



**U.S. FOOD & DRUG
ADMINISTRATION**

FDA Procedures for Standardization of Retail Food Safety Inspection Officers

Updated to the 2022 FDA Food Code

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Table of Contents

CHAPTER 1: PURPOSE AND DEFINITIONS	8
1-1 Introduction	8
1-101 Background	8
1-102 Introduction.....	8
1-103 Purpose	8
1-104 Scope	9
1-2 Definitions	9
1-201 Applicability and Terms Defined	9
CHAPTER 2: QUALIFYING FOR STANDARDIZATION	12
2-1 Prerequisite Training and Experience	12
2-101 Objective.....	12
2-102 Eligibility.....	12
CHAPTER 3: FIELD REQUIREMENTS AND ADMINISTRATION.....	13
3-1 Scope.....	13
3-101 Objective.....	13
3-102 Performance Areas.....	13
3-103 Methodology	14
3-2 Inspection Equipment Requirements	15
3-201 Equipment Use	15
3-202 Equipment List.....	15
3-3 Inspections.....	16
3-301 Field Exercise	16
3-302 Performance Criteria	18
3-303 Assessment – Level of Agreement with Performance Criteria.....	22
3-4 FDA Standardization.....	24
3-401 Certificate Issuance	24
3-402 Standardization Expiration.....	24
3-403 Standardization Maintenance	24
3-5 Standardization Renewal.....	25
3-501 Requirements	25
3-502 Expired Standardization	25

3-6 Termination of Field Exercise, Standardization, Suspension, Revocation	25
3-601 Termination of the Field Exercise	25
3-602 Standardization Suspension or Revocation	25
3-603 Request for Re-Standardization After Termination, Suspension, or Revocation.....	26
3-7 Appeals.....	26
3-701 Appeals Board Members	26
3-702 Filing an Appeal.....	26
3-703 Appeals Board Meeting	27
3-704 Hearings	27
CHAPTER 4: COMMUNICATION SKILLS	28
4-1 Application.....	28
4-101 Objective.....	28
4-102 Introduction.....	28
4-103 Dialogue and Discussion with the Person in Charge.....	28
4-104 Exit Conference.....	29
APPENDIX 1: ADMINISTRATIVE FORMS.....	31
Form FDA 5019 Standardized Retail Food Safety Inspection Officer Nomination Form	31
Form FDA 5018 Standardized Retail Food Safety Inspection Officer Annual Maintenance Form	32
Form FDA 5017 Standardized Retail Food Safety Inspection Officer Waiver of Annual Maintenance Requirement.....	33
APPENDIX 2: INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE	34
Scoring Form Examples.....	36
Final Scoring Report	37
APPENDIX 3: CHECKLIST FOR STANDARDIZATION PERFORMANCE AREAS	38
Performance Area A – Foodborne Illness Risk Factors and Food Code Interventions.....	38
Performance Area B – Good Retail Practices.....	38
Performance Area C – Application of HACCP.....	39
Performance Area D – Inspection Equipment.....	39
Performance Area E – Communication.....	39
Performance Area F – Risk-Based Inspection Methodology.....	40

Template for Conducting a Risk-Based Inspection	41
Preparing for an Inspection.....	41
Introduction Prior to Inspection	41
Set a Good Example.....	42
Conducting a Risk-Based Inspection.....	42
Initial Walk Through.....	43
Observations.....	43
Corrective Actions.....	44
Communication.....	44
Use of Inspection Equipment.....	44
HACCP and Record Keeping.....	45
General Aspects of an Inspection	45
Exit Interview	46
Real Time Inspection and Risk-based Inspection Methodology	46
APPENDIX 4: FIELD WORKBOOK	47
Candidate Information.....	47
Inspection Inventory	47
Standardization Exercise Summary and Check Sheet.....	48
Standardization Inspection Report Marking Instructions	49
Foodborne Illness Risk Factors and Food Code Interventions	50
Good Retail Practices (GRPs)	77
Standardization Inspection Report 1	88
Notes	89
Notes Continued	90
Temperature Recording Tables	91
Foodborne Illness Risk Factors and Food Code Interventions	93
Good Retail Practices (GRPs)	99
Standardization Inspection Report 2	101
Notes	102
Notes Continued	103
Temperature Recording Tables	104
Foodborne Illness Risk Factors and Food Code Interventions	106
Good Retail Practices (GRPs)	112

Standardization Inspection Report 3	114
Notes	115
Notes Continued	116
Temperature Recording Tables	117
Foodborne Illness Risk Factors and Food Code Interventions	119
Good Retail Practices (GRPs)	125
Standardization Inspection Report 4	127
Notes	128
Notes Continued	129
Temperature Recording Tables	130
Foodborne Illness Risk Factors and Food Code Interventions	132
Good Retail Practices (GRPs)	138
Standardization Inspection Report 5	140
Notes	141
Notes Continued	142
Temperature Recording Tables	143
Foodborne Illness Risk Factors and Food Code Interventions	145
Good Retail Practices (GRPs)	151
Standardization Inspection Report 6	153
Notes	154
Notes Continued	155
Temperature Recording Tables	156
Foodborne Illness Risk Factors and Food Code Interventions	158
Good Retail Practices (GRPs)	164
Standardization Inspection Report 7	166
Notes	167
Notes Continued	168
Temperature Recording Tables	169
Foodborne Illness Risk Factors and Food Code Interventions	171
Good Retail Practices (GRPs)	177
Standardization Inspection Report 8	179
Notes	180
Notes Continued	181

Temperature Recording Tables	182
Foodborne Illness Risk Factors and Food Code Interventions	184
Good Retail Practices (GRPs)	190
Flow Charts and Summary.....	192
Flow Chart: Process 1	192
Flow Chart: Process 2	195
Flow Chart: Process 3	197
Risk Control Plan	199
Risk Control Plan Example	201
HACCP Verification Exercise	203
HACCP Plan Verification Worksheet	203

Chapter 1: Purpose and Definitions

1-1 INTRODUCTION

1-101 Background

Under the authority of the Public Health Service Act as amended, the U.S. Food and Drug Administration (FDA) has a responsibility to provide assistance to state and local retail food protection programs [42 USC 243]. FDA provides assistance to federal agency retail food protection programs under authority of the Economy Act [31 USC 1535]. Assistance provided to federal, state, and local governmental bodies is also pursuant to FDA's authorities and responsibilities under the Federal Food, Drug, and Cosmetic Act [21 USC 301].

Historically, FDA has met this responsibility by offering a variety of training opportunities and technical assistance based on model codes addressing recommended sanitation and food safety criteria for retail food and foodservice establishments. Providing the model FDA **Food Code** and model code interpretations and opinions is the mechanism through which FDA, as a lead federal food protection agency, promotes uniform implementation of national food regulatory policy among federal, state, tribal, and territorial agencies that have primary responsibility for retail food safety oversight or regulation. To ensure greater uniformity, FDA recommends that regulatory jurisdictions adopt the model FDA **Food Code** as law or regulation.

1-102 Introduction

The main goal of a national food safety program is the reduction and prevention of foodborne illness. To that end, FDA provides several pathways, one of which is the STANDARDIZATION of retail food inspection personnel. This process provides regulatory personnel with the opportunity to subject their knowledge and skills related to the Code's provisions to a uniform system of measurement. The process and criteria for demonstrating proficiency in the required performance areas are described in the FDA **Procedures for Standardization of Retail Food Safety Inspection Officers**.

The procedures are based on the FDA **Food Code** and are updated to reflect current **Food Code** provisions and to include a more refined focus on FOODBORNE ILLNESS RISK FACTORS, FOOD CODE INTERVENTIONS, and application of the principles of Hazard Analysis and Critical Control Point (HACCP).

It is critical that food safety personnel become standardized through this process to ensure that retail foods are safe, unadulterated, and honestly presented throughout the United States. A CERTIFICATE of STANDARDIZATION as an FDA STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER is issued to all CANDIDATES who successfully complete the STANDARDIZATION process.

1-103 Purpose

The purpose of the FDA STANDARDIZATION procedure is to promote uniformity of regulatory retail food inspections among federal, state, local, tribal, and territorial agencies. In addition, it is used to reduce the risk of foodborne illness based on a science-based interpretation of the **Food Code** and effective principles to achieve compliance. The application of the STANDARDIZATION procedure will ensure that the CANDIDATE recognizes FOODBORNE ILLNESS RISK FACTORS, FOOD CODE INTERVENTIONS, and GOOD RETAIL PRACTICES. The procedure will confirm that the CANDIDATE can achieve practical and immediate correction of out of compliance FOODBORNE ILLNESS RISK FACTORS during the inspection, can effectively communicate with the establishment's staff, can understand and apply HACCP principles, and use necessary inspection equipment in a risk-based, real-time regulatory inspection.

This procedure is intended to confirm a high level of knowledge, understanding and application of food safety principles.

The CANDIDATE shall meet all the requirements of the procedure in order to be standardized by FDA. Chapter 2 of the procedure describes the qualifications required of the CANDIDATE; Chapter 3 describes the field requirements; and Chapter 4 describes the communication requirements to convey the purpose and findings of the inspection as well as achieve corrective action and compliance. A template for a RISK-BASED STANDARDIZATION INSPECTION can be found in Appendix 3

The template provides a list of recommended inspection activities for both STANDARDIZATION CANDIDATES and regulatory inspectors. Both types of inspection should contain aspects of evaluation/auditing and education/training for short term and long-term correction of violations. The primary focus of either type of inspection should be on provisions of the **Food Code** that directly eliminate, prevent, or reduce to an acceptable level, hazards associated with foodborne illness or injury or on provisions that support or facilitate them. The **Food Code** designates these provisions as Priority and Priority Foundation Items, respectively. Earlier versions of the **Food Code** referred to critical and non-critical items.

CANDIDATES who are successful in achieving STANDARDIZATION by FDA are expected to use the procedure to train or standardize other inspectors within their regulatory agency in a manner that is consistent with risk-based regulatory inspections.

1-104 Scope

The procedures in this manual describe the process used by the FDA STANDARD in standardizing qualified food safety inspection personnel in retail food establishment inspection techniques based on the FDA **Food Code**. Successful completion of the process results in STANDARDIZATION as an FDA STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER.

The STANDARDIZATION process encompasses both auditing the performance of the CANDIDATE and providing feedback to improve the performance of the CANDIDATE. The FDA STANDARD evaluates the APPLICANT's understanding and application of the **Food Code** provisions during inspections of food establishments. In addition, the FDA STANDARD evaluates the inspection technique used by the APPLICANT and imparts knowledge during the STANDARDIZATION exercise to assist the CANDIDATE with becoming more proficient in the understanding and application of the **Food Code** and RISK-BASED INSPECTION technique. The STANDARD will discuss, explain, and correct interpretations and marking of the inspection report after each inspection. The STANDARD may also take the opportunity through "teaching moments" during the inspection to point out examples that illustrate new Code provisions, interpretations, or industry changes.

The procedures used in the STANDARDIZATION process are intended as a template for a regulatory inspection conducted by federal, state, local and tribal governing bodies that directly regulate food establishments at the retail level. While in the field, the CANDIDATE is expected to ask questions to help clarify procedures and methods, gaining a deeper understanding of operations before and after the inspection. This skill is particularly valuable during foodborne outbreak investigations.

1-2 DEFINITIONS

1-201 Applicability and Terms Defined

Terms defined in this document appear in SMALL CAPS and are defined below. These definitions apply in the interpretation and application of this procedure.

Terms Defined:

- (1) **"APPLICANT"** means an employee of FDA, state, or other regulatory authority who applies for STANDARDIZATION or re- STANDARDIZATION and is recommended to the FDA for STANDARDIZATION or re-STANDARDIZATION by the person's supervisor.

- (2) “**CANDIDATE**” means a regulatory officer whose duties include the inspection of retail food and foodservice establishments, may also include STANDARDIZATION of other Food Safety Inspection Officers, and is:
- (a) An APPLICANT who successfully completes the eligibility requirements for initial STANDARDIZATION, or
 - (b) An FDA STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER who is applying for re-STANDARDIZATION.
- (3) “**CERTIFICATE**” means the official document issued by FDA to a STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER.
- (4) “**CRITICAL CONTROL POINT (CCP)**” means a point or procedure in a specific food system where loss of control may result in an unacceptable health risk.
- (5) “**CRITICAL LIMIT (CL)**” means the maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a CRITICAL CONTROL POINT to minimize the risk that the identified food safety hazard may occur.
- (6) “**FOODBORNE ILLNESS RISK FACTORS**” means improper practices or procedures which are most frequently identified by epidemiologic investigation as a cause of foodborne illness or injury at the retail level. The FBI Risk Factors are:
- Food from Unsafe Sources
 - Inadequate cooking
 - Improper Holding Temperatures
 - Contaminated Equipment
 - Poor Personal Hygiene.
- (7) “**GOOD RETAIL PRACTICES (GRP)**” means the preventive measures that include practices and procedures which effectively control the introduction of pathogens, chemicals, and physical objects into food. GOOD RETAIL PRACTICES are prerequisites to instituting a HACCP plan or RISK CONTROL PLAN and are not addressed by the FOOD CODE INTERVENTIONS or FOODBORNE ILLNESS RISK FACTORS.
- (8) “**INTERSTATE CERTIFIED SHELLFISH SHIPPERS LIST (ICSSL)**” means an FDA publication of shellfish dealers, domestic and foreign, who have been certified by a state or foreign authority as meeting the public health control measures specified in the National Shellfish Sanitation Program.
- (9) “**INTERVENTION STRATEGIES**” means food protection activities, initiatives, or tools implemented to achieve immediate and/or long-term control of FOODBORNE ILLNESS RISK FACTORS.
- (10) “**FOOD CODE INTERVENTIONS**” means the preventive measures identified in the FDA **Food Code** to protect consumer health. The FOOD CODE INTERVENTIONS are:
- Demonstration of Knowledge
 - Implementation of Employee Health Policies
 - Hands as a Vehicle of Contamination
 - Time/Temperature Relationships
 - Consumer Advisory.
- (11) “**RISK-BASED INSPECTION**” means a retail food establishment inspection that prioritizes the identification and correction of risk factors that contribute to foodborne illness.

- (12) "**RISK CONTROL PLAN (RCP)**" means a mutually agreed upon written plan (between the CANDIDATE and the management of the food establishment) that describes a management system for control of FOODBORNE ILLNESS RISK FACTORS. The plan delineates necessary records, responsible personnel, what needs to be controlled, and how it will be controlled.
- (13) "**STANDARD**" means a person employed by FDA who is responsible for standardizing a CANDIDATE. This person shall be standardized by the National STANDARD or their designee. The STANDARD represents the FDA position on all issues during the STANDARDIZATION process.
- (14) "**STANDARDIZATION**" means the process whereby a CANDIDATE demonstrates the knowledge and skills to satisfy requirements for a **STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER** as stated in this procedure.
- (15) "**STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER**" means a person who has been standardized by FDA and has successfully met all requirements for STANDARDIZATION.

Chapter 2: Qualifying for Standardization

2-1 PREREQUISITE TRAINING AND EXPERIENCE

2-101 Objective

This chapter explains the prerequisite training and experience requirements for CANDIDATES to qualify for FDA STANDARDIZATION. In order for FDA to engage in the process of field inspections for the purpose of STANDARDIZATION, the CANDIDATE must qualify by fulfilling the training and experience requirements specified in this chapter. These eligibility requirements only apply to first time APPLICANTS for FDA STANDARDIZATION. Once standardized, CANDIDATES for re-STANDARDIZATION only need to meet the STANDARDIZATION maintenance requirements (see Section 3-403).

2-102 Eligibility

APPLICANTS for initial FDA STANDARDIZATION must meet the eligibility criteria below and documented on Form FDA 5019 Nomination Form (Appendix 1):

- (1) Be routinely engaged in retail food protection program work;
- (2) Have job responsibility for conducting retail food safety training and STANDARDIZATION of other regulatory personnel;
- (3) Have successfully completed the “pre” and “post” curriculum coursework for new hires listed in Standard 2, Trained Regulatory Staff, of the FDA Voluntary National Retail Food Regulatory Program Standards.¹
- (4) Register for access to the training courses according to the instructions on the FDA Office of Training, Education and Development (OTED) website.²
 - (a) Evidence of completion of equivalent training and experience for any of these courses may be verified by the STANDARD.
 - (b) CANDIDATES can demonstrate equivalency by showing that the course objectives for each course meet 80% of the FDA Office of Training, Education and Development Learning Management System (OTED-LMS) training objectives and evidence of successful completion is provided; and
- (5) Have fulfilled one or more of the following prerequisites:
 - (a) At least one year of full-time experience in retail food establishment inspections within the past three years; or
- (6) At least 100 retail food establishment inspections performed within the past three years, such as regulatory, training, or consultation inspections.

CANDIDATES for FDA re-STANDARDIZATION must meet the requirements under 3-403 STANDARDIZATION Maintenance and documented on FDA Form 5018 (Maintenance Form (Appendix 1))

¹ Voluntary National Retail Food Regulatory Program Standards, available at <https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/voluntary-national-retail-food-regulatory-program-standards-august-2022>

² FDA Office of Training, Education and Development (OTED) website, available at <https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/state-local-tribal-and-territorial-regulatory-partners>

Chapter 3: Field Requirements and Administration

3-1 SCOPE

3-101 Objective

This chapter explains the field requirements leading to FDA STANDARDIZATION.

3-102 Performance Areas

The following areas of performance shall be addressed by the CANDIDATE during the food establishment inspections and evaluated by the STANDARD:

(A) FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS:

The CANDIDATE shall demonstrate knowledge of current FDA **Food Code** provisions related to FOOD CODE INTERVENTIONS and FOODBORNE ILLNESS RISK FACTORS and the ability to interpret and apply them.

(B) GOOD RETAIL PRACTICES:

The CANDIDATE shall demonstrate knowledge of current FDA **Food Code** provisions related to GOOD RETAIL PRACTICES and the ability to interpret and apply them.

(C) Application of HACCP Principles:

The CANDIDATE shall demonstrate the ability to verify compliance with an existing HACCP plan and apply HACCP principles in the development of flow charts and RISK CONTROL PLANS (RCPs). In the absence of a HACCP Plan, the CANDIDATE shall demonstrate the ability to apply all seven HACCP principles to the inspection process.

(D) Inspection Equipment:

The CANDIDATE shall be equipped and familiar with inspection equipment essential to each food establishment inspection. During the inspection, the CANDIDATE shall demonstrate knowledge of proper use of essential inspection equipment.

(E) Communication:

The CANDIDATE shall demonstrate the ability to effectively communicate with the person in charge and food employees during all phases of the inspection and explain significant inspection findings to the person in charge at the conclusion of the inspection.

(F) RISK-BASED INSPECTION Methodology:

The CANDIDATE shall demonstrate the ability to use a focused inspection approach utilizing technical skills and attributes identified in performance areas (A)–(E) as specified in Subpart 3-102 with emphasis on identifying behaviors, practices, and procedures likely to lead to out of compliance FOODBORNE ILLNESS RISK FACTORS, assessing the degree of active managerial control an operator

has over the FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS and appropriately evaluate operational and sanitation conditions.

3-103 Methodology

(A) Initial STANDARDIZATION:

The FDA STANDARD and the CANDIDATE shall conduct eight joint field inspections of food establishments (including at least one with a HACCP plan) selected by the STANDARD. The food establishments selected for inspection during STANDARDIZATION should be in risk categories 2, 3, or 4 as described in Annex 5 of the **Food Code** and shall include the observation of such processes as cooking, cooling, hot/cold holding, reheating, and complex food preparation. All eight inspections for initial STANDARDIZATION should be completed within 12 months.

(B) Re-STANDARDIZATION:

The FDA STANDARD and the CANDIDATE will conduct six joint field inspections of food establishments (including at least one with a HACCP Plan) selected by the STANDARD. The food establishments selected for inspection during re-STANDARDIZATION should be in risk category 2, 3, or 4 as described in Annex 5 of the **Food Code** and shall include the observation of such processes as cooking, cooling, hot/cold holding, reheating, and complex food preparation. All six inspections for re-STANDARDIZATION should be completed within three years.

(C) Options of the STANDARD:

The STANDARD has the option of adjusting the time period, type of facility selected, and methodology for inspection at any time to enhance the effectiveness of the STANDARDIZATION process.

(D) Performance Evaluation Methods:

The performance of the CANDIDATE shall be evaluated by the FDA STANDARD using the methods outlined in Table 1.

Table 1: Summary of Evaluation Methods for Each Performance Area

PERFORMANCE AREA	INITIAL STANDARDIZATION ³	RE-STANDARDIZATION ⁴
FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS	Joint Inspections	Joint Inspections
GOOD RETAIL PRACTICES	Joint Inspections	Joint Inspections
Application of HACCP Principles	RISK CONTROL PLAN; Process Flow Charts; Verification of existing HACCP Plan; and Orally communicates the Seven Principles of HACCP.	RISK CONTROL PLAN; Process Flow Charts (optional); and Verification of existing HACCP Plan.
Inspection Equipment	Field Observations	Field Observations
Communication	Field Observations	Field Observations
RISK-BASED INSPECTION Methodology	Field Observations	Field Observations

3-2 INSPECTION EQUIPMENT REQUIREMENTS

3-201 Equipment Use

Specific inspection equipment is required to effectively and accurately conduct an inspection and evaluate risk factors that contribute to foodborne illness in retail food operations. The CANDIDATE shall be evaluated on the proper use of the inspection equipment during all inspections [refer to Subpart 3-302(C)]. Even though some equipment is listed as optional, it may be essential for some food establishment inspections, depending on the circumstances (FDA **Food Code**, Annex 5).

3-202 Equipment List

(A) The following is a list of the essential equipment recommended to evaluate a retail food or foodservice operation:

- (1) Necessary inspection forms and administrative materials
- (2) Head cover: baseball cap, hair net, or equivalent
- (3) Thermocouple temperature measuring device

³ The initial STANDARDIZATION requirements are to be completed during a total of 8 joint inspections with the FDA STANDARD, over a period not to exceed 12 months.

⁴ The re-STANDARDIZATION requirements are to be completed during a total of 6 joint inspections with the FDA STANDARD over a period not to exceed 3 years.

- (4) Maximum registering thermometer or temperature-sensitive tape for verifying hot water warewashing final rinse temperature
- (5) Chemical test kit for different chemical sanitizer types
- (6) Flashlight
- (7) Alcohol swabs

(E) The following is a list of optional equipment recommended to evaluate a retail food or foodservice operation:

- (1) Light meter
- (2) Pressure gauge
- (3) Measuring tape
- (4) Time-temperature data logger
- (5) pH meter
- (6) Water activity meter
- (7) Camera
- (8) Lab coat or equivalent protection to cover street clothes

3-3 INSPECTIONS

3-301 Field Exercise

(A) Roles:

Role of the CANDIDATE:

- (1) During all joint field food establishment inspections, the CANDIDATE shall take the lead. The CANDIDATE shall make introductions and determine who the person in charge is at the beginning of each inspection.
- (2) The CANDIDATE shall record all observations and inspection data collected during the inspection. For the purpose of tracking temperature patterns, it is recommended that the CANDIDATE perform a preliminary survey of food temperatures early in each inspection.
- (3) At various times during the field exercise the CANDIDATE shall be directed to perform specific tasks, such as explaining code requirements, citing FDA Food Code provisions, calibrating inspection equipment, and preparing flow charts or reviewing HACCP records to demonstrate proficiency in each area.

Role of the STANDARD:

- (1) FDA STANDARDIZATION is not a joint training exercise. It is an assessment with an auditing and training component. The role of the STANDARD is to confirm the CANDIDATE's ability to conduct a risk-based inspection in realistic timeframes recognizing the FOODBORNE ILLNESS RISK FACTORS that most frequently contribute to foodborne illness, the FOOD CODE INTERVENTIONS that prevent foodborne illness, and GOOD RETAIL PRACTICES. The STANDARD will also confirm that the CANDIDATE can achieve immediate correction of out of compliance FOODBORNE ILLNESS RISK FACTORS, practically apply HACCP principles, demonstrate effective communication skills, and correctly use inspection equipment.

- (4) The STANDARD's role is primarily to observe the CANDIDATE during the performance of a risk-based inspection and evaluate his/her performance during the STANDARDIZATION exercise. The STANDARD may offer procedural guidance to instruct the CANDIDATE to focus on specific performance areas or demonstrate specific technical skills during the course of the exercise. The STANDARD will provide constructive corrective action in the interest of STANDARDIZATION as appropriate throughout the exercise.
- (5) The STANDARD will ensure that the CANDIDATE is briefed prior to beginning the exercise on expectations before and during the exercise. Areas that will be covered include the following:
- Contacting regulatory jurisdictions for inspection permission if needed.
 - Understand that the STANDARDIZATION exercise will follow the current FDA **Food Code** and the latest version of the procedures for standardization manual.
 - Calibrating thermocouples and thermometers before the STANDARDIZATION exercise.
 - Having all required inspection equipment and clothing.
 - Choosing food establishments in risk category 2, 3, or 4 as described in Annex 5 of the **Food Code**.
 - Conducting RISK-BASED INSPECTIONS using a methodology that focuses and prioritizes emphasizes evaluating FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS while demonstrating knowledge and application of GOOD RETAIL PRACTICES.
 - Taking final cooking temperatures of all types of animal food cooked in the establishment whenever possible.
 - Achieving corrective actions and strategies for out of compliance FOODBORNE ILLNESS RISK FACTORS before leaving the facility.
 - Developing a RISK CONTROL PLAN with the person-in-charge.
 - Preparing food process flow charts based on observed food preparation procedures, for each of the three food preparation processes as assigned by the STANDARD.
 - Explaining the seven HACCP principles.
 - Citing **Food Code** requirements for any out of compliance FOODBORNE ILLNESS RISK FACTORS or FOOD CODE INTERVENTIONS on the inspection report.
 - Using the appropriate inspection equipment correctly.
 - Demonstrating effective communication skills.
 - Conducting the inspection to simulate a real-time regulatory assessment, ensuring that by the end of the exercise, the procedures, practices, and techniques reflect those as closely as possible to an actual regulatory inspection.

(B) Performance Areas:

The STANDARD will evaluate the CANDIDATE's ability to conduct a RISK-BASED INSPECTION and apply **Food Code** requirements and principles in the following performance areas: (A more detailed guide to the concepts considered under each performance area is found in Appendix 3.)

- (1) FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS – utilizes an approach that effectively identifies high risk operations and behaviors in the food establishment and focuses an inspection on determining the compliance status of those related FOODBORNE ILLNESS RISK FACTORS and/or FOOD CODE INTERVENTIONS.
- (2) GOOD RETAIL PRACTICES – demonstrates knowledge of the **Food Code** by recognizing and properly citing the provisions of the Code not designated as FOODBORNE ILLNESS RISK FACTORS AND FOOD CODE INTERVENTIONS.
- (3) Application of HACCP principles – demonstrates the ability to verify compliance with an existing HACCP plan and apply HACCP principles in the development of flow charts and RISK CONTROL PLANS. In the absence of a HACCP plan, the CANDIDATE shall demonstrate the ability to apply all seven HACCP principles to the inspection process.
- (4) Inspection equipment – the CANDIDATE shall be equipped and familiar with inspection equipment essential to each food establishment inspection. During the inspection, the CANDIDATE shall demonstrate knowledge of proper use of essential inspection equipment.
- (5) Communication – the CANDIDATE shall demonstrate the ability to effectively communicate with the person in charge and food employees and explain significant inspection findings to the person in charge at the conclusion of the inspection.
- (6) RISK BASED INSPECTION methodology- the CANDIDATE employs skills and techniques to focus inspections, prioritize based on risk, use time efficiently, assess control over risk factors, verify FOOD CODE INTERVENTIONS, evaluate sanitation and operational conditions, and implement corrective actions to reduce foodborne illness risk. These actions align with the attributes identified in performance areas 1-5.

