



Dairy Food Safety Victoria Licence Portal

APPROVED AUDITOR FARM CAR REPORTING



IN THIS GUIDE

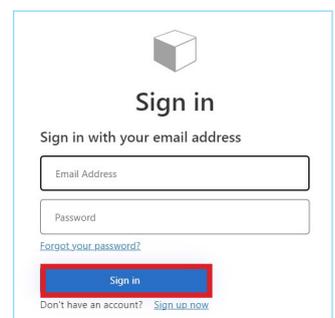
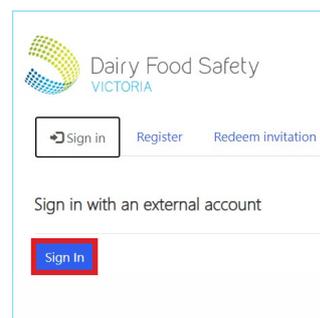
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These instructions are designed to assist you to log into your dedicated Major farm CAR reporting portal. You will be able to use the portal to create audits, select the non-compliant elements and then add the Major CARs.

ACCESSING THE PORTAL

1. Logging into the portal

- On the DFSV website (www.dairysafe.vic.gov.au) click on the dedicated licence portal login icon, or visit <https://dfsv.powerappsportals.com/> to access the portal
- Select **'Sign in'** on the right-hand side of the screen
- Enter your email and password and select **'Sign in'**





APPROVED AUDITOR FARM CAR REPORTING

2. Editing your details

- Select **'Approved Auditor'** to the right of the menu bar to edit your profile
 - From the dropdown, if you select **'My Profile'**, you can update your phone contact details
 - From the dropdown, if you select **'My Organisation'** you can choose the organisation that you will upload the farm CAR information for. You can also edit the contact details for that organisation

Organisation	Job Title	Email	
ACM Processing Pty Ltd	The Big Cheese	portalllicencecontact@gmail.com	
Deel Kothn Ice Cream Pty Ltd		portalllicencecontact@gmail.com	

Organisation *
ACM Processing Pty Ltd

Job Title
The Big Cheese

Email *
portalllicencecontact@gmail.com

Mobile Phone *
0419742874

Business Phone
03 9810 5900

Save

Note: You can sign out of your account by selecting **'Sign out'** from the **'Approved Auditor'** dropdown menu

CREATING AN AUDIT AND ADDING CARS

3. Creating an audit

- Select **'My Completed Audits'** from the menu bar
This where you will be able to create an audit and add Major CARs to it. It is a three-step process. Audits with Major CARs need to be uploaded by the 10th of each month, for audits conducted the month before.
- Select the blue **'Create an Audit'** button

My Completed Audits **Create an Audit**

- Some details will be pre-filled based on your account details. These cannot be amended in the portal for security reasons
- Enter your DFSV Approved Auditor Number in the open field

Audit Information Non-Compliant Elements Create Corrective Action Request

Auditor Organisation
Portal Contract Auditor

DFSV Approved Auditor
Approved Auditor

DFSV Approved Auditor Number

- Scroll down to Audit Information
- Select the magnifying glass icon to the right of the **'Licence'** field
- Enter the relevant licence number in the search field
- Choose the correct licence from the results list by selecting the check box
- Click on **'Select'** at the bottom of the popup

Lookup records

2020183

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Licence Name	Licence Number	Species
<input checked="" type="checkbox"/>	A & J Wilson	2020183	Bovine

Select Cancel Remove value

- Under **'Audit Completed On'**, use the calendar tool to select the date that the audit took place
- Under **'DFSV Approved FSP'**, enter the name of the Food Safety Program that completed the audit
- Select **'Next'** at the bottom of the screen

Audit Information

Licence *
A & J Wilson

Licensee *
A & J Wilson

Audit Type *
Compliance

Audit Completed On
04/12/2023 11:57 AM

DFSV Approved FSP
Super Dairy Food Safety Program V2 2021

Next

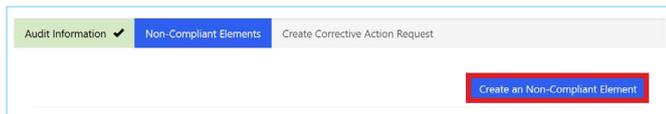


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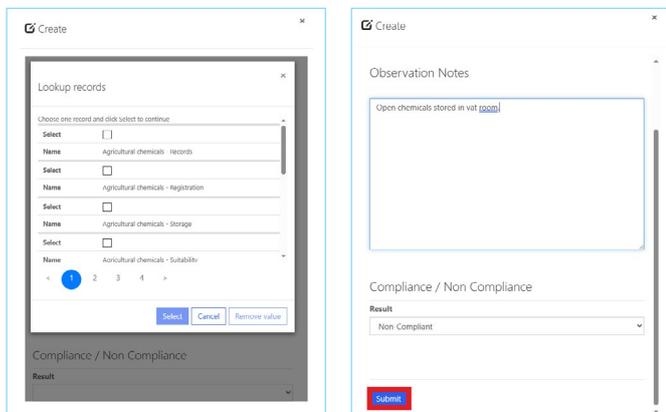
4. Selecting non-compliant elements

These are the elements for which CARs were given in the audit.

