

WELCOME TO SIMPLE, FOOD SAFETY MANAGEMENT SOFTWARE

AUDITOR GUIDE

THIS GUIDE WILL HELP YOU TO UNDERSTAND HOW SIMPLE WORKS,
AND HOW TO RETRIEVE FOOD SAFETY DATA.

IF YOU NEED HELP, OR HAVE A QUESTION PLEASE CONTACT A
CUSTOMER RELATIONSHIP MANAGER ON 1300 23 50 28
OR EMAIL INFO@SIMPLEFOODAPP.COM.AU.

Faster, Better, Smarter Food Safety Compliance

INTRODUCTION

Simple Food Safety Management Software removes the need to write food safety times, temperatures and other criteria onto paper forms.

Food handlers directly enter their information into Simple, which will automatically date and time stamp the entry.

Simple has numerous features that supports the daily responsibilities of managing food safety. With these features, as an auditor there is no longer a need to manually check the entries for compliance because Simple will tell you.

Simple configures to the site's food safety processes and validates each entry as it is made against the site's unique food safety Critical Limits and criteria.

If an entry isn't correct, a corrective action is available for the user to select. An automated notification is sent to the management team to let them know what has happened.

This information is sent to a compliance report which will tell you, the auditor the site's current compliance status.

Features

INBUILT MENUS AND PRODUCT LISTS

Simple will support the food handler to take a temperature of all high risk / potentiality hazardous foods that reflect the sites menu or product list.

The site's menu or product list has been entered in Simple. High risk / potentiality hazardous foods that have been nominated for temperature monitoring will appear in the correct module on the day that reflects the menu cycle.

When the user opens the module, the food item from the menu / products list will appear, resulting in food handlers knowing which menu items require temperature testing.

If the food handler does not complete the task, then the outstanding menu item / product will be displayed in the Daily Food Safety Compliance Report.

Features

AUTOMATED CORRECTIVE ACTIONS

The food handler will be made aware as soon as a breach against the site's food safety criteria occurs.

Each food safety module in Simple has an inbuilt food safety criteria that must be met. This could be times, temperatures or a combination of both. The food safety criteria is determined by the site.

When a user is making an entry into Simple, an automated corrective action will appear if the entry does not meet the criteria.

Once the corrective action is selected, the manager is notified and the details of the breach and corrective action are sent to the Daily Compliance Report.

There is no need to check entries for food safety time or temperature breaches, the Daily Compliance Report will tell you this at the touch of a button.

Features

MISSED TASK ALERTS

When a schedule task has been missed, management is notified within 15 minutes.

Simple has inbuilt schedule task notifications that will be triggered when a task has not been completed on the schedule day or time.

This provides a tool for management to be able to take action and reinforced the completion of food safety tasks.

Missed tasks are identified in the Daily Compliance Report.

This means there is no need to check tasks have been completed, simply refer to the Daily Compliance Report.

Features

SUPPORT PROGRAM ALERTS

When a schedule support program date or task is approaching, management will receive an automated notification.

Simple has inbuilt schedule task notifications that will be triggered when a support program task is approaching.

If the task has not been completed on the schedule date, a missed task notification will be sent.

Keeping up to date with the site's Approved Supplier, Internal Audits and Calibration is easy with Simple.

