STANDARD 2 – TRAINED REGULATORY STAFF
APPENDIX B-2: CFP FIELD TRAINING MANUAL

Background

The Conference for Food Protection (CFP) has progressed through multiple stages in the development of a nationally recognized model for training and standardizing regulatory Food Safety Inspection Officers (FSIO) responsible for conducting food safety inspections. Research conducted by CFP revealed that existing training and standardization programs were nearly as varied as the number of regulatory jurisdictions throughout the country. In response, a model multi-tiered approach for training and standardizing FSIOs was developed using the *FDA Voluntary National Retail Food Regulatory Program Standards*, *Standard 2 – Trained Regulatory Staff*.

This *Field Training Manual* focuses on two components of this multi-tiered approach contained in Standard 2 – the pre-requisite coursework and the field training model for preparing newly hired FSIOs or individuals newly assigned to the regulatory retail food protection program to conduct independent food safety inspections. The instructions and worksheets provided in this manual constitute a training process, ***not*** a certification or audit process.

The model developed through the CFP process, consists of a training plan, trainer's worksheets, and procedures that may be used by ***any*** regulatory retail food protection program. Jurisdictions do ***not*** have to be enrolled in the *FDA Voluntary National Retail Food Regulatory Program Standards* to use, and benefit from, this training structure for preparing FSIOs to conduct independent food safety inspections. This manual was developed to assist jurisdictions that do not have the available staff resources and funding necessary to develop a comprehensive training process. The training model presented in this manual can be readily integrated into existing regulatory retail food protection programs.

The work within this document represents the culmination of years of research and review by subject matter experts comprised of psychometricians and representatives from state and local regulatory retail food protection programs; industry trade associations; retail food and foodservice operations; academia; and the FDA's Office of Regulatory Affairs University (ORA U). The coursework and training process are the basis for much of the criteria that is contained in Steps 1 and 2 of *Standard 2 – Trained Regulatory Staff*, *FDA Voluntary National Retail Food Regulatory Program Standards*. This manual is a working document and improvements will be made through the CFP Committee process.

Overview of the Field Training Manual

All new employees or individuals new to the regulatory retail food protection program should complete pre-requisite coursework and a field training process similar to that presented in this document. The national research conducted by CFP has been used to identify the minimum performance element competencies needed to conduct effective regulatory retail food safety inspections. The *CFP Training Plan and Log* along with the *Field Training Worksheets* provided in this manual are based on these minimum performance element competencies.

Flexibility has been built into the process to allow regulatory jurisdictions the opportunity to customize training content and methods to represent a jurisdiction's own administrative policies, procedures, and inspection protocol. As you read through this manual, it is important to keep in mind that jurisdictions are not obligated to use the forms; equivalent forms or training processes can be developed. The ultimate objective is to ensure FSIOs are trained on, and provided an opportunity to successfully demonstrate, the performance element competencies that are a vital part of their job responsibilities.

Where to Access the Field Training Manual

A copy of the CFP Field Training Manual can be accessed from the Conference for Food Protection's website (http://www.foodprotect.org/).