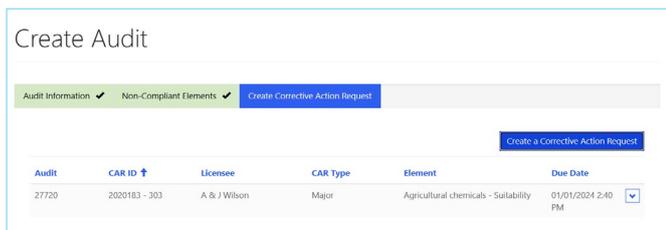
- Select **'Create a Non-compliant Element'**



- Add elements one by one:
 - Click on the magnifying glass to the right of the **'Element Lookup'** field and select the relevant element from the list
 - Add any observation notes – the reason the Major CAR was given
 - Under **'Compliance / Non Compliance'**, select **'Non-Compliant'** from the dropdown
 - Select **'Submit'**
 - Repeat this process for all Major CARs given at the audit



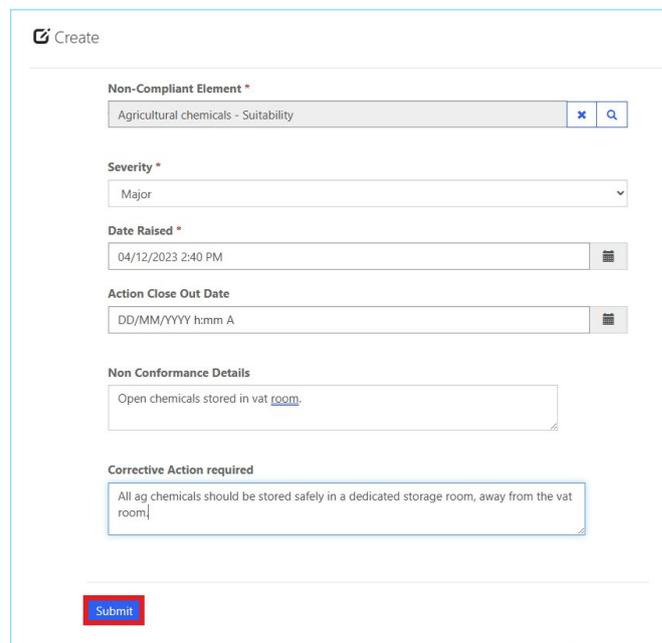
- The Major CARs will be displayed in a list. Once you have added all Major CAR Elements, select **'Next'** at the bottom of the screen



CREATING A CORRECTIVE ACTION REQUEST (CAR)

5. Adding Major CARs

- Select **'Create a Corrective Action Request'**
- Select the first non-compliant element by clicking on the magnifying glass
- Choose the relevant element from the list by selecting the check box and then **'Select'** at the bottom of the pop up
- Under **'Severity'**, select **'Major'** from the dropdown menu. Minor CARs do not need to be entered, and DFSV should be notified of Critical CARs within 24 hours
- Under **'Date Raised'**, use the calendar tool to select the date the CAR was raised. This will generally be the same date that the audit occurred
- Leave **'Action Close Out Date'** empty as this will be automatically calculated
- Add any relevant details to the **'Non-Conformance Details'** field
- Add required corrective actions to the **'Corrective Action required'** field
- Select **'Submit'**





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- Repeat this process for all CARs
- All Major CARs entered will be displayed in a list
- Select **'Submit'**. This completes the uploading of the audit and CAR process

Create Audit

Submission completed successfully.

- As you complete and upload audits, a list of these will show on the My Completed Audits page.

My Completed Audits

[Create an Audit](#)

Audit Number ↑	Licencee	Licence Number	Audit Completed On	
27119	A & J Wilson	2020183	04/12/2023 8:46 AM	▼
27120	A & J Wilson	2020183	04/12/2023 11:57 AM	▼

! **Note:** Please only upload CARs that are detailed in the [Farm Audit Minimum Requirements for Auditors Guidelines](#). These should only be food safety related. If unsure, you can contact DFSV at cars@dairysafe.vic.gov.au for a copy of the guidelines.