(C) Determining Code Citations:

The STANDARD will make the final determination of the **Food Code** citation for any observed violations.

(D) Comparison of Findings:

Following each inspection, the CANDIDATE and STANDARD will compare findings to determine any disagreements for FOODBORNE ILLNESS RISK FACTORS, FOOD CODE INTERVENTIONS and GOOD RETAIL PRACTICES.

At the conclusion of the field exercise, the STANDARD shall tabulate and review the CANDIDATE'S inspection results and other observations to determine if the CANDIDATE has successfully completed the requirements for STANDARDIZATION. The checklist for STANDARDIZATION performance areas found in Appendix 2 can be used as an aid in this determination.

(E) Termination of the Exercise/Inspection:

When the STANDARD terminates the STANDARDIZATION exercise before completing the eight (initial) or six (re-STANDARDIZATION) inspections because of the CANDIDATE'S inability to meet (or the likelihood of not meeting) the performance criteria, the STANDARD will work with the CANDIDATE and his/her supervisor to develop an action plan to help the CANDIDATE meet the performance criteria.

3-302 Performance Criteria

To be standardized by FDA, a CANDIDATE shall meet the following criteria for each performance area:

(A) FOODBORNE ILLNESS RISK FACTORS, FOOD CODE INTERVENTIONS and GOOD RETAIL PRACTICES:

- (1) Inspection Report:

At the conclusion of each RISK-BASED INSPECTION, the CANDIDATE shall complete the FDA STANDARDIZATION Inspection Report found in Appendix 4, based on observations and data collected during the inspection. The CANDIDATE shall determine which items on the inspection report form were in or out of compliance, not observed, and/or not applicable based on the observations.

(2) CANDIDATE Scoring:

The STANDARD shall grade each FDA STANDARDIZATION Inspection Report, by circling each incorrectly marked item and discussing these items with the CANDIDATE after each inspection. 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 of the missed opportunity. A scoring of "S" should be used in instances such as when there is an opportunity to take a cooking temperature of a hamburger, but the CANDIDATE does not take the temperature and subsequently marks 18 (B) as Not Observed. The STANDARD's scoring of an item as "S" represents a disagreement between the CANDIDATE and the STANDARD.

At the conclusion of each inspection, the STANDARD shall determine the number of disagreements on items and record that number in the chart provided in Appendix 2. At the completion of the final inspection, the STANDARD shall total the number of disagreements for all food establishments inspected.

- (a) To satisfy the FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS performance area, the CANDIDATE shall not disagree with the STANDARD on more than 12 items in any one establishment in this section of the STANDARDIZATION Inspection Report and have an average score of at least 90%.
- (b) To satisfy the GOOD RETAIL PRACTICES performance area, the CANDIDATE shall not disagree with the STANDARD on more than 5 items in any one establishment in this section of the STANDARDIZATION Inspection Report and have an average score of at least 85%.

(B) Application of HACCP Principles:

During the food establishment inspections, the CANDIDATE shall demonstrate the proper inspection approach for food establishments with pre-existing HACCP plans and those without HACCP plans. Each CANDIDATE shall demonstrate an understanding of HACCP by:

(1) Flow Charts: (Required for initial STANDARDIZATIONS, optional for re-STANDARDIZATIONS)

(a) Preparing Process Flow Charts:

During the joint inspections, the STANDARD shall select a total of three food preparation processes for the CANDIDATE to describe on a flow chart, to include:

- Process 1 – No Cook Step
- Process 2 – Same Day Service
- Process 3 – Complex Food Preparation

The CANDIDATE shall develop each flow chart using information gained through actual observations of operational steps during an inspection. Information gained through discussions with the person in charge and/or food employees should be used to substitute for a lack of actual observations, i.e. when operational steps in the process do not occur during the inspection. On each flow chart, the CANDIDATE shall identify the hazards, each CRITICAL CONTROL POINT, and the CRITICAL LIMITS. The CANDIDATE shall indicate the CRITICAL LIMITS as stated by the FDA **Food Code** and by the establishment (if the establishment's CRITICAL LIMITS differ from those in the **Food Code**). In addition,

the CANDIDATE shall also indicate to the STANDARD any CRITICAL CONTROL POINTS that the establishment did not control.

(b) Requirements:

The STANDARD shall grade the three flow charts based on the correct identification of hazards, CRITICAL CONTROL POINTS, and the CRITICAL LIMITS. To satisfy this requirement, the three flow charts may contain no more than two errors or omissions. The FDA Retail HACCP Manual entitled, ***Managing Food Safety: A Regulator's Manual for Applying HACCP Principles to Risk-based Retail and Food Service Inspections and Evaluating Voluntary Food Safety Management Systems***, and the current edition of the FDA ***Food Code*** will be the reference documents for this exercise.

(2) RISK CONTROL PLAN: (Required for both initial STANDARDIZATION and re-STANDARDIZATION)

NOTE: Identifying the root cause of the observed noncompliance risk factor is crucial for gaining a clear understanding of the underlying issue that led to the deviation. This understanding is then utilized to pinpoint the suitable control measures, which are subsequently integrated into the daily operations of the food establishment. A RISK CONTROL PLAN should effectively address the management of identified CRITICAL LIMITS and the ensuing corrective actions through a comprehensive food safety management system that includes procedural and monitoring elements.

(a) Developing a RISK CONTROL PLAN:

During at least one of the joint inspections, the STANDARD will select a CRITICAL CONTROL POINT that the CANDIDATE has determined is not in compliance with CRITICAL LIMITS set by the FDA ***Food Code***. The RISK CONTROL PLAN must adequately address the control of identified CRITICAL LIMITS and subsequent corrective actions through a food safety management system consisting of procedural and monitoring elements. The CANDIDATE shall complete the RISK CONTROL PLAN found in Appendix 4, to demonstrate a clear understanding of the observation, process used, associated hazards, CRITICAL LIMITS, and corrective actions that are being targeted for a RISK CONTROL PLAN. The CANDIDATE shall guide the person in charge in developing a RISK CONTROL PLAN. The RISK CONTROL PLAN should stress simple control measures that can be integrated into the daily routine of the food establishment. The plan should be brief and address the following points:

- Specific observation(s) noted during inspection
- Applicable code violation(s) (optional)
- FOODBORNE ILLNESS RISK FACTOR to be controlled.
- Hazard(s) (most common, significant)
- What must be achieved to gain compliance in the future
- How active managerial control will be achieved (who is responsible for the control, what needs monitoring and at what frequency record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, and how long the plan is to continue); and
- How the results of implementing the RISK CONTROL PLAN will be communicated back to the inspector.

(b) Requirements:

To satisfy the requirements, all seven points above shall be addressed in the RISK CONTROL PLAN. The CANDIDATE is not required to ask the person in charge to commit to implementation of the RISK CONTROL PLAN.

(3) HACCP Plans: (Required for both initial STANDARDIZATION and re-STANDARDIZATION)

(a) Verification of HACCP Plans:

During the joint inspections, the CANDIDATE shall select at least one food establishment to inspect that has implemented a HACCP Plan. The CANDIDATE shall demonstrate the ability to verify that the HACCP Plan is properly implemented by reviewing the food establishment's monitoring procedures and record keeping, verifying that the CRITICAL LIMITS are met, and substantiating that corrective actions are taken when the CRITICAL LIMITS are not met.

The STANDARD shall select at least one CRITICAL CONTROL POINT for the CANDIDATE to verify. The STANDARD shall select the three days of records through discussions with the establishment's management. One of the days selected shall be the current day, if possible.

The CANDIDATE shall review the records for the selected CRITICAL CONTROL POINT(s) for three specified 24-hour periods. Based on this review, the CANDIDATE shall make the following determinations regarding monitoring, record keeping, and the performance of corrective action for a total of nine HACCP Plan record answers:

- Required monitoring was performed on the three selected dates
- Accurate and consistent records appear for the three selected dates, and
- Corrective action was documented in accordance with the plan when CRITICAL LIMITS were not met on each of the three selected dates

(b) HACCP Principles (For initial STANDARDIZATION only):

The CANDIDATE shall orally communicate to the STANDARD the HACCP principles and how they would apply to the food establishment's operation.

(c) Requirement:

The CANDIDATE shall document the findings on the HACCP Verification Summary (Appendix 4). To satisfy this requirement, the CANDIDATE and the STANDARD shall be in agreement with at least eight out of the nine answers on the HACCP Plan Verification Summary Chart.

(C) Inspection Equipment:

The CANDIDATE shall have essential equipment (listed in 3-202) available for use during each inspection and shall demonstrate knowledge of necessary equipment to conduct food establishment inspections. The CANDIDATE shall know how to properly use and maintain the equipment. Specifically, the CANDIDATE shall demonstrate that the temperature measuring device is accurate at 0°C (32°F) and 100°C (212°F).

(D) Communication:

In accordance with Chapter 4 of this procedure, the CANDIDATE shall take the lead in communicating with industry personnel during each of the inspections in three areas:

- (1) Introduction;
- (2) Open Dialogue and Discussion with the Person in Charge; and
- (3) Exit Conference.

During the inspections, the CANDIDATE shall demonstrate by example the concepts of food safety such as seeking immediate, appropriate correction of risk factors, eliciting responses about employee health, washing hands at the appropriate place and time, and wearing the proper inspection apparel. The STANDARD shall observe and evaluate the CANDIDATE by focusing attention on communication skills

that relay to the person in charge, the compliance status and any observations, concerns, and alternatives for compliance. Satisfactory performance is achieved if this information is conveyed in a way that is understood, accepted, and acted upon. The STANDARD can assess this using the checklist and template in Appendix 3.

(E) RISK-BASED INSPECTION Methodology

In accordance with Chapter 3 of this procedure, the CANDIDATE shall conduct RISK-BASED INSPECTIONS (listed in 1-201).

During the inspections, the CANDIDATE shall demonstrate technical skills and attributes identified in the performance areas (A)–(E) as specified in Subpart 3-102 with emphasis on identifying behaviors, practices, and procedures likely to lead to out of compliance FOODBORNE ILLNESS RISK FACTORS and assessing the degree of active managerial control an operator has over the FOODBORNE ILLNESS RISK FACTORS, FOOD CODE INTERVENTIONS, GOOD RETAIL PRACTICES, Application of HACCP, Inspection Equipment, and Communication.

The STANDARD shall observe and evaluate the CANDIDATE's ability to: focus the inspection, establish inspection priorities based on risk, utilize time wisely, assess the degree of control the operation has over risk factors in process food flows, verify the implementation of the FOOD CODE INTERVENTIONS, evaluate operational and sanitation conditions appropriately and attain appropriate correction actions that reduce the risk of foodborne illness.

The STANDARD shall evaluate the RISK-BASED INSPECTION techniques used by the CANDIDATE to assist the CANDIDATE with becoming more proficient in the understanding and application of the RISK-BASED INSPECTION technique.

Satisfactory performance is achieved if the CANDIDATE demonstrates skills, technique and strategies used in an effective and efficient way during the inspectional exercises. The STANDARD can assess this using the checklist and template in Appendix 3.

3-303 Assessment – Level of Agreement with Performance Criteria

(A) The scoring chart in Appendix 2 of this procedure can be used to tally the number of disagreements on the items between the STANDARD and the CANDIDATE in the FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS and GOOD RETAIL PRACTICES sections of the STANDARDIZATION Inspection Report.

(B) Criteria for Success:

- (1) To achieve STANDARDIZATION, the CANDIDATE shall meet minimum requirements for the three Performance Areas described in 3-302 (A) and (B). The CANDIDATE may receive a "Needs Improvement" classification in the "Equipment", "Communication" and "RISK-BASED INSPECTION METHODOLOGY" PERFORMANCE AREAS AND STILL BE STANDARDIZED.
- (2) When one, two, or all three Performance Areas are classified as "Needs Improvement," the CANDIDATE and the CANDIDATE's supervisor shall be notified that the "Needs Improvement" areas must be satisfactorily addressed before re-STANDARDIZATION is granted. Before re-STANDARDIZATION, the CANDIDATE's supervisor must notify the STANDARD that the area(s) of concern have been addressed.

Table 2. Summary of Level of Agreement Required for Each Performance Area

Performance Area	Level Of Agreement
FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS	No more than 12 disagreements in any one food establishment and an average score of 90% for all inspections in the STANDARDIZATION. (Minimum of 80= No more than 12 disagreements out of a total of 62 items)
GOOD RETAIL PRACTICES	No more than five disagreements in any one food establishment and an average score of 85% for all inspections in the STANDARDIZATION. (Minimum of 80 = No more than five disagreements out of a total of 27 items)
Application of HACCP Principles	3 Process Flow Charts: (optional for re-STANDARDIZATION) Maximum of two errors or omissions [3-302(B)(1)] 1 RISK CONTROL PLAN: four parts accurately addressed [3-302(B)(2)] 1 HACCP Plan Verification: Correctly review documentation records on three different dates for a food establishment with a HACCP Plan [3-302(B)(3)] with agreement on at least eight out of the nine answers. Knowledge of HACCP principles: Accurately lists the seven principles and explains how each applies to a food establishment (initial STANDARDIZATION only)
Inspection Equipment ⁵	CANDIDATE has equipment from the essential equipment list CANDIDATE demonstrates knowledge and use of essential equipment
Communication ⁵	Introductions to person in charge [4-102] Fact finding questions through interview with person in charge [4-103] CANDIDATE setting an example [4-102] Exit conference with person in charge [4-104]
RISK-BASED INSPECTION Methodology ⁵	Establishing inspection priorities based on risk and using time wisely. Focused efforts on assessing the operation to determine risk factors in process food flows and verifying FOOD CODE INTERVENTION implementation. Assessing the degree of active managerial control Evaluating operational and sanitation conditions appropriately Attaining appropriate correction actions

⁵ If these Performance Areas are deemed in need of improvement, they shall be satisfactorily addressed before re-STANDARDIZATION.

3-4 FDA STANDARDIZATION

3-401 Certificate Issuance

Upon achieving the required level of agreement with the STANDARD, the CANDIDATE is awarded the CERTIFICATE of an FDA STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER. A CERTIFICATE recognizing the accomplishment is forwarded to the CANDIDATE and notification is sent to the CANDIDATE's supervisor within 60 days.

3-402 Standardization Expiration

STANDARDIZATION is valid for a period of three years. The date that STANDARDIZATION is issued and the date that it expires appear on the CERTIFICATE issued by the STANDARD.

3-403 Standardization Maintenance

- (A) Official records of all STANDARDIZATIONS in retail food inspection shall be maintained by the STANDARD for at least three years.
- (B) STANDARDIZATION shall be maintained in good standing for the three-year period when the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER:
 - (1) Each year, attends the annual FDA Retail Food Protection Seminar;
 - (2) Continuing Education and Training – Each CANDIDATE that is standardized will accumulate 20 contact hours of food safety-related continuing education every 36 months after initial STANDARDIZATION is completed. The CANDIDATE qualifies for one contact hour for each hour's participation in any of the following food safety-related activities:
 - (a) Professional symposiums/college courses,
 - (b) Workshops, and
 - (c) Training.
 - (3) Annually conducts and documents STANDARDIZATION exercises, in accordance with this document, with at least five retail food program inspection personnel;
 - (4) Annually accomplishes and documents at least one of the following activities:
 - (a) Assists at least five retail food establishments in the development of RISK CONTROL PLANS. The STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER shall submit a report describing the outcome of the RCP to the STANDARD, or
 - (b) Provide documentation to the STANDARD of having conducted or coordinated at least five training courses related to the retail food protection program, or
 - (5) Performs and documents to the STANDARD any combination of training courses or RISK CONTROL PLANS that equals five, and
 - (6) Maintenance activities are reported each year by the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER on FDA 5018 Standardized Retail Food Safety Officer Annual Maintenance Form (Appendix 1).
- (C) Upon written request by the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER, the requirements listed in Paragraph 3-403(B) may be adjusted by the STANDARD due to special situations or circumstances. When requesting a waiver for any STANDARDIZATION maintenance requirements, a STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER should submit FDA 5017 Standardized

Retail Food Safety Inspection Officer Waiver of Annual Maintenance Requirement Form to their Retail Food Specialist (Appendix 1).

3-5 STANDARDIZATION RENEWAL

3-501 Requirements

In order to renew a person's STANDARDIZATION, the STANDARD and the CANDIDATE shall conduct six STANDARDIZATION inspections as described in: Table 1, Part 3-3, Chapter 4, and has complied with the STANDARDIZATION maintenance criteria listed in Part 3-4.

3-502 Expired Standardization

If a CANDIDATE'S STANDARDIZATION expires and is not renewed and the person subsequently reapplys for STANDARDIZATION, the person shall apply in writing to the STANDARD for re-STANDARDIZATION giving the reasons why the person is qualified and should be re-STANDARDIZED. The person shall submit FDA 5019 Standardized Retail Food Safety Inspection Officer Nomination Form (Appendix 1) signed by the CANDIDATE'S program supervisor. The STANDARD shall respond in writing to the program supervisor advising whether or not FDA will proceed with re-STANDARDIZATION and the conditions under which STANDARDIZATION renewal may be accomplished.

3-6 TERMINATION OF FIELD EXERCISE, STANDARDIZATION, SUSPENSION, REVOCATION

3-601 Termination of the Field Exercise

- (A) The STANDARD has the option to terminate the field exercise at any time during the STANDARDIZATION procedure if the CANDIDATE is not properly prepared to achieve the required level of agreement.
- (B) The STANDARD shall notify the CANDIDATE and the CANDIDATE'S supervisor in writing with the reasons for termination of the field exercise. The STANDARD may offer the CANDIDATE and their supervisor the opportunity to develop a follow-up action plan designed to prepare the CANDIDATE for a successful STANDARDIZATION exercise. The CANDIDATE and their supervisor may choose to pursue this avenue or not.
- (C) If the CANDIDATE declines the option described in paragraph (B) above or fails the completed field exercise, the STANDARD shall document the results of the field exercise, with the reasons for termination of the field exercise. This information shall be forwarded to the CANDIDATE'S supervisor and a copy shall be placed in the FDA file. All evidence and conclusions reached by the Agency shall be documented in writing by the STANDARD and shall be kept for 3 years in accordance with the Freedom of Information Act.

3-602 Standardization Suspension or Revocation

- (A) When a STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER fails to fulfill the required maintenance activities described in Part 3-4, and a waiver has not been requested or approved for the activities, the STANDARD shall consult with the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER and regulatory program management to fully examine the reasons for the failure. If it is determined that a waiver cannot be approved subsequent to the consultation, or regulatory program management does not agree to voluntarily remove the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER from the program the STANDARD may pursue revocation of the STANDARDIZATION.

- (B) Before suspension or revocation, the STANDARD may consult with other appropriate personnel in the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER'S agency and within FDA including: the Office of Retail Food Protection (ORFP); Division of Retail Food Protection Policy, Research, and Risk Assessment (DRFPPRRA); and Division of Retail Food Protection Implementation (DRFPI).
- (C) The STANDARD, and the ORFP Retail Management shall reach a decision as to whether:
- (1) No action should be taken;
 - (2) A letter should be sent to the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER and the person's supervisor to notify them of the pending suspension or revocation.
 - (3) The STANDARDIZATION should be suspended temporarily, with notice regarding conditions required for reinstatement; or
 - (4) The STANDARDIZATION should be revoked.
- (D) The STANDARD shall notify the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER and the supervisor of the STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER, in writing, of the Agency's decision.
- (E) All evidence and conclusions reached by the Agency shall be documented in writing by the STANDARD and shall be kept for 3 years in accordance with the Freedom of Information Act.

3-603 Request for Re-Standardization After Termination, Suspension, or Revocation

CANDIDATES may apply for another opportunity to become standardized when an unsuccessful field exercise is terminated by the STANDARD, or a STANDARDIZATION suspension or revocation occurs. Before reapplying, CANDIDATES should improve their skills and areas of weakness.

3-7 APPEALS

3-701 Appeals Board Members

Representatives from the following organizations will comprise the STANDARDIZATION Appeals Board (Appeals Board):

- (A) The National Standards from ORFP's Divisions of Policy and Implementation; and
- (B) The ORFP Branch Director who supervises the STANDARD that conducted the STANDARDIZATION, and if possible, works with the jurisdiction in which the CANDIDATE is employed.

3-702 Filing an Appeal

The CANDIDATE, after being notified of the CANDIDATE'S failure to successfully achieve STANDARDIZATION or re-STANDARDIZATION, may appeal the decision. Should the CANDIDATE elect to submit an appeal, this action must be initiated within thirty days of the date of the written notification of the termination, suspension, or revocation.

3-703 Appeals Board Meeting

Upon receipt of a CANDIDATE'S appeal by the FDA, a meeting of the Appeals Board will be held to determine if the argument regarding the failed STANDARDIZATION process is worthy of being heard.

3-704 Hearings

(A) Preliminary Hearing:

If the appeal is not convincing, the decision of the FDA STANDARD to terminate the field exercise will stand. If the Appeals Board determines that the CANDIDATE'S argument holds merit, the CANDIDATE and the FDA STANDARD shall be notified in writing that a hearing will be held, including a date and time for the hearing.

(B) Hearing Procedure:

At the hearing, the following procedure will be followed:

- (1) The CANDIDATE will present the CANDIDATE'S argument for reversing the STANDARD'S decision;
- (2) The Appeals Board will have the opportunity to question the action or conduct of the CANDIDATE and the STANDARD; and
- (3) The Appeals Board will make a decision regarding the FDA STANDARD'S decision. The Appeals Board decision will be either to let the decision stand or to consider conducting an additional STANDARDIZATION exercise.

Chapter 4: Communication Skills

4-1 APPLICATION

4-101 Objective.

Skillful communication is essential to the inspection process in order to bring about needed changes by the person in charge. This chapter highlights the importance of communication skills during an inspection.

Activities and responsibilities involved in a retail food inspection program require a person to speak and to listen effectively.

Many different types of communication skills and approaches are necessary and valuable during the inspection process. The CANDIDATE shall be required to take the lead in communicating with industry personnel during all inspections and the STANDARD shall evaluate the CANDIDATE'S communication skills.

4-102 Introduction.

The CANDIDATE shall be required to make all introductions. A complete introduction consists of:

- (A) Introducing all persons participating in the inspection;
- (B) Presenting credentials or identification;
- (C) Describing the purpose and flow of the inspection;
- (D) Identifying and explaining to the person in charge that it will be necessary to ask questions about the operation during the inspection; and
- (E) Explaining that this is not intended as a regulatory inspection and that there will be no written report left at the end of the inspection; however, significant findings will be brought to the attention of the person in charge. Where required by the jurisdiction, a regulatory inspection can also be made and a report left with the person in charge.

In addition to verbal and written communication, the CANDIDATE shall also use the RISK-BASED INSPECTION process to communicate and demonstrate food safety concepts by example. Activities such as immediate correction of risk factors, focusing inspection activities on FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS, proper handwashing, sanitizing thermometers before probing foods, and wearing the proper inspection apparel should be used to reinforce spoken and written communications.

4-103 Dialogue and Discussion with the Person in Charge.

The CANDIDATE shall have a discussion with the person in charge to determine:

- (A) If a HACCP plan exists, and if so, whether the person in charge understands the principles of the HACCP plan and is ensuring that the employees are effectively using the plan;
- (B) What training is provided for employees and managers that is relevant to applying the FOOD CODE INTERVENTIONS and controlling FOODBORNE ILLNESS RISK FACTORS;
- (C) Specific responses to key employee health related activities; and
- (D) What Time/temperature Control for Safety Foods are on the menu and what production activities are ongoing at the time of inspection.

4-104 Exit Conference.

At the exit conference, the CANDIDATE shall clearly:

- (A) Convey and discuss in detail with the person in charge the inspection findings including:
 - (1) The compliance status of the food establishment describing each significant violative condition and, where appropriate, acceptable compliance alternatives,
 - (2) The response and plans of the person in charge for correcting violations, including a RISK CONTROL PLAN, and
 - (3) Corrective actions observed during the inspection. Such proactive food safety measures should be commended; however, the CANDIDATE should use this as an opportunity to explain what might have happened if an inspection had not occurred and the corrective action had not been identified.
- (B) Explain the public health significance of the FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS, GOOD RETAIL PRACTICES, and the CRITICAL CONTROL POINTS which do not meet the CRITICAL LIMITS as established in the FDA **Food Code**; and
- (C) Demonstrate the ability to discuss and resolve issues that the person in charge might not agree with or clearly understand in a courteous and professional manner.

Appendices Table of Contents

APPENDIX 1: ADMINISTRATIVE FORMS	31
APPENDIX 2: INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE.....	34
APPENDIX 3: CHECKLIST FOR STANDARDIZATION PERFORMANCE AREAS	38
APPENDIX 4: FIELD WORKBOOK.....	47

Appendix 1: Administrative Forms

Form FDA 5019 Standardized Retail Food Safety Inspection Officer Nomination Form

(Fillable form <https://www.fda.gov/media/178597/download>)

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Food and Drug Administration
**STANDARDIZED RETAIL
FOOD SAFETY INSPECTION OFFICER
NOMINATION FORM**

Form Approved: OMB No.
0910-0621
Expires: 10/31/2026
See PRA statement page 2.

FDA

PART 1: HEADER

Use the Tab key to move to the next field. Provide supporting documentation separately, when needed.

TO	FROM
FDA RETAIL PROGRAM BRANCH DIRECTOR	
SUBJECT	DATE (mm/dd/yyyy)
REQUEST FOR FDA STANDARDIZATION	

PART 2: APPLICANT INFORMATION

Applicant's Name	Title		
Office Phone	Mobile Phone		
Email	Agency		
Office Street Address	City	State	Zip Code

PART 3: BACKGROUND INFORMATION

LENGTH OF SERVICE WITH AGENCY

RETAIL FOOD PROTECTION DUTIES	DATES ASSIGNED (mm/dd/yyyy)

PRIOR RETAIL FOOD PROTECTION EXPERIENCE

PRIOR RETAIL FOOD PROTECTION EXPERIENCE	DATES (mm/dd/yyyy)

STANDARD 2 TRAINED REGULATORY STAFF CURRICULUM OR EQUIVALENCY

STANDARD 2 PRE-COURSE CURRICULUM	
STANDARD 2 POST-COURSE CURRICULUM	

OTHER RETAIL FOOD PROTECTION TRAINING COURSES COMPLETED

(such as FD112 Food Code, FD215 Managing Retail Food Safety, FD218 Risk Based Inspections)

DATES (mm/dd/yyyy)

Form FDA 5018 Standardized Retail Food Safety Inspection Officer Annual Maintenance Form

(Fillable form: <https://www.fda.gov/media/178595/download>)

	DEPARTMENT OF HEALTH AND HUMAN SERVICES Food and Drug Administration STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER ANNUAL MAINTENANCE FORM	Form Approved: OMB No. 0910-0621 Expires: 10/31/2026 See PRA statement page 3	FDA
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Part 1: Information about the Standardized Retail Food Safety Inspection Officer

Use the Tab key to move to the next field. Provide supporting documentation separately, when needed.

Last Name	First Name	Date (mm/dd/yyyy)
Agency		Email
Date FDA Standardization Issued (mm/dd/yyyy)	Activity Period Documented (mm/dd/yyyy)	Date FDA Standardization Expires (mm/dd/yyyy)

TO MAINTAIN STANDARDIZATION: Each FDA Standardized Officer is required to:

- attend the FDA Retail Food Protection Seminar each year [AND]
- complete 20 contact hours of continuing education every 36 months [AND]
- standardize or re-standardize 5 retail food program inspection personnel per year using the FDA Standardization Procedures Manual [AND]
- develop 5 Risk Control Plans (RCP) or conduct/coordinate 5 Food Protection Training Courses or a combination of RCPs and Training Courses that equals five.

