



## Dairy Food Safety Victoria Licence Portal

# CONTRACT AUDITOR FARM AUDIT REPORTING



### IN THIS GUIDE

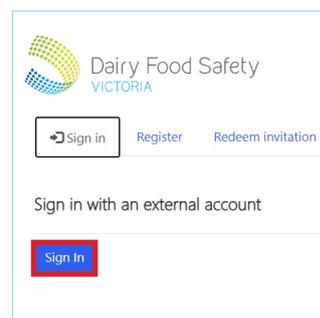
Accessing the portal	1	Managing errors	2
1. Logging into the portal	1	4. Error messages that may appear, and how to address them:	2
2. Editing your details	2		
Importing a farm audit	2	Appendix A: Template upload requirements	3
3. Upload your monthly farm audit summary	2		

**These instructions are designed to assist you in logging into your dedicated farm audit summary reporting portal. This is where you can keep your details up to date and upload your monthly farm audit summary.**

### ACCESSING THE PORTAL

#### 1. Logging into the portal

- On the DFSV website ([www.dairysafe.vic.gov.au](http://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'**

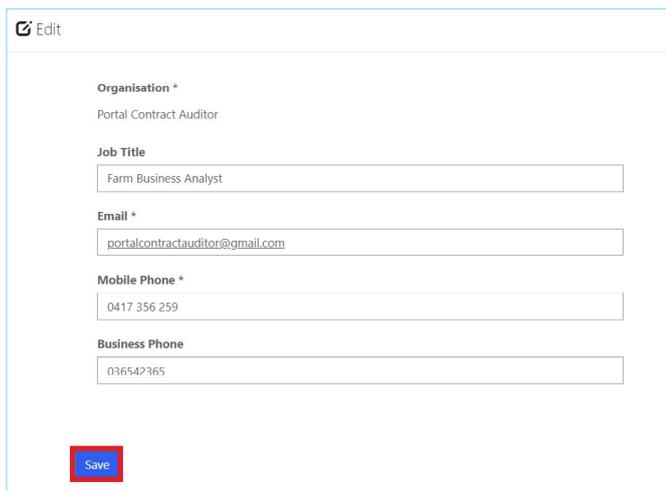




# CONTRACT AUDITOR FARM AUDIT REPORTING

## 2. Editing your details

- Select **'Contract 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 select the organisation that you are associated with and for which you will upload the farm audit summary for. You can also edit the contact details for that organisation
  - Select **'Organisation'** to view the organisations DFSV has on record. If any details need to be changed or updated, email the changes to [info@dairysafe.vic.gov.au](mailto:info@dairysafe.vic.gov.au)



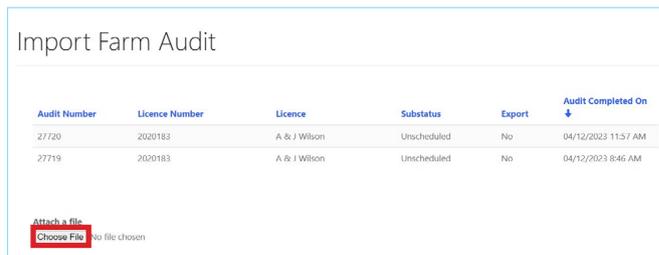
 **Note:** You can sign out of your account by selecting **'Sign out'** from the **'Contract Auditor'** dropdown menu

## IMPORTING A FARM AUDIT

### 3. Upload your monthly farm audit summary

- Select **'Import Farm Audit'** from the menu bar  
*This where you will be able to add your farm audit summary. Audits need to be uploaded by the 10th of each month, for audits conducted the month before. Do not include audits with major CARs in your upload as these will be uploaded by Approved Auditors.*
- To upload your farm audit, select **'Choose File'**. Use the dialogue box to navigate to the file on your device, and then select **'Open'**

- Be sure to upload your farm audit summary as per Appendix A. If the summary is documented incorrectly, it will not upload. **The error in the report must be rectified and the report re-uploaded**
- Select **'Submit'**



- The below message will display if the file has been successfully uploaded



## MANAGING ERRORS

### 4. Error messages that may appear, and how to address them:

- CAR already exists
  - The Approved Auditor has already added CARs to the licence and an audit has been created. This audit can be removed from the summary, as it already exists in the system
- Licence number does not exist
  - An incorrect licence number has been used. Check the licence number and correct any errors. If you still receive the error, contact DFSV to confirm the number
- Approved Auditor number does not match
  - An incorrect Approved Auditor ID number has been used. Check the ID number and correct any errors. If you still receive the error, contact DFSV to confirm the number
- Approved Auditor name does not match
  - An incorrect spelling of the Approved Auditor name has been used e.g. Bob instead of Robert, or vice versa. Check the spelling and correct any errors
- Contract Auditor name does not match
  - An incorrect Contract Auditor Name has been used e.g. Pty Ltd has been left off or initials have been used instead of spelling out name, or both. Check the spelling and correct any errors



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## APPENDIX A: TEMPLATE UPLOAD REQUIREMENTS

1. Files must be in .csv format
2. The name of the file must be **'Farm Audit File'** (it cannot include the name or month or any other details in the file name)
3. The contents must be formatted as per the sample below
4. The file cannot contain any formulas or additional information
5. The file cannot contain any symbols
6. The file cannot have borders or any additional formatting

DFSV Licence Number	Supplier No	Company Supplied at Time of Audit	Licensee Name	Previous Audit Date	Audit Date	Next Audit Estimation	Approved Auditor Name	Auditor Company	Auditor ID	No of Minor CARs	No of Major CARs	Notes
1234527	11019824	The Extra Good Dairy Co. Pty Ltd	Kent	1/06/2022	1/12/2023	1/12/2025	Jennifer Rhodes	Fine Farm Audits Pty Ltd	210	5	0	0
1487589	11019836	The Extra Good Dairy Co. Pty Ltd	Smith	25/04/2022	4/12/2023	4/12/2024	Peter Simmons	Fine Farm Audits Pty Ltd	215	2	0	0
<i>Licence number, no spaces</i>	<i>Letters, numbers and special characters allowable</i>	<i>Full name of dairy being supplied</i>	<i>Name of person supplying</i>	<i>Date format</i>	<i>Date format</i>	<i>Date format - 24 months, no Major CARs; 12 months, Major CARs</i>	<i>Auditor name - check with DFSV if unsure what is recorded in system</i>	<i>Audit company name is full</i>	<i>Auditor ID number</i>	<i>Number of Minor CARs noted at audit - Note '0' if none</i>	<i>These should all be '0'. Approved Auditors will be uploading audits with Major CARs.</i>	<i>Any required Notes - '0' if none</i>

Please contact DFSV if you have any questions.

