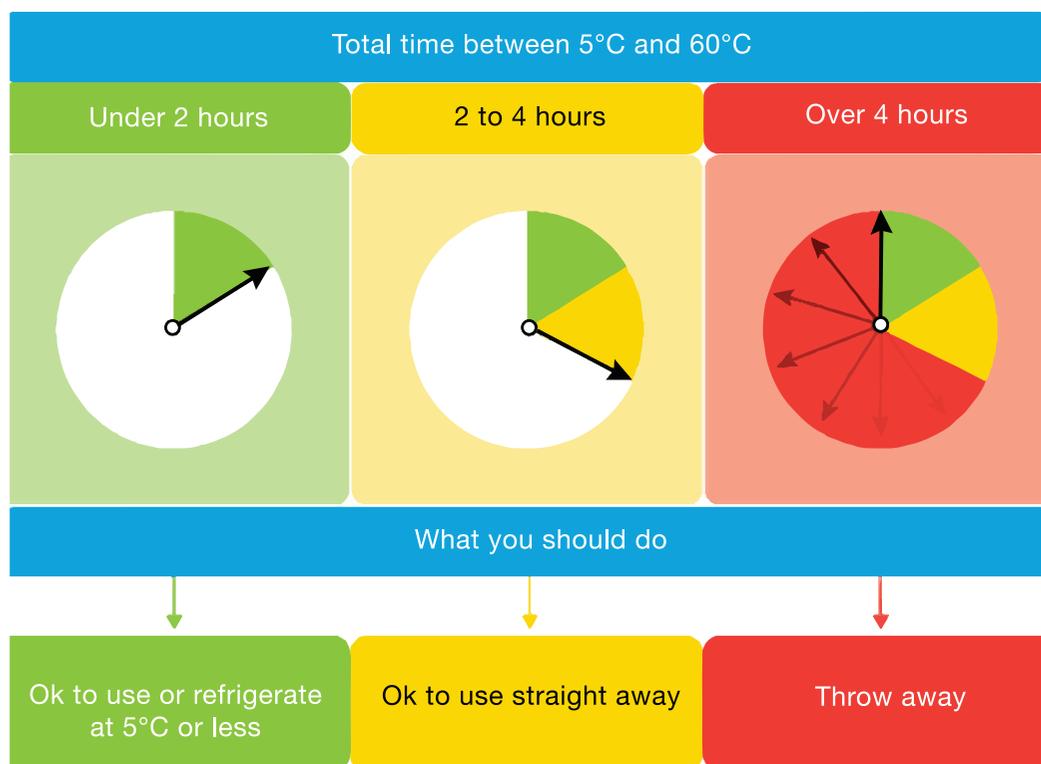
The 2 hour 4 hour rule (Figure 5) is designed to manage food safety when ready to eat PHF is out of temperature control and in the temperature danger zone for a short period of time during food preparation, transportation and storage. For example, when making sandwiches the food remains outside of temperature control for a short period of time. In such situations, food safety can be managed by applying this rule provided it is effectively documented or a system is in place that can be used to demonstrate compliance with the rule.

For Example:

If the **total** time in the temperature danger zone is:

- > Less than 2 hours, the food may be used, or refrigerated for later use.
- > Between 2 and 4 hours, the food may still be used but not returned to the fridge for later use.
- > 4 hours or longer, the food needs to be discarded.

Figure 5 – The 2 hour 4 hour rule.



For further information on the 2 hour 4 hour rule, refer to:

<http://www.sahealth.sa.gov.au/wps/wcm/connect/3dd213804376220b92dcdfc9302c1003/2+hour+4+hour+Rule+%28poster%29.pdf?MOD=AJPERES&CACHEID=3dd213804376220b92dcdfc9302c1003>

6 Food Safety Practices and General Requirements (FSS 3.2.2)

Cross contamination

Adequate measures must be taken to prevent cross contamination from raw foods to cooked foods. This includes:

- > ensuring there are separate utensils and chopping boards used for cooked and raw meats, poultry and seafood,
- > covering all food with fit-for-purpose plastic or lids,
- > keeping cooked meat and salads separate from raw meat, raw poultry, raw seafood and unwashed raw vegetables and raw eggs at all stages of food preparation, storage, transport and display,
- > washing hands after handling raw meats, raw poultry, raw seafood, raw vegetables and rubbish,
- > adequate cleaning and sanitising of work areas and equipment.