In the event any of the maintenance requirements were not met during the past year, in accordance with 3-403 Standardization Maintenance of the FDA Procedures for Standardization of Retail Food Safety Inspection Officers, please provide additional information on any other activities that would demonstrate a routine engagement in retail food protection.

Part 2: Maintenance requirement activities being met

PLEASE PROVIDE INFORMATION FOR NEW AND RE-STANDARDIZATIONS AND ACTIVITIES IN CHARTS BELOW

NEW STANDARDIZATIONS IN THE PAST YEAR:

NAME	AGENCY	DATE COMPLETED (mm/dd/yyyy)	LOCATION

Add Row

Delete Row

RE-STANDARDIZATIONS IN THE PAST YEAR:

NAME	AGENCY	DATE COMPLETED (mm/dd/yyyy)	LOCATION

Add Row

Delete Row

TRAINING COURSES PRESENTED:

DATE (mm/dd/yyyy)	AUDIENCE SIZE/COMPOSITION (REGULATORY/INDUSTRY)	NAME/LOCATION	LENGTH (HRS)

Add Row

Delete Row

Form FDA 5017 Standardized Retail Food Safety Inspection Officer Waiver of Annual Maintenance Requirement

(Fillable form: <https://www.fda.gov/media/178596/download>)

	DEPARTMENT OF HEALTH AND HUMAN SERVICES Food and Drug Administration STANDARDIZED RETAIL FOOD SAFETY INSPECTION OFFICER WAIVER OF ANNUAL MAINTENANCE REQUIREMENT	Form Approved: OMB No. 0910-0621 Expires: 10/31/2026 See PRA statement page 2.	FDA
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Part 1: Information about the Standardized Retail Food Safety Inspection Officer.

Use the Tab key to move to the next field. Provide supporting documentation separately, when needed.

Last Name	First Name	Date (mm/dd/yyyy)
Agency		Email
Date FDA Standardization Issued (mm/dd/yyyy)	Activity Period Documented (mm/dd/yyyy)	Date FDA Standardization Expires (mm/dd/yyyy)

TO MAINTAIN STANDARDIZATION

Each FDA Standardized Officer is required to:

- attend the FDA Retail Food Protection Seminar each year [AND]
- complete 20 contact hours of continuing education every 36 months [AND]
- standardize or re-standardize 5 retail food program inspection personnel per year using the FDA Standardization Procedures Manual [AND]
- develop 5 Risk Control Plans or conduct/coordinate 5 Food Protection Training Courses or a combination of RCPs and Training Courses that equals five.

In the event any of the maintenance requirements were not met during the past year, in accordance with 3-403 Standardization Maintenance of the *FDA Procedures for Standardization of Retail Food Safety Inspection Officers*, please provide additional information on any other activities that would demonstrate a routine engagement in retail food protection.

Part 2: Area of Maintenance being requested to be waived.

PLEASE INDICATE THE AREA OF MAINTENANCE FOR WHICH A WAIVER IS BEING REQUESTED AND PROVIDE JUSTIFICATION OF NEED FOR REQUEST

Attend FDA Retail Food Protection Seminar

Justification:

Continuing Education and Training of 20 Contact Hours Every 36 Months After Initial Standardization is Complete

Justification:

Conduct Standardization Exercises with at Least 5 Retail Program Inspection Personnel

Justification:

Appendix 2: 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. 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 (GRP) 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.

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 50 disagreements for all 8 establishments) with no more than 12 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 13, proceed to step 2.
- If the disagreements/establishment is equal to or greater than 13, stop inspections. CANDIDATE fails.

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 50 for 8 establishments, the CANDIDATE passes.
- If the disagreements are greater than 50 for 8 establishments, the CANDIDATE fails.
- If the disagreements are equal to or less than 37 for 6 establishments, the CANDIDATE passes.
- If the disagreements are greater than 37 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.

Scoring Form Examples

Performance Criteria Tally of Disagreements in Each Establishment (Example 1)

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	State: DC	Zip: 20204	County:
Total Inspection Time: 72 hr		Date: 07/25/06		Location of Standardization: Washington DC			

ESTABLISHMENTS

Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) or TOTAL (1-6)
Risk Factors and Public Health Interventions	9	12	12	5	2	2	3	1	16
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.

Performance Criteria Tally of Disagreements in Each Establishment (Example 2)

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	State: DC	Zip: 20204	County:
Total Inspection Time: 72 hr		Date: 07/25/09		Location of Standardization: Washington DC			

ESTABLISHMENTS

Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) or TOTAL (1-6)
Risk Factors and Public Health Interventions	12	12	13						16
Good Retail Practices	5	5	4						22

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

(to be completed by the STANDARD)

CANDIDATE'S FINAL PERFORMANCE SCORE			
Candidate's Name:		Title:	
Agency:		Office Telephone Number:	
Office Address:		City:	State:
Standard's Name:		Standard's Title:	
Agency:	Office Telephone Number:	Location of Standardization:	
Office Address:		City:	State:
Instructions: For the following Performance Areas circle the Level of Agreement.			
PERFORMANCE AREA		LEVEL OF AGREEMENT	
A. FOODBORNE ILLNESS RISK FACTORS AND FOOD CODE 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
F. RISK-BASED INSPECTION METHODOLOGY		SATISFACTORY	NEEDS IMPROVEMENT

STANDARD'S SIGNATURE: _____

STANDARD'S NAME (Print): _____ **Date:** _____

Appendix 3: Checklist for Standardization Performance Areas

This Checklist for STANDARDIZATION Performance Areas is intended as an aid to both the CANDIDATE for STANDARDIZATION and the STANDARD. Expectations for each of the six Performance Areas are spelled out to assist the CANDIDATE in preparing for the exercise and to help the STANDARD evaluate the performance of the CANDIDATE. Minimum requirements for STANDARDIZATION or re-STANDARDIZATION are provided in Table 2 "Summary of Level of Agreement Required for Each Performance Area." Results should be discussed at the completion of each STANDARDIZATION inspection to provide feedback to the CANDIDATE before beginning the next inspection. The checklist and comments should be used to help determine whether the CANDIDATE completes STANDARDIZATION/re-STANDARDIZATION and also to provide feedback to the CANDIDATE about elements of the inspection process that need improvement. The check boxes may be used to check specific observations of the CANDIDATE'S performance. Only one checklist should be used for the entire exercise and not a separate checklist for each inspection.

Performance Area A – Foodborne Illness Risk Factors and Food Code Interventions.

The Candidate demonstrated knowledge of current FDA **Food Code** provisions related to FOOD CODE INTERVENTIONS and FOODBORNE ILLNESS RISK FACTORS which are most frequently associated with foodborne illness or injury.

- Completed the STANDARDIZATION inspection exercise with no more than 12 disagreements out of a total of 62 items in any one food establishment and an average score of 90% for all inspections.
- Provided the correct **Food Code** provision for out of compliance FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS identified during inspection.
- Focused inspection on activities associated with FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS (with specific attention to handwashing, bare hand contact with RTE food, employee health, infected lesions on hands, approved sources, final cooking temperatures, cooling practices, cross contamination, cleaning and sanitization of food-contact surfaces, hot and cold holding, etc.).
- Verified that applicable FOOD CODE INTERVENTIONS were implemented.
- Explained the significance of each FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS.
- Observed practices, behaviors, and procedures.
- Verified control measures were in place for all FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS.

Performance Area B – Good Retail Practices.

The CANDIDATE demonstrated knowledge of current FDA **Food Code** provisions related to GOOD RETAIL PRACTICES and the ability to interpret and apply them.

- Completed the STANDARDIZATION inspection exercise with no more than 5 disagreements out of a total of 27 items in any one food establishment and an average score of 85% for all inspections.
- Minimized but didn't ignore time and attention spent on facilities, general sanitation, GOOD RETAIL PRACTICES.

- Explained the collective significance of GOOD RETAIL PRACTICES.
- Observed practices, behaviors, and procedures.

Performance Area C – Application of HACCP.

The CANDIDATE demonstrated the ability to verify compliance with an existing HACCP plan and apply HACCP principles in the development of flow charts and RISK CONTROL PLANS. In the absence of a HACCP plan, the Candidate shall demonstrate the ability to apply all HACCP principles to the inspection process.

- Evaluated an existing HACCP plan for necessary information, necessary records, and compliance with the Plan.
- Verified that the Plan contained hazards of concern, CCPs, CLs, monitoring procedures, corrective actions, verification procedures and record keeping.
- Verified a HACCP Plan is available and used for juice packaged on-site, for ROP per 3-502.12, or for variances for smoking for preservation, curing, using food additives, other ROP, shellfish display tanks, custom processing animals, sprouting seeds, or other processing as determined by the Regulatory Authority.
- Reviewed required letters of guaranty for parasite destruction, intact beef steaks.
- Identified the three food preparation processes (no cook step, same day service and complex food preparation) used in the food facility and inspected and developed three process flow diagrams to illustrate each process (including ingredients, leftovers, CCPs, CLs, etc. with two or fewer errors to pass).
- Worked with the operator to develop a RISK CONTROL PLAN based on an observed out of compliance FOODBORNE ILLNESS RISK FACTOR that includes identifying the risk factor, **Food Code** provision, hazards of concern, CCPs, CLs, required monitoring and record keeping and the person responsible, corrective action when deviations occur based on the PIC's recommendations, how long the plan is to continue, and how and when PIC communicates the results.

Performance Area D – Inspection Equipment.

The CANDIDATE was equipped and familiar with inspection equipment essential to each food establishment inspection. During the inspection, the Candidate demonstrated knowledge of proper use of essential inspection equipment.

- Possessed essential inspection equipment to conduct the STANDARDIZATION inspection (including inspection forms, head cover, calibrated thermocouple, maximum registering thermometer or temperature sensitive tape, chemical test kits/strips, flashlight, and alcohol swabs).
- Was familiar with the operation of essential inspection equipment list above and optional equipment, if used (such as infrared thermometer, pH meter, water activity meter, laboratory quality pH strips, etc.).
- Demonstrated proper use of equipment according to the manufacturer's instructions and equipment's capability (such as bi-metallic thermometer, infrared thermometer, temperature sensitive tape, chemical test strips, etc.).

Performance Area E – Communication.

The CANDIDATE demonstrated the ability to effectively communicate with the person in charge and explain significant inspection findings to the Person in Charge (PIC) at the conclusion of the inspection.

- Was able to effectively and professionally communicate with the PIC and employees about the STANDARDIZATION inspection and food safety issues encountered during the inspection, gain an

understanding of operations and food safety management systems in place to monitor and control FOODBORNE ILLNESS RISK FACTORS, answer questions and provide other resources if needed, offer positive feedback when appropriate, establish an open dialogue, and conduct menu reviews.

- Used non-verbal communication techniques to convey information (setting a good example by dress, hair restraint, demeanor; not working when ill); cleaning and sanitizing temperature measuring devices, washing hands when entering food preparation areas, avoid contaminating food contact surfaces, helping calibrate thermometers, overcoming language or communication barriers such as using drawings or demonstrations.
- Explained the public health significance and the contribution to foodborne illness of out of compliance FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS.

Performance Area F – Risk-Based Inspection Methodology.

The CANDIDATE demonstrated the ability to conduct effective and efficient RISK-BASED INSPECTIONS (listed in 1-201).

- Conducted RISK-BASED INSPECTIONS and demonstrated the technical skills and attributes identified in the performance areas (A)–(E) as specified in Subpart 3-102 with emphasis on identifying behaviors, practices, and procedures likely to lead to out of compliance FOODBORNE ILLNESS RISK FACTORS and assessing the degree of active managerial control an operator has over the FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS.
- Focused the inspection, established inspection priorities based on risk and, utilized time wisely.
- Assessed the degree of control the operation had over risk factors in process food flows, verified the use of the FOOD CODE INTERVENTIONS and evaluated operational and sanitation conditions appropriately.
- Communicated with the PIC and food employees to identify and attain the appropriate correction actions necessary to reduce the risk of foodborne illness.

Template for Conducting a Risk-Based Inspection

The STANDARDIZATION exercise serves as a template for regulatory inspections conducted by federal, state, local, tribal, and territorial regulatory officials at the retail level. Both a CANDIDATE's STANDARDIZATION and a regulatory inspection should incorporate education/training components and auditing/evaluating components. The focus of these inspections should be on applying **Food Code** provisions related to FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS associated with foodborne illness, but which does not ignore GOOD RETAIL PRACTICES. The template below outlines suggested inspection activities for both STANDARDIZATION inspections and regulatory inspections based on the six Performance Areas identified in Subpart 3-102 of the STANDARDIZATION procedure listed below:

Performance Area A – Foodborne Illness Risk Factors and Food Code Interventions

Performance Area B – Good Retail Practices

Performance Area C – Application of HACCP Principles

Performance Area D – Inspection Equipment

Performance Area E – Communication

Performance Area F – Risk-based Inspection Methodology

For a complete comprehensive methodology for conducting RISK-BASED INSPECTIONS refer to **Food Code** Annex 5, Conducting RISK-BASED INSPECTIONS

Preparing for an Inspection

- Contact the agency with jurisdiction in the work area for permission to conduct STANDARDIZATION inspections, if necessary.
- Be aware of the jurisdiction's code requirements and that they may differ from the **Food Code**.
- Calibrate thermocouples and thermometers before the STANDARDIZATION exercise.
- Have all essential inspection equipment, appropriate clothing.
- Select facilities that cover risk categories 2-4, including food service establishments, food stores, and institutions, regardless of whether an agency regulates only a specific type of facility.
- The STANDARD should explain expectations for the CANDIDATE, including scoring, conducting RISK-BASED INSPECTIONS focused on FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS. This includes demonstrating knowledge of GOOD RETAIL PRACTICES (GRPs), taking cooking temperatures, implementing appropriate corrective actions for any out of compliance FOODBORNE ILLNESS RISK FACTORS, creating a RISK CONTROL PLAN, preparing three process flow diagrams, explaining the HACCP principles, identifying the **Food Code** provisions for any out of compliance FOODBORNE ILLNESS RISK FACTORS on the inspection report, using appropriate inspection equipment, communicating effectively, and conducting an inspection that closely mirrors a real-time regulatory inspection.
- Review establishment files, past inspections, repeat violations, and other relevant information before entering.

Introduction Prior to Inspection

- Ask to speak to the Person in Charge (PIC) and establish an open dialogue during the inspection.
- Present official identification, when possible, offer a business card.
- Introduce yourself and ask for permission to use the facility for a STANDARDIZATION exercise, explaining the purpose is for internal training and auditing to promote national uniformity. Clarify that

the inspection is “off the record” with no written documentation left behind and or added to the establishment’s file.

- Explain that questions will be asked of the managers and food employees to better understand the establishment’s operations, food safety management systems, and procedures.
- Request corrective actions for all out of compliance FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS that contribute to foodborne illness.
- Invite the PIC to accompany you if they have time. If not, explain that any major observations will be summarized before you leave.
- If the PIC refuses entry, thank them for their time and leave, as field STANDARDIZATION exercises are not regulatory inspections. Do not attempt to persuade the PIC to allow the inspection.

Set a Good Example

- Always wash your hands thoroughly upon entering the work area and whenever they may have become contaminated.
- Do not work if you are ill or feeling unwell.
- Do not handle RTE food with your bare hands.
- Clean and sanitize your thermocouple probe before taking food temperatures.
- Ensure your thermometer is accurate. Offer to calibrate both your thermometer along with the establishment’s thermometer.
- Wear clean clothes, a lab coat (optional) and effective hair restraint.
- Prevent contamination of food or equipment by note setting your clip board on work surfaces or touching other items unnecessarily, etc.
- Be courteous and considerate of the food establishment’s need to carry out their job to operate efficiently.

Conducting a Risk-Based Inspection

- Assess the level of risk of foodborne illness to the public based on the facility’s food safety practices.
- After identifying the processes used in the facility (process 1, 2 and/or 3), focus attention on the CCPs and CLs for those processes to assess how well FOODBORNE ILLNESS RISK FACTORS are controlled.
- Enhance your observations by asking the PIC and food employees questions to fully understand the complete food preparation, storage, and serving/selling practices, as well as the food safety management systems in place to monitor and control the CCPs.
- Initiate corrective actions for any out of compliance FOODBORNE ILLNESS RISK FACTORS identified during the inspection to highlight their importance. Consider both short-term (immediate corrections) and long-term (changes in procedures, practices, behaviors, monitoring, record keeping, etc.) solutions, and discuss them with the PIC.
- Minimize, but do not overlook, time and attention given to areas such as facility sanitation, general cleanliness, and GOOD RETAIL PRACTICES
- Conduct a menu and or food list review.
- Focus on verifying the effectiveness of the FOODBORNE ILLNESS RISK FACTORS control measures implemented by the establishment.

Initial Walk Through

- Ask the PIC about current activities occurring in the facility – prep, set up, cooling, reheating, cooking, etc.
- Do an initial walk through to familiarize yourself with the facility layout (prep area, cook and serve areas, walk-in-coolers, dishwashing areas, storage, etc.) and observe the ongoing activities. This helps you prioritize and focus the inspection. Avoid starting the inspection until you've had an opportunity to record or observe something that may not be available later (i.e., final cooking or reheating before hot holding temperature).
- Identify and prioritize specific activities that you want to investigate in more detail, such as deliveries (if applicable), preparation, cooling, reheating before hot holding, cooking, etc.
- Ask employees to notify you when they finish cooking a food product, reheating before hot holding, etc., in case you're not present at that time.
- Determine which processes (process 1, 2, or 3) occur in the facility to help you determine which CRITICAL CONTROL POINTS and FOODBORNE ILLNESS RISK FACTORS that should be given focused attention.
- Stay focused on the inspection without being distracted by the PIC trying to "lead" the inspection or by out-of-compliance GRPs, although you can take notes during the walkthrough.

Observations

- Focus on procedural and behavioral aspects of the operation that contribute to foodborne illness. Structural elements, equipment and utensils, plumbing, repairs and maintenance, cleaning, etc. can be observed later in the inspections.
- Observe when and how handwashing occurs - before starting work, before donning gloves, after using the restroom, after handling raw meat, or after touching dirty dishes before handling clean dishes
- Observe situations where bare hand contact with RTE food may occur, such as plating food at the grill or serving line or making sandwiches.
- Observe the hands of employee's engaged in food preparation. Look for infected lesions, uncovered bandages, short clean nails, absence of jewelry, etc.
- Pay attention to products and employee behavior during deliveries when you are present.
- Take final cook temperatures of foods.
- Observe cooling practices and ask questions regarding cooling methods of TCS Food.
- Determine the reheating practices (method, equipment, time) for previously cooled onsite products and/or commercially prepared products.
- Determine whether hot and cold food holding temperatures are in compliance.
- If time as a public health control is used, ensure it aligns with the establishment's written procedures.
- Verify that FOOD CODE INTERVENTIONS are implemented.
- Spend the majority of inspection time observing practices, behaviors and procedures that contribute to out of compliance FOODBORNE ILLNESS RISK FACTORS.

Corrective Actions

- Request corrective actions for any out of compliance FOODBORNE ILLNESS RISK FACTORS identified during the inspection to reinforce their importance. Explain why the corrective action is necessary.
- Ask the PIC for suggestions on how to accomplish the correction and/or offer alternative solutions to control FOODBORNE ILLNESS RISK FACTORS.
- Consider whether and observed out of compliance FOODBORNE ILLNESS RISK FACTORS may be an opportunity to develop a RISK CONTROL PLAN for long-term correction.
- Ensure that each corrective action for an out of compliance FOODBORNE ILLNESS RISK FACTOR has been completed (or initiated, if it requires repairs, etc.) before you leave the facility.

Communication

- The types of questions and observations shared with industry personnel will highlight the inspection's priorities. By focusing on controlling FOODBORNE ILLNESS RISK FACTORS rather than general GRPs, the focus shifts to the most critical issues that have the greatest impact on consumer protection.
- Lead by example through your behavior and actions, keeping in mind that non-verbal communication is just as important in delivering the right message. Ask open-ended questions to encourage detailed responses, particularly regarding food flow processes, control measures, and INTERVENTION STRATEGIES. These questions help gather more comprehensive information, stimulate critical thinking, and build rapport, which leads to better communication.
- Both the STANDARD and CANDIDATE can enhance an inspection by using teachable moments. When requesting corrective actions for FOODBORNE ILLNESS RISK FACTORS, the CANDIDATE should explain the public health reason and suggest alternatives when appropriate. New equipment, procedures, and code provisions can also be clarified during a STANDARDIZATION inspection. Short and long-term corrective actions are most effective when proposed by the operator or food employee. If their suggestions are inadequate or have none, offer alternative solutions for correction.
- Share relevant information with the PIC about their operation or any out of compliance FOODBORNE ILLNESS RISK FACTORS observed during the inspection. This can include new code requirements, current food safety issues (such as allergens, produce safety, employee health, or food defense), as well as useful websites or health department training resources.
- Share best practices and examples of solutions to similar challenges you observed in other establishments.

Use of Inspection Equipment

- Have all essential inspection equipment with you including your thermocouple, sufficient alcohol swabs, maximum registering thermometer or temperature-sensitive tape, chemical test kits, appropriate head cover, inspection forms, etc.
- Calibrate your temperature measuring devices before arriving and beginning the exercise. You can offer to calibrate your temperature measuring device along with the operator's during the inspection.
- Thoroughly clean and sanitize your temperature measuring device probe before use and when switching between raw to RTE foods, or between different types of animal foods.
- Make sure you have a method to verify the effective sanitization of both hot water and chemical sanitizing mechanical warewashing machines, as well as manual warewashing equipment (e.g., 160°F temperature sensitive tapes, irreversible registering thermometers, thermocouple thermometers, and appropriate test kits for sanitizing solutions).

- If using a pH meter or water activity meter, ensure you have the correct buffer solutions and calibration solutions available to check your equipment. Be familiar with how to use it, how often to calibrate it, etc. Laboratory grade pH strips are available but only provide an approximate pH reading (e.g., 4.0, 5.0, etc.)

HACCP and Record Keeping

- HACCP concepts are used in several different ways during a STANDARDIZATION inspection. The CANDIDATE is expected to know the seven principles of HACCP and be able to complete an exercise involving the evaluation of a HACCP plan. HACCP concepts are also addressed in other ways.
- Three flow charts for Process #1 (no cook step), Process #2 (preparation for same day service) and Process #3 (complex food preparation) are to be completed for foods identified during the STANDARDIZATION exercise with hazard, CCPs and CLs shown.
- If the operator has an approved variance (e.g., using food additives such as vinegar as a method of food preservation in sushi rice curing, smoking for preservation, live molluscan shellfish tanks, custom animal processing, sprouting seeds or beans, or other preparation methods deemed by the regulatory authority to require a variance), review the HACCP plan and records.
- If ROP is conducted on-site, verify that the necessary records and HACCP plan are available and maintained.
- If freezing is used for parasite destruction in fish, a company product-specific letter of guarantee must be obtained and available from the processor/supplier; or records showing the time and temperature used for freezing, if conducted on-site should be reviewed.
- If serving undercooked steaks without a consumer advisory, ensure that the steaks are not labeled as non-intact. Additionally, use other evidence to confirm that the steaks meet the definition of whole-muscle, intact beef.
- If Molluscan shellfish are served, review shellfish tags, labels, or invoices for 90-day retention, chronological order and date last sold marked on the tag.

General Aspects of an Inspection

- Ask the PIC if the establishment has a variance for any **Food Code** provisions along with a HACCP plan supporting the approved variance request.
- Inquire with the PIC to assess if the facility is complying with the employee health requirements. If they do not appear to be in compliance, use this opportunity to raise their awareness about employee health issues (such as symptoms, diagnosis, exposure, training, conditional employees, reporting, connection between employee health and foodborne illness, handwashing, and avoiding bare hand contact with RTE food), and offer relevant resources or sources of information.
- Ask whether the facility offers “specials” not listed on the menu, holiday meals, catering, parties. Also, take note if they use procedures or equipment not typically used.
- Observe if food safety management systems are in place to monitor and verify key practices such as, time/temperature control, date marking, hand washing, avoiding bare hand contact with RTE foods, time as a public health control (if used), recalls, foodborne illness outbreaks, food defense, and orientation and refresher training.
- Before concluding the inspection review the menu or menu board to ensure you've observed all necessary operations or asked relevant questions in cases where you couldn't directly observe the actual food preparation.
- Determine whether the PIC is familiar with the nine Major Food Allergens, their symptoms in sensitive individuals and the labeling requirements for Major Food Allergens.

- Observe the general level of sanitation and compliance with GRPs.

Exit Interview

- If the PIC accompanied you throughout the inspection, there is no need to review the entire inspection again before leaving. A brief review of the out of compliance FOODBORNE ILLNESS RISK FACTORS and corrective actions taken or needed will be sufficient.
- Discussion of individual GRPs is not usually necessary unless the condition is likely to contribute to contamination of food, equipment, utensils, linens, or single-service items.
- Have a list of resources available that you can provide to the PIC. You can also offer to send them information later.
- Provide positive reinforcement to the PIC for active managerial control, best practices, innovative methods, etc. that you observed during the inspection.
- Ask the PIC if there are any questions they would like to ask.
- Thank the PIC for their assistance and cooperation in the STANDARDIZATION exercise.

Real Time Inspection and Risk-based Inspection Methodology

- Inspectors doing regulatory inspections often have to work under time and resource constraints that are not considered during a STANDARDIZATION inspection. To help the CANDIDATE better understand this transition, one or more STANDARDIZATION inspections should be conducted as closely as possible to a “real time” inspection.
- The inspection time should be limited to the average duration for that type of facility in the jurisdiction, with an emphasis on conducting a RISK-BASED INSPECTION including an exit interview and identifying and addressing the correction of out of compliance FOODBORNE ILLNESS RISK FACTORS.
- RISK-BASED INSPECTION is a retail food establishment inspection that prioritizes the identification and correction of risk factors that contribute to foodborne illness.
- Real-time inspections respond to changing conditions, situations, or risks, with inspectors adjusting their approach based on observations and the operational factors encountered.

Appendix 4: Field Workbook

Candidate Information

Candidate:

Agency Name:

Address:

City/State/Zip code:

Inspection Inventory

Facility	City/State	Date	Standardizing Officer
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Initial STANDARDIZATION or Re-STANDARDIZATION (circle one)

STANDARDIZATION EXERCISE SUMMARY AND CHECK SHEET

The STANDARDIZATION process requires field exercises to include eight joint inspections of retail food establishments. Facilities selected for inspection must be comprised of risk categories 2, 3, or 4, to include one highly susceptible population facility, and one facility with an existing HACCP plan.

During at least one of the joint inspections, the Candidate will develop a mock RISK CONTROL PLAN with the person in charge for a risk factor that is out of compliance.

During the joint inspection of a facility with an existing HACCP plan, the Candidate will conduct a verification of the HACCP plan and complete the HACCP Plan Verification Worksheet and the Verification Summary.

The Candidate shall complete a flow diagram, with the appropriate CCPs and CRITICAL LIMITS for each of the three processes.

Process 1: Food prepared with no cook step - a ready-to-eat food that is stored, prepared, and served such as green salad, tuna salad, coleslaw or Caesar salad dressing.

Process 2: Food prepared for same day service – food that is stored, prepared, cooked, and served such as hamburgers, hot vegetables, cooked eggs, and entrees for “special of the day”.

Process 3: Complex food preparation – food that is stored, prepared, cooked, cooled, reheated, hot held and served such as soups, sauces, large roasts, chili, taco filling and egg rolls.

