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#	Performance Element	CFP Training Manual
1.	Has required equipment and forms to conduct the inspection.	Pre-inspection
2.	Reviews the contents of the establishment file, including the previous inspection report, reported complaints on file, and, if applicable, required HACCP Plans or documents supporting the issuance of a variance.	Pre-inspection
3.	Verifies that the establishment is in the proper risk category and that the required inspection frequency is being met. Informs the supervisor when the establishment is not in the proper risk category or when the required frequency is not met.	Needs to be added under Pre-inspection #2 (review current risk category) and Inspection observations and performance #3 (verifies risk category is correct based on inspection observations)
4.	Provides identification as a regulatory official to the person in charge and states the purpose of the visit.	Inspection observations and performance
5.	Interprets and applies the jurisdiction’s laws, rules, policies, procedures, and regulations required for conducting retail food establishment inspections.	Inspection observations and performance
6.	Uses a risk-based inspection methodology to conduct the inspection.	Inspection observations and performance
7.	Accurately determines the compliance status of each risk factor and Food Code intervention (i.e., IN compliance, OUT of compliance, Not Observed, or Not Applicable).	Joint inspections during training process/ Section II Inspection Observations and Performance & Section III Inspection Observations and Performance
8.	Obtains corrective action for out-of-compliance risk factors and Food Code interventions in accordance with the jurisdiction’s policies.	Inspection observations and performance
9.	Discuss options for the long-term control of risk factors with establishment managers, when the same out-of-control risk factor occurs on consecutive inspections, in accordance with the jurisdiction’s policies. Options may include, but are not limited to; risk control plans, standard operating procedures, equipment and/or facility modification, menu modification, buyer specifications, remedial training, or HACCP plans.	Section II Inspection Observations and Performance, #6 addresses violations on previous inspection being corrected, what if they were not

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		corrected and long-term control is needed? Needs to be added to Inspection Observations and Performance, #6
10.	Verifies correction of out-of-compliance observations identified during the previous inspection. In addition, follows through with compliance and enforcement in accordance with the jurisdiction's policies.	Inspection observations and performance
11.	Conducts an exit interview that explains the out-of-compliance observations, corrective actions, and timeframes for correction, in accordance with the jurisdiction's policies.	Oral communication
12.	Provides the inspection report and, when necessary, cross-referenced documents, to the person in charge or permit holder, in accordance with the jurisdiction's policies.	Written communication
13.	Demonstrates proper sanitary practices as expected from a food service employee.	Professionalism
14.	Completes the inspection form per the jurisdiction's policies (i.e. observations, public health reasons, applicable code reference, compliance dates).	Written communication
15.	Documents the compliance status of each risk factor and intervention (IN, OUT, NA, NO).	Implied in written communication?
16.	Cites the proper code provisions for risk factors and Food code interventions, in accordance with the jurisdiction's policies.	Written communication
17.	Documents corrective action for out-of-compliance risk factors and Food code interventions in accordance with the jurisdiction's policies.	Written communication
18.	Documents 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. Options may include, but are not limited to, risk control plans, standard operating procedures, equipment and/or facility modification, menu modification, buyer specifications, remedial training, or HACCP Plans.	Section IV. Written Communication, 1. Completes inspection form per jurisdiction's administrative procedures Needs to be added
19.	Compliance or regulatory documents (i.e. exhibits, attachments, sample forms) are accurately completed, appropriately cross-referenced within the inspection report, and included with the inspection report, in accordance with the jurisdiction's policies.	Written communication
20.	Files reports and other documentation in a timely manner, in accordance with the jurisdiction's policies.	