Food processing

The intended outcome is that food businesses ensure that only safe and suitable food is processed. Keep food safe while it is being processed, by:

- > protecting food from contamination
- > if necessary, reducing pathogens that may be present in the food to safe levels
- > minimising the time that food remains at temperatures that permit the growth of pathogenic microorganisms, including during cooling and reheating (the temperature danger zone).

Reducing pathogens to safe levels

The microbiological safety of food is usually achieved through heating processes such as cooking and pasteurisation as well as non-thermal processes. Other processing steps used to make food safe include drying, salting, pickling and fermenting or a combination of these.

The process step needed to reduce or eliminate pathogens in a food will depend on the nature of the food business and the food handling operations it undertakes. A MFV should use a process that is based on knowledge of the critical limits (such as temperature, time, pH, water activity etc.) that will prevent, eliminate or reduce the food safety risk to an acceptable level. For example, if cooking of a food is required to ensure its safety, the combination of cooking temperature and time must be sufficient to reduce pathogens associated with that food to safe levels.

Cooling cooked, PHF

The FSS states that under Standard 3.2.2, Clause 7(3) that a food business must, when cooling cooked, potentially hazardous food, cool the food:

- (a) within two hours – from 60°C to 21°C; and
- (b) within a further four hours – from 21°C to 5°C,

unless the food business demonstrates that the cooling process used will not adversely affect the microbiological safety of the food.

The cooling of cooked potentially hazardous food needs to be as quick as possible to prevent the growth of pathogenic bacteria to unsafe levels. The less time that cooked potentially hazardous food remains at temperatures between 5°C and 60°C during the cooling process, the less opportunity there will be for pathogenic bacteria to grow. Pathogenic bacteria may be present in cooked food from spores and vegetative (live) cells that survive the cooking process.

6 Food Safety Practices and General Requirements (FSS 3.2.2)

Cooking will not destroy the spores of the foodborne pathogens *Clostridium perfringens*, *Clostridium botulinum* and *Bacillus cereus*. Rather, cooking can activate spores to become vegetative cells, which are then able to grow. If cooked potentially hazardous food is left to cool too slowly, for example at room temperature or in large volumes in a cool room, these vegetative cells can grow to dangerous levels. Subsequent heating of the food may not reduce high numbers of bacteria and does not destroy bacterial toxins that may be produced.

Food display

When displaying food, take all practicable measures to protect the food from likely contamination by customers, dust, fumes or pests. This may mean using plastic food wraps, fit-for-purpose sealed containers, sneeze barriers, guards, food covers or other effective measures.

Single-use items

Single-use straws, eating utensils and other items that come into contact with food or the mouth of a person, must be protected from contamination until use and cannot be reused.

Requirements for food handlers

When engaged in any food handling operation, a food handler must:

- > not contaminate food or food contact surfaces with their body or clothing,
- > prevent unnecessary contact with ready-to-eat food,
- > wear only clean outer clothing,
- > cover all wounds, dressing and bandages on exposed body parts with a waterproof dressing,
- > not eat over uncovered food or food contact surfaces,
- > not sneeze, blow nose or cough over uncovered food or surfaces likely to come into contact with food,
- > not spit, smoke or use tobacco while working in the MFV, and;
- > not urinate or defecate except in a toilet.

