

FDA Standardization

2009 Field Workbook - Errata

U. S. Department of Health and Human Services
Public Health Service
Food and Drug Administration
2009 Food Code

Errata

2009 Field Workbook - Errata Sheet

The version of the 2009 Standardization Field Workbook, issued on December 10, 2009, is the most up-to-date printed version. Upon review, we noticed the following errors:

Workbook Provision	Corrected Language
Page 3 - Table of Contents, Scoring Form & Instructions, Annex 5	Page 141
Page 26	Inspection Report # 2
Pages 27, 42,57,72, 87, 102, 117	Item 1

Workbook Provision	Corrected Language
Item 16.B Pages 14, 29, 44, 59, 74, 89, 104, and 119	<p style="text-align: center;">16. Proper cooking time & temperatures</p> <p>B.Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child’s menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.</p>
Item 16.D Pages 14, 29, 44, 59, 74, 89, 104, and 119	D.Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.
Item 36 Pages 17, 32, 47, 62, 77, 92, 107, 122	Add “outer openings protected”
Pages 127 -132	New Formatted Version of Risk Control Plan - see below
Pages 134 and 138	Changed reference from “4G” to “27B”
Page 142	Corrected Scoring Instructions – see below

Risk Control Plan			
Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Inspector's Name:
Agency:			

Specific observation noted during inspection:

Applicable code violation(s): - (Optional)

Risk factor to be controlled:

Hazard (most common, significant):

What must be achieved to gain compliance in the future:

How will active managerial control be achieved:

(Who is responsible for the control, what monitoring and record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, how long is the plan to continue)

How will the results of implementing the RCP be communicated back to the inspector:

As the person in charge of the _____ located at _____,
I have voluntarily developed this risk control plan, in consultation with
_____ and understand the provisions of this plan.

(Establishment Manager)

(Date)

(Regulatory Official)

(Date)

ANNEX 5

SCORING FORM AND INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE

The purpose of the following chart is to tally the disagreement between the Candidate's and the Standard's responses on the FDA Standardization Inspection Report (Annex 2 Section 1). The Standard determines whether the Candidate properly identified and categorized violative conditions on each of the "Foodborne Illness Risk Factors/*Food Code* Interventions" and the "Good Retail Practices (GRPs)" portions of the FDA Standardization Inspection Report. The Standard may mark an item "S" to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

Chart 2: Performance Criteria Tally of Disagreements in Each Establishment									
Candidate's Name:					Standard's Name:				
Candidate's Address:		Agency:	City:			State:	Zip:	County:	
Standard's Address:		Agency:	City:			State:	Zip:	County:	
Total Inspection Time:	Date:	Location of Standardization:							
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) or TOTAL (1-6)
Risk Factors and Public Health Interventions									
Good Retail Practices									

Foodborne Illness Risk Factors and *Food Code* Interventions:

To pass this section, the Candidate must achieve an average score of 90 percent (no more than 46 disagreements for all 8 establishments) with no more than 11 disagreements per establishment.

Step 1. Determine the number of disagreements per establishment and record it in the chart (Performance Criteria Tally of Disagreements).

- If the disagreements/establishment is less than 12, proceed to step 2.
- If the disagreements/establishment is equal to or greater than 12, stop inspections. Candidate fails.

SCORING FORM AND INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE

Step 2. Total the number of disagreements on Foodborne Illness Risk Factors and *Food Code* Interventions for all the establishments.

- If the disagreements are equal to or less than 46 for 8 establishments, the Candidate passes.
- If the disagreements are greater than 46 for 8 establishments, the Candidate fails.
- If the disagreements are equal to or less than 35 for 6 establishments, the Candidate passes.
- If the disagreements are greater than 35 for 6 establishments, the Candidate fails.

Good Retail Practices:

To pass this section, the Candidate must achieve an average score of 85 percent (no more than 32 disagreements for all 8 establishments) and have no more than 5 disagreements on GRPs per establishment.

Step 1. Determine the number of disagreements per establishment.

- If the disagreements/establishment are less than 6, proceed to step 2.
- If the disagreements/establishment are equal to or more than 6, stop inspections. Candidate fails.

Step 2. Total the number of disagreements on GRPs for all establishments.

