

Guide for potential food analysts

How to apply for authorisation as an analyst under the *Food Act 1984*

Part V of the *Food Act 1984* outlines the roles and responsibilities of persons that the Secretary, Department of Health and Human Services (the department), authorises as analysts under the *Food Act 1984*. A list of currently authorised analysts is published on the Victorian government food safety website. These analysts play an important role in contributing to food safety for the Victorian consumer, analysing food samples for chemical or microbiological parameters, or for a variety of parameters defined by complaints from the community

Applying to become an approved food analyst

The Secretary approves food analysts and will only do so if the person is appropriately qualified and experienced to conduct analyses of food samples. In addition, authorised food analysts must also be capable of providing court evidence of the results of testing and comply with sample integrity and chain of evidence requirements.

Applications for approval as a food analyst are assessed on an annual basis. Applications are welcome at any time but need to be submitted by 30 June to be assessed in the current calendar year. Applicants may be asked to attend a panel interview. Successful applicants will be sent a certificate confirming their status as an approved food analyst and unsuccessful applicants will be notified as to the reasons for their unsuccessful application.

Assessment of applications

Each application to be a food analyst will be assessed for approval against the following criteria.

1. The applicant has relevant formal qualifications. Examples of acceptable qualifications include:
 - Degree in applied science
 - Degree in life science
 - Degree in chemistry (applied or analytical)
 - Degree in microbiology, or
 - Diploma / Certificate in chemistry, microbiology or laboratory techniques.
2. The applicant should have at least five years' experience in relevant laboratory practices.
3. The applicant demonstrates a sound knowledge of the:
 - Victorian *Food Act 1984*
 - Food (Forms and Registration) Regulations 2005 (S.R. No. 143/2005)
 - FSANZ Food Standards Code
 - *Public Health and Wellbeing Act 2008* and associated regulations.
4. The applicant demonstrates an ability to determine the appropriate analyses, and methods of analysis, to be conducted on any food submitted, and to interpret and report the results of those analyses in terms of compliance with the Food Standards Code or the *Food Act 1984*.
5. The applicant demonstrates an ability to give evidence clearly, concisely and accurately. In particular, demonstrated experience with chain of evidence and integrity of samples and quality assurance in respect of samples will be sought.
6. The applicant must comply with section 30(3) of the *Food Act 1984* and cannot be engaged in any trade connected with primary food production or manufacture or sale of food where this engagement would conflict with her/his duty as a person authorised to carry out analyses for the purposes of the *Food Act 1984*.

Applications should include the applicant's CV and a covering letter outlining how they meet the assessment criteria outlined above. Applications should also include the contact details of two professional referees.

Applications for authorisation should be made to:

Senior Manager
Food Safety Unit
Department of Health and Human Services
PO Box 4057
Melbourne VIC 3000