Retrieving Data

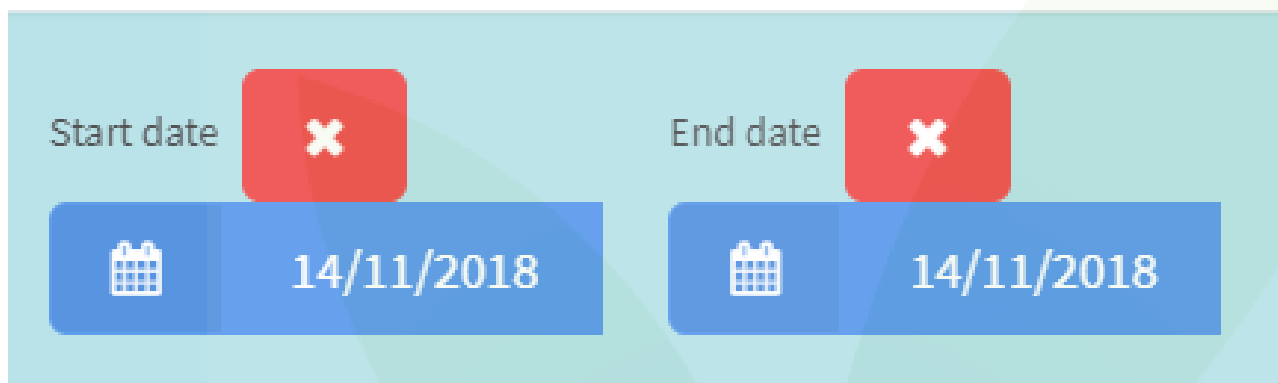
HISTORY TABS

View food safety temperatures easily and quickly.

Each food safety module has a history tab located at the right of the screen.

A green lightning bolt icon followed by the word "History" in green text, underlined.

Select the tab, it will open onto the history for that day. To view more entries, set your date range by selecting the calendar icon and hit search.

A screenshot of a date range selection interface. It features two columns. The left column is labeled "Start date" and the right column is labeled "End date". Each column has a red square button with a white "X" icon above a blue button. The blue button contains a white calendar icon and the date "14/11/2018".

To close, select the hide filters tab.

A green lightning bolt icon followed by the text "Hide filters" in green.

Retrieving Data

DAILY COMPLIANCE REPORT

As an Auditor you no longer need to check each entry for compliance, or identify what tasks have been missed. Simply view the Daily Compliance Report and it will tell you everything you need to know.

To access the report you must be in the Facility Admin Login.

To view the report, select the Facility Admin icon in the left navigation bar.

Scroll down to the Food Safety Compliance Report, and open.

You will initially be viewing the compliance status for the actual day, however to view a summary of long term compliance you can set a date range.

 **Set date range**

The maximum date range is a consecutive 3 months, with those months from any time.

Retrieving Data

DAILY COMPLIANCE REPORT- PROCESS CONTROL SUMMARY

View the compliance status of the data that has been entered.

As the users enter their temperatures into Simple, this information is transferred to the Compliance Report.

The process control summary of the report will tell you the following:

How many entries were made.

How many of those entries were compliant or non compliant.

A percentage result that captures the compliance of the entries that have been made.

The percentage result does not include missed tasks or unfinished foods.

Retrieving Data

DAILY COMPLIANCE REPORT- OVERDUE TASKS

View how many scheduled tasks are over due.

The Daily Compliance Report will tell you how many scheduled tasks have not been completed. This means there is no need to physically look through each entry to find tasks that have been missed.

The over due tasks capture the following:

Coolroom, fridge and freezer temperatures.

Dishwasher rinse cycle temperatures.

Cleaning duties.

Pre / post operational checklists.

Retrieving Data

DAILY COMPLIANCE REPORT- UNFINISHED FOODS

View how many menu items have not been managed as per the sites food safety requirements.

The Daily Compliance Report will tell you how many menu / product items have not been temperature tested, or managed as per the sites food safety requirements.

As an auditor there is no need to cross reference menus with the completed temperature entries because Simple will tell you which items have been missed.

Retrieving Data

DAILY COMPLIANCE REPORT-CORRECTIVE ACTIONS

Easily see how many breaches occurred against the sites food safety requirements.

The Daily Compliance Report provides a summary of all non compliance's and corrective actions that have occurred in the food safety modules.

Manually entered non compliance are displayed in the report and will tell you if the non compliance is open.

Retrieving Data

DAILY COMPLIANCE REPORT- USER INTERACTION

View each users interaction with Simple. This feature supports the identification of the individual's training needs.

The Daily Compliance Report provides a summary of each users entries. The summary provides the total amount of entries made, and if the entries were satisfactory or not.