Exercise	Date	Facility	Standard
HACCP Verification			
Risk Control Plan			
Flow Chart, Process 1			
Flow Chart, Process 2			
Flow Chart, Process 3			
Highly Susceptible Population Facility			

Standardization Inspection Report Marking Instructions

The following provides guidance to the CANDIDATE on marking the form.

Compliance Status

For each item on the form, indicate one of the following for **COMPLIANCE STATUS**

IN - Item found in compliance

OUT - Item found out of compliance

NO - Not observed

NA - Not applicable

Where no option occurs for marking NO or NA, these have been removed from the Marking Instructions.

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.

The Reliance of Statements made by the Person In Charge in Determining Compliance with the Provisions of the Food Code

The **FDA Procedures for Standardization of Food Safety Inspection Officers** stresses open communication between the CANDIDATE and Person in Charge and food employees. To be an effective communicator, the CANDIDATE is expected to ask questions relative to the flow of food through the establishment, preparation, and cooking procedures, as well as employee health and normal everyday operation of the facility. Responses to questions give the CANDIDATE a better idea of the FOODBORNE ILLNESS RISK FACTORS that could be present in the establishment and allows for better budgeting of time while conducting the inspection. In addition, comments made by these individuals can often be used to support or augment direct observations and, in some very limited cases, can be used as the sole basis for determining compliance with provisions of the **Food Code**.

By assessing FOODBORNE ILLNESS RISK FACTORS that are suspected of being uncontrolled at times other than the inspection (i.e., before or after the inspection), time can be better spent on troubleshooting problems and bringing the FOODBORNE ILLNESS RISK FACTORS back under control through proper INTERVENTION STRATEGIES. The CANDIDATE is expected to relay deficiencies in the operation to the Person in Charge so that on-site and long-term corrective action can be initiated.

Guidelines for Using Statements Made by the Person in Charge or Food Employees to Determine Compliance (Further guidance is provided in the Marking Instructions)

- Marking IN and OUT of Compliance**

Generally, a mark of OUT must be based on actual observations noted in the establishment at the time of the inspection. Regulatory action must be based on evidence gathered during an inspection and not based solely on a Person in Charge's incorrect answer to a question asked by the CANDIDATE. For instance, the Person in Charge tells the inspector, "I slice ham using my bare hands." This would most definitely be an item for discussion with management but would not, in and of itself, justify a mark of OUT for no bare contact with RTE food. In this case, the CANDIDATE must actually observe a food employee touching ready-to-eat food with his or her bare hands before marking OUT of compliance.

There are some items on the inspection report for which the CANDIDATE may rely solely on discussions with management or food employees to determine the compliance status. These items relate to policies, including those that relate to the establishment's employee health policy and also those that address Part 3-8 of the **Food Code** (highly susceptible populations).

Frequently, observations are made while a food is undergoing a process, i.e., cooling and reheating, when the CANDIDATE must ask the Person in Charge or food employees questions to support or augment actual observations made. For instance, if a food item is observed cooling in a walk-in cooler and a temperature check reveals a temperature greater than 41°F, questions should be asked regarding the length of time the food has been cooling to properly determine compliance with the time/temp requirements of the **Food Code**. Also, this information is vital to determine the most appropriate on-site corrective action.

- **Marking Not Observed (NO) or Not Applicable (NA)**

In order to fully complete the inspection form as required, the CANDIDATE should question the Person in Charge and food employees, as appropriate, concerning the types of food served and food preparation processes conducted in the establishment even at times when the inspector is not there. For instance, if thawing is not actually observed, the CANDIDATE should ask questions about whether or not thawing is actually conducted in the establishment **at any time** to properly mark thawing as either NO or NA.

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

1. Person in charge present, demonstrates knowledge, and performs duties

This item must be marked IN or OUT of compliance. The person in charge (PIC) has three assigned responsibilities - Presence; Demonstration of Knowledge; and Duties.

IN OUT

A. Assignment – PIC

Person in charge is present. This item is marked OUT of compliance if there is no PIC per - ¶¶ 2-101.11 (A) and (B).

NA

This item is marked NA if the REGULATORY AUTHORITY deems the FOOD ESTABLISHMENT to pose minimal risk of causing, or contributing to, foodborne illness based on the nature of the operation and extent of the FOOD preparation per ¶ 2-101.11 (C).

NO

Do Not Mark this item NO

2-101.11 Assignment (PF)

IN OUT

B. Demonstration

This item must be marked IN or OUT of compliance. The PIC has three options for demonstrating knowledge.

This item is marked IN compliance if the PIC meets at least **one** of the options. The three options for demonstration of knowledge allowed by the **Food Code** are:

1. Certification by an accredited program as specified in ¶ 2-102.20 (A).
2. Complying with this Code by having no violations of Priority items during the current inspection; or
3. Correct responses to the CANDIDATE's questions regarding public health practices and principles applicable to the operation. The inspector should assess this item by asking open-ended questions to evaluate the PIC's knowledge in each of the areas enumerated in Subparagraphs 2-102.11 (C) (1) and (4-16). Questions can be asked during the initial interview, menu review, or throughout the inspection as appropriate. The CANDIDATE should ask a sufficient number of questions to enable the inspector to make an informed decision concerning the PIC's knowledge of the Code requirements and public health principles as they apply to the operation. The dialogue should be extensive enough to reveal whether or not that person is enabled by a clear understanding of the Code and its public health principles to follow sound food safety practices and to produce food that are safe, wholesome, unadulterated, and accurately represented.

NA

Do Not Mark this item NA

NO

Do Not Mark this item NO

2-102.11 (A) - (B) and (C) (1) and (4-16) Demonstration (PF)

2-102.20 (A) Food Protection Manager Certification (Non-Debitable)

NOTE: "Incorrect" responses to questions regarding public health practices and Principles [except for Subparagraphs 2-102.11 (C) (2) (3), which are captured under Item 3], in and of themselves, are not sufficient for marking other items on this inspection form OUT. For instance, if the PIC does not know the **Food Code** requirement for cooling, yet no actual OUT of compliance observations are made with regard to cooling during the inspection, then OUT of compliance cannot be marked for Item 20.

IN OUT

C. Duties of PIC

This item must be marked IN or OUT of compliance based on the interaction and observation with the PIC and food employees. The CANDIDATE needs to determine the systems or controls the PIC has put into practice regarding oversight and/or routine monitoring of the Duties listed in § 2-103.11. This is accomplished by 1) discussion with the PIC, and 2) verified through observation that the systems or controls are actually being implemented. This concept is commonly referred to as Active Managerial Control.

This item is marked OUT of compliance when there is a pattern of non-compliance and obvious failure by the PIC to ensure employees are complying with the duties listed in § 2-103.11. Since marking this item OUT of compliance requires judgment, it is important that this item not be marked for an isolated incident, but rather for an overall evaluation of the PIC's ability to ensure compliance with the duties described in § 2-103.11.

NA

Do Not Mark this item NA

NO

Do Not Mark this item NO

2-103.11 (A-O) and (Q) Person in Charge - Duties (PF)

IN OUT

2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager

This item must be marked IN or OUT of compliance. This item is marked IN compliance when it is observed that the person in charge is a certified food protection manager. This item is marked OUT when it is observed that there is no person in charge that is deemed a certified food protection manager, or the certified food protection manager certificate is deemed not to be from an accredited program.⁶ 2-102.20 (B). This item is marked OUT of compliance if the establishment has no Certified Food Protection Manager.

NA

This item may be marked N.A. if the establishment is deemed by the Regulatory Authority to not apply due to the minimal risk of causing or contributing to foodborne illness based on the nature of the operation and extent of food operation.

NO

Do not Mark this item NO

2-102.12 (A) Certified Food Protection Manager^(C)

Employee Health

NOTE: One may rely solely on discussions, questions, and documentation to determine the compliance status of this item.

⁶ **"Accredited program"** means a food protection manager certification program that has been evaluated and listed by an accrediting agency as conforming to national standards for organizations that certify individuals.

"Accredited program" refers to the certification process and is a designation based upon an independent evaluation of factors such as the sponsor's mission; organizational structure; staff resources; revenue sources; policies; public information regarding program scope, eligibility requirements, re- certification, discipline, and grievance procedures; and test development and administration.

"Accredited program" does not refer to training functions or educational programs.

IN OUT

3. Management, food employee and conditional employee; knowledge, responsibilities, and reporting

This item must be marked IN or OUT of compliance. This item is marked IN compliance when the following criteria are met:

- The PIC is aware of his or her responsibility to inform food employees and conditional employees of their responsibility to report information about their health and activities as they relate to diseases that are transmissible through food (i.e., certain symptoms and diagnosis) to the person in charge and for the PIC to report to the regulatory authority as specified under ¶ 2-103.11 (P) and ¶ 2-201.11 (A) - (C), and (E); and
- The PIC provides documentation or otherwise satisfactorily demonstrates during the inspection, that all food employees and conditional employees are informed of their responsibility to report to management information about their health and activities as it relates to diseases that are transmissible through food, as specified under ¶ 2-201.11 (A). Satisfactory compliance may be documented by completion of Form 1-B, Conditional Employees or Food Employees Reporting Agreement, in Annex 7 of the **Food Code** for each employee or other similar state or local form containing the same information; or
- In lieu of Form 1-B, compliance may be demonstrated by:
 - presenting evidence such as a curriculum and attendance rosters documenting that each employee has completed a training program which includes all the information required on Form 1-B regarding their reporting responsibilities; or
 - Implementation of an employee health policy which includes a system of employee notification using a combination of training, signs, pocket cards, or other means to convey all the required information on Form 1-B to all food employees and conditional employees. A signed acknowledgement by the employee should be part of any employee health policy.

The Regulatory Authority is encouraged to establish a policy of selecting one employee at random during each inspection and requesting the PIC verify, by one of the previously listed methods, that the selected employee has been informed of his or her responsibility to report symptoms, exposures, and diagnosed illnesses to management. The PIC is not expected to quote symptoms and diseases from memory but should be able to locate that information on Form 1-B or similar documents used to demonstrate compliance.

Additional information is provided in Annex 3, Public Health Reasons of the **Food Code** for Subpart 2-201, including a number of questions, which may be used as a reference to assist the Regulatory Authority in determining compliance with this item.

NA

Do Not Mark this item **NA**.

NO

Do Not Mark this item **NO**.

2-102.11 (C) (2) - (3) and (17) Demonstration (PF)

2-103.11 (P) Person in Charge, Duties (PF)

2-201.11 (A), (B), (C), and (E) Responsibility of Permit Holder, Person in Charge and Conditional Employees (P, PF)

IN OUT

4. Proper use of restriction and exclusion and reporting

This item must be marked IN or OUT of compliance. Compliance must be based on firsthand observations or information and cannot be based solely on responses from the PIC to questions regarding hypothetical situations or knowledge of the **Food Code**.

This item is marked IN compliance when the following criteria are observed at the time of the inspection:

- There are no ill food/conditional employees.
- There are no food/conditional employees experiencing symptoms, with or without a diagnosis, that require reporting, or reason for the PIC to exclude or restrict an employee.
- A food employee has been excluded/restricted and will return to work restricted/unrestricted as specified in §2-201.13 or a conditional employee is allowed to return to work as a food employee.

This item is marked OUT of compliance when:

- The inspector observes a working employee with a reportable symptom specified in Subparagraph 2-201.11(A)(1); or
- The inspector becomes aware that an employee has reported information about his or her health and activities as it relates to diseases that are transmissible through food and the PIC has not acted to restrict/exclude a food/conditional employee as required by § 2-201.12; and 2-201.13 or
- The inspector becomes aware that the PIC has not notified the Regulatory Authority that an employee is jaundiced or diagnosed with an illness due to a pathogen as specified under Subparagraph 2-201.11(A)(2)(a)-(f); or
- There are food employees working in the food establishment that have been diagnosed with an illness, exposed to, or is the suspected source of a confirmed disease outbreak as specified in Subparagraphs 2-201.11(A)(2-5); or
- A food employee with an active sore throat with fever is working in a food establishment that exclusively serves a highly susceptible population, as specified in ¶ 2-201.12(H). Food employees with a sore throat and fever must be restricted when working in facilities not serving a HSP.

NA

Do Not Mark this item NA

NO

Do Not Mark this item NO

2-201.11 (D) and (F) Responsibility of the Person in Charge to exclude or restrict and the responsibility of the Food Employees and Conditional Employees to Comply with Exclusions and Restrictions (P)

2-201.12 Exclusions & Restrictions (P)

2-201.13 Removal, Adjustment, or Retention of Exclusions & Restrictions (P)

IN OUT

5. Clean-up of Vomiting and Diarrheal Events

This item must be marked IN or OUT of compliance.

This item is marked IN compliance when the food establishment demonstrates they have written procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment. Refer to the Public Health Reasons (§2-501.11 Clean-up of Vomiting and Diarrheal Events) for suggested recommendations as to what the food establishment can include within their plan (this is not an exhaustive list).

This item is marked OUT of compliance if the food establishment cannot demonstrate they have written procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment.

NA

Do Not Mark this item NA

NO

Do Not Mark this item NO

2-501.11 Clean-up of Vomiting and Diarrheal Events (PF)

Good Hygienic Practices

IN OUT

6. Proper eating, tasting, drinking, or tobacco products

This item should be marked IN or OUT of compliance based on direct observation of the appropriate hygienic practices of food employees.

This item is marked IN compliance when a food employee is observed drinking from a closed beverage container subsequently stored on a non-food contact surface and separate from exposed food, clean equipment, and unwrapped single-service and single-use articles.

This item is marked OUT of compliance when food employees are observed improperly tasting food, eating, drinking, or using tobacco products, or there is supporting evidence of these activities taking place in non-designated areas of the establishment. An open container of liquid in the kitchen preparation area does not necessarily constitute marking this item OUT. Further discussion with a food employee or the PIC may be needed to determine if the liquid, if labeled, is used as an ingredient in food or may be an employee beverage that is consumed in another designated area. If the liquid is an open beverage that is consumed in a designated area, it must still be stored in a manner to prevent the contamination of food, equipment, utensils, linens, and single-service/single-use articles.

NA

Do Not Mark this item NA

NO

This item may be marked **NO** only in the *RARE* case when no food workers are present at the time of inspection.

2-401.11 Eating, Drinking or Using Tobacco Products ^(C)

3-301.12 Preventing Contamination When Tasting ^(P)

IN OUT

7. No discharge from eyes, nose, and mouth

This item should be marked IN or OUT of compliance based on direct observation of food employees.

This item is marked IN compliance when no food employees are observed having persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth.

This item is marked OUT of compliance when a food employee has persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose or mouth, subjecting food, and food-contact surfaces to potential contamination.

NA

Do Not Mark this item NA

NO

This item may be marked NO only in the *RARE* case when no food workers are present at the time of inspection.

2-401.12 Discharges from the Eyes, Nose, and Mouth ^(C)

Preventing Contamination by Hands

NOTE:

This section (Preventing Contamination by Hands) is to be marked based on actual observations only.

IN OUT

8. Hands clean & properly washed

This item should be marked IN or OUT of compliance.

This item marked IN compliance when employees are observed using proper handwashing techniques at appropriate times and places. Hands are not required to be washed between each change of gloves if there is no change in the task being performed and there are no activities which could potentially result in cross contamination.

NA

Do Not Mark this item NA

NO This item may be marked NO only in the *RARE* case when food workers are not present at the time of inspection. If no food workers are present, but the PIC accompanies the inspector on the inspection and touches food, clean equipment, or utensils without washing his/her hands, this item is marked OUT.

- 2-301.11 Clean Condition-Hands and Arms ^(P)
- 2-301.12 Cleaning Procedure ^(P)
- 2-301.14 When to Wash ^(P)
- 2-301.15 Where to Wash ^(PF)
- 2-301.16 Hand Antiseptics ^(PF)

IN OUT **9. No bare hand contact with RTE food or a pre-approved alternate procedure properly followed**

This item should be marked IN or OUT of compliance.

This item is marked IN compliance when food employees are observed using suitable utensils or gloves to prevent bare hand (or arm) contact with ready-to-eat food or if the food employee contacts exposed RTE food with bare hands at the time the RTE food is being added as an ingredient to a food that:

- contains a raw animal food and is to be cooked in the food establishment to heat all parts of the food to the minimum temperatures specified in ¶¶ 3-401.11(A)-(B) or §3-401.12; or
- does not contain a raw animal food but is to be cooked in the food establishment to heat all parts of the food to a temperature of at least 145°F
- This item is also marked IN compliance when food employees are observed properly following a pre-approved alternative procedure to no bare hand contact.

This item is marked OUT of compliance if one food employee is observed handling ready-to-eat food with their bare hands in the absence of a prior approval and written procedures for bare hand contact. Refer to Subparagraph 3-301.11(E)(1)-(7) for a listing of conditions that must be met to receive prior approval by the Regulatory Authority. Bare hand contact by food employees serving a Highly Susceptible Population is prohibited and no alternative to bare hand contact is allowed. This item is also marked OUT when food employees contact exposed RTE food with bare hands at the time the RTE food is being added as an ingredient to a food that is not properly heat treated as specified in Subparagraphs 3-301.11(D)(1)-(2).

NA This item may be marked **NA** if the establishment provides only packaged or bulk food items that are not ready-to-eat.

NO This item may be marked **NO** if the establishment prepares ready-to-eat food, but no food preparation occurs at the time of inspection.

3-301.11 Preventing Contamination from Hands ^(P, PF, C)

3-801.11 (D) Pasteurized Foods, Prohibited Re-Service, and Prohibited Food ^(P)

10. Adequate handwashing sinks properly supplied and accessible

IN OUT

A. Adequate handwashing sinks conveniently located and accessible

This item must be marked IN or OUT of compliance based on the direct observation of conveniently located handwashing sinks, for use by food employees, in food preparation, food dispensing and warewashing areas as well as in or immediately adjacent to toilet rooms.

This item is marked OUT of compliance if a handwashing sink is not accessible to food employees who are working in food preparation, food dispensing and warewashing areas, is blocked by portable equipment or stacked full of soiled utensils or other items or is unavailable for regular employee use.

NA

Do Not Mark this item NA

NO

Do Not Mark this item NO

5-202.12 Handwashing Sink, Installation ^(PF, C)

5-203.11 Handwashing Sinks - Numbers and Capacities ^(PF)

5-204.11 Handwashing Sinks - Location and Placement ^(PF)

5-205.11 Using a Handwashing Sink - Operation and Maintenance ^(PF)

IN OUT

B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

This item must be marked IN or OUT of compliance based on the direct observation of properly equipped handwashing sinks for food employee use.

This item is marked OUT of compliance when handwashing sinks are not stocked with soap, hand drying provisions or equipped with the required signage.

NA

Do Not Mark this item NA

NO

Do Not Mark this item NO

6-301.11 Handwashing Cleanser, Availability ^(PF)

6-301.12 Hand Drying Provision ^(PF)

6-301.13 Handwashing Aids and Devices, Use Restrictions ^(C)

6-301.14 Handwashing Signage ^(C)

Approved Source

11. Food obtained from sources that comply with Law

IN OUT

A. All food from regulated food processing plants/no home prepared or canned food/standards for eggs, milk, juice

This item must be marked IN or OUT of compliance based on direct observation of food products, food labels and packaging, water analyses, and discussion with the PIC or other food employees.

This item should be marked IN compliance when the regulatory authority is able to determine food has been received from sources that comply with law. A review of supplier names, shipment invoices, buyer specification plans, proof of regulatory permit/licensure of a food source, etc. can be used to document approved food sources. Milk and milk products must comply with Grade A Standards.

This item should be marked OUT of compliance when it cannot be determined that food is received from a source that complies with law and if the regulatory authority did not approve the sale or service of wild harvested mushrooms and it is observed in the food establishment for sale and service.

NA

Do Not Mark this item NA

NO	Do Not Mark this item NO
	3-201.11 Compliance with Food Law ^(P, PF, C)
	3-201.12 Food in a Hermetically Sealed Container ^(P)
	3-201.13 Fluid Milk and Milk Products ^(P)
	3-202.13 Eggs ^(P)
	3-202.14 Eggs and Milk Products, Pasteurized ^(P)
	3-202.110 Juice Treated - Commercially Processed ^(P, PF)
	5-101.13 Bottled Drinking Water ^(P)
IN OUT	B. All fish commercially caught/raised or approved by the Regulatory Authority/all molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold.
	This item should be marked IN or OUT of compliance based on direct observation of molluscan shellfish or fish, labels and packaging, and discussion with the PIC or other food employees.
	This item is marked IN compliance when the regulatory authority is able to determine approved food sources. A review of supplier names, shipment invoices, buyer specification plans, molluscan shellfish tags, proof of regulatory permit/licensure of a food source, etc. can be used to document approved food sources.
	This item is marked OUT of compliance when an approved food source cannot be determined.
NA	This item may be marked NA if molluscan shellfish or fish, are not used or offered for sale or service in the establishment.
NO	This item may be marked NO if molluscan shellfish or fish, are served or sold periodically in the establishment, but are not present at the time of the inspection and you are unable to determine prior compliance through tags, invoices or purchase records.
	3-201.14 Fish ^(P)
	3-201.15 Molluscan Shellfish ^(P)
NOTE:	The Food Code prohibits the sale of wild mushrooms unless a food establishment gets approval from the Regulatory authority.
IN OUT	C. Game animals and wild mushrooms approved by regulatory Authority
	This item should be marked IN or OUT of compliance based on direct observation of food products, food labels and packaging, and discussion with the PIC or other food employees.
	This item is marked IN compliance when the regulatory authority is able to determine approved food sources. A review of supplier names, shipment invoices, buyer specification plans, and proof of regulatory permit/licensure of a food source, etc. can be used to document approved food sources.
	This item is marked OUT of compliance when an approved food source cannot be determined.
NA	This item may be marked NA if game animals or wild mushrooms are not used or offered for sale or service in the establishment.
NO	This item may be marked NO if game animals or wild mushrooms are served or sold periodically in the establishment, but are not present at the time of inspection or you are unable to determine prior compliance through invoices or purchase records.
	3-201.16 Wild Mushrooms ^(P)
	3-201.17 Game Animals ^(P, C)
IN OUT	12. Food received at proper temperature
	This item should be marked IN or OUT of compliance based on actual food temperature measurements of TCS food being received.

This item is marked IN compliance when food is received and found at proper temperatures during the inspection (i.e., catered meal for childcare center arrives during the inspection and the regulatory authority verifies receiving temperature).

This item is marked OUT of compliance if food is received and accepted, but an actual food temperature measurement of a TCS food by the regulatory authority at the time of delivery exceeds the temperature specifications for receiving as prescribed by the Code.

NA This item may be marked NA when the establishment receives only non- TCS food and that are not frozen

NO This item may be marked NO if the establishment does receive TCS food, but TCS food is not received at the time of inspection.

3-202.11 Temperature ^(P, PF)

IN OUT **13. Food in good condition, safe, and unadulterated**

This item must be marked IN or OUT of compliance based on direct observation of the integrity of product packaging, wholesomeness, and signs of adulteration.

This item is marked IN compliance when a dent in a canned food has not compromised the hermetic seal; cuts made in outer cardboard packaging during opening of the case do not enter the inner product packaging; the true appearance, color, or quality of a food is not misrepresented; and food is honestly presented.

This item is marked OUT of compliance when the integrity of food packaging has been compromised or the true appearance, color, or quality of a food has been intentionally altered, or the food is not honestly presented.

NA **Do Not Mark** this item NA

NO **Do Not Mark** this item NO

3-101.11 Safe, Unadulterated, and Honestly Presented ^(P)

3-202.15 Package Integrity ^(PF)

14. Required records available: molluscan shellfish identification, parasite destruction

IN OUT **A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption.**

This item should be marked IN or OUT of compliance based on direct observation of fish in storage, and/or records of freezing of fish for parasite destruction.

This item is marked IN compliance if the permit holder provides a statement from the supplier(s) identifying that fish sold as raw, raw- marinated or undercooked is frozen by the supplier for parasite destruction; or there are freeze records maintained by the permit holder when fish are frozen for parasite destruction on the premises or has documentation stipulating that the fish were raised and fed a formulated feed.

This item is marked OUT of compliance when no records of freezing of fish for parasite destruction are available.

NA This item may be marked NA when no raw, raw-marinated, or undercooked fish are sold or served in RTE form or the only fish sold as raw, raw-marinated are tuna species (such as Yellowfin, Southern and Northern Bluefin and Bigeye), molluscan shellfish, fish eggs removed from their skein and rinsed, or aquacultured fish such as salmon that are exempted from freezing because they are fed formulated feed that does not contain live parasites infective to that fish.

NO	This item may be marked NO when raw, raw-marinated or undercooked fish are sold periodically in the establishment but are not present at the time of the inspection and prior compliance through tags, invoices, or purchase records cannot be verified. 3-402.11 Parasite Destruction ^(P) 3-402.12 Records, Creation and Retention ^(PF)
IN OUT	B. Molluscan shellfish identification maintained for 90 days and in chronological order This item should be marked IN or OUT of compliance based on direct observation of molluscan shellfish identification. This item is marked OUT of compliance if molluscan shellfish identification are incomplete, when there is evidence of commingling, or molluscan shellfish identification are not available or are incomplete, when no date is recorded on the tag, label or invoice to indicate the last day the molluscan shellfish was sold or served, when tags, labels or invoices are not maintained in chronological order correlated to the date that is recorded on the tag, label, or invoice, or when there is evidence of commingling of molluscan shellfish.
NA	This item may be marked NA when molluscan shellfish are not sold or served in the establishment.
NO	This item may be marked NO when molluscan shellfish are sold or served in the establishment, but are not present at the time of the inspection and prior compliance through tags, invoices, buyer specifications, or purchase records cannot be verified. 3-202.18 Molluscan Shellfish Identification ^(PF, C) 3-203.12 Molluscan Shellfish, Maintaining Identification ^(PF)

Protection from Contamination

15. Food separated & protected

NOTE: An exception is included that allows the following: storage and display of frozen, commercially packaged raw animal food adjacent to or above frozen, commercially packaged ready-to-eat food and combining raw animal foods with ready-to-eat foods when combined as ingredients for future preparation or cooking.

