The Conference for Food Protection Program Standards Committee is asking for your input on the Voluntary National Retail Food Regulatory Program Standards and related verification audits. Your input is greatly appreciated and it will assist us in our work on the CFP Issue 2014-II-005.

Background Information:

The Program Standards Committee has the following charges related to Verification Audits:
1. Identify areas where the Voluntary National Retail Food Regulatory Program Standards can be changed or improved to enhance enrollment and implementation.
2. Review the current verification audit requirement and:
   - Identify strengths of the current verification audit requirement;
   - Identify weaknesses with the current verification audit requirement, with emphasis on any barriers that may result from the current requirement; and
   - Determine whether there are potential changes to the requirement, or the administration of the requirement, that could maintain the credibility of the Retail Program Standards while reducing barriers to achievement that may result from the current verification audit requirement.

Jurisdiction Type: [Local]   [State]   [Tribal]   [Territory]   [other_____]
Inspection Staff Size: _____
Number of Inspected Food Service Facilities in Inventory: _____
Population of Jursidiction:_____

What year did you enroll in the Retail Program Standards? [(year)_____]   [don't know]

Please mark each item that applies to your jurisdiction:

1) Have you had a verification audit?   [yes]   [no]
    If yes, what standards have you had audited?
    [1]   [2]   [3]   [4]   [5]   [6]   [7]   [8]   [9]

2) When was/were the audits conducted?
    Standard 1   [(year)_____]   [don't know]   [have never been audited]
    Standard 2   [(year)_____]   [don't know]   [have never been audited]
    Standard 3   [(year)_____]   [don't know]   [have never been audited]
    Standard 4   [(year)_____]   [don't know]   [have never been audited]
    Standard 5   [(year)_____]   [don't know]   [have never been audited]
    Standard 6   [(year)_____]   [don't know]   [have never been audited]
    Standard 7   [(year)_____]   [don't know]   [have never been audited]
    Standard 8   [(year)_____]   [don't know]   [have never been audited]
    Standard 9   [(year)_____]   [don't know]   [have never been audited]

3) What was the outcome of the Standards on which you have had a verification audit?

Standard 1   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____
Standard 2   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____
Standard 3   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____
Standard 4   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____
Standard 5   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____
Standard 6   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____
Standard 7   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____
Standard 8   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____
Standard 9   [Standard Met Criteria]   [Standard Did Not Meet Criteria] [Have not been audited]
       If Standard not met, why? _____

4) Have you conducted a verification audit for another agency?   [Yes]   [No]

5) On what standards have you conducted an audit for another agency?
       [1]   [2]   [3]   [4]   [5]   [6]   [7]   [8]   [9]   [not applicable]

6) What was/were the outcome(s) to the audits conducted for another agency?
       [Agency met Standard Criteria]
       [Agency did not meet Standard Criteria]
       [Audit cancelled due to incomplete information to conduct]
       [Other, please specify _____]
       [Not applicable]

7) Why have you not conducted an audit for another agency?
       [Have not been asked]
       [Did not meet criteria to become an auditor]
       [Do not feel comfortable conducting an audit]
       [Other, please specify _____]

8) Would it be beneficial to have an available list of individuals that can conduct verification audits?
       [yes]   [no]   [Don't know]

9) Would you be willing to be included on that list?
      [yes]   [no]   [don't know]
    If you don't know, please explain_____

The next several questions are about your agency and having an audit conducted to determine if a Standard has been met.

10) Do the audit requirements clearly outline the specific objectives needed to meet a Standard? [Yes]   [No]
    If no, please explain_____

11) What barriers have you had that have made you unable to conduct a verification audit on a Standard?   (*Mark all that apply.*)
    [Could not find an auditor to conduct verification audit]
    [Requirements to conduct/complete a self-assessment leading to a verification audit not clear]
    [Inadequate staff to conduct self-assessment that would lead to a verification audit]
    [Inadequate time to conduct self-assessment and/or verification audit]
    [No support of management to work on Program Standards]
    [No barriers]
    [Other – please list_____]

12) What resources were/are lacking to be able to complete a verification audit?
    [Requirements identified to meet a specific Program Standard not clear or easy to follow]
    [Inadequate knowledge to develop written internal policies to meet a Standard]
    [Administrative Procedure documents (now a separate document, previously included under Standard 9) not easy to understand/not clear]
    [No resources are currently lacking]
    [Other – please identify _____]

13) What resources did you use to ensure a successful verification audit?
    [Administrative procedure document (new in version 2013, previously in Standard 9]
    [Self-assessment guide provided in the Program Standards]
    [FDA Regional Retail Food Specialist]
    [Contacts from other jurisdictions that are enrolled in the Standards]
    [Participation in the NACCHO Mentorship Program]
    [FDA Retail Program Standards Grant made available through a Cooperative Agreement with AFDO]
    [No resources used]
    [Other – please identify _____]

14) Would it be beneficial to your jurisdiction to be able to submit the Self-Assessment form, Verification Audit form, and any applicable documentation electronically to your auditor for review?   [Yes]   [No]
    If no, please explain_____

15) What could increase the credibility of the audit process?
    [A more clearly defined quality assurance step]
    [Establish criteria to become an authorized auditor]
    [Other – please list_____]

General information questions

16) Are you aware that a Clearinghouse Workgroup exists that can help clarify questions related to the Program Standards? [Yes]   [No]

17) Do you have anything else you would like to share based on your experience?

18) If you would be willing to be contacted by the committee if they have any questions, please list your information below:
    [Name]
    [Agency]
    [Role/Title]
    [Address}
    [City/Town]
    [State]
    [Zip]
    [Email address]
    [Phone number]

Thank you for your time in completing this survey. The information you provided will be of great assistance to the CFP Program Standards committee in accomplishing their charges as identified by the 2014 Conference.