

## COMPLIANCE STATUS

✓ AUDIT READY

Delivery log compliance rate  
**99.2% compliance**

This audit pack has been automatically generated by EthicalHub based on compliance records entered during the audit period. It contains supplier certifications, delivery verification logs, corrective actions, Food Safety Supervisor records, and monthly director sign-offs.

**1. COMPLIANCE SUMMARY OVERVIEW**

- ✓ No expired supplier certifications during audit period
- ✓ No unresolved corrective actions
- ✓ Delivery log compliance rate: **99.2%**
- ✓ Food Safety Supervisor certificate: **Valid**
- ✓ All monthly director sign-offs completed

**2. SUPPLIER COMPLIANCE SUMMARY**

Supplier	HACCP	Insurance	Modern Slavery	Risk Level
Melbourne Fresh Produce	Valid	Valid	Valid	Low
Coles	Valid	Valid	Missing	Medium
DairyDirect VIC	Valid	Valid	Valid	Low

■ 2 certificates expiring within 45 days — renewal notifications have been issued.

**3. SUPPLIER CERTIFICATION REGISTER****Melbourne Fresh Produce**

Document	Detail	Status
HACCP Certificate (v4)	Issued: 12 Mar 2025 · Expires: 12 Mar 2026 · Verified: EthicalHub Admin 13 Mar 2025	Valid
Public Liability Insurance	Expires: 30 Jun 2026	Valid
Modern Slavery Statement	Uploaded: 1 Jan 2026	Valid

**Coles**

Document	Detail	Status
HACCP Certificate	Valid until: 18 Oct 2026	<b>Valid</b>
Insurance	Valid until: 3 Aug 2026	<b>Valid</b>
Modern Slavery Statement	Not provided · Follow-up requested: 3 Feb 2026	<b>Missing</b>

### DairyDirect VIC

Document	Detail	Status
HACCP Certificate	Current · Expiring within 45 days — renewal notification sent	<b>Renew Soon</b>
Public Liability Insurance	Current · Expiring within 45 days — renewal notification sent	<b>Renew Soon</b>
Modern Slavery Statement	Current	<b>Valid</b>

#### 4. DELIVERY VERIFICATION LOG (TEMPERATURE RECORDS)

All high-risk food deliveries recorded during the audit period. Each entry is linked to the supplier certificate valid at time of delivery.

Date	Supplier	Product	Temp	Within Range	Staff	Corrective Action
14 Jan 2026	DairyDirect	Milk	4.2°C	<b>Yes</b>	J. Smith	None
5 Feb 2026	DairyDirect	Yogurt	<b>7.8°C</b>	<b>No</b>	J. Smith	Delivery rejected
12 Feb 2026	Fresh Produce	Chicken	3.6°C	<b>Yes</b>	L. Chen	None

Temperature compliance rate: **99.2%**      Missed logs: **1** (corrected within 24 hours)

#### 5. CORRECTIVE ACTION REGISTER

##### Incident — 5 February 2026

Supplier	DairyDirect VIC
Product	Yogurt
Temperature Recorded	7.8°C (safe threshold: 5°C)

**Detected By** EthicalHub temperature breach alert

**Action Taken:**

- Delivery rejected on site — product not accepted into the centre
- Supplier (DairyDirect VIC) notified same day via written communication
- Replacement delivery arranged and received within 3 hours
- Replacement temperature logged at 3.9°C — within safe range
- Corrective action documented and closed within 24 hours

**Status:** **Resolved** **Reviewed by Centre Director:** **6 February 2026**

## 6. FOOD SAFETY SUPERVISOR RECORD

Field	Detail
Primary FSS	<b>Jane Smith</b>
Certificate Number	FSS-984563
Issued	18 August 2023
Expiry	18 August 2028
Status	<b>Valid — 5 years remaining</b>
Next Reminder	18 June 2028 (60 days prior)

## 7. MONTHLY COMPLIANCE REVIEW LOG

Month	Reviewed By	Notes	Status
January 2026	Director — M. Evans	All delivery logs complete. No outstanding actions.	<b>Signed</b>
February 2026	Director — M. Evans	One temperature breach — corrective action completed and closed.	<b>Signed</b>

Digital director sign-offs are stored in EthicalHub with timestamps.

## 8. NQS QUALITY AREA 2 — SAFE & NUTRITIOUS FOOD EVIDENCE

The following summary supports evidence of safe and nutritious food sourcing practices as required under NQS Quality Area 2 and FSANZ Standard 3.2.1.

Metric	Value	Notes
Fresh produce spend	68%	Of total food procurement budget during audit period
Local Victorian suppliers	42%	Suppliers based within Victoria
Suppliers with active HACCP	85%	Of total active suppliers on platform
Plastic packaging avoided	12 kg	Based on supplier sustainability declarations

## 9. DECLARATION

This audit pack was generated automatically by EthicalHub based on delivery logs, supplier certifications, corrective action records, and compliance tracking data entered during the audit period.

EthicalHub assists with documentation and monitoring. The service remains responsible for compliance under applicable legislation, including the Food Act 1984 (Vic), VECRA, HACCP principles, and the National Quality Framework (NQF).

Centre Director	Centre	Date
<hr/> M. Evans	ABC Learning Centre Carlton VIC	10 February 2026

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