Hand washing – Responsibilities of all food handlers

A food handler must wash their hands using soap and warm running water (not applicable where permitted exemptions have been provided by the relevant authority), then dry them with single-use towels:

- > before commencing or re-commencing handling food,
- > immediately before handling ready-to-eat food after handling raw food,
- > immediately after using the toilet,
- > immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking or touching his or her hair, scalp or a body opening, and before using disposable gloves for handling food. If wearing gloves, you should change them as often as you are required to wash your hands.

Consideration should be given to minimising the risk of cross contamination from money. Nominating one person to handle money is one method to reduce the risks.

6 Food Safety Practices and General Requirements (FSS 3.2.2)

Staff illness – Responsibilities of all food handlers

A person who is suffering from or suspected to have gastrointestinal illness must not handle food for sale. Symptoms can include vomiting, diarrhoea or sore throat with a fever. They must notify their supervisor of their condition and not handle food until 48 hours after their symptoms cease. Thorough and more frequent hand washing is paramount when returning to work.

Food handlers must tell their supervisor if they know or think they may have made any food unsafe or unsuitable to eat.

Cleaning and sanitising

The MFVs vehicle, stall or marquee must be maintained to a standard of cleanliness where there is no accumulation of garbage or recycled matter (except in appropriate containers), food waste, dirt, grease or other visible matter.

All fixtures, fittings and equipment must be maintained and cleaned so there is no accumulation of food waste, dirt, grease or other visible matter.

Eating and drinking utensils must be in a clean and sanitary condition (sanitised) immediately before each use (or alternatively use disposable eating utensils). If there are limited opportunities to wash utensils, then ensure you have extra utensils so staff can replace used items with clean ones.

Bench tops, surfaces of equipment in contact with food, and storage appliances, must be kept in a clean and sanitary condition to reduce the likelihood of contaminating food:

Cleaning generally involves the following 3 steps:

1. Scraping, wiping or sweeping away food scraps and rinsing with water.
2. Scrubbing and washing using hot water and detergent to remove grease and dirt.
3. Rinsing off any loose dirt or detergent residue.

Sanitising is the process of applying heat and/or chemicals (or other approved processes) to a clean surface to reduce the number of bacteria and other organisms to a safe level. Sanitising can be performed using a dishwasher or chemicals (food grade sanitisers). Chemicals are to be used as per manufacturer's instructions (e.g. dilution ratios, contact time, diluted shelf life, rinse or no rinse).

It is recommended that a documented cleaning schedule is devised and implemented.

The containers used for chemical storage should be appropriately labelled. Chemicals must not be stored near gas appliances, food or any packaging likely to come in contact with food to avoid the risk of contamination.

Preparing food from a domestic premises

The requirements for domestic premises are the same as for a commercial business. There may however be exemptions with low risk activities. The Council will inspect these premises against the FSS. Refer to your local council for specific requirements; some may prohibit this activity from occurring.

In addition see the following link for more specific information on home-based domestic premises – Safe Food Australia 3rd Edition Appendix 10: Home-based food businesses: <http://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>

6 Food Safety Practices and General Requirements (FSS 3.2.2)

Figure 6 – Example of compliance strategies to comply with Standard 3.2.2.

Hand washing facilities	Utensil and food washing facilities	Food handlers
<p>Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency)</p> <p>Liquid soap and paper towels</p> <p>Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/ waterways)</p>	<p>Container of sufficient size (e.g. 20 litres) with tap and potable water</p> <p>Hot water and/or food grade chemical sanitiser for sanitising if needed</p> <p>Provide separate washing and rinsing containers for food and for utensils, as needed</p>	<p>Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.</p> <p>Clean person, attire and habits</p> <p>No smoking in stall</p> <p>Money and food handled separately</p> <p>Must have skills & knowledge in food safety and food hygiene matters</p> <p>Exposed wounds covered with waterproof covering</p> <p>Avoid unnecessary contact with food by using utensils or gloves</p> <p>Hands must be washed whenever they are likely to contaminate food</p>
<p>Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers)</p> <p>Protect single use utensils from contamination (e.g. store handle up) and do not reuse</p> <p>Clean the outside and top of dispenser bottles and do not top-up bottles</p> <p>Provide separate serving utensils for each self-serve food</p>	<p>Cold food – ensure 5°C or below</p> <p>Hot food – ensure 60°C or above</p> <p>Check food temperature with thermometer (accurate to +/- 1°C)</p> <p>Please seek advice from your local enforcement agency if planning to use an alternative to appropriate temperature control for display of potentially hazardous food.</p>	

