

## Conference for Food Protection – Committee Periodic Report

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**COMMITTEE NAME:** Food Protection Manager Certification Committee

**DATE OF REPORT:**  Initial fall progress report  Spring progress report  Second fall progress report

Date submitted: 8/1/2017

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

**COMMITTEE ASSIGNMENT:**  Council I  Council II  Council III  Executive Board

**REPORT SUBMITTED BY:** Sean Dunleavy and Sharon Wood

**COMMITTEE CHARGE(S):**

**Issue: 2016 II-023**

**Charge 1, Issue II-012** - Continue work with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the Standards for Accreditation of Food Protection Manager Certification Programs in an up-to-date format; including, but not limited to, recommending language for items that could be made less prescriptive without a negative effect on security.

**Charge 2, Issue II-015** - Determining the process and requirements for potential acceptance of the International Organization for Standardization/ International Electrotechnical Commission (ISO/IEC) 17024-2012 for food protection manager certification as an additional option to and without impact on the existing CFP Standards for Accreditation of Food Protection Manger Certification Programs, with the input of standards development expertise from American National Standards Institute (ANSI).

**Charge 3, Manger Certification Programs** - Report back its findings and recommendations to the Executive Board and the 2018 Biennial Meeting of the Conference for Food Protection.

**Conference for Food Protection: Committee Activities and Timelines:**

This committee began addressing charges in October 2016. A face to face meeting was held in Denver, CO on October 19 – 20. The initial meeting in October reviewed the charges and included much education to new committee members. Workgroups were formed and key focus areas and goals were established for each of these workgroups to include expectations for report out to the entire FPMCC at the March 22 - 23 face to face meeting in Nashville, TN. The goal was to have clear and demonstrable progress made on all charges in order to include in this FPMCC CFP Periodic Report.

**COMMITTEE ACTIVITIES: Dates of committee (or sub-committee) meetings and/or conference calls since Spring report:**

- Various work group calls
- Fall 2017 Face to face FPMCC meeting – October 25 – 26, San Antonio, Texas

### 1. Overview of committee activities:

- In order to address all committee charges, four workgroups were formed to address the following topics: CFP FPMC Standard Maintenance, Bylaws, Communications and Logistics. The FPMCC Standards Workgroup was divided into 2 sub-committees to address Charge 1 of Standard Maintenance and Charge 2 to Study the ISO17024 Standard. Since the Spring report was submitted, each Workgroup has been focused on achieving their goals for final report out at the Fall face to face meeting in October.
- The standing Bylaws Workgroup completed a comprehensive review of the current Bylaws and presented a list of recommended changes. Each edit was reviewed with the committee and consensus was reached on the changes. This Workgroup is drafting additional language for clarity around the rolls of Committee Advisors, Subject Matter Experts, Paid Consultants and Appointees. The draft language will be presented to the Committee at the Fall meeting in October.
- The Communication Workgroup developed draft communication venues and tools to assist in building the CFP membership, education on Food Manager Certification and regulatory outreach. All of these efforts are in support of Charge #2. Next steps will be for the workgroup to finalize the tools and bring back to the committee for final approval at the next FPMCC meeting in fall of 2017.
- The standing Logistics Committee has continued to work hard to assist in arranging cost conscious facilities, lodging and meeting space.

### 2. Charges **COMPLETED** and the rationale for each specific recommendation:

- a. All charges are still in progress

### 3. Status of charges still **PENDING** and activities yet to be completed:

- a. The Standards Workgroup on the maintenance of CFP Standards for Accreditation of Food Protection Manager Certification Programs has completed a thorough review of the Standards and presented the sections where there may be opportunity for edits or changes to the Standards. Each section was reviewed by the committee and consensus was achieved with how the Workgroup

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should move forward on the changes for presentation to the committee at the fall FPMCC meeting. The Workgroup has been reviewing the areas where the committee has approved changes. A summary of the major tasks, assigned responsibilities and due dates are summarized below.

