

# CFRO audit: What to expect

This document will provide you with some useful information and context ahead of your upcoming CFRO audit. Please don't worry if you don't currently have all these measures in place – we will be able to support you with the process, to enable you to continue the great work you're doing in redistributing food to other organisations.

## What is a CFRO?

**CFRO** stands for **Community Food Redistribution Organisation**, and is a group like yours that receives food through FareShare and redistributes some or all of it to other organisations. You may receive food from one of our regional centres, or through FareShare Go, or both! You may be a large-scale warehouse operation, a community centre that supplies other local groups, or you may even pick up food from the supermarket in your own car and drop it directly to groups you support. Whatever scale you operate on, the fact that you distribute to other groups rather than directly to individuals means you are a CFRO – and as such, there is a process we must follow to ensure that we are supporting you to operate safely and legally.

## The audit

During the audit, we'll chat about your food safety practices including your premises, refrigeration, waste procedures and transport – it's a great opportunity to get advice from us about how to work safely, and we're more than happy to support you with this process. Most of the questions will have been covered in your annual food safety check, but there are a few additional requirements for CFROs. Click [here](#) if you'd like to have a read of the audit beforehand - again, if there are any sections you are unsure about, we can go through them with you and support you to implement them over the coming months.

## Key points

All groups that receive food from FareShare (to distribute to individuals or other groups) are classed as food businesses, even though you are 'not-for-profit'. As such, you must:

- Register with the Environmental Health Organisation (EHO) - *this is free, just follow this link: <https://www.gov.uk/food-business-registration>*
- Have at least one staff member/volunteer with a Level 2 Food Hygiene Certificate
- Have liability insurance in place

As a CFRO, there are some extra requirements:

- Level 3 Food Hygiene Certificate – *CFROs must have a staff member/volunteer with a current Level 3 Food Hygiene certificate. This is because we require you to audit the groups you are sharing food with. The person holding this certificate should be someone in a supervisory role and/or whoever is responsible for auditing your recipient groups.*
- Traceability – *as you are distributing food to another food business, traceability is a legal requirement. You need to keep a record of where your food has come from and where it has gone, in the case of a product needing to be recalled. We can show you the simplest way to go about this.*
- Due diligence – *you will need to undertake some basic checks on the groups you are supporting to ensure the food is being used safely - we can provide you with all the information and*

*documents you will need to record the details and food safety procedures of the groups you are working with (including a signed agreement between you and them).*

Please note - There may be additional requirements for you to meet, depending on the nature of your arrangement with your recipient organisations (i.e. the type of food you are sharing, how the food is transported etc.). Once these details have been confirmed, any further requirements will be sent to you separately.

**We look forward to seeing you at the audit and answering any further questions you may have.**