(image provided courtesy of City of Gold Coast)

7 Labelling

Some foods require labelling to help consumers make informed choices about the food they are purchasing. It also helps the event organiser (where applicable) know what food is being sold, what it contains and where it has come from.

For detailed explanation on the requirements refer to the SA Health Guide to Labelling available at: <http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/protecting+public+health/food+standards/composition+and+labelling+of+food>



8 Enforcement Action

If a MFV does not comply with the FSS, Councils can take enforcement action in accordance with the Act.



9

Other considerations

Liquid waste disposal

All liquid waste (including waste water and waste oil) must be contained and removed or disposed of appropriately at the end of trading. No waste or any other materials are to be deposited into the storm water system or on to land. (Note: discharge of liquid waste is an offence under Environment Protection Water Quality Policy and/or the Local Government Act and can result in an expiation penalty). MFVs must contact SA Water in sewer areas or Council in other areas and the event organiser (where applicable) to determine appropriate disposal for their business. Some home based food activities may need a grease arrester. Contact SA Water Trade Waste Unit (if relevant provider) or Council.

Electricity, gas supplies, fire extinguisher

For information about safe work practices contact Safe Work SA 1300 356 255
https://www.safework.sa.gov.au/uploaded_files/FoodCateringSites.pdf

For information about Gas Safety contact the Office of the Technical Regulator (OTR) 8226 5722
<http://www.sa.gov.au/topics/energy-and-environment/using-electricity-and-gas-safely/catering-at-outdoor-events>

Abbreviations and Definitions

Abbreviations

EHO – Environmental Health Officer

FBN – Food Business Notification

FSS – Food Safety Standards

MFV – Mobile Food Vendor

P1 - P4 – Priority Classification 1 -4

Definitions

Administration Council – The council or local authority whereby the food truck is predominantly parked. For interstate or overseas MFV visitors, the Administration council will be the first council they trade in.

Appropriate enforcement agency – is an enforcement agency prescribed by the regulations under the Act for the purposes of enforcement of the Act or similar purposes. (Standard 3.1.1)

Assistance animals – are animals that have been trained to perform tasks that assist people with disabilities.

Cross contamination – the process by which bacteria or other microorganisms are unintentionally transferred from one substance or object to another, with harmful effect.

Food Safety Standards – Are the standards contained in Chapter 3 of the Australia New Zealand Food Standards Code. (Standard 3.1.1, 3.2.2 & 3.2.3). These standards must be complied with by all food businesses.

Food Business – as defined by FSS 3.1.1 a business, enterprise or activity (other than primary food production) that involves:

(a) the handling of food intended for sale; or

(b) the sale of food;

regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

Food Business Notification – a legislative requirement by all food businesses where they must notify the appropriate enforcement agency of their contact details, their business nature and location of all their food premises.

Interstate or overseas MFV visitors – this refers to MFV that are temporarily based in South Australia.

Mobile Food Vendor (MFV) – is a food business designed to be movable from place to place, and is used for selling food, whether on land, sea or air.

Permit System – refers to the issuing of permits by councils to use public land to trade.

Potable Water (drinking water) – means water that is intended for human consumption or for purposes such as the washing, preparation or cooking of food or the making of ice intended for human consumption, or for the preservation of unpackaged food. Drinking water that has been purchased in a package, bottle, cask or other container is assumed to be potable.

Potential hazardous foods – As defined by FSS 3.2.2 food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food.

Proprietor of a food business – as defined by FSS 3.1.1

(a) the person carrying on the food business, or

(b) if that person cannot be identified — the person in charge of the food business.