Major Tasks for 2016 – 2018 Biennium	Assigned Responsibility	Target Due Date	Comments
Meet with Standards Workgroup to determine next steps/timeline	Workgroup members	5/16/17 1pm CST	Met with team to determine next steps, and agree upon a timeline
Small work group assignments	Workgroup members	6/30/17	Small workgroups assigned to each Standard we determined needed revising.
Meet to discuss and finalize work group recommendations related to Standards revised wording	Workgroup members	8/1/17	Meeting scheduled to discuss/finalize recommended wording before it goes to the full committee

- b.** The Standards Workgroup was assigned to begin assessing Charge 2. A comprehensive review of both the ISO17024 and the CFP Standards has been completed. Alignment on and identification of concerns with ANSI and ISO standards / expectations, presentation of potential requirements, proposing the use of a normative document and identification of potential venues for communication have been discussed. Next steps include the FPMCC generating an outline and providing recommendations for the ISO17024 normative document content. Based on these recommendations, the sub-committee has developed a draft normative document for distribution to the FPMCC no later than 2 weeks prior to the October FPMCC meeting. A summary of the major tasks, assigned responsibilities and due dates are summarized below.

Major Tasks for 2016 – 2018 Biennium	Assigned Responsibility	Target Due Date	Comments
Discuss pathway forward with workgroup vice-chair Chef Kender	Alternative generation	5/2/2017	Agreed we don't have expertise in standards writing. No perfect pathway forward. Acknowledged first step is identifying the food safety relevant expertise for potential inclusion in normative document.
Identify food safety relevant sections of the CFP standard for potential inclusion in Normative Document	Workgroup members	6/8/17	Emailed to Bryan individually. Bryan compiled them for use during conference call.
Conference call to discuss food safety expertise items for potential inclusion in Normative Document	Workgroup members	6/20/17	Conference call with about half of the workgroup. Consensus achieved
Conference call to discuss food safety expertise items for potential inclusion in Normative Document	Workgroup members	6/21/17	Conference call for the other half of the workgroup. Consensus achieved
Sent document of agreed upon food safety expertise to workgroup	Workgroup members	6/22/17	No changes received
Drafted 1 <sup>st</sup> version of Normative Document using food safety expertise as agreed upon by workgroup	Bryan	6/21/17	1 <sup>st</sup> draft of normative document sent to Chair Dunleavy, Vice-Chair Wood, Kate Piche.

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ANSI review of 1 <sup>st</sup> draft of Normative Document	Dr. Vijay Krishna	7/13/2017	ANSI provided input. Changes were to terminology and for clarity.
Kate review of 2 <sup>nd</sup> draft (included ANSI changes)	Kate Piche	7/24/2017	Kate Piche suggestions minimal. Changes were to terminology and for clarity. *Bryan thought it important to have NRA buy-in prior to sending to the rest of the workgroup since NRA was driver behind food safety expertise items. Was seeking a smoother process with larger workgroup and committee.
Workgroup review of Normative Document draft 3	Workgroup	8/9/2017	Individual reviews sent to Bryan
Conference Call to discuss Normative document	Workgroup	8/22/2017	Goal is to achieve consensus on Normative Document
Send Normative Document to Chair Dunleavy for distribution	Chair Dunleavy	8/25/2017	
Full committee review of Normative Document	CFPMCC	9/15/2017	Send individual feedback to Bryan
Penultimate Normative Document draft review	CFPMCC	9/24/2017	Send to full committee 30 days in advance of October meeting
Normative Document approval	CFPMCC	10/25/2017	Present to FPMCC for approval

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:  *No requested action at this time*

1. *Make any comments here on our committee roster changes etc.*

**ATTACHMENTS:**

1. **Content Documents:**

- a. **Committee Member Roster:**  *See changes noted above under "requested action"*  **No changes to previously approved roster**  
"Committee Members Template" (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/) Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):**  *No draft content documents submitted at this time*

2. **Supporting Attachments (OPTIONAL):**  *Not applicable*