FDA RETAIL PROGRAM STANDARDS
2023 SELF-ASSESSMENT AND VERIFICATION AUDIT WORKSHOPS

FDA is offering two virtual Instructor led Retail Food Regulatory Program Standards Self-Assessment and Verification Audit Workshops in 2023:

- January 30—February 2, 2023 (11:00 AM – 5:00 PM EST Daily)
- March 20—23, 2023 (11:00 AM – 5:00 PM EST Daily)

FDA is also offering two in- person Retail Food Regulatory Program Standards Self-Assessment and Verification Audit Workshops in 2023:

- June 9—June 11, 2023 (8:00 AM – 5:00 PM EST Daily) Norfolk, VA (AFDO AEC)
- July 29—July 31, 2023 (8:00 AM – 5:00 PM EST Daily) New Orleans, LA (NEHA AEC)

PURPOSE OF THE FDA RETAIL PROGRAM STANDARDS
The Voluntary National Retail Food Regulatory Program Standards (Retail Food Program Standards) serve as a guide to program managers in the design and management of regulatory retail food programs, provide a means of recognition for programs that meet the standards, and are designed to help programs enhance the services they provide to the public. When applied in the intended manner, the Retail Food Program Standards:

- Identify program areas where an agency can have the greatest impact on retail food safety;
- Promote wider application of effective risk factor intervention strategies;
- Assist in identifying program areas most in need of additional attention;
- Provide information needed to justify maintenance or increase in program budgets;
- Lead to innovations in program implementation and administration; and
- Improve industry and consumer confidence in food protection programs by enhancing uniformity within and between regulatory agencies.

WORKSHOP OVERVIEW
The Standards Self-Assessment and Verification Audit Workshop is designed to provide participants with an overview of the Retail Program Standards criteria and an in-depth understanding of the self-assessment and verification audit processes, worksheets, and forms. The two-and-a-half-day workshop will enable participants to:

- Identify the requirements for each of the nine Retail Food Program Standards;
- Explore various approaches to meeting the criteria within the Retail Food Program Standards;
- Use the Retail Food Program Standards worksheets and forms to complete a verification audit of a jurisdiction’s self-assessment against the criteria contained in the standards; and
- Use the worksheets and forms to electronically compile and maintain results.

TARGET AUDIENCE
Participants should be program managers or those directly responsible for conducting program self-assessments and preparing for verification audits. Interactive workshop exercises have been developed for each of the nine Retail Food Program Standards and are designed to provide participants with hands-on experience in preparation for conducting a self-assessment or a verification audit.

WORKSHOP PRE-REQUISITES
Participants should have a good understanding of the criteria contained in each of the nine Retail Program Standards. The FDA’s Retail Program Standards can be accessed here. An orientation on using FDA’s Retail Program Standards website, including the downloadable files and worksheets, will be provided at the workshop.
DATE/TIME

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For general workshop questions, please contact your FDA Retail Food Specialist.