Abbreviations and Definitions

Ready-to-eat food – is potentially hazardous food (see definition) which is ordinarily consumed in the same state in which it was sold eg sliced meat.

Risk Classification – classifies businesses into 1 of 4 food safety risk classifications (categories). Priority 1 (P1) refers to the businesses with the highest risk classification and consequently the highest risk of food poisoning as a result of the processes undertaken. On the other end of the scale is Priority 4 (P4) which refers to the lowest risk classification.

Sanitised – as defined by FSS 3.2.2 to apply heat and or chemicals, or other processes, to a surface so that the number of micro-organisms on the surface is reduced to a level that:

- (a) does not compromise the safety of food with which it may come into contact; and
- (b) does not permit the transmission of infectious disease.

Sell – as defined by FSS 3.1.1 includes the following:

- a) barter, offer or attempt to sell, or
- b) receive for sale, or
- c) have in possession for sale, or
- d) display for sale, or
- e) cause or permit to be sold or offered for sale, or
- f) send, forward or deliver for sale, or
- g) dispose of by any method for valuable consideration, or
- h) dispose of to an agent for sale on consignment, or
- i) provide under a contract of service, or
- j) supply food as a meal or part of a meal to an employee, in accordance with a term of an award governing the employment of the employee or a term of the employee's contract of service, for consumption by the employee at the employee's place of work, or
- k) dispose of by way of raffle, lottery or other game of chance, or
- l) offer as a prize or reward, or
- m) give away for the purpose of advertisement or in furtherance of trade or business, or
- n) supply food under a contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or entertainment, or
- o) supply food (whether or not for consideration) in the course of providing services to patients or inmates in public institutions, where 'public institution' means 'public institution' as defined in the Act, if it is so defined; or
- p) sell for the purpose of resale.

Temperature control – as defined by FSS 3.2.2 maintaining food at a temperature of:

- a) 5°C, or below if this is necessary to minimise the growth of infectious or toxigenic microorganisms in the food so that the microbiological safety of the food will not be adversely affected for the time the food is at that temperature; or
- b) 60°C or above; or
- c) another temperature — if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it will be so maintained will not adversely affect the microbiological safety of the food.

Temperature measuring device – a suitable temperature measuring device that can measure the temperature of food (including the core temperatures) accurate to $\pm 1^\circ\text{C}$. A suitable device is a digital temperature probe.

Appendix 1

Self-Assessment

Person Checking: _____ Date Checked: / /

This checklist is designed as a summary of the key issues for operators of MFVs and includes many of the areas EHO's will be looking for during an inspection – based on the FSS. Note, not all elements are relevant to stalls and marquees.

Notification

- Notify your local authority (i.e. Council) that you are operating a MFV business. One only current SA FBN number is needed. Provide this to each Council in which you are notifying.

Construction and operation where applicable

- The MFV's design, layout and equipment is appropriate for the intended use
- Driving and living (if relevant) compartments are separate to the food area (recommended)
- Floors are in good repair, impervious and easy to clean
- Construction and finish of the wall and ceiling surfaces are smooth and impervious and can be easily cleaned
- Cupboards and counter surfaces are smooth and impervious and can be easily cleaned
- Design of cupboards and counters are easy to clean both underneath and behind them
- Openings are protected to minimise entry of dust, pests and other contaminants
- Adequate supply of potable water is available in the vehicle, stall or marquee.
- The vehicle, stall or marquee has an accessible hand wash only basin at all times
- The vehicle, stall or marquee has liquid soap, single-use towels and warm running water available at the hand wash basin(s). For stalls and marquees, a temporary set-up is required (see diagram 2)
- Ventilation is sufficient to remove fumes, smoke, steam and vapours
- Artificial lighting is adequate and lights are covered for shatter proofing
- Waste disposal systems are satisfactory
- The vehicle, stall or marquee and equipment are in a good state of repair and working order
- General food safety requirements are complied with
- Food is obtained from reputable suppliers and is traceable (including accredited eggs if used)
- Food is protected from contamination during transportation (including PHF temperature control)
- Food is packaged in a manner that protects it from contamination
- Potentially hazardous foods are only received at the correct temperature and within the use-by-date (where applicable)
- Raw food is stored separately from prepared or ready-to-eat food