IN OUT	A. Separating raw animal food from raw RTE food and separating Raw animal food from cooked RTE food This item should be marked IN or OUT of compliance based on direct observations of food storage and food handling practices. This item is marked IN compliance when frozen, sealed/intact commercially packaged raw animal food stored or displayed with or above frozen, sealed/intact commercially packaged RTE food. This item is marked OUT of compliance when raw animal food is not separated from raw or cooked RTE food or unwashed fruits and vegetables.
NA	This item may be marked NA when raw animal foods are not prepared/served in the establishment or if only prepackaged raw animal foods are sold. This item may be marked NA when there are no raw animal foods used in the facility and only prepackaged foods are sold.
NO	This item may be marked NO when raw animal foods are prepared/served in the establishment, but are not present at the time of the inspection. This item is marked NO when raw animal foods are used or served seasonally and you are unable to determine compliance. 3-302.11 (A) (1) Packaged and Unpackaged Food - Separation, Packaging and Segregation ^(P)

IN OUT	B. Raw animal food separated from each other during storage, preparation, holding, and display
	This item should be marked IN or OUT of compliance based on direct observation of food storage and food handling practices.
	This item is marked OUT of compliance when raw animal food are subject to potential contamination by other raw animal food; or raw animal food are observed not separated by type based on minimum cook temperatures by using separate equipment, arranging each type of food so cross-contamination is prevented or preparing each type of food at different times or in separate areas.
NA	This item may be marked NA when raw animal foods are not prepared or served, when only one species of raw animal food is prepared/served, or when only prepackaged raw animal foods are sold in the establishment.
NO	This item is marked NO when raw animal foods are prepared/served/or sold in the establishment, but are not present at the time of the inspection.
	3-302.11 (A) (2) Packaged and Unpackaged Food - Separation, Packaging and Segregation ^(P)
IN OUT	C. Food protected from environmental contamination
	This item must be marked IN or OUT of compliance based on direct observations of food storage and food handling practices.
	This item is marked OUT of compliance if food is in contact with soiled equipment and utensils; or single-use gloves used for more than one task.
NA	Do not Mark this item NA
NO	Do not Mark this item NO
	3-302.11 Packaged and Unpackaged Food, Separation, Packaging, and Segregation(A)(8)
	3-304.11 Food Contact with Equipment and Utensils ^(P)
	3-304.15 (A) Gloves, Use Limitation ^(P)
	3-306.13 (A) Consumer Self - Service Operations ^(P)
	16. Food-contact surfaces: cleaned & sanitized
	NOTE: This item will require some judgment to be used when marking it IN or OUT of compliance. You must provide notes concerning the reason it is marked OUT of compliance.
IN OUT	This item should be marked IN or OUT of compliance based on direct observation of food-contact surfaces of equipment and utensils; actual measurements/readings of chemical sanitizer concentration, hot water sanitizing temperature, pH, hardness, water pressure, etc. using test strips, heat-sensitive tapes, and equipment gauges; observations of cleaning and sanitizing procedures; and discussion of cleaning and sanitizing procedures and frequency with the PIC or other food employees.
	This item is marked IN compliance when manual and/or mechanical methods of cleaning and sanitizing are effective and performed at the prescribed frequency. There should be an overall assessment of the food- contact surfaces of equipment and utensils in clean storage and in use to determine compliance. For example, this item is not marked OUT of compliance based on one visibly soiled utensil, such as a plate or knife or if one sanitizer container is without sanitizer.
	This item is marked OUT of compliance if observations are made that support a pattern of noncompliance with this item, when manual and/or mechanical methods of cleaning and sanitizing food-contact surfaces of equipment and utensils are ineffective, or if one multiuse piece of equipment such as a slicer or can opener is visibly soiled and being used at the time of the inspection. This item is also marked OUT of compliance if it is observed that equipment or

utensils that have come into contact with a major food allergen such as fish was not cleaned and sanitized prior to use for other types of raw animal food.

NA	This item may be marked NA only when cleaning and sanitizing of equipment and utensils is not required (such as when only prepackaged food is sold).
NO	Do Not Mark this item NO 4-501.111 Manual Warewashing Equipment, Hot Water Sanitization Temperatures ^(P) 4-501.112 Mechanical Warewashing Equipment, Hot Water Sanitization Temperatures ^(PF) 4-501.113 Mechanical Warewashing Equipment, Sanitization Pressure ^(C) 4-501.114 Manual and Mechanical Warewashing Equipment, Chemical Sanitization - Temperature, pH, Concentration and Hardness ^(P, PF) 4-501.115 Manual Warewashing Equipment, Chemical Sanitization Using Detergent - Sanitizers ^(C) 4-601.11 (A) Equipment, Food - Contact Surfaces, Nonfood Contact surfaces and Utensils ^(PF) 4-602.11 Equipment Food - Contact Surfaces and Utensils - Frequency ^(P, C) 4-602.12 Cooking and Baking Equipment ^(C) 4-702.11 Before Use After Cleaning ^(P) 4-703.11 Hot Water and Chemical - Methods ^(P)

17. Proper disposition of returned, previously served, reconditioned and unsafe food

IN OUT	A. After being served or sold to a consumer, food is not re-served This item must be marked IN or OUT of compliance. This item is marked OUT of compliance if previously served unwrapped, unprotected food is observed being re-served.
NA	Do Not Mark this item NA
NO	Do Not Mark this item NO 3-306.14 Returned Food and Re-Service of Food ^(P)
IN OUT	B. Discarding or Reconditioning Unsafe, Adulterated, or Contaminated Food This item must be marked IN or OUT of compliance. This item is marked OUT of compliance if food is found unsafe, adulterated, not honestly presented, from an unapproved source, or ready- to-eat food is contaminated by employees and is not discarded or reconditioned according to an approved procedure.

NA	Do Not Mark this item NA
NO	Do Not Mark this item NO 3-701.11 Discarding or Reconditioning Unsafe, Adulterated, or Contaminated Food ^(P)

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time & temperatures

NOTE: The cooking temperatures of foods must be measured to determine compliance or noncompliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or noncompliance. The temperature of raw animal foods in each species cooked during the inspection should be taken. For instance, if the facility fries chicken, scrambles eggs, bakes fish, grills hamburgers, and slow-roasts prime rib during the inspection – the cook temperatures of all of the products should be measured and recorded. Temperatures, both IN compliance and OUT of compliance, should be recorded in the “Temperature Observations”

section of the inspection report. If there is insufficient space for the number of temperatures taken, additional temperatures should be documented in the "Observations and Corrective Actions" section on the second page of the inspection report. The time of inspections should be varied so that cooking can be observed. If a roast of any type is cooked (in any manner other than the pre-heated oven parameters) it would be marked under 18C.

IN OUT

A. Raw Eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.

This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).

This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process unless requested undercooked by the consumer.

NA

This item may be marked NA when raw eggs are not cooked or used in the establishment (including raw eggs not used in recipes).

NO

This item may be marked NO when raw eggs are cooked or used in the establishment, but you are unable to determine the cooking temperature or they are not cooked at the time of inspection. The inspection should be arranged at an optimum time for measuring at least one cooked item.

3-401.11 (A) (1) Raw Animal Foods ^(P)

IN OUT

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 17 seconds or the time/temperature relationship specified in the chart in the Food Code

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.

This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).

This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. Undercooked comminuted meat, with a consumer advisory, on a child's menu is marked OUT of compliance.

NA

This item may be marked NA if comminuted fish, meat, commercially raised game animal, and raw eggs (not prepared for immediate service) are not cooked in the establishment.

NO

This item may be marked NO when one or more types of comminuted fish, meat, commercially raised game animal, or raw eggs (not prepared for immediate service) are cooked in the establishment, but you are unable to determine the cooking temperature of any of them or they are not cooked at the time of inspection. The inspection should be arranged at an optimum time for measuring at least one cooked item.

3-401.11 (A) (2) and (D) (2) Raw Animal Food ^(P, PF)

IN OUT	<p>C. Whole meat roasts, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes, or as chart specifies and according to oven parameter per chart.</p>
	<p>This item should be marked IN or OUT of compliance based on actual cooking temperature measurements obtained using a calibrated food temperature measuring device. This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).</p>
	<p>This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process.</p>
NA	<p>This item may be marked NA when meat roasts or formed roasts are not cooked in the establishment.</p>
NO	<p>This item may be marked NO when one or more meat roasts or formed roasts are cooked in the establishment, but they are not cooked at the time of inspection. The inspection should be arranged at an optimum time for measuring at least one cooked item.</p>
	<p>3-401.11 (B) (1) and (2) Raw Animal Foods ^(P, PF)</p>
IN OUT	<p>D. Ratites and injected meat or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the corresponding chart in the <i>Food Code</i></p>
	<p>This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.</p>
	<p>This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).</p>
	<p>This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process.</p>
NA	<p>This item may be marked NA when none of the food items are cooked in the establishment.</p>
NO	<p>This item may be marked NO when one or more of the food items are cooked in the establishment, but you are unable to determine the cooking temperature of any of them.</p>
	<p>3-401.11 (A) (2) Raw Animal Foods ^(P)</p>

IN OUT

E. Poultry, baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites cooked to 74°C (165°F) for < 1 second (instantaneous).

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.

This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).

This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process.

NA

This item may be marked NA when none of the food items are cooked in the establishment.

NO

This item may be marked NO when one or more of the food items are cooked in the establishment but you are unable to determine the cooking temperature of any of them. The inspection should be arranged at an optimum time for measuring at least one cooked item.

3-401.11 (A) (3) Raw Animal Foods ^(P)

IN OUT

F. Wild game animals cooked to 74°C (165°F) for < 1 second (instantaneous)

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.

This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).

This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process.

NA

This item may be marked NA when wild game animals are not cooked in the establishment.

NO

This item may be marked NO when wild game animals are cooked in the establishment, but you are unable to determine the cooking temperature of any of them or are not cooked at the time of inspection. The inspection should be arranged at an optimum time for measuring at least one cooked item.

3-401.11 (A) (3) Raw Animal Foods ^(P)

IN OUT

G. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.

This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).

This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process.

NA

This item may be marked NA when whole-muscle, intact beef steaks are not cooked in the establishment, or undercooked steaks are not offered.

NO	This item may be marked NO when whole-muscle, intact beef steaks are cooked in the establishment, but you are unable to determine the cooking temperature. The inspection should be arranged at an optimum time for measuring at least one cooked item.
	3-401.11 (C) (3) Raw Animal Foods ^(P)
IN OUT	H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in a microwave. Food stands for 2 minutes after cooking
	This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.
	This item is marked IN compliance if a food item meets the time / temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).
	This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process.
NA	This item may be marked NA when the establishment does not cook raw animal foods in the microwave.
NO	This item may be marked NO when the establishment does cook raw animal foods in the microwave, but you are unable to determine the cooking temperature of any item at the time of inspection. The inspection should be arranged at an optimum time for measuring at least one cooked item.
	3-401.12 Microwave Cooking ^(P, C)
IN OUT	I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
	This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.
	This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer advisory or an approved variance with a HACCP plan for that food item (record the temperature and document the reason it is IN compliance).
	This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process unless requested undercooked by the consumer.
NA	This item may be marked NA when no other raw animal foods are cooked in the establishment.
NO	This item may be marked NO when other raw animal foods are cooked in the establishment, but you are unable to determine the cooking temperature of any of them. The inspection should be arranged at an optimum time for measuring at least one cooked item.
	3-401.11 (A) (1) (b) Raw Animal Foods ^(P)
	NOTE: If improper cooling, cold holding, or cooking is OUT of compliance during the non-continuous cooking procedure debit those deficiencies under 3-501.14 (A), 3-501.16 (A)(2), 3-401.11 (A) – (C), respectively.
IN OUT	J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device.

This item is marked IN compliance if a food item meets the requirements for non-continuous cooking process as specified in Section 3-401.14 (A)-(C). The establishment must have written procedures and have obtained prior approval from the regulatory authority. Procedures are available for review upon request describing how the foods are prepared and stored after initial heating but prior to cooking for sale or service in order for this item to be IN compliance.

This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for initial heating. This item is also marked OUT of compliance if written procedures describing how the foods are prepared and stored after initial heating but prior to cooking for sale or service are not available for review, complete, approved, or followed.

NA This item may be marked NA when the establishment does not cook raw animal foods, using a non-continuous cooking process.

NO This item may be marked NO when the establishment does cook raw animal foods, using a non-continuous cooking process, but you are unable to determine the cooking temperature of any of them. The inspection should be arranged at an optimum time for measuring at least one cooked item.

3-401.14 Non-Continuous Cooking of Raw Animal Foods ^(P, PF)

IN/OUT **K. Manufacturer Cooking Instructions**

This item should be marked IN or OUT of compliance based on an assessment of the foods available in the facility and discussions with the PIC. In situations where food bears information from the manufacturer indicating that the food needs to be cooked, and has not been processed to control pathogens, the food should be cooked to a time and temperature that is indicated by the manufacturer (if provided), or to a temperature that has been commonly applied to that type of food (e.g., reheating commercially processed and packaged ready-to-eat time/temperature control for safety food to a temperature of at least 57C (135F)).

This item should be marked IN if items bearing manufacturer's instructions for cooking are cooked as indicated on the manufacturer's instructions.

This item should be marked OUT of compliance if the items checked do not meet the manufacturer's instructions for cooking.

NO This item should be marked NO if through observations and discussions with management/employees it is found that the establishment sometimes prepares these items but none are found on-site.

NA This item should be marked NA if through observations and discussions with management/employees there are no items with manufacturer cooking instructions or indications that they have not been processed to control for pathogens.

3-401.15 Manufacturer Cooking Instructions^(P)

Internal Cooking Temperature Specifications (Chart 4-A from Annex 7 of the Food Code)

145°F for 15 seconds	Raw eggs cooked for immediate service; Fish, except as listed below; Meat, except as listed in the next 2 rows; Commercially raised game animals, rabbits
155°F for 17 second:	Ratites (Ostrich, Rhea and Emu); Injected or mechanically tenderized meats; Raw eggs not for immediate service; Commminuted meat, fish, or commercially raised game animals
165°F for < 1 sec instantaneous:	Wild game animals; Poultry; Stuffed fish, meat, pork, ratites, poultry, & pasta Stuffing containing fish, meat, ratites & poultry
Whole Meat Roasts	Refer to cooking charts in the Food Code ¶ 3-401.11(B)

19. Proper reheating procedures for hot holding

NOTE 7: The reheating temperatures of food must be taken to determine compliance or noncompliance. Do not rely solely upon discussions with managers or cooks to determine compliance or noncompliance. Temperatures IN and OUT of compliance should be recorded.

IN OUT	A. TCS food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding This item should be marked IN or OUT of compliance based on actual temperature measurements of food upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item is not reheated to the required temperature and/or within two hours prior to hot holding.
NA	This item may be marked NA when a TCS food is not held over for a second service and/or reheating for hot holding is not performed in the establishment.
NO	This item may be marked NO when a TCS food is held over for a second service and is reheated for hot holding, but is not reheated for hot holding at the time of inspection. 3-403.11 (A) and (D) Reheating for Hot Holding ^(P)
IN OUT	B. Food reheated to 74°C (165°F) or above in microwave for hot holding This item should be marked IN or OUT of compliance based on actual temperature measurements of food upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device. The food must be stirred, covered, and allowed to stand covered for two minutes after reheating. This item is marked OUT of compliance if a food item is not reheated to the required temperatures and/or within two hours prior to hot holding.
NA	This item may be marked NA when the establishment does not use a microwave to reheat TCS food for hot holding.
NO	This item may be marked NO when the establishment does use a microwave to reheat TCS food for hot holding, but you are unable to determine the reheating temperature of any of them. 3-403.11 (B) Reheating for Hot Holding ^(P)
IN OUT	C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding.

This item should be marked IN or OUT of compliance based on actual temperature measurements of food upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device.

This item is marked OUT of compliance if the items are not reheated to the required temperature and/or within two hours prior to hot holding.

NA This item may be marked NA when commercially processed ready-to-eat food is not reheated for hot holding in the establishment.

NO This item may be marked NO when commercially processed ready-to-eat food is reheated for hot holding in the establishment, but you were unable to determine the reheat temperature.

3-403.11 (C) Reheating for Hot Holding ^(P)

IN OUT **D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters**

This item should be marked IN or OUT of compliance based on actual temperature measurements of food upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device.

This item is marked OUT of compliance if the items are not reheated to the required time/temperature as specified in Section 3-403.11 (E).

NA This item may be marked NA when remaining unsliced portions of roasts are not used or reheated in the establishment.

NO This item may be marked NO when the establishment does reheat remaining unsliced portions of roasts for hot holding, but you were unable to determine the reheat time/temperature at the time of inspection.

3-403.11 (E) Reheating for Hot Holding ^(P)

20. Proper cooling time & temperatures

NOTE: Cooked TCS food must be cooled from 135°F to 41°F or less in 6 hours, provided that the food is cooled from 135°F to 70°F within the first 2 hours. For example, if an establishment cools chili from 135°F to 70°F in 1.5 hours; they have 4.5 hours to get it from 70°F to 41°F or less. There are two CRITICAL LIMITS that must be met with cooling. Discussions with the person in charge along with observations should be used to determine compliance. For instance, during a discussion the person in charge says a food product was cooled overnight in the walk-in cooler. The product is checked and the temperature is 50°F. Eight hours have elapsed from closing to opening. This item should be marked OUT because the product did not cool from 135°F to 70°F within two hours and from 135°F to 41°F or less within a total of 6 hours. Because the entire cooling process is difficult to observe during an inspection, at the onset of the inspection a determination of whether food is currently being cooled should be made. If cooling is taking place temperatures should be taken to determine whether proper cooling is possible with procedures being used. Temperatures IN and OUT of compliance should be recorded.

IN OUT **A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 6 hours**

This item should be marked IN or OUT of compliance based on actual temperatures of TCS food in the cooling process. The basis for determining IN or OUT of compliance can also be supported through discussion and/or record review which would provide the inspector reliable data of the "start time" for cooling from 135°F. See above NOTE for an example of using actual temperature and discussion with the PIC in determining OUT of compliance without actually being at the establishment during the entire cooling of TCS food process, from start to finish.

NA	This item may be marked NA when cooked TCS food is not cooled in the establishment.
NO	This item may be marked NO when cooked TCS food is cooled in the establishment, but cooling was not taking place at the time of the inspection or the temperature and time parameters could not be determined during the length of the inspection.
	3-501.14 (A) Cooling ^(P)
IN OUT	B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours
	This item should be marked IN or OUT of compliance based on actual temperatures of TCS food in the cooling process. The basis for determining IN or OUT of compliance can also be supported through discussion and/or record review which would provide the inspector reliable data of the "start time" for cooling. See above NOTE for an example of using actual temperature and discussion with the PIC in determining OUT of compliance without physically being at the establishment during the entire cooling of TCS food process, from start to finish.
NA	This item may be marked NA when the establishment does not cool TCS food from ambient temperature or pre-chilled ingredients.
NO	This item may be marked NO when the establishment does cool TCS food, but proper cooling per the prescribed temperature and time parameters cannot be determined during the length of the inspection.
	3-501.14 (B) Cooling ^(P)
IN OUT	C. Food (milk/molluscan shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours
	NOTE: If one product is found out of temperature the item is marked OUT of compliance.
	This item should be marked IN or OUT of compliance based on actual temperatures of TCS food in the cooling process. The basis for determining IN or OUT of compliance can also be supported through discussion and/or record review which would provide the inspector reliable data of the "start time" for cooling. See above NOTE for an example of using actual temperature and discussion with the PIC in determining OUT of compliance without physically being at the establishment during the entire cooling of TCS food process, from start to finish.
NA	This item may be marked NA when the establishment does not receive shellfish or milk.
NO	This item may be marked NO when the establishment does receive shellfish, milk, or other products that are allowed by Law to have a transport temperature above 41°F, but you are not there to observe the actual receipt.
	3-501.14 (C) Cooling ^(P)
	NOTE: If raw eggs are immediately placed under refrigeration capable of maintaining an ambient air temperature of 45°F, satisfactory compliance is achieved. Federal regulations require that raw eggs be transported and stored at 45°F or lower ambient air temperature, cooling time does not apply to this item.
IN OUT	D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less.
	This item should be marked IN or OUT of compliance based on actual observation of raw eggs being placed into a refrigeration unit maintaining an ambient air temperature of 45°F or less.
NA	This item may be marked NA when the establishment does not receive raw eggs.
NO	This item may be marked NO when raw eggs are received by the establishment, but you are not there to observe the actual receipt and immediate disposition.
	3-501.14 (D) Cooling ^(P)

21. Proper hot holding temperatures

NOTE: Temperatures of IN compliance and OUT of compliance food items should be recorded.

IN OUT

A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control

This item should be marked IN or OUT of compliance based on actual food temperature measurements using a calibrated food temperature measuring device.

This item is marked IN compliance when the regulatory authority determines that, of the TCS food temperature measurements taken during the inspection, no hot holding temperatures are less than prescribed by the Code.

This item is marked OUT of compliance if one TCS food is found out of temperature unless Time as a Public Health Control (TPHC) is used for that TCS food.

NA

This item may be marked NA when the establishment does not hot hold TCS food.

NO

This item may be marked NO when the establishment does hot hold TCS food, but TCS food is not being hot held at the time of inspection. Inspections should be conducted during a time when hot holding temperatures can be taken.

3-501.16 (A) (1) Time/Temperature Control for Safety (TCS) Food Hot and Cold Holding ^(P)

IN OUT

B. Whole meat roasts held at a temperature of 54°C (130°F) or above

This item should be marked IN or OUT of compliance based on actual food temperature measurements using a calibrated food temperature measuring device.

This item is marked IN compliance when the regulatory authority determines that, of the TCS food temperature measurements taken during the inspection, no hot holding temperatures are less than prescribed by the Code.

This item is marked OUT of compliance if one TCS food is found out of temperature unless Time as a Public Health Control (TPHC) is used for that TCS Food.

NA

This item may be marked NA if whole meat roasts are not cooked and hot held in the establishment.

NO

This item may be marked NO when whole meat roasts are cooked and hot held in the establishment, but were not being hot held at the time of inspection. Inspections should be conducted during a time when hot holding temperatures can be taken.

3-501.16 (A) (1) Time/Temperature Control for Safety (TCS) Food Hot and Cold Holding ^(P)

22. Proper cold holding temperatures

NOTE: Temperatures IN compliance and OUT of compliance should be recorded.

IN OUT

A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control (TPHC)

This item should be marked IN or OUT of compliance based on actual food temperature measurements using a calibrated food temperature measuring device. Discussions should be made with the PIC to determine if a food is in the process of cooling, TPHC is used, or there is an approved method to render a food so that it is not TCS food.

This item is marked IN compliance when the regulatory authority determines that, of the TCS food temperature measurements taken during the inspection, no cold holding temperatures are greater than prescribed by the Code.

This item is marked OUT of compliance if one TCS food is found out of temperature, with supportive evidence, unless TPHC is used for that TCS food.

NA	This item may be marked NA when the establishment does not cold hold TCS food.
NO	Do not mark this item NO
	3-501.16 (A) (2) Time/Temperature Control for Safety (TCS) Food Hot and Cold Holding ^(P)
IN OUT	B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less
	This item should be marked IN or OUT of compliance based on actual ambient refrigerated equipment temperature measurements using a calibrated temperature measuring device.
	This item is marked IN compliance when the ambient temperature inside the refrigerated equipment is at or below 45°F.
	This item is marked OUT of compliance when the ambient temperature inside the refrigerated equipment is above 45°F.
NA	This item may be marked NA when the establishment does not receive raw eggs.
NO	This item may be marked NO only when raw eggs are received by the establishment, but are not present at the time of the inspection.
	3-501.16 (B) Time/Temperature Control for Safety (TCS) Food Hot and Cold Holding ^(P)
23. Proper date marking & disposition	
IN OUT	A. Date marking for RTE, TCS food prepared on-site or opened commercial container held for more than 24 hours
	This item should be marked IN or OUT of compliance.
	This item is marked IN compliance when there is a system in place for date marking all food that is required to be date marked and is verified through observation. If date marking applies to the establishment, the PIC should be asked to describe the methods used to identify product shelf-life or "consume-by" dating. The regulatory authority must be aware of food products that are listed as exempt from date marking
NA	This item may be marked NA when there is no ready-to-eat TCS food prepared on premises and held, or commercial containers of ready-to-eat TCS food opened and held, over 24 hours in the establishment.
NO	This item may be marked NO when the establishment does handle ready- to-eat foods requiring date marking, but no foods requiring date marking are present at the time of inspection.
	3-501.17 Ready-to-Eat, Time/Temperature Control for Safety (TCS Food) Date Marking ^(PF)
IN OUT	B. Discarding RTE, TCS food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≥ 7 days
	This item should be marked IN or OUT of compliance. It's essential to assess through observation and discussion with the PIC if all foods requiring date marking are appropriately marked and discarded if exceeding seven days.
	This item is marked IN compliance when foods are all within date marked time limits or food is observed being discarded within date marked time limits.
	This item is marked OUT of compliance such as when date marked food exceeds the time limit, or date-marking is not performed.
NA	This item may be marked NA when there is no ready-to-eat, TCS food prepared on premises and held for more than 24 hours or when opened commercial containers of, ready-to-eat, TCS food are not held for more than 24 hours in the establishment.

NO	This item may be marked NO when the establishment does handle ready- to-eat foods requiring date marking, but no foods requiring date marking are present at the time of inspection. 3-501.18 Ready-to-Eat Time/Temperature Control for Safety (TCS) Food Disposition ^(P)
IN OUT	24. Time as a public health control: procedures & records This item should be marked IN or OUT of compliance based on direct observations, record review, a discussion with the PIC, and the review of any standard operating procedures to determine if the intent of the Code for use of TPHC is met. This provision only applies if it is the actual intention or conscious decision by the Person in Charge (PIC) to store TCS food out of temperature control using TPHC; otherwise, it may be a cold or hot holding issue. This item is marked IN compliance if there is a written procedure at the food establishment that identifies the types of food products that will be held using time only, describes the procedure for how TPHC will be implemented, and if applicable delineates how food items previously cooked and cooled before time is used, are properly cooled; and food items (marked or identified) do not exceed the 4-hour limit at any temperature or 6-hour limit at 70°F or less. This item is marked OUT of compliance when the food manager implies use of TPHC but does not have an effective mechanism for indicating the point in time when the food is removed from temperature control to the 4 or 6-hour discard time, or a written procedure or an effective mechanism for using TPHC is not present at the establishment.
NA	This item may be marked NA when the establishment does not use time as a public health control.
NO	This item may be marked NO when the establishment uses time as a public health control, but is not using this practice at the time of inspection. 3-501.19 Time as a Public Health Control ^(P, PF, C)
Consumer Advisory	
IN OUT	25. Consumer advisory provided for raw or undercooked animal foods This item should be marked IN or OUT of compliance based on a thorough review of the posted, written, and special/daily menus with the PIC to determine if untreated eggs, meats, fish, or poultry may be used as an ingredient in or ordered as a raw, raw-marinated, partially cooked, or undercooked food. The advisory also applies to shellstock offered for sale from a retail service case. This item is marked IN compliance when raw or undercooked animal foods are served or sold and the establishment provides an advisory that meets the intent of the Food Code for both the disclosure and reminder components. This item is marked OUT of compliance when raw or undercooked animal foods are served or sold and there is no consumer advisory, the food item is not disclosed, or there is no reminder statement. The consumer advisory does not exempt the requirement for freezing for parasite control. NA This item may be marked NA when a food establishment does not serve a ready-to-eat food that necessitates an advisory, i.e., an animal food that is raw, undercooked, or not otherwise processed to eliminate pathogens. NO Do Not Mark this item NO 3-603.11 Consumption of Animal Foods that are Raw, Undercooked, or Not Otherwise Processed to Eliminate Pathogens ^(PF)

Highly Susceptible Populations

26. Pasteurized foods used; prohibited food not offered

NOTE: Discussions with the person in charge and employees regarding whether or not certain foods are served or certain practices occur in the establishment, along with observations should be used to determine compliance. Violations of bare hand contact by food employees serving a Highly Susceptible Population ¶ 3-801.11 (D) is marked under Item #9.

IN OUT	A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served This item should be marked IN or OUT of compliance based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a highly susceptible population. This item is marked IN compliance if only treated/pasteurized juices/juice beverages are served.
NA	This item may be marked NA if a highly susceptible population is not served.
NO	Do Not Mark this item NO 3-801.11 (A) Pasteurized Foods, Prohibited Re-service, and Prohibited Food ^(P, C)
IN OUT	B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling Salmonella Enteritidis This item should be marked IN or OUT of compliance, based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a highly susceptible population. This item is marked IN compliance when only pasteurized eggs are used in foods/recipes containing undercooked eggs and recipes in which more than one egg is combined unless there is a cook step or HACCP plan to control <i>Salmonella Enteritidis</i> .
NA	This item may be marked NA if the establishment does not serve a highly susceptible population.
NO	Do Not Mark this item NO 3-801.11 (B) and (E) Pasteurized Foods, Prohibited Re-service, and Prohibited Food ^(P)
IN OUT	C. Raw or partially cooked animal food and raw seed sprouts not served This item should be marked IN or OUT of compliance, based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a highly susceptible population. This item is marked IN compliance if no raw or partially cooked animal foods or raw seed sprouts are served.
NA	This item may be marked NA if the establishment does not serve a highly susceptible population.
NO	Do Not Mark this item NO 3-801.11 (C) Pasteurized Foods, Prohibited Re-service, and Prohibited Food ^(P)
IN OUT	D. Food not re-served under certain conditions

This item should be marked IN or OUT of compliance based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a highly susceptible population.

