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.