- If the disagreements are less than or equal to 32 for 8 establishments, the Candidate passes.
- If the disagreements are greater than 32 for 8 establishments, the Candidate fails.
- If the disagreements are less than or equal to 24 for 6 establishments, the Candidate passes.
- If the disagreements are greater than 24 for 6 establishments, the Candidate fails.

Application of HACCP Principles: A "satisfactory" score is required to pass.

- Refer to Chapter 3, Table 2

SCORING FORM (EXAMPLE #1)

Chart 3a: Sample Performance Criteria Tally of Disagreements in Each Establishment										
PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)										
Candidate's Name: Jane Smith					Standard's Name: George Harris					
Candidate's Address: 1234 Anywhere Street			Agency: State		City: Nice			State: HI	Zip: 12345	County: Franklin
Standard's Address: 4321 Somewhere Street			Agency: FDA		City: Washington DC			State:	Zip: 20204	County:
Total Inspection Time: 72 hrs			Date: 7/25/06		Location of Standardization: Washington D.C.					
ESTABLISHMENTS										
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) Total (1-6)	
Foodborne Illness Risk Factors and <i>Food Code</i> Interventions	9	11	11	5	2	2	3	1	44	
Good Retail Practices	3	2	2	5	3	3	2	2	22	

In this example, the Candidate passes both the **FOODBORNE ILLNESS RISK FACTORS** and **FOOD CODE INTERVENTIONS** and the **GOOD RETAIL PRACTICES** portions. The number of disagreements for any one establishment did not exceed the maximum and the total number of disagreements for all the establishments also did not exceed the maximum number.

SCORING FORM (EXAMPLE #2)

Chart 3b: Sample Performance Criteria Tally of Disagreements in Each Establishment									
PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)									
Candidate's Name: Jane Smith					Standard's Name: George Harris				
Candidate's Address: 1234 Anywhere Street	Agency: State	City: Nice			State: HI	Zip: 12345	County: Franklin		
Standard's Address: 4321 Somewhere Street	Agency: FDA	City: Washington D.C.			State:	Zip: 20204	County:		
Total Inspection Time: 72 hrs	Date: 7/25/09	Location of Standardization: Washington D.C.							
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8)
									Total (1-6)
Foodborne Illness Risk Factors and <i>Food Code</i> Interventions	11	11	12						
Good Retail Practices	5	5	4						

Here the Candidate fails the **FOODBORNE ILLNESS RISK FACTORS** and **FOOD CODE INTERVENTIONS** portion of this exercise. The Candidate was close to the maximum number of disagreements for any one establishment in the first two facilities and exceeded this maximum number of disagreements in the third establishment.

FINAL SCORING REPORT

Chart #4: Candidate's Composite Performance Score			
CANDIDATE'S FINAL PERFORMANCE SCORE			
Candidate's Name:		Title:	
Agency:		Office Telephone Number:	
Office Address:		City:	State: Zip:
Standard's Name:		Standard's Title:	
Agency:	Office Telephone Number:	Location of Standardization:	
Office Address:		City:	State: Zip:
Instructions: For the following Performance Areas circle the Level of Agreement.			
PERFORMANCE AREA	LEVEL OF AGREEMENT		
A. FOODBORNE ILLNESS RISK FACTORS AND <i>FOOD CODE</i> INTERVENTIONS	PASSES	FAILS	
B. GOOD RETAIL PRACTICES	PASSES	FAILS	
C. APPLICATION OF HACCP PRINCIPLES	SATISFACTORY	UNSATISFACTORY	
a. Process flow Charts	Satisfactory	Unsatisfactory	
b. Risk Control Plan	Satisfactory	Unsatisfactory	
c. Verification of HACCP Plans	Satisfactory	Unsatisfactory	
d. Statement of HACCP Principles (Initial standardization only)	Satisfactory	Unsatisfactory	
D. INSPECTION EQUIPMENT	SATISFACTORY	NEEDS IMPROVEMENT	
E. COMMUNICATION	SATISFACTORY	NEEDS IMPROVEMENT	

STANDARD'S SIGNATURE: _____

NAME (Print): _____

NAME Signature): _____ **Date:** _____