This item is marked IN compliance if no unopened packaged food is re-served following service to patients in medical isolation or quarantine or protective environment, also IN if packages of FOOD from any patients, clients, or other CONSUMERS are not re-served to PERSONS in protective environment isolation.

NA This item may be marked NA if the establishment does not serve a highly susceptible population.

NO **Do Not Mark** this item NO

3-801.11 (G) Pasteurized Foods, Prohibited Re-service, and Prohibited Food ^(C)

Chemical

IN OUT **27. Food additives: approved & properly used**

This item should be marked IN or OUT of compliance based on direct observations of food ingredients in storage and listed as product ingredients supplemented by discussion with the PIC.

This item is marked IN compliance if approved food and color additives are on site and used properly or if sulfites are on the premises, and they are not applied to fresh fruits/vegetables for raw consumption. Approved food additives are listed and have threshold limits in accordance with the CFRs and do not apply to food additives that are considered Generally Recognized as Safe (GRAS), such as salt, pepper, etc.

This item is marked OUT of compliance if unapproved additives are found on the premises or approved additives are improperly used, such as sulfites being applied to fresh fruits or vegetables.

NA This item may be marked NA if the food establishment does not use any food additives or sulfites on the premises.

NO **Do Not Mark** this item NO

3-202.12 Additives ^(P)

3-302.14 Protection from Unapproved Additives ^(P)

28. Toxic Substances Properly Identified, Stored, and Used

IN OUT **A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used**

This item must be marked IN or OUT of compliance based on direct observations of labeling, storage, reconstitution, and application of bulk and working containers of cleaning agents and sanitizers, personal care items, first aid supplies, medicines, pesticides, and potential toxic and poisonous substances.

This item is marked IN compliance when bulk and working containers of cleaning agents and sanitizers are labeled; sanitizing solutions are not exceeding the maximum concentrations; personal care items, first aid supplies, medicines, and chemicals are stored separate from and not above food, equipment, utensils, linens, and single-service and single-use articles; and restricted use pesticides are applied only by or under the supervision of a certified applicator.

This item is marked OUT of compliance if a cleaning agent or sanitizer is not properly identified and stored, if a sanitizing solution has a higher concentration than prescribed, if medicines and

first aid kits are improperly labeled and stored, or if a produce wash manufacturer requires a testing kit or device and that kit or device is not available.

NA	Do not Mark this item NA
NO	Do Not Mark this item NO
	7-101.11 Identifying Information, Prominence-Original Containers ^(PF)
	7-102.11 Common Name - Working Containers ^(PF)
	7-201.11 Separation - Storage ^(P)
	7-202.11 Restriction - Presence and Use ^(PF)
	7-202.12 Conditions of Use ^(P, PF, C)
	7-203.11 Poisonous or Toxic Material Containers - Prohibitions ^(P)
	7-204.11 Sanitizers, Criteria - Chemicals ^(P)
	7-204.12 Chemicals for Washing Fruits and Vegetables - Criteria ^(P)
	7-204.13 Boiler Water Additives, Criteria ^(P)
	7-204.14 Drying Agents, Criteria ^(P)
	7-205.11 Incidental Food Contact, Criteria - Lubricants ^(P)
	7-206.11 Restricted Use Pesticides, Criteria ^(P)
	7-206.12 Rodent Bait Stations ^(P)
	7-206.13 Tracking Powders, Pest Control and Monitoring ^(P, C)
	7-207.11 Restriction and Storage - Medicines ^(P, PF)
	7-207.12 Refrigerated Medicines, Storage ^(P)
	7-208.11 Storage - First Aid Supplies ^(P, PF)
	7-209.11 Storage - Other Personal Care Items (Stock and Retail Sale of Poisonous or Toxic Material) ^(C)

IN OUT	B. Poisonous or toxic materials held for retail sale properly stored
	This item should be marked IN or OUT of compliance based on direct observations of containers of cleaning agents and sanitizers, personal care items, first aid supplies, medicines, pesticides, and potential toxic and poisonous substances being stored for retail sale.
	This item is marked IN compliance when containers of cleaning agents, sanitizers, personal care items, first aid supplies, medicines, and chemicals are stored separate from and not above food, equipment, utensils, linens, and single-service and single-use articles on retail sale shelves.
	This item is marked OUT of compliance if poisonous or toxic materials are not properly stored on retail shelves.
NA	This item may be marked NA if the establishment does not hold poisonous or toxic materials for retail sale.
NO	Do Not Mark this item NO
	7-301.11 Separation - Storage and Display, Stock and Retail Sale ^(P)

Conformance with Approved Procedures

29. Compliance with variance, specialized process, ROP Criteria or HACCP plan

NOTE: Except for fish a HACCP plan is not required when a TCS food is packaged using a reduced oxygen packaging method and is labeled with production time and date, held at required cold holding temperature, and removed from ROP packaging within 48 hours after packaging at the food establishment.

IN OUT	<p>A. Reduced Oxygen Packaging (ROP) as specified in § 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan</p> <p>This item should be marked IN or OUT of compliance based on direct observations of food preparation and storage, a discussion with the PIC to determine if there is reduced oxygen packaging (including cook chill or sous vide) conducted on-site and the record review of standard operating procedures and HACCP documentation.</p> <p>This item is marked IN compliance when observations of food operations and review of available records indicate compliance is being met and HACCP plans were submitted to the regulatory authority prior to conducting a ROP operation that conforms to procedures within § 3-502.12.</p> <p>This item is marked IN compliance when ROP is conducted and a HACCP plan is not required as specified in 3-502.12 (F).</p> <p>This item is marked OUT of compliance if the inspection reveals a HACCP plan was not submitted to the regulatory authority prior to engaging in a ROP operation without a required variance.</p>
NA	This item may be marked NA when the food establishment does not conduct reduced oxygen packaging on the premises.
NO	<p>Do Not Mark this item NO</p> <p>3-502.12 Reduced Oxygen Packaging without a Variance, Criteria ^(P, PF) 8-201.13 (B) When a HACCP Plan is Required ^(C) 8-201.14 Contents of a HACCP Plan ^(PF)</p>
IN OUT	<p>B. Operating in accordance with approved variance and/or HACCP plan as required.</p> <p>This item should be marked IN or OUT of compliance based on direct observations of food preparation and storage, a discussion with the PIC to determine if specialized food processes [i.e., smoking food, curing food, reduced oxygen packaging, using food additives to render a food so that it is not TCS food, etc.], or Molluscan Shellfish life-support systems used for human consumption are conducted on-site and the record review of standard operating procedures and HACCP documentation.</p> <p>This item is marked IN compliance when observations of food operations and review of available records indicate compliance is being met with regards to specialized food processes and HACCP plans were submitted to the regulatory authority prior to engaging in an activity that requires a HACCP plan.</p> <p>This item is marked OUT of compliance if the inspection reveals specialized food processes that are not approved by the regulatory authority.</p> <p>This item is marked OUT if the submitted HACCP plan is not conducted as submitted.</p> <p>This item is marked OUT if the approved variance or HACCP plan or the approved variance is not retained in the food establishment.</p>
NA	This item may be marked NA if the establishment is not required by the regulatory authority to have a variance or HACCP plan.
NO	<p>Do Not Mark this item NO</p> <p>3-502.11 Variance Requirement ^(PF) 4-204.110 (B) Molluscan Shellfish Tanks ^(PF) 8-103.12 Conformance with Approved Procedures ^(P) 8-201.13 (A) When a HACCP Plan is Required ^(C) 8-204.14 Contents of a HACCP Plan ^(PF)</p>

IN OUT	C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code
	This item should be marked IN or OUT of compliance based on direct observations of juice being packaged in the food establishment. A discussion with the PIC and a record review of standard operating procedures and HACCP documentation or labeling should be done to determine compliance.
	This item is marked IN compliance when observations and review of available records indicate compliance is being met with regards to packaging juice at retail.
NA	This item may be marked NA when juice is not packaged in the establishment.
NO	<p>Do Not Mark this item NO</p> <p>3-404.11 Treating Juice ^(P, PF) 8-201.14 Contents of a HACCP Plan ^(PF)</p>

Good Retail Practices (GRPs)

Safe Food and Water

IN OUT	30. Pasteurized eggs used where required
NA	<p>Certain menu items use eggs as an ingredient in the preparation of RTE food such as Caesar salad, dressing, Hollandaise sauce, etc. This is verified by discussion with the PIC and food employees regarding the substitution of pasteurized egg products for raw eggs in uncooked food, unless allowed under ¶ 3-401.11(D)(3).</p> <p>3-302.13 Pasteurized Eggs, Substitute for raw Eggs for Certain Recipes ^(P)</p>
IN OUT	31. Water and ice from approved source
	<p>There are two types of systems: Public Water System or Non-Public Water System. Regardless of its source, it must meet drinking water standards established by EPA and applicable state standards. If a non-public system is used as Drinking water, the water must be sampled/tested at least annually and records retained on file at the food establishment and per state regulations. Consideration must be given to the supply containers, piping, hoses, etc., connected to the approved source when water is made available for mobile and or temporary food establishment without a permanent supply or a permanent establishment with a temporary interruption of its permanent water supply.</p> <p>3-202.16 Ice ^(P) 5-101.11 Approved System - Source ^(P) 5-102.11 Standards - Quality ^(P) 5-102.12 Nondrinking Water ^(P) 5-102.13 Sampling ^(PF) 5-102.14 Sample Report ^(C) 5-104.12 Alternative Water Supply ^(PF)</p>

IN OUT	32. Variance obtained for specialized processing methods
	<p>When a Food Establishment wants to deviate from a requirement in the Code, utilizes specialized processing methods as specified in § 3-502.11 such as smoking food for preservation, curing food etc. a variance must first be obtained from the regulatory authority. Per 8-201.13 (A) (3) a HACCP plan is also required as part of the variance request.</p>

NA This item may be marked NA if the establishment is not engaged in a specialized processing methods or a process or processing method, determined by the regulatory authority, to require a variance and a HACCP plan.

8-103.11 Documentation of Proposed Variance and Justification (PF)

Food Temperature Control

IN OUT **33. Proper cooling methods used; adequate equipment for temperature control**

A determination must first be made that cooling food is part of the operation. To assess whether or not the methods used facilitates cooling, as specified under § 3-501.14, a discussion with the PIC should support actual observations used in cooling food. There should be enough equipment, with sufficient capacity, to meet the operation's demand for the cooling, heating, and hot/cold holding of food requiring temperature control. Observations must support the determination of compliance. Frozen food is solid to the touch.

3-501.11 Frozen Food (C)

3-501.15 Cooling Methods (PF, C)

4-301.11 Cooling, Heating and Holding Capacities - Equipment (PF)

IN OUT **34. Plant food properly cooked for hot holding**

In determining compliance, observations must be made, and an actual cooking temperature must be obtained.

NA This item may be marked NA if plant foods are not cooked for hot holding in the establishment.

NO This item may be marked NO when plant food is cooked for hot holding, but is not present or observed at the time of inspection.

3-401.13 Plant Food Cooking for Hot Holding (PF)

IN OUT **35. Approved thawing methods used**

A determination must first be made that thawing of TCS food is part of the operation, including ROP fish. To assess whether or not the methods used facilitate thawing, as specified § 3-501.13, a discussion with the PIC should support the determination of compliance and level of risk imposed. The CANDIDATE should recognize that various food products, especially those destined for deep-fat frying, are often slacked (not thawed) prior to cooking.

NA This item may be marked NA if TCS food is not thawed in the establishment.

NO This item may be marked NO if TCS food is thawed, but thawing is not taking place during the inspection.

3-501.12 TCS Food, Slacking (C)

3-501.13 Thawing (C)

IN OUT **36. Thermometers provided & accurate**

Thermometers provide a means for assessing active managerial control of TCS food temperatures. Determine compliance by observing the location and verifying the scaling of the temperature measuring devices used to measure food, water, or ambient air temperatures. Food thermometers must be calibrated at a frequency to ensure accuracy. Food thermometers should be accessible for use by employees and have a probe size appropriate to the food item.

4-203.11 Temperature Measuring Devices, Food - Accuracy (PF)

4-203.12 Temperature Measuring Devices, Ambient Air and Water - Accuracy (PF)

4-204.112 Temperature Measuring Devices - Functionality (PF, C)

4-302.12 Food Temperature Measuring Devices (PF)

Food Identification

IN OUT 37. Food properly labeled; original container

Packaged food shall conform to specific labeling laws. Food packaged within the food establishment must also conform to the appropriate labeling laws, with considerations given to accuracy as well as not being misleading. In addition, all major food allergens, if present, must be accurately declared. In addition, all unpackaged food items containing a major food allergen as an ingredient must have a written notification declaring which major food allergens are contained in that food item. Working containers and bulk food, removed from original packaging, requires some level of assessment as to how recognizable the food is without labeling by its common name. Bulk foods that are available for consumer self-dispensing will need to be prominently labeled with the name of the food source for each major food allergen contained in the food unless the food source is already part of the common name or usual name of the ingredient. Molluscan shellfish and vended TCS food must specifically be assessed based on their specific packaging and labeling requirements.

3-203.11 Molluscan Shellfish, Original Container ^(PF,C)

3-302.12 Food Storage Containers Identified with Common Name of Food ^(C)

3-305.13 Vended TCS Food, Original Container ^(C)

3-601.11 Standards of Identity ^(C)

3-601.12 Honestly Presented ^(C)

3-602.11 Food Labels ^(PF, C)

3-602.12 Other Forms of Information ^(C)

Prevention of Food Contamination

IN OUT 38. Insects, rodents, & animals not present, protected

An assessment is made through observation and discussion with the PIC for measures taken to control the presence of pests in the food establishment, including elimination of entry points and harborage areas, and removal of pests and its evidence. Insect trapping devices must not be located over food preparation areas.

2-403.11 Handling Prohibition - Animals ^(PF)

6-202.13 Insect Control Devices, Design and Installation ^(C)

6-202.15 Outer Openings, Protected ^(C)

6-202.16 Exterior Walls and Roofs, Protective Barrier ^(C)

6-501.111 Controlling Pests ^(PF, C)

6-501.112 Removing Dead or Trapped Birds, Insects, Rodents and Other pests ^(C)

6-501.115 Prohibiting Animals ^(PF)

IN OUT 39. Contamination prevented during food preparation, storage & display

The observation and understanding of the flow of food items from the point of receipt to the point of sale, service, or distribution is necessary to determine whether a violation exists. Food is subject to direct and indirect sources of contamination in the establishment. Sources may be related to the working environment, packaging, adequacy of storage facilities, and exposure of food on display to contamination (i.e. salad bars).

3-202.17 Shellstock, Condition ^(C)

3-302.11 Packaged and Unpackaged Food-Separation, Packaging and Segregation(A) (4-6) ^(C)

3-303.11 Ice Used as Exterior Coolant, Prohibited as Ingredient ^(P)

3-303.12 Storage or Display of Food in Contact with Water or Ice ^(C)

- 3-304.13 Linens and Napkins, Use Limitations ^(C)
3-305.11 Food Storage - Preventing Contamination from the Premises ^(C)
3-305.12 Food Storage, Prohibited Areas ^(PF)
3-305.14 Food Preparation ^(C)
3-306.11 Food Display - Preventing Contamination by Consumers ^(P)
3-306.12 Condiments, Protection ^(C)
3-306.13 (B) and (C) Consumer Self-Service Operations ^(PF)
3-307.11 Miscellaneous Sources of Contamination ^(C)
6-404.11 Segregation and Location - Distressed Merchandise ^(PF)

Note: Solutions exceeding the recommended sanitizer concentrations are marked under item #28, Toxic substances properly identified, stored, and used

IN OUT

40. Personal cleanliness

Observation of food employees for clean outer clothing, effective hair restraints, prohibited jewelry, and the condition or protection of fingernails must be made. This includes the use of single-use gloves over an impermeable bandage, finger cot or finger stall.

- 2-302.11 Maintenance - Fingernails ^(PF)
2-303.11 Prohibition - Jewelry ^(C)
2-401.13 Use of Bandages, Finger Cots, or Finger Stalls ^(C)
2-304.11 Clean Condition - Outer Clothing ^(C)
2-402.11 Effectiveness - Hair Restraints ^(C)

Note: Solutions exceeding the recommended sanitizer concentrations are marked under item #28, Toxic substances properly identified, stored, and used.

IN OUT

41. Wiping cloths: properly used & stored

Wiping cloths are to be used for a designated purpose and properly used. When stored in solution, the solutions should be free of food debris and visible soil and maintained at the proper sanitizer concentration. Sponges, if present are not to be used in contact with clean/sanitized food- contact surfaces.

- 3-304.14 Wiping Cloths, Use Limitations ^(C)
4-101.16 Sponges, Use Limitation ^(C)
4-901.12 Wiping Cloths, Air Drying Location ^(C)

IN OUT

42. Washing fruits & vegetables

Raw fruits and vegetables are to be washed prior to their preparation or offered as RTE. Chemicals are allowed for washing fruits and vegetables, along with simply washing them in water. Chemicals that are used in the wash water for fruits and vegetables must be listed and approved with threshold limits in accordance with the CFRs. Refer to the label or labeling of the additive for adequate directions and to assure safe use. Discussion with the PIC and food employees will help determine the establishment's practice.

- 3-302.15 Washing Fruits and Vegetable ^(PF, C)
7-204.12 Chemicals for Washing, Treatment, Storage and Processing Fruits and Vegetables, Criteria ^(P)

Proper Use of Utensils

IN OUT

43. In-use utensils: properly stored

Based on the type of operation, there are a number of methods available for storage of in-use utensils during pauses in food preparation or dispensing, such as in the food, clean and

protected, under running water, or changing often enough to prevent bacterial growth etc. If stored in a container of water, the water temperature must be at least 135°F. In-use utensils may not be stored in chemical sanitizer or containers of ice between uses. Ice scoops may be stored, handles up, in an ice machine bin provided the scoop handle is not in contact with the ice.

3-304.12 In-Use Utensils, Between-Use Storage ^(C)

IN OUT

44. Utensils, equipment & linens: properly stored, dried, & handled

An assessment is made of the overall storage and handling of clean equipment and utensils, including tableware located in the various areas within an establishment, the basement, wait station, dining room, etc. Equipment must be air dried prior to storage and linens must be properly cleaned and stored.

4-801.11 Clean Linens ^(C)

4-802.11 Specifications ^(C)

4-803.11 Storage of Soiled Linens ^(C)

4-803.12 Mechanical Washing ^(C)

4-901.11 Equipment and Utensils, Air Drying Required ^(C)

4-903.11 (A), (B) and (D) Equipment, Utensils, Linens, and Single- Service and Single-Use Articles ^(C)

4-903.12 Prohibitions ^(Pf)

4-904.11 (B) Kitchenware and Tableware-Preventing Contamination ^(C)

4-904.12 Soiled and Clean Tableware ^(C)

4-904.13 Preset Tableware ^(C)

4-904.14 Rinsing Equipment and Utensils after Cleaning and Sanitizing ^(C)

IN OUT

45. Single-use/single-service articles: properly stored & used

These items are not designed to be cleaned and re-used; therefore, they must be properly stored and protected to prevent from contamination. Food establishments without facilities for cleaning and sanitizing kitchenware and tableware shall provide only single-use and single-service articles.

4-502.12 Single-Service and Single - Use Articles, Required Use ^(P)

4-502.13 Single-Service and Single - Use articles, Use Limitations ^(C)

4-502.14 Shells, Use Limitations ^(C)

4-903.11 (A) and (C) Equipment, Utensils, Linens, and Single-Service and Single-Use Articles - Storage ^(C)

4-903.12 Prohibitions ^(C)

4-904.11 Kitchenware and Tableware ^(C)

IN OUT

46. Slash-resistant and cloth gloves properly used

The observation of food preparation activities and glove-use by food employees is necessary. There should be a discussion with the PIC on how gloves are used, if applicable, in food preparation activities. Gloves may serve as a source of cross-contamination if misused.

3-304.15 (B-D) Gloves, Use Limitations ^(C)

Utensils, Equipment and Vending

IN OUT

47. Food & nonfood-contact surfaces cleanable, properly designed, constructed, & used

Equipment and utensils must be properly designed, constructed, and in good repair. Proper installation and location of equipment in the food establishment are important factors to consider for ease of cleaning in preventing accumulation of debris and attractants for insects and

rodents. The components in a vending machine must be properly designed to facilitate cleaning and protect food products (equipped with automatic shutoff, etc.) from potential contamination. Equipment must be properly used and in proper adjustment, such as calibrated food thermometers.

- 3-304.16 Using Clean Tableware for Second Portions and Refills (C)
- 3-304.17 Refilling Returnables (P)
- 4-101.11 Characteristics - Materials for Construction and Repair (P, C)
- 4-101.12 Cast iron, Use Limitations (C)
- 4-101.13 Lead, Use Limitations (P, C)
- 4-101.14 Copper, Use Limitations (P)
- 4-101.15 Galvanized Metal, Use Limitations (P)
- 4-101.17 Wood, Use Limitations (C)
- 4-101.18 Nonstick Coatings, Use Limitations (C)
- 4-101.19 Nonfood-Contact Surfaces (C)
- 4-102.11 Characteristics - Single-Service and Single-Use (P, C)
- 4-201.11 Equipment and Utensils - Durability and Strength (C)
- 4-201.12 Food Temperature Measuring Devices (P)
- 4-202.11 Food-Contact Surfaces - Cleanability (PF)
- 4-202.12 CIP Equipment (PF, C)
- 4-202.13 "V" Threads, Use Limitations (C)
- 4-202.14 Hot Oil Filtering Equipment (C)
- 4-202.15 Can Openers (C)
- 4-202.16 Nonfood-Contact Surfaces (C)
- 4-202.17 Kick Plates, Removable (C)
- 4-204.12 Equipment Openings, Closure and Deflectors (C)
- 4-204.13 Dispensing Equipment, Protection of Equipment and Food (P, C)
- 4-204.14 Vending Machine, Vending Stage Closure (C)
- 4-204.15 Bearings and Gear Boxes, Leakproof (C)
- 4-204.16 Beverage Tubing, Separation (C)
- 4-204.17 Ice Units, Separation of Drains (C)
- 4-204.18 Condenser Unit, Separation (C)
- 4-204.19 Can Openers on Vending Machines (C)
- 4-204.110 (A) Molluscan Shellfish Tanks (P)
- 4-204.111 Vending Machines, Automatic Shutoff (P)
- 4-204.120 Equipment Compartments, Drainage (C)
- 4-204.121 Vending Machines, Liquid Waste Products (C)
- 4-204.122 Case Lot Handling Equipment, Moveability (C)
- 4-204.123 Vending Machine Doors and Openings (C)
- 4-302.11 Utensils, Consumer Self-Service (PF)
- 4-401.11 Equipment, Clothes Washers, Dryers and Storage Cabinets, Contamination Prevention; Location (Pf, C)
- 4-402.11 Fixed Equipment, Spacing or Sealing-Installation (C)
- 4-402.12 Fixed Equipment, Elevation or Sealing (C)
- 4-501.11 Good Repair and Proper Adjustment - Equipment (C)
- 4-501.12 Cutting Surfaces (C)
- 4-501.13 Microwave Ovens (C)
- 4-502.11 (A) and (C) Good Repair and Calibration - Utensils, Temperature and Pressure Devices (C)
- 4-603.11 Dry Cleaning (C)
- 4-902.11 Food-Contact Surfaces - Lubricating and reassembling (C)

4-902.12 Equipment - Lubricating and Reassembling (C)

IN OUT

48. Warewashing facilities: installed, maintained, & used; test strips

Adequate warewashing facilities must be available and used for the cleaning and sanitization of food-contact surfaces, including the availability of means to monitor their use and the effectiveness of sanitization. For example, an irreversible registering temperature indicator is provided and readily accessible for measuring the utensil surface temperature for establishment that have a hot water mechanical warewashing operation. Cleaners and sanitizers must be available for use within the food establishment. Observation of manual and mechanical warewashing methods are made to assess the procedure for cleaning and sanitizing equipment and utensils.

4-203.13 Pressure Measuring Devices, Mechanical Warewashing Equipment (C)

4-204.113 Warewashing Machine, Data Plate Operation Specifications (C)

4-204.114 Warewashing Machines, Internal Baffles (C)

4-204.115 Warewashing Machines, Temperature Measuring Devices (PF)

4-204.116 Manual Warewashing Equipment, Heaters and Baskets (PF)

4-204.117 Warewashing Machines, Automatic Dispensing of Detergents and Sanitizers (PF)

4-204.118 Warewashing Machines, Flow Pressure Device (C)

4-204.119 Warewashing Sinks and Drainboards, Self-Draining (C)

4-301.12 Manual Warewashing, Sink Compartments, Requirements (PF), (C)

4-301.13 Drainboards (C)

4-302.13 Temperature Measuring Devices, Manual Warewashing (PF)

4-302.14 Sanitizing Solutions, Testing Devices (PF)

4-303.11 Cleaning Agents and Sanitizers, Availability (PF)

4-501.14 Warewashing Equipment, Cleaning Frequency (C)

4-501.15 Warewashing Machines, Manufacturers' Operation Instructions (C)

4-501.16 Warewashing Sinks, Use Limitations (C)

4-501.17 Warewashing Equipment, Cleaning Agents (PF)

4-501.18 Warewashing Equipment, Clean Solutions (C)

4-501.19 Manual Warewashing Equipment, Wash Solution Temperature (PF)

4-501.110 Mechanical Warewashing Equipment, Wash Solution Temperature (PF)

4-501.116 Warewashing Equipment, Determining Chemical Sanitizer Concentration (PF)

4-603.12 Pre-cleaning (C)

4-603.13 Loading of Soiled Items, Warewashing Machines (C)

4-603.14 Wet Cleaning (C)

4-603.15 Washing, Procedures for Alternative Manual Warewashing Equipment (C)

4-603.16 Rinsing Procedures (C)

IN OUT

49. Nonfood-contact surfaces clean

Observations should be made to determine if the frequency of cleaning is adequate to prevent soil accumulations on nonfood-contact surfaces.

4-601.11 (B) and (C) Equipment, Food-Contact Surfaces, Nonfood Contact Surfaces and Utensils (C)

4-602.13 Nonfood Contact Surfaces (C)

Physical Facilities

IN OUT

50. Hot & cold water available; adequate pressure

Regardless of the supply system, the distribution of water to the establishment must be protected and operated according to law. Adequate pressure is to be maintained at all fixtures during peak demand including the capacity to provide hot water at peak hot water demand.

5-103.11 Capacity - Quality and Availability ^(PF)

5-103.12 Pressure ^(PF)

5-104.11 System-Distribution, Delivery, and Retention ^(PF)

IN OUT

51. Plumbing installed; proper backflow devices

The observation of an approved plumbing system, installed and maintained, including the equipment and devices connected to the potable water supply, is necessary to determine whether a violation exists. An assessment of the layout of the establishment and the water distribution system is made to determine if there are any points at which the potable water supply is subject to contamination or is in disrepair.

