Draft Attachment A - CFP Training Plan and Log Revision

This mock-up includes proposed language in red to be added to Attachment A – CFP Training Plan and Log, to better align Standard 2 with Standard 4:

**I. Pre-Inspection**

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| **2. 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.** | **Training**  **Method** | **Date**  **Demonstrated**  **By the Trainee** | **Trainee’s**  **Initials** | **Training Officer Initials** |
| Reviewed previous inspection report noting documented out of compliance observations and comments. | **JFT/OD** |  |  |  |
| Reviewed establishment file for complaint reports. | **JFT/OD** |  |  |  |
| Reviewed establishment file for documentation indicating a need for a HACCP Plan. | **JFT/OD** |  |  |  |
| Reviewed establishment file for documentation of food production  or processes operating under a variance issued by the jurisdiction | **JFT/OD** |  |  |  |
| Reviewed establishment file for documentation indicating the assigned risk category. |  |  |  |  |

*Addresses Standard 4 - Quality Assurance Program Element III*

**II. Inspection Observations and Performance (continued)**

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| **3. Uses a risk-based inspection methodology to correctly 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.** | **Training**  **Method** | **Date**  **Demonstrated**  **By the Trainee** | **Trainee’s**  **Initials** | **Training Officer Initials** |
| Verified Demonstration of Knowledge of the person in charge. | **JFT** |  |  |  |
| Verified approved food sources (e.g., food from regulated food processing plants; shellfish documentation; game animal processing; parasite destruction for certain species of fish intended for raw consumption; receiving temperatures). | **JFT** |  |  |  |
| Verified food safety practices for preventing cross-contamination of ready-to-eat food. | **JFT** |  |  |  |
| Verified food contact surfaces are clean and sanitized, protected from contamination from soiled cutting boards, utensils, aprons, etc., or raw animal foods | **JFT** |  |  |  |
| Verified the restriction or exclusion of ill employees. Verified no bare hand contact with ready-to-eat foods (or use of a preapproved, alternative procedure) | **JFT** |  |  |  |
| Verified employee handwashing. | **JFT** |  |  |  |
| Verified cold holding temperatures of foods requiring time/temperature control for safety (TCS food), or when necessary, verified that procedures are in place to use time alone to control bacterial growth and toxin production. | **JFT** |  |  |  |
| Verified date marking of ready-to-eat foods TCS food held for more than 24 hours. | **JFT** |  |  |  |
| Verified cooking temperatures to destroy bacteria and parasites. | **JFT** |  |  |  |
| Verified hot holding temperatures of TCS food or when necessary, that procedures were in place to use time alone to prevent the outgrowth of spore-forming bacteria. | **JFT** |  |  |  |
| Verified cooling temperatures of TCS food to prevent the outgrowth of spore-forming or toxin-forming bacteria. | **JFT** |  |  |  |
| Verified reheating temperatures of TCS food for hot holding. | **JFT** |  |  |  |
| Verified the availability of a consumer advisory for foods of animal origin served raw or undercooked. | **JFT** |  |  |  |
| Identified food processes and/or procedures that require a HACCP Plan per the jurisdiction’s regulations. | **JFT** |  |  |  |
| Verified the establishment is assigned the correct risk category, and when necessary, informs the supervisor when the establishment is not in the proper risk category. | **JFT** |  |  |  |

*Addresses Standard 4 - Quality Assurance Program Element III*

**II. Inspection Observations and Performance (continued)**

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| **6. Verifies correction of out of compliance observations identified during previous inspection. Discusses options for the long-term control of risk factors.** | **Training**  **Method** | **Date**  **Demonstrated**  **By the Trainee** | **Trainee’s**  **Initials** | **Training Officer Initials** |
| Verified correction of out of compliance observations identified during the previous inspection. | **JFT** |  |  |  |
| Discussed options for the long-term control of risk factors with establishment managers when the same out-of-control risk factor occurs on consecutive inspections (e.g., risk control plans, standard operating procedures, equipment and/or facility modification, menu modification, buyer specifications, remedial training, or HACCP plans). |  |  |  |  |

*Addresses Standard 4 - Quality Assurance Program Element IX*

**IV. Written Communication**

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| **1. 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).** | **Training**  **Method** | **Date**  **Demonstrated**  **By the Trainee** | **Trainee’s**  **Initials** | **Training Officer Initials** |
| Used correct inspection form. | **JFT** |  |  |  |
| Completed a legible report. | **JFT** |  |  |  |
| Accurately documented observations made during inspection. | **JFT** |  |  |  |
| Completed inspection form in accordance with jurisdiction’s administrative procedures. | **JFT** |  |  |  |
| Cited correct code provisions/rules/regulations. | **JFT** |  |  |  |
| Documented immediate corrective action for out-of-compliance foodborne illness contributing factors and Food Code Interventions (listed in Section II, Item 3). | **JFT** |  |  |  |
| Documented time frames for correcting each out of compliance observation. | **JFT** |  |  |  |
| Documented that options for the long-term control of risk factors were discussed with establishment managers when the same out-of-control risk factor occurs on consecutive inspections |  |  |  |  |

*Addresses Standard 4 - Quality Assurance Program Element XVIII*