

FOOD SAFETY MANAGEMENT SYSTEM PROPOSAL (FSMS)

Prepared by:

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Food Safety Management System (FSMS) Background Information

The Food Safety Management System (FSMS) will cover the following elements.

- 001 Introduction
- 002 HACCP Plan
- 003 Approved Suppliers Program
- 004 Staff Training Program
- 005 Good Food Handling
- 006 Personal Hygiene
- 007 Cleaning and Sanitising Program
- 008 Chemicals
- 009 Product Dispatch and Receipt
- 010 Temperature Control
- 011 Pest Control
- 012 Service and Maintenance
- 013 Food Safety Management System
- 014 Document Control
- 015 Reference Library
- 016 FSS Provisions
- 017 Action Plan

The FSMS is quality endorsed by the AS/NZ Australian New Zealand Risk Management Association

The System is in alignment with the requirements of the Acts & Regulations and will assist with adhering to compliance matters with your local authority.

Note:

You will be required to have Adobe Acrobat 9 Standard in order to access Information provided on disc.

Food Safety Management System Proposal	System	Fee
<p>Business Implementation</p> <ul style="list-style-type: none"> - The FSMS Kit produced to information supplied on the Referral Sheet - All Documents have been part PDF to allow venues to use electronic forms - Electronic version produced on disc - FSMS Kit delivered to venue 	A	\$1,100.00
<p>Assisted Implementation</p> <ul style="list-style-type: none"> - The FSMS Kit produced to venue specifications provided - Contact by AusTrain Academy FSMS Coordinator to determine venue needs - FSMS Kit customised to meet venue needs and part PDF to allow venues to use electronic forms - FSMS Kit produced - Electronic version produced on disc - FSMS Kit delivered - Consultation with venue to assist implement system (3.5hrs) 	B	\$1,650.00
<p>Guided Implementation</p> <ul style="list-style-type: none"> - The FSMS Kit produced to venue specifications provided - Contact by AusTrain Academy FSMS Coordinator to determine venue needs - FSMS Kit customised to meet venue needs and part PDF to allow venues to use electronic forms - FSMS Kit produced - Electronic version produced on disc - FSMS Kit delivered - Consultation with venue to implement system (7hrs) 	C	\$1,980.00
<p>Daily Consulting Fee</p> <ul style="list-style-type: none"> - Additional Daily Consultation with venue to implement system (7hrs) 	D	\$990.00 Per day



Food Safety Management System Proposal Acceptance/Referral Form

Phone: 1300 20 40 20	Fax: 02 – 42275640	Email: info@austrainacademy.com.au
Please choose and circle the System you require and email or fax this form in ASAP, so that we can allocate your FSMS Coordinator.		
Business Name		
Trading Name		
Business Address		
Business ABN		
Style of Business & Food Service		
Name of Food Safety Supervisor		
Preferred Contact day and time		
Contact Email:		
Contact Mobile:		
Contact Landline Phone:		Fax:
Programs/Services		
Description	Fees	
SYSTEM A – Business Implementation	\$1,100.00	
SYSTEM B – Assisted Implementation	\$1,650.00	
SYSTEM C – Guided Implementation	\$1,980.00	
SYSTEM D – Daily Consulting Fee	\$990.00	
Authorisation		
System Selected (Print System Selected)		
Authorised By (Print Name)		
Signature		Date ____ / ____ / ____



PAYMENT POLICIES (Effective as of 22nd August 2011)

1. All course, consultation or system fees to be paid in advance.
2. The Academy accepts only the following forms of payment
 - Credit Card - American Express, Mastercard & Visa Card
 - Direct Deposits must be received 3 working days prior to a course, consultation or system
 - Internet Banking must be received 3 working days prior to a course, consultation or system
 - Cheques – Only to approved Clients
 - Money Orders - Only to approved Clients
 - Invoicing and Purchase Orders are only available on request to approved clients
3. Booking/s will be confirmed (by letter or phone) once payment received.
4. The Academy reserves the right to cancel a course, consultation or system if there are insufficient students enrolled.
5. Non-attendance without notice will result in the full course fee being charged.
6. A substitute may be nominated to attend the course without penalty.
7. No refund/s will be given after the training program has commenced.

TRANSFER POLICY

1. 7 days notice must be given for any transfers without penalty.
2. For transfers less than 7 days a re-booking fee of 25% of the set fee applies per person, course, consultation and or System.
3. Transfers made within 48 hours are subject to a re-booking fee of 50% of the set fee per person, course, consultation and or System.

CANCELLATION POLICY

1. Cancellations made 7 days or more prior to a course, consultation or system shall incur the cost of government statutory charges and no **austrain academy** administration fees.
2. Cancellations made within 7 days of a course, consultation or system **shall incur the cost of government statutory charges and austrain academy administration fee which is 25% of the course fee.**
3. Cancellations made within 48 hours of a course, consultation or system **shall be cost of government statutory charges and austrain academy administration fee which is 50% of the course fee.**

REFUNDS POLICY

The Academy has in place a fair and equitable refund policy
The Academy will refund on the following basis:

- Any overpaid monies
- has cancelled the booking or course
- we are notified 7 days prior to commencement of a course (subject to our refund and cancellation policy)
- Refunds requested within 7 days of the course date will be required to submit a refund request letter to The Academy (subject to our refund and cancellation policy)

Students in exceptional circumstances can make application for special consideration to The Academy's Chief Executive Officer and or Compliance Administrator.