5-101.12 System Flushing and Disinfection ^(P)

5-201.11 Approved - Materials ^(P)

5-202.11 Approved System and Cleanable Fixtures ^(P, C)

5-202.13 Backflow Prevention, Air Gap ^(P)

5-202.14 Backflow Prevention Device, Design Standard ^(P)

5-202.15 Conditioning Device, Design ^(C)

5-203.13 Service Sink ^(C)

5-203.14 Backflow Prevention Device, When Required ^(P)

5-203.15 Backflow Prevention Device, Carbonator ^(P)

5-204.12 Backflow Prevention Device, Location ^(C)

5-204.13 Conditioning Device, Location ^(C)

5-205.12 Prohibiting a Cross Connection ^(P, PF)

5-205.13 Scheduling Inspection and Service for a Water System Device ^(PF)

5-205.14 Water Reservoir of Fogging Devices, Cleaning ^(P)

5-205.15 System Maintained in Good Repair ^(P, C)

5-301.11 Approved - Materials for Mobile Water Tank and Mobile Food Establishment Water Tank ^(P, C)

5-302.11 Enclosed System, Sloped to Drain ^(C)

5-302.12 Inspection and Cleaning Port, Protected and Secured ^(C)

5-302.13 "V" Type Threads, Use Limitation ^(C)

5-302.14 Tank Vent, Protected ^(C)

5-302.15 Inlet and Outlet, Sloped to Drain ^(C)

5-302.16 Hose, Construction and Identification ^(P, C)

5-303.11 Filter, Compressed Air ^(P)

5-303.12 Protective Cover or Device ^(C)

5-303.13 Mobile Food Establishment Tank Inlet ^(C)

5-304.11 System Flushing and Sanitization - Operation and Maintenance ^(P)

5-304.12 Using a Pump and Hoses, Backflow Prevention ^(C)

5-304.13 Protecting Inlet, Outlet and Hose Fitting ^(C)

5-304.14 Tank, Pump and Hoses, Dedication ^(P)

IN OUT

52. Sewage & wastewater properly disposed

There are two types of systems: public sewage treatment plant and an individual sewage disposal system. Observation of the establishment's overall sewage and wastewater system is necessary to determine if a violation exists. Indications that a system is not functioning properly may include the presence of sewage back-up into the establishment or outdoors on the ground. Condensate drippage and other non-sewage wastes must be drained to a system in accordance

to law, and backflow prevention, if required, must be installed between the sewage system and the drain of equipment holding food or utensils. Mobile wastewater holding tanks must also be assessed for capacity and maintenance. Mop water must be disposed of properly.

- 5-401.11 Capacity and Drainage ^(C)
- 5-402.11 Backflow Prevention ^(P)
- 5-402.12 Grease Trap ^(C)
- 5-402.13 Conveying Sewage ^(P)
- 5-402.14 Removing Mobile Food Establishment Wastes ^(PF)
- 5-402.15 Flushing a Waste Retention Tank ^(C)
- 5-403.11 Approved Sewage Disposal System ^(P)
- 5-403.12 Other Liquid Wastes and Rainwater ^(C)

IN OUT

53. Toilet facilities: properly constructed, supplied, & cleaned

A toilet facility should be assessed to determine if: it is not an attractant to insects; the number of fixtures are adequate; toilet tissue and a covered trash receptacle (ladies' room only) are provided; fixtures are not being kept clean; and the door self-closes to prevent recontamination of hands.

- 5-203.12 Toilets and Urinals ^(C)
- 5-501.17 Toilet Room Receptacle, Covered ^(C)
- 6-202.14 Toilet Rooms, Enclosed ^(C)
- 6-302.11 Toilet Tissue, Availability ^(PF)
- 6-402.11 Convenience and Accessibility ^(C)
- 6-501.18 Cleaning of Plumbing Fixtures ^(C)
- 6-501.19 Closing Toilet Room Doors ^(C)

IN OUT

54. Garbage & refuse properly disposed; facilities maintained

The assessment of the refuse collection and disposal areas for proper receptacles and maintenance is necessary to determine whether a violation exists. Since refuse areas may attract and harbor insects and pests, as well as create a public health nuisance, particular attention must be paid to the maintenance of the refuse facilities and area.

- 5-501.11 Outdoor Storage Surface ^(C)
- 5-501.12 Outdoor Enclosure ^(C)
- 5-501.13 Receptacles ^(C)
- 5-501.14 Receptacles in Vending Machines ^(C)
- 5-501.15 Outside Receptacles ^(C)
- 5-501.16 Storage Areas, Rooms and Receptacles, Capacity and Availability ^(C)
- 5-501.18 Cleaning Implements and Supplies ^(C)
- 5-501.19 Storage Area, Redeeming Machines, Receptacles and Waste Handling Units, Location ^(C)
- 5-501.110 Storing Refuse, Recyclables and Returnables ^(C)
- 5-501.111 Area, Enclosures and Receptacles, Good Repair ^(C)
- 5-501.112 Outside Storage Prohibitions ^(C)
- 5-501.113 Covering Receptacles ^(C)
- 5-501.114 Using Drain Plugs ^(C)
- 5-501.115 Maintaining Refuse Areas and Enclosures ^(C)
- 5-501.116 Cleaning Receptacles ^(C)
- 5-502.11 Frequency - Removal ^(C)
- 5-502.12 Receptacles or Vehicles ^(C)
- 5-503.11 Community or Individual Facility ^(C)
- 6-202.110 Outdoor Refuse Areas, Curbed and Graded to Drain ^(C)

IN OUT

55. Physical facilities installed, maintained, & clean

Observations are made of the overall installation, conditions or practices related to the physical facility (i.e., whether they are in good repair and maintained). It is important that a general assessment is made in determining the level of compliance, such as in an isolated incident versus a trend, and of the potential public health impact involved. Storage of maintenance tools, use of laundry facilities, (if applicable), and separate living/sleeping quarters are included in this section.

- 4-301.15 Clothes Washers and Dryers (C)
- 4-401.11 (C) Equipment, Clothes Washers and Dryers, and Storage Cabinets, Contamination Prevention (C)
- 4-803.13 Use of Laundry Facilities (C)
- 6-101.11 Surface Characteristics - Indoor Areas (C)
- 6-102.11 Surface Characteristics - Outdoor Areas (C)
- 6-201.11 Floors, Walls and Ceilings - Cleanability (C)
- 6-201.12 Floors, Walls and Ceilings, Utility Lines (C)
- 6-201.13 Floor and Wall Junctures, Coved, and Enclosed or Sealed (C)
- 6-201.14 Floor Carpeting, Restrictions and Installations (C)
- 6-201.15 Floor Covering, Mats and Duckboards (C)
- 6-201.16 Walls and Ceiling Coverings and Coatings (C)
- 6-201.17 Walls and Ceilings, Attachments (C)
- 6-201.18 Walls and Ceilings, Studs, Joists and Rafters (C)
- 6-202.17 Outdoor Food Vending Areas, Overhead Protection (C)
- 6-202.18 Outdoor Servicing Areas, Overhead Protection (C)
- 6-202.19 Outdoor Walking and Driving Surfaces, Graded to Drain (C)
- 6-202.111 Private Homes and Living or Sleeping Quarters, Use Prohibition (P)
- 6-202.112 Living or Sleeping Quarters, Separation (C)
- 6-501.11 Repairing-Premises, Structures, Attachments, and Fixtures - Methods (C)
- 6-501.12 Cleaning, Frequency and restrictions (C)
- 6-501.13 Cleaning Floors, Dustless Methods (C)
- 6-501.15 Cleaning Maintenance Tools, Preventing Contamination (PF)
- 6-501.16 Drying Mops (C)
- 6-501.17 Absorbent Materials on floors, Use Limitations (C)
- 6-501.113 Storing Maintenance Tools (C)
- 6-501.114 Maintaining Premises, Unnecessary Items and Litter (C)

IN OUT

56. Adequate ventilation & lighting; designated areas used

Observations should be made to ensure that the ventilation is adequately preventing an accumulation of condensation, grease or other soil from potentially contaminating food and the surrounding environment and that lights are at an adequate light intensity, and personal belongings are properly stored to maintain clean and sanitary facility and protect food and equipment.

- 4-202.18 Ventilation Hood Systems, Filters (C)
- 4-204.11 Ventilation Hood Systems, Drip Prevention (C)
- 4-301.14 Ventilation Hood Systems, Adequacy (C)
- 6-202.11 Light Bulbs, Protective Shielding (C)
- 6-202.12 Heating, Ventilation, air Conditioning System Vents (C)
- 6-303.11 Intensity- Lighting (C)
- 6-304.11 Mechanical - Ventilation (C)
- 6-305.11 Designation - Dressing Areas and Lockers (C)
- 6-403.11 Designated areas - Employee Accommodations (C)

6-501.14 Cleaning Ventilation Systems, Nuisance and Discharge Prohibition ^(C)
6-501.110 Using Dressing Rooms and Lockers ^(C)

STANDARDIZATION INSPECTION REPORT 1

Establishment Name:		Type of Facility	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate Name:
Agency:	Standard's Name:		Person Completing Form: (circle one) Candidate OR Standard

Foodborne Illness Risk Factors

Food from Unsafe Sources
Improper Holding Temperatures
Poor Personal Hygiene
Inadequate Cooking Temperatures
Contaminated Equipment/ Cross- Contamination

Food Code Interventions

Demonstration of Knowledge
Hands as a Vehicle of Contamination
Employee Health
Time/Temperature Relationships
Consumer Advisory

Is the Manager Certified?

Is a HACCP Plan Required?

Does the facility have a HACCP Plan?

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN Item found in compliance.

OUT Item found out of compliance.

NO Not observed.

NA Not applicable

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.

ABBREVIATIONS

"CCP" means Critical Control Point

"CL" means Critical Limit

"GRP" means Good Retail Practice

"HACCP" means Hazard Analysis and Critical Control Point

"HSP" means Highly Susceptible Population

"ICSSL" means Interstate Certified Shellfish Shippers List

"TCS Food" means Time/Temperature Control for Safety Food

"RTE" means Ready-to-Eat

Establishment #1

Notes

Establishment #1

Notes Continued

Establishment #1

Temperature Recording Tables

Cooking

Hot holding

Establishment #1

Cooling

Time	Food Item						

Cold Holding

Item	Time	Temp.	Location

Establishment #1

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

- 1. Person in charge present, demonstrates knowledge, and performs duties**
 - A. Assignment – PIC**
 - B. Demonstration**
 - C. Duties of PIC**
 - 2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

Employee Health

- | | |
|--------|---|
| IN OUT | 3. Management, food employee and conditional employee; Knowledge, responsibilities, and reporting |
| IN OUT | 4. Proper use of restriction and exclusion and reporting |
| IN OUT | 5. Clean-up of Vomiting and Diarrheal Events |

Good Hygienic Practices

- IN OUT** 6. Proper eating, tasting, drinking or tobacco product use
NO

IN OUT 7. No discharge from eyes, nose, and mouth
NO

Preventing Contamination by Hands

- | | |
|-----------------|---|
| IN OUT
NO | 8. Hands clean and properly washed. |
| IN OUT
NA NO | 9. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed. |
| IN OUT | 10. Adequate handwashing sinks properly supplied and accessible for employees. |

Establishment #1

IN OUT B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage.

Approved Sources

11. Food Obtained from sources that comply with LAW

IN OUT A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT B. All fish commercially caught/raised or approved by the Regulatory Authority/all Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT C. Game animals and wild mushrooms approved by the regulatory authority
NA NO

IN OUT 12. Food received at proper temperature
NA NO

IN OUT 13. Food in good condition, safe, and unadulterated

14. Required records available: molluscan shellfish identification, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption
NA NO

IN OUT B. Molluscan shellfish documentation maintained for 90 days in chronological order
NA NO

Protection from Contamination

15. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food
NA NO

IN OUT B. Raw animal foods separated from each other during storage, preparation, holding, and display
NA NO

IN OUT C. Food protected from environmental contamination

IN OUT 16. Food-contact surfaces: cleaned and sanitized
NA

17. Proper Disposition of returned, previously served, reconditioned, and unsafe food.

IN OUT A. After being served or sold to a consumer, food is not reserved

IN OUT B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time and temperature

IN OUT NA NO	A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	B. Commинuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and commинuted meat on a child's menu cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart
IN OUT NA NO	D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	E. Poultry; baluts, stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)
IN OUT NA NO	F. Wild game meats cooked to 74°C (165°F) for < 1 second
IN OUT NA NO	G. Whole muscle, intact beef steaks cooked to a surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces.
IN OUT NA NO	H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.
IN OUT NA NO	I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food
IN OUT NA NO	K. Manufacturer cooking instructions are followed when a commercially packaged food bears manufacturer's cooking instructions and disclosure (information) is provided by the manufacturer that the food has not been processed to control a known hazard

Time/Temperature Control for Safety (TCS Food)

19. Proper reheating procedures for hot holding

- | | |
|---------------|--|
| IN OUT | A. TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) or above for 15 seconds for hot holding. |
| NA NO | |
| IN OUT | B. Food reheated to 74°C (165°F) or above in microwave for hot holding |
| NA NO | |
| IN OUT | C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding |
| NA NO | |
| IN OUT | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| NA NO | |

20. Proper cooling time and temperatures

- | | |
|---------------|---|
| IN OUT | A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | B. TCS food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | C. Foods (milk/molluscan shellfish) received at a temperature according to LAW cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less |
| NA NO | |

21. Proper hot holding temperatures

- | | |
|---------------|--|
| IN OUT | A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control |
| NA NO | |
| IN OUT | B. Whole meat roasts held at a temperature of 54°C (130°F) or above |
| NA NO | |

22. Proper cold holding temperatures

- | | |
|---------------|---|
| IN OUT | A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking or cooling, or when time is used as a public health control |
| NA | |
| IN OUT | B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less |
| NA NO | |

23. Proper date marking and disposition

Establishment #1

- | | |
|-----------------|---|
| IN OUT
NA NO | A. Date marking for RTE, TCS food prepared on site or opened commercial container held for more than 24 hours |
| IN OUT
NA NO | B. Discarding RTE, TCS food prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≥ 7 days |
| IN OUT
NA NO | 24. Time as a public health control; procedures and records |

Consumer Advisory

- | | |
|--------------|--|
| IN OUT
NA | 25. Consumer advisory provided for raw and undercooked animal foods |
|--------------|--|

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

- | | |
|--------------|--|
| IN OUT
NA | A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served |
| IN OUT
NA | B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling <i>Salmonella Enteritidis</i> |
| IN OUT
NA | C. Raw or partially cooked animal food and raw seed sprouts not served |
| IN OUT
NA | D. Foods not re-served under certain conditions |

Chemical

- | | |
|--------------|---|
| IN OUT
NA | 27. Food Additives: approved and properly used |
|--------------|---|

28. Toxic substances properly identified, stored, and used

- | | |
|--------------|--|
| IN OUT | A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used |
| IN OUT
NA | B. Poisonous or toxic materials held for retail sale properly stored |

29. Conformance with Approved Procedures

Establishment #1

- | | |
|---------------|---|
| IN OUT | A. Reduced Oxygen Packaged (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan |
| NA | |
| IN OUT | B. Operating in accordance with approved variance and/or HACCP plan as required |
| NA | |
| IN OUT | C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the <i>Food Code</i> |
| NA | |

Score	Number of disagreements for Interventions/Risk Factors

Good Retail Practices (GRPs)

Safe Food and Water

- | | |
|--------------|--|
| IN OUT
NA | 30. Pasteurized eggs used where required |
| IN OUT | 31. Water and ice from approved source |
| IN OUT
NA | 32. Variance obtained for specialized processing methods |

Food Temperature Control

- | | |
|-----------------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT
NA NO | 34. Plant food properly cooked for hot holding |
| IN OUT
NA NO | 35. Approved thawing methods used |
| IN OUT | 36. Thermometers provided and accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|---|
| IN OUT | 38. Insects, rodents, and animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage, and display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths; properly used and stored |
| IN OUT | 42. Washing fruits and vegetables |

Proper Use of Utensils

- | | |
|--------|---|
| IN OUT | 43. In-use utensils: properly stored |
| IN OUT | 44. Utensils, equipment and linens: properly stored, dried, and handled |
| IN OUT | 45. Single-use/single-service articles: properly stored and used |

IN OUT 46. **Slash-resistant and cloth gloves used properly**

Utensils, Equipment and Vending

IN OUT 47. **Food and Non-Food Contact surfaces cleanable, properly designed, constructed, and used**

IN OUT 48. **Ware washing facilities: installed, maintained, and used; test strips**

IN OUT 49. **Non-Food Contact surfaces cleaned**

Physical Facilities

IN OUT 50. **Hot and cold water available; adequate pressure**

IN OUT 51. **Plumbing installed: proper backflow devices**

IN OUT 52. **Sewage and wastewater properly disposed**

IN OUT 53. **Toilet facilities: properly constructed, supplied, and cleaned**

IN OUT 54. **Garbage and refuse properly disposed; facilities maintained**

IN OUT 55. **Physical facilities installed, maintained, and cleaned**

IN OUT 56. **Adequate ventilation and lighting; designated areas used**

Score **Number of disagreements for Good Retail Practices**

STANDARDIZATION INSPECTION REPORT 2

Establishment Name:		Type of Facility	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate Name:
Agency:	Standard's Name:		Person Completing Form: (circle one) Candidate OR Standard

Foodborne Illness Risk Factors

Food from Unsafe Sources
Improper Holding Temperatures
Poor Personal Hygiene
Inadequate Cooking Temperatures
Contaminated Equipment/ Cross- Contamination

Food Code Interventions

Demonstration of Knowledge
Hands as a Vehicle of Contamination
Employee Health
Time/Temperature Relationships
Consumer Advisory

Is the Manager Certified?
Is a HACCP Plan Required?
Does the facility have a HACCP Plan?

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN Item found in compliance.

OUT Item found out of compliance.

NO Not observed.

NA Not applicable

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.

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Establishment #2

Notes

Establishment #2

Notes Continued

Temperature Recording Tables

Cooking

Hot holding

Establishment #2

Cooling

Time	Food Item						

Cold Holding

Item	Time	Temp.	Location

Establishment #2

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

- ## 1. Person in charge present, demonstrates knowledge, and performs duties

IN OUT NA

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT **2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**
NA

Employee Health

IN OUT 3. Management, food employee and conditional employee; Knowledge, responsibilities, and reporting

IN OUT 4. Proper use of restriction and exclusion and reporting

IN OUT 5. Clean-up of Vomiting and Diarrheal Events

Good Hygienic Practices

IN OUT 6. Proper eating, tasting, drinking or tobacco product use
NO

IN OUT 7. No discharge from eyes, nose, and mouth
NO

Preventing Contamination by Hands

IN OUT NO 8. Hands clean and properly washed.

IN OUT 9. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed.
NA NO

10. Adequate handwashing sinks properly supplied and accessible

IN OUT A. Adequate handwashing sinks conveniently located and accessible for employees.

Establishment #2

IN OUT B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage.

Approved Sources

11. Food Obtained from sources that comply with LAW

IN OUT A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT B. All fish commercially caught/raised or approved by the Regulatory Authority/all Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT C. Game animals and wild mushrooms approved by the regulatory authority
NA NO

IN OUT 12. Food received at proper temperature
NA NO

IN OUT 13. Food in good condition, safe, and unadulterated

14. Required records available: molluscan shellfish identification, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption
NA NO

IN OUT B. Molluscan shellfish documentation maintained for 90 days in chronological order
NA NO

Protection from Contamination

15. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food
NA NO

IN OUT B. Raw animal foods separated from each other during storage, preparation, holding, and display
NA NO

IN OUT C. Food protected from environmental contamination

IN OUT 16. Food-contact surfaces: cleaned and sanitized
NA

17. Proper Disposition of returned, previously served, reconditioned, and unsafe food.

IN OUT A. After being served or sold to a consumer, food is not reserved

IN OUT B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time and temperature

IN OUT NA NO	A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	B. Commminuted 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 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart
IN OUT NA NO	D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	E. Poultry; baluts, stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)
IN OUT NA NO	F. Wild game meats cooked to 74°C (165°F) for < 1 second
IN OUT NA NO	G. Whole muscle, intact beef steaks cooked to a surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces.
IN OUT NA NO	H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.
IN OUT NA NO	I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food
IN OUT NA NO	K. Manufacturer cooking instructions are followed when a commercially packaged food bears manufacturer's cooking instructions and disclosure (information) is provided by the manufacturer that the food has not been processed to control a known hazard

Time/Temperature Control for Safety (TCS Food)

19. Proper reheating procedures for hot holding

- | | |
|---------------|--|
| IN OUT | A. TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) or above for 15 seconds for hot holding. |
| NA NO | |
| IN OUT | B. Food reheated to 74°C (165°F) or above in microwave for hot holding |
| NA NO | |
| IN OUT | C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding |
| NA NO | |
| IN OUT | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| NA NO | |

20. Proper cooling time and temperatures

- | | |
|---------------|---|
| IN OUT | A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | B. TCS food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | C. Foods (milk/molluscan shellfish) received at a temperature according to LAW cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less |
| NA NO | |

21. Proper hot holding temperatures

- | | |
|---------------|--|
| IN OUT | A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control |
| NA NO | |
| IN OUT | B. Whole meat roasts held at a temperature of 54°C (130°F) or above |
| NA NO | |

22. Proper cold holding temperatures

- | | |
|---------------|---|
| IN OUT | A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking or cooling, or when time is used as a public health control |
| NA | |
| IN OUT | B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less |
| NA NO | |

23. Proper date marking and disposition

Establishment #2

- | | |
|-----------------|---|
| IN OUT
NA NO | A. Date marking for RTE, TCS food prepared on site or opened commercial container held for more than 24 hours |
| IN OUT
NA NO | B. Discarding RTE, TCS food prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≥ 7 days |
| IN OUT
NA NO | 24. Time as a public health control; procedures and records |

Consumer Advisory

- | | |
|--------------|--|
| IN OUT
NA | 25. Consumer advisory provided for raw and undercooked animal foods |
|--------------|--|

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

- | | |
|--------------|--|
| IN OUT
NA | A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served |
| IN OUT
NA | B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling <i>Salmonella Enteritidis</i> |
| IN OUT
NA | C. Raw or partially cooked animal food and raw seed sprouts not served |
| IN OUT
NA | D. Foods not re-served under certain conditions |

Chemical

- | | |
|--------------|---|
| IN OUT
NA | 27. Food Additives: approved and properly used |
|--------------|---|

28. Toxic substances properly identified, stored, and used

- | | |
|--------------|--|
| IN OUT | A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used |
| IN OUT
NA | B. Poisonous or toxic materials held for retail sale properly stored |

29. Conformance with Approved Procedures

Establishment #2

- | | |
|---------------|---|
| IN OUT | A. Reduced Oxygen Packaged (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan |
| NA | |
| IN OUT | B. Operating in accordance with approved variance and/or HACCP plan as required |
| NA | |
| IN OUT | C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the <i>Food Code</i> |
| NA | |

Score	Number of disagreements for Interventions/Risk Factors

Good Retail Practices (GRPs)

Safe Food and Water

- | | |
|--------------|--|
| IN OUT
NA | 30. Pasteurized eggs used where required |
| IN OUT | 31. Water and ice from approved source |
| IN OUT
NA | 32. Variance obtained for specialized processing methods |

Food Temperature Control

- | | |
|-----------------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT
NA NO | 34. Plant food properly cooked for hot holding |
| IN OUT
NA NO | 35. Approved thawing methods used |
| IN OUT | 36. Thermometers provided and accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|---|
| IN OUT | 38. Insects, rodents, and animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage, and display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths; properly used and stored |
| IN OUT | 42. Washing fruits and vegetables |

Proper Use of Utensils

- | | |
|--------|---|
| IN OUT | 43. In-use utensils: properly stored |
| IN OUT | 44. Utensils, equipment and linens: properly stored, dried, and handled |
| IN OUT | 45. Single-use/single-service articles: properly stored and used |

IN OUT 46. **Slash-resistant and cloth gloves used properly**

Utensils, Equipment and Vending

IN OUT 47. **Food and Non-Food Contact surfaces cleanable, properly designed, constructed, and used**

IN OUT 48. **Ware washing facilities: installed, maintained, and used; test strips**

IN OUT 49. **Non-Food Contact surfaces cleaned**

Physical Facilities

IN OUT 50. **Hot and cold water available; adequate pressure**

IN OUT 51. **Plumbing installed: proper backflow devices**

IN OUT 52. **Sewage and wastewater properly disposed**

IN OUT 53. **Toilet facilities: properly constructed, supplied, and cleaned**

IN OUT 54. **Garbage and refuse properly disposed; facilities maintained**

IN OUT 55. **Physical facilities installed, maintained, and cleaned**

IN OUT 56. **Adequate ventilation and lighting; designated areas used**

Score **Number of disagreements for Good Retail Practices**

STANDARDIZATION INSPECTION REPORT 3

Establishment Name:		Type of Facility	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate Name:
Agency:	Standard's Name:		Person Completing Form: (circle one) Candidate OR Standard

Foodborne Illness Risk Factors

Food from Unsafe Sources
Improper Holding Temperatures
Poor Personal Hygiene
Inadequate Cooking Temperatures
Contaminated Equipment/ Cross- Contamination

Food Code Interventions

Demonstration of Knowledge
Hands as a Vehicle of Contamination
Employee Health
Time/Temperature Relationships
Consumer Advisory

Is the Manager Certified?

Is a HACCP Plan Required?

Does the facility have a HACCP Plan?

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN Item found in compliance.

OUT Item found out of compliance.

NO Not observed.

NA Not applicable

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.

ABBREVIATIONS

"CCP" means Critical Control Point

"CL" means Critical Limit

"GRP" means Good Retail Practice

"HACCP" means Hazard Analysis and Critical Control Point

"HSP" means Highly Susceptible Population

"ICSSL" means Interstate Certified Shellfish Shippers List

"TCS Food" means Time/Temperature Control for Safety Food

"RTE" means Ready-to-Eat

[Notes](#)

Establishment #3

Notes Continued

Temperature Recording Tables

Cooking

Hot holding

Establishment #3

Cooling

Cold Holding

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

1. **Person in charge present, demonstrates knowledge, and performs duties**

IN OUT A. Assignment – PIC
NA

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT 2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

Employee Health

IN OUT 3. **Management, food employee and conditional employee; Knowledge, responsibilities, and reporting**

IN OUT 4. **Proper use of restriction and exclusion and reporting**

IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

IN OUT 6. **Proper eating, tasting, drinking or tobacco product use**
NO

IN OUT 7. **No discharge from eyes, nose, and mouth**
NO

Preventing Contamination by Hands

IN OUT 8. **Hands clean and properly washed.**
NO

IN OUT 9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed.**
NA NO

10. **Adequate handwashing sinks properly supplied and accessible**

IN OUT A. Adequate handwashing sinks conveniently located and accessible for employees.

Establishment #3

- IN OUT** B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage.

