

Draft CFP Training Manual Revision

This mock-up includes proposed language in red to be added to the CFP Training Manual, pgs. 7-8, to better align Standard 2 with Standard 4:

PERFORMANCE ELEMENTS

The *CFP Training Plan and Log* contains a total of 23 “performance elements” within the six (6) inspection training areas.

I. Pre-Inspection – (2 *Performance Elements*)

- Has the required equipment and forms to conduct the inspection.
- Reviews establishment file for the **current risk category assigned**, previous inspection report, complaints on file, and if applicable, required HACCP Plans or documents supporting the issuance of a variance.

II. Inspection Observations and Performance – (7 *Performance Elements*)

- Provides identification as a regulatory official to the person in charge, confirming agency authority for the inspection, and stating the purpose of the visit.
- Has knowledge of the jurisdiction’s laws, rules, and regulations required for conducting retail food/foodservice inspections.
- Uses a risk-based inspection methodology to assess regulations related to employee practices and management procedures essential to the safe storage, preparation, and service of food **and verify the establishment is assigned the correct risk category.**
- Obtains immediate corrective action for out of compliance employee practices and management procedures essential to the safe storage, preparation and service of food.
- Correctly assesses the compliance status of other regulations (Good Retail Practices) that are included in the jurisdiction’s prevailing statutes, regulations, and/or ordinances.
- Verifies correction of out of compliance observations identified during the previous inspection. **Discusses options for the long-term control of risk factors.**
- Correctly uses inspection equipment during the joint inspection.

IV. Written Communication – (3 *Performance Elements*)

- Completes inspection form per the jurisdiction's administrative procedures (e.g., observations, corrective actions, public health reasons, applicable code references, **options for the long-term control of risk factors**, compliance dates).
- Includes with the inspection report any compliance or regulatory documents identified or cross-referenced in written statements (e.g., exhibits, attachments, sample forms, embargo forms, destruction forms, suspension notices).
- Presents the inspection report, and when necessary cross-referenced documents, to the person in charge.