Food Handling and preparation

- The refrigerator or microwave oven is used when thawing frozen food
- Cold, ready-to-eat, potentially hazardous food is stored at or below 5°C
- Hot, ready-to-eat, potentially hazardous food is stored at or above 60°C
- Food to be kept frozen is stored frozen
- Raw food is handled and stored so as not to contaminate ready-to-eat food.
- When cooling cooked, potentially hazardous food, it is cooled:
from 60°C to 21°C within two hours, and from 21°C to 5°C within a further four hours
- When heating potentially hazardous food, it is rapidly heated to 60°C or higher

Appendix 1

- Potentially hazardous food is kept under temperature control
- There is a working probe thermometer available and food handlers have adequate skills and knowledge to use onsite where potentially hazardous food is handled and or stored
- Chemicals are kept away from food handling areas
- Food handling areas are kept free from dirt, dust, flies, pests and other contaminants
- The hand wash facility is only used for hand washing
- Personal items are stored away from food preparation areas

Food handler hygiene

- Staff demonstrate appropriate food safety skills and knowledge
- Food handlers have been informed of their health and hygiene obligations
- Staff who are suffering from foodborne illness are to be excluded from food handling until a medical clearance has been obtained (this is commonly 48 hours from when their symptoms cease)
- Staff wear clean clothing and have hygienic habits
- Food handlers wash their hands adequately and at appropriate times
- Food handlers are not contaminating food

Cleaning and maintenance

- Floor, walls, ceiling, fixtures, fittings and equipment are maintained in a clean condition
- Re-usable eating and drinking utensils are cleaned and sanitised before each use and single use items are protected from contamination
- Food contact surfaces of benches and equipment are sanitised before use and as required
- The vehicle, stall or marquee and equipment are kept in a good state of repair and working order
- Containers for waste have close fitting lids and are emptied at least daily
- The vehicle, stall, marquee is free from animals and pests. It is recommended that a regular pest control program be used

Other information to consider for the food vendor

- Appropriate WorkCover requirements are met (i.e. fire safety, electrical and gas)
- Gas safety check
- Have you investigated restrictions on street or roadside trading?
- Have you enquired about inspection fees and council approval?
- Have you enquired about the appropriate public indemnity insurance?
- Are there non-smoking signs if eating/dining area is provided?

Appendix 2

Passport Template Sample

Expiry Date, Inspection of preparation date, Proprietor Name, Vehicle Licence Plate details to be added to sample.
The issuing officer should be changed to issuing Council/Authority rather than issuing Officer.

MOBILE FOOD VENDOR FOOD SAFETY



This passport represents inspections conducted of this Mobile Food Vendor both at its parked / principal location (where relevant) and whilst trading.



Government of South Australia
SA Health

NOTIFICATION NUMBER:
.....

BUSINESS NAME:
.....

RISK CLASSIFICATION:
.....

INSPECTION AT PARKED LOCATION:
(where applicable)
.....

INSPECTION WHILST TRADING:
.....

ISSUING COUNCIL:
.....

DATE OF ISSUE:
.....

Contact information

Contact your Local Council and request to speak to an Environmental Health Officer

Or alternatively contact:

Food Standard Surveillance
Food and Controlled Drugs Branch
Level 4, Citi Centre Building
11 Hindmarsh Square
Adelaide SA 5000

DX 243 Mail: PO Box 6 Rundle Mall Adelaide SA 5001

Telephone: 8226 7100

Email: HealthFood@sa.gov.au

www.sahealth.sa.gov.au/mobilefoodvendor



www.ausgoal.gov.au/creative-commons

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