Approved Sources

11. Food Obtained from sources that comply with LAW

- IN OUT** A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice
- IN OUT** B. All fish commercially caught/raised or approved by the Regulatory Authority/all Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold
- IN OUT** C. Game animals and wild mushrooms approved by the regulatory authority
- NA NO**
- IN OUT** 12. Food received at proper temperature
- NA NO**
- IN OUT** 13. Food in good condition, safe, and unadulterated
- IN OUT** 14. Required records available: molluscan shellfish identification, parasite destruction
- NA NO** A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption
- IN OUT** B. Molluscan shellfish documentation maintained for 90 days in chronological order
- NA NO**

Protection from Contamination

15. Food separated and protected

- IN OUT** A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food
- NA NO**
- IN OUT** B. Raw animal foods separated from each other during storage, preparation, holding, and display
- NA NO**
- IN OUT** C. Food protected from environmental contamination
- IN OUT** 16. Food-contact surfaces: cleaned and sanitized
- NA**
- IN OUT** 17. Proper Disposition of returned, previously served, reconditioned, and unsafe food.
- IN OUT** A. After being served or sold to a consumer, food is not reserved

IN OUT B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time and temperature

- IN OUT** A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds
- IN OUT** **NA NO** B. Commminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and commminuted meat on a child's menu cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
- IN OUT** **NA NO** C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart
- IN OUT** **NA NO** D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
- IN OUT** **NA NO** E. Poultry; baluts, stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)
- IN OUT** **NA NO** F. Wild game meats cooked to 74°C (165°F) for < 1 second
- IN OUT** **NA NO** G. Whole muscle, intact beef steaks cooked to a surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces.
- IN OUT** **NA NO** H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.
- IN OUT** **NA NO** I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
- IN OUT** **NA NO** J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food
- IN OUT** **NA NO** K. Manufacturer cooking instructions are followed when a commercially packaged food bears manufacturer's cooking instructions and disclosure (information) is provided by the manufacturer that the food has not been processed to control a known hazard

Time/Temperature Control for Safety (TCS Food)

19. Proper reheating procedures for hot holding

- | | |
|--------|--|
| IN OUT | A. TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) or above for 15 seconds for hot holding. |
| NA NO | |
| IN OUT | B. Food reheated to 74°C (165°F) or above in microwave for hot holding |
| NA NO | |
| IN OUT | C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding |
| NA NO | |
| IN OUT | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| NA NO | |

20. Proper cooling time and temperatures

- | | |
|--------|---|
| IN OUT | A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | B. TCS food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | C. Foods (milk/molluscan shellfish) received at a temperature according to LAW cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less |
| NA NO | |

21. Proper hot holding temperatures

- | | |
|--------|--|
| IN OUT | A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control |
| NA NO | |
| IN OUT | B. Whole meat roasts held at a temperature of 54°C (130°F) or above |
| NA NO | |

22. Proper cold holding temperatures

- | | |
|--------|---|
| IN OUT | A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking or cooling, or when time is used as a public health control |
| NA | |
| IN OUT | B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less |
| NA NO | |

23. Proper date marking and disposition

Establishment #3

- | | |
|-----------------|---|
| IN OUT
NA NO | A. Date marking for RTE, TCS food prepared on site or opened commercial container held for more than 24 hours |
| IN OUT
NA NO | B. Discarding RTE, TCS food prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≥ 7 days |
| IN OUT
NA NO | 24. Time as a public health control; procedures and records |

Consumer Advisory

- | | |
|--------------|--|
| IN OUT
NA | 25. Consumer advisory provided for raw and undercooked animal foods |
|--------------|--|

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

- | | |
|--------------|--|
| IN OUT
NA | A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served |
| IN OUT
NA | B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling <i>Salmonella Enteritidis</i> |
| IN OUT
NA | C. Raw or partially cooked animal food and raw seed sprouts not served |
| IN OUT
NA | D. Foods not re-served under certain conditions |

Chemical

- | | |
|--------------|---|
| IN OUT
NA | 27. Food Additives: approved and properly used |
|--------------|---|

28. Toxic substances properly identified, stored, and used

- | | |
|--------------|--|
| IN OUT
NA | A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used |
| IN OUT
NA | B. Poisonous or toxic materials held for retail sale properly stored |

29. Conformance with Approved Procedures

Establishment #3

- | | |
|---------------|---|
| IN OUT | A. Reduced Oxygen Packaged (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan |
| IN OUT | B. Operating in accordance with approved variance and/or HACCP plan as required |
| IN OUT | C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the <i>Food Code</i> |
| NA | |

Score	Number of disagreements for Interventions/Risk Factors

Good Retail Practices (GRPs)

Safe Food and Water

- | | |
|--------------|--|
| IN OUT
NA | 30. Pasteurized eggs used where required |
| IN OUT | 31. Water and ice from approved source |
| IN OUT
NA | 32. Variance obtained for specialized processing methods |

Food Temperature Control

- | | |
|-----------------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT
NA NO | 34. Plant food properly cooked for hot holding |
| IN OUT
NA NO | 35. Approved thawing methods used |
| IN OUT | 36. Thermometers provided and accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|---|
| IN OUT | 38. Insects, rodents, and animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage, and display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths; properly used and stored |
| IN OUT | 42. Washing fruits and vegetables |

Proper Use of Utensils

- | | |
|--------|---|
| IN OUT | 43. In-use utensils: properly stored |
| IN OUT | 44. Utensils, equipment and linens: properly stored, dried, and handled |
| IN OUT | 45. Single-use/single-service articles: properly stored and used |

IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

IN OUT 47. Food and Non-Food Contact surfaces cleanable, properly designed, constructed, and used

IN OUT 48. Ware washing facilities: installed, maintained, and used; test strips

IN OUT 49. Non-Food Contact surfaces cleaned

Physical Facilities

IN OUT 50. Hot and cold water available; adequate pressure

IN OUT 51. Plumbing installed: proper backflow devices

IN OUT 52. Sewage and wastewater properly disposed

IN OUT 53. Toilet facilities: properly constructed, supplied, and cleaned

IN OUT 54. Garbage and refuse properly disposed; facilities maintained

IN OUT 55. Physical facilities installed, maintained, and cleaned

IN OUT 56. Adequate ventilation and lighting; designated areas used

Score Number of disagreements for Good Retail Practices

STANDARDIZATION INSPECTION REPORT 4

Establishment Name:		Type of Facility	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate Name:
Agency:	Standard's Name:		Person Completing Form: (circle one) Candidate OR Standard

Foodborne Illness Risk Factors

Food from Unsafe Sources
Improper Holding Temperatures
Poor Personal Hygiene
Inadequate Cooking Temperatures
Contaminated Equipment/ Cross- Contamination

Food Code Interventions

Demonstration of Knowledge
Hands as a Vehicle of Contamination
Employee Health
Time/Temperature Relationships
Consumer Advisory

Is the Manager Certified?**Is a HACCP Plan Required?****Does the facility have a HACCP Plan?**

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN Item found in compliance.

OUT Item found out of compliance.

NO Not observed.

NA Not applicable

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.

ABBREVIATIONS

"CCP" means Critical Control Point

"CL" means Critical Limit

"GRP" means Good Retail Practice

"HACCP" means Hazard Analysis and Critical Control Point

"HSP" means Highly Susceptible Population

"ICSSL" means Interstate Certified Shellfish Shippers List

"TCS Food" means Time/Temperature Control for Safety Food

"RTE" means Ready-to-Eat

Establishment #4

Notes

Establishment #4

Notes Continued

Temperature Recording Tables

Cooking

Hot holding

Establishment #4

Cooling

Cold Holding

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

1. **Person in charge present, demonstrates knowledge, and performs duties**
 - IN OUT A. Assignment – PIC
 - NA
 - IN OUT B. Demonstration
 - IN OUT C. Duties of PIC
 - IN OUT 2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**
 - NA

Employee Health

- IN OUT 3. **Management, food employee and conditional employee; Knowledge, responsibilities, and reporting**
- IN OUT 4. **Proper use of restriction and exclusion and reporting**
- IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

- IN OUT 6. **Proper eating, tasting, drinking or tobacco product use**
- NO
- IN OUT 7. **No discharge from eyes, nose, and mouth**
- NO

Preventing Contamination by Hands

- IN OUT 8. **Hands clean and properly washed.**
- NO
- IN OUT 9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed.**
- NA NO
- 10. **Adequate handwashing sinks properly supplied and accessible**
- IN OUT A. Adequate handwashing sinks conveniently located and accessible for employees.

Establishment #4

IN OUT B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage.

Approved Sources

11. Food Obtained from sources that comply with LAW

IN OUT A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT B. All fish commercially caught/raised or approved by the Regulatory Authority/all Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT C. Game animals and wild mushrooms approved by the regulatory authority
NA NO

IN OUT 12. Food received at proper temperature
NA NO

IN OUT 13. Food in good condition, safe, and unadulterated

14. Required records available: molluscan shellfish identification, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT B. Molluscan shellfish documentation maintained for 90 days in chronological order
NA NO

Protection from Contamination

15. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food
NA NO

IN OUT B. Raw animal foods separated from each other during storage, preparation, holding, and display
NA NO

IN OUT C. Food protected from environmental contamination

IN OUT 16. Food-contact surfaces: cleaned and sanitized
NA

17. Proper Disposition of returned, previously served, reconditioned, and unsafe food.

IN OUT A. After being served or sold to a consumer, food is not reserved

IN OUT B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time and temperature

IN OUT NA NO	A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	B. Commинuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and commинuted meat on a child's menu cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart
IN OUT NA NO	D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	E. Poultry; baluts, stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)
IN OUT NA NO	F. Wild game meats cooked to 74°C (165°F) for < 1 second
IN OUT NA NO	G. Whole muscle, intact beef steaks cooked to a surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces.
IN OUT NA NO	H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.
IN OUT NA NO	I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food
IN OUT NA NO	K. Manufacturer cooking instructions are followed when a commercially packaged food bears manufacturer's cooking instructions and disclosure (information) is provided by the manufacturer that the food has not been processed to control a known hazard

Time/Temperature Control for Safety (TCS Food)

19. Proper reheating procedures for hot holding

- | | |
|---------------|--|
| IN OUT | A. TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) or above for 15 seconds for hot holding. |
| NA NO | |
| IN OUT | B. Food reheated to 74°C (165°F) or above in microwave for hot holding |
| NA NO | |
| IN OUT | C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding |
| NA NO | |
| IN OUT | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| NA NO | |

20. Proper cooling time and temperatures

- | | |
|---------------|---|
| IN OUT | A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | B. TCS food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | C. Foods (milk/molluscan shellfish) received at a temperature according to LAW cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less |
| NA NO | |

21. Proper hot holding temperatures

- | | |
|---------------|--|
| IN OUT | A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control |
| NA NO | |
| IN OUT | B. Whole meat roasts held at a temperature of 54°C (130°F) or above |
| NA NO | |

22. Proper cold holding temperatures

- | | |
|---------------|---|
| IN OUT | A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking or cooling, or when time is used as a public health control |
| NA | |
| IN OUT | B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less |
| NA NO | |

23. Proper date marking and disposition

Establishment #4

- | | |
|-----------------|---|
| IN OUT
NA NO | A. Date marking for RTE, TCS food prepared on site or opened commercial container held for more than 24 hours |
| IN OUT
NA NO | B. Discarding RTE, TCS food prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≥ 7 days |
| IN OUT
NA NO | 24. Time as a public health control; procedures and records |

Consumer Advisory

- | | |
|--------------|--|
| IN OUT
NA | 25. Consumer advisory provided for raw and undercooked animal foods |
|--------------|--|

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

- | | |
|--------------|--|
| IN OUT
NA | A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served |
| IN OUT
NA | B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling <i>Salmonella Enteritidis</i> |
| IN OUT
NA | C. Raw or partially cooked animal food and raw seed sprouts not served |
| IN OUT
NA | D. Foods not re-served under certain conditions |

Chemical

- | | |
|--------------|---|
| IN OUT
NA | 27. Food Additives: approved and properly used |
|--------------|---|

28. Toxic substances properly identified, stored, and used

- | | |
|--------------|--|
| IN OUT | A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used |
| IN OUT
NA | B. Poisonous or toxic materials held for retail sale properly stored |

29. Conformance with Approved Procedures

Establishment #4

- | | |
|---------------|---|
| IN OUT | A. Reduced Oxygen Packaged (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan |
| NA | |
| IN OUT | B. Operating in accordance with approved variance and/or HACCP plan as required |
| NA | |
| IN OUT | C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the <i>Food Code</i> |
| NA | |

Score	Number of disagreements for Interventions/Risk Factors
--------------	---

Good Retail Practices (GRPs)

Safe Food and Water

- | | |
|--------|--|
| IN OUT | 30. Pasteurized eggs used where required |
| NA | |
| IN OUT | 31. Water and ice from approved source |
| IN OUT | 32. Variance obtained for specialized processing methods |
| NA | |

Food Temperature Control

- | | |
|--------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT | 34. Plant food properly cooked for hot holding |
| NA NO | |
| IN OUT | 35. Approved thawing methods used |
| NA NO | |
| IN OUT | 36. Thermometers provided and accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|---|
| IN OUT | 38. Insects, rodents, and animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage, and display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths; properly used and stored |
| IN OUT | 42. Washing fruits and vegetables |

Proper Use of Utensils

- | | |
|--------|---|
| IN OUT | 43. In-use utensils: properly stored |
| IN OUT | 44. Utensils, equipment and linens: properly stored, dried, and handled |
| IN OUT | 45. Single-use/single-service articles: properly stored and used |

IN OUT 46. **Slash-resistant and cloth gloves used properly**

Utensils, Equipment and Vending

IN OUT 47. **Food and Non-Food Contact surfaces cleanable, properly designed, constructed, and used**

IN OUT 48. **Ware washing facilities: installed, maintained, and used; test strips**

IN OUT 49. **Non-Food Contact surfaces cleaned**

Physical Facilities

IN OUT 50. **Hot and cold water available; adequate pressure**

IN OUT 51. **Plumbing installed: proper backflow devices**

IN OUT 52. **Sewage and wastewater properly disposed**

IN OUT 53. **Toilet facilities: properly constructed, supplied, and cleaned**

IN OUT 54. **Garbage and refuse properly disposed; facilities maintained**

IN OUT 55. **Physical facilities installed, maintained, and cleaned**

IN OUT 56. **Adequate ventilation and lighting; designated areas used**

Score **Number of disagreements for Good Retail Practices**

STANDARDIZATION INSPECTION REPORT 5

Establishment Name:		Type of Facility	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate Name:
Agency:	Standard's Name:		Person Completing Form: (circle one) Candidate OR Standard

Foodborne Illness Risk Factors

Food from Unsafe Sources
Improper Holding Temperatures
Poor Personal Hygiene
Inadequate Cooking Temperatures
Contaminated Equipment/ Cross- Contamination

Food Code Interventions

Demonstration of Knowledge
Hands as a Vehicle of Contamination
Employee Health
Time/Temperature Relationships
Consumer Advisory

Is the Manager Certified?**Is a HACCP Plan Required?****Does the facility have a HACCP Plan?**

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN Item found in compliance.

OUT Item found out of compliance.

NO Not observed.

NA Not applicable

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.

ABBREVIATIONS

"CCP" means Critical Control Point

"CL" means Critical Limit

"GRP" means Good Retail Practice

"HACCP" means Hazard Analysis and Critical Control Point

"HSP" means Highly Susceptible Population

"ICSSL" means Interstate Certified Shellfish Shippers List

"TCS Food" means Time/Temperature Control for Safety Food

"RTE" means Ready-to-Eat

[**Notes**](#)

Establishment #5

Notes Continued

Temperature Recording Tables

Cooking

Hot holding

Establishment #5

Cooling

Cold Holding

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

- 1. Person in charge present, demonstrates knowledge, and performs duties**

IN OUT NA

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT NA 2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager

Employee Health

IN OUT 3. Management, food employee and conditional employee; Knowledge, responsibilities, and reporting

4. Proper use of restriction and exclusion and reporting

5. Clean-up of Vomiting and Diarrheal Events

Good Hygienic Practices

IN OUT 7. No discharge from eyes, nose, and mouth
NO

Preventing Contamination by Hands

IN OUT NO 8. Hands clean and properly washed.

IN OUT 9. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed.

NA NO

10. Adequate handwashing sinks properly supplied and accessible

IN OUT A. Adequate handwashing sinks conveniently located and accessible for employees

Establishment #5

IN OUT B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage.

Approved Sources

11. Food Obtained from sources that comply with LAW

IN OUT A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT B. All fish commercially caught/raised or approved by the Regulatory Authority/all Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT C. Game animals and wild mushrooms approved by the regulatory authority
NA NO

IN OUT 12. Food received at proper temperature
NA NO

IN OUT 13. Food in good condition, safe, and unadulterated

14. Required records available: molluscan shellfish identification, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT B. Molluscan shellfish documentation maintained for 90 days in chronological order
NA NO

Protection from Contamination

15. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food
NA NO

IN OUT B. Raw animal foods separated from each other during storage, preparation, holding, and display
NA NO

IN OUT C. Food protected from environmental contamination

IN OUT 16. Food-contact surfaces: cleaned and sanitized
NA

17. Proper Disposition of returned, previously served, reconditioned, and unsafe food.

IN OUT A. After being served or sold to a consumer, food is not reserved

IN OUT B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time and temperature

IN OUT NA NO	A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	B. Commинuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and commинuted meat on a child's menu cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart
IN OUT NA NO	D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	E. Poultry; baluts, stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)
IN OUT NA NO	F. Wild game meats cooked to 74°C (165°F) for < 1 second
IN OUT NA NO	G. Whole muscle, intact beef steaks cooked to a surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces.
IN OUT NA NO	H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.
IN OUT NA NO	I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food
IN OUT NA NO	K. Manufacturer cooking instructions are followed when a commercially packaged food bears manufacturer's cooking instructions and disclosure (information) is provided by the manufacturer that the food has not been processed to control a known hazard

Time/Temperature Control for Safety (TCS Food)

19. Proper reheating procedures for hot holding

- | | |
|--------|--|
| IN OUT | A. TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) or above for 15 seconds for hot holding. |
| NA NO | |
| IN OUT | B. Food reheated to 74°C (165°F) or above in microwave for hot holding |
| NA NO | |
| IN OUT | C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding |
| NA NO | |
| IN OUT | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| NA NO | |

20. Proper cooling time and temperatures

- | | |
|--------|---|
| IN OUT | A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | B. TCS food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | C. Foods (milk/molluscan shellfish) received at a temperature according to LAW cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less |
| NA NO | |

21. Proper hot holding temperatures

- | | |
|--------|--|
| IN OUT | A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control |
| NA NO | |
| IN OUT | B. Whole meat roasts held at a temperature of 54°C (130°F) or above |
| NA NO | |

22. Proper cold holding temperatures

- | | |
|--------|---|
| IN OUT | A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking or cooling, or when time is used as a public health control |
| NA | |
| IN OUT | B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less |
| NA NO | |

23. Proper date marking and disposition

Establishment #5

- | | |
|-----------------|---|
| IN OUT
NA NO | A. Date marking for RTE, TCS food prepared on site or opened commercial container held for more than 24 hours |
| IN OUT
NA NO | B. Discarding RTE, TCS food prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≥ 7 days |
| IN OUT
NA NO | 24. Time as a public health control; procedures and records |

Consumer Advisory

- | | |
|--------------|--|
| IN OUT
NA | 25. Consumer advisory provided for raw and undercooked animal foods |
|--------------|--|

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

- | | |
|--------------|--|
| IN OUT
NA | A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served |
| IN OUT
NA | B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling <i>Salmonella Enteritidis</i> |
| IN OUT
NA | C. Raw or partially cooked animal food and raw seed sprouts not served |
| IN OUT
NA | D. Foods not re-served under certain conditions |

Chemical

- | | |
|--------------|---|
| IN OUT
NA | 27. Food Additives: approved and properly used |
|--------------|---|

28. Toxic substances properly identified, stored, and used

- | | |
|--------------|--|
| IN OUT | A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used |
| IN OUT
NA | B. Poisonous or toxic materials held for retail sale properly stored |

29. Conformance with Approved Procedures

Establishment #5

- | | |
|---------------|---|
| IN OUT | A. Reduced Oxygen Packaged (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan |
| NA | |
| IN OUT | B. Operating in accordance with approved variance and/or HACCP plan as required |
| NA | |
| IN OUT | C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the <i>Food Code</i> |
| NA | |

Score	Number of disagreements for Interventions/Risk Factors
--------------	---

Good Retail Practices (GRPs)

Safe Food and Water

- | | |
|--------|--|
| IN OUT | 30. Pasteurized eggs used where required |
| NA | |
| IN OUT | 31. Water and ice from approved source |
| IN OUT | 32. Variance obtained for specialized processing methods |
| NA | |

Food Temperature Control

- | | |
|--------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT | 34. Plant food properly cooked for hot holding |
| NA NO | |
| IN OUT | 35. Approved thawing methods used |
| NA NO | |
| IN OUT | 36. Thermometers provided and accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|---|
| IN OUT | 38. Insects, rodents, and animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage, and display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths; properly used and stored |
| IN OUT | 42. Washing fruits and vegetables |

Proper Use of Utensils

- | | |
|--------|---|
| IN OUT | 43. In-use utensils: properly stored |
| IN OUT | 44. Utensils, equipment and linens: properly stored, dried, and handled |
| IN OUT | 45. Single-use/single-service articles: properly stored and used |

IN OUT **46. Slash-resistant and cloth gloves used properly**

Utensils, Equipment and Vending

IN OUT **47. Food and Non-Food Contact surfaces cleanable, properly designed, constructed, and used**

IN OUT **48. Ware washing facilities: installed, maintained, and used; test strips**

IN OUT **49. Non-Food Contact surfaces cleaned**

Physical Facilities

IN OUT **50. Hot and cold water available; adequate pressure**

IN OUT **51. Plumbing installed: proper backflow devices**

IN OUT **52. Sewage and wastewater properly disposed**

IN OUT **53. Toilet facilities: properly constructed, supplied, and cleaned**

IN OUT **54. Garbage and refuse properly disposed; facilities maintained**

IN OUT **55. Physical facilities installed, maintained, and cleaned**

IN OUT **56. Adequate ventilation and lighting; designated areas used**

Score **Number of disagreements for Good Retail Practices**

STANDARDIZATION INSPECTION REPORT 6

Establishment Name:		Type of Facility	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate Name:
Agency:	Standard's Name:		Person Completing Form: (circle one) Candidate OR Standard

Foodborne Illness Risk Factors

Food from Unsafe Sources
Improper Holding Temperatures
Poor Personal Hygiene
Inadequate Cooking Temperatures
Contaminated Equipment/ Cross- Contamination

Food Code Interventions

Demonstration of Knowledge
Hands as a Vehicle of Contamination
Employee Health
Time/Temperature Relationships
Consumer Advisory

Is the Manager Certified?
Is a HACCP Plan Required?
Does the facility have a HACCP Plan?

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN Item found in compliance.

OUT Item found out of compliance.

NO Not observed.

NA Not applicable

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.

ABBREVIATIONS

"CCP" means Critical Control Point

"CL" means Critical Limit

"GRP" means Good Retail Practice

"HACCP" means Hazard Analysis and Critical Control Point

"HSP" means Highly Susceptible Population

"ICSSL" means Interstate Certified Shellfish Shippers List

"TCS Food" means Time/Temperature Control for Safety Food

"RTE" means Ready-to-Eat

[**Notes**](#)

Establishment #6

Notes Continued

Temperature Recording Tables

Cooking

Item	Time	Temp.	Location

Hot holding

Item	Time	Temp.	Location

Establishment #6

Cooling

Cold Holding

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

1. **Person in charge present, demonstrates knowledge, and performs duties**
 - IN OUT A. Assignment – PIC
 - NA
 - IN OUT B. Demonstration
 - IN OUT C. Duties of PIC
2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

Employee Health

- IN OUT 3. **Management, food employee and conditional employee; Knowledge, responsibilities, and reporting**
- IN OUT 4. **Proper use of restriction and exclusion and reporting**
- IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

- IN OUT 6. **Proper eating, tasting, drinking or tobacco product use**
- NO
- IN OUT 7. **No discharge from eyes, nose, and mouth**

Preventing Contamination by Hands

- IN OUT 8. **Hands clean and properly washed.**
- NO
- IN OUT 9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed.**
- NA NO
- 10. **Adequate handwashing sinks properly supplied and accessible**
- IN OUT A. Adequate handwashing sinks conveniently located and accessible for employees.

IN OUT B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage.

Approved Sources

11. Food Obtained from sources that comply with LAW

IN OUT A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT B. All fish commercially caught/raised or approved by the Regulatory Authority/all Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT C. Game animals and wild mushrooms approved by the regulatory authority
NA NO

IN OUT **12. Food received at proper temperature**
NA NO

IN OUT **13. Food in good condition, safe, and unadulterated**

14. Required records available: molluscan shellfish identification, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT B. Molluscan shellfish documentation maintained for 90 days in chronological order
NA NO

Protection from Contamination

15. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation, holding, and display
NA NO

IN OUT C. Food protected from environmental contamination

IN OUT **16. Food-contact surfaces: cleaned and sanitized**
NA

17. Proper Disposition of returned, previously served, reconditioned, and unsafe food.

IN OUT A. After being served or sold to a consumer, food is not reserved

IN OUT B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time and temperature

IN OUT NA NO	A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	B. Commинuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and commинuted meat on a child's menu cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart
IN OUT NA NO	D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	E. Poultry; baluts, stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)
IN OUT NA NO	F. Wild game meats cooked to 74°C (165°F) for < 1 second
IN OUT NA NO	G. Whole muscle, intact beef steaks cooked to a surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces.
IN OUT NA NO	H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.
IN OUT NA NO	I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food
IN OUT NA NO	K. Manufacturer cooking instructions are followed when a commercially packaged food bears manufacturer's cooking instructions and disclosure (information) is provided by the manufacturer that the food has not been processed to control a known hazard

Time/Temperature Control for Safety (TCS Food)

19. Proper reheating procedures for hot holding

- | | |
|---------------|--|
| IN OUT | A. TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) or above for 15 seconds for hot holding. |
| NA NO | |
| IN OUT | B. Food reheated to 74°C (165°F) or above in microwave for hot holding |
| NA NO | |
| IN OUT | C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding |
| NA NO | |
| IN OUT | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| NA NO | |

20. Proper cooling time and temperatures

- | | |
|---------------|---|
| IN OUT | A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | B. TCS food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | C. Foods (milk/molluscan shellfish) received at a temperature according to LAW cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less |
| NA NO | |

21. Proper hot holding temperatures

- | | |
|---------------|--|
| IN OUT | A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control |
| NA NO | |
| IN OUT | B. Whole meat roasts held at a temperature of 54°C (130°F) or above |
| NA NO | |

22. Proper cold holding temperatures

- | | |
|---------------|---|
| IN OUT | A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking or cooling, or when time is used as a public health control |
| NA | |
| IN OUT | B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less |
| NA NO | |

23. Proper date marking and disposition

Establishment #6

- | | |
|-----------------|---|
| IN OUT
NA NO | A. Date marking for RTE, TCS food prepared on site or opened commercial container held for more than 24 hours |
| IN OUT
NA NO | B. Discarding RTE, TCS food prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≥ 7 days |
| IN OUT
NA NO | 24. Time as a public health control; procedures and records |

Consumer Advisory

- | | |
|--------------|--|
| IN OUT
NA | 25. Consumer advisory provided for raw and undercooked animal foods |
|--------------|--|

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

- | | |
|--------------|--|
| IN OUT
NA | A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served |
| IN OUT
NA | B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling <i>Salmonella Enteritidis</i> |
| IN OUT
NA | C. Raw or partially cooked animal food and raw seed sprouts not served |
| IN OUT
NA | D. Foods not re-served under certain conditions |

Chemical

- | | |
|--------------|---|
| IN OUT
NA | 27. Food Additives: approved and properly used |
|--------------|---|

28. Toxic substances properly identified, stored, and used

- | | |
|--------------|--|
| IN OUT | A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used |
| IN OUT
NA | B. Poisonous or toxic materials held for retail sale properly stored |

29. Conformance with Approved Procedures

Establishment #6

- | | |
|---------------|---|
| IN OUT | A. Reduced Oxygen Packaged (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan |
| NA | |
| IN OUT | B. Operating in accordance with approved variance and/or HACCP plan as required |
| NA | |
| IN OUT | C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the <i>Food Code</i> |
| NA | |

Score	Number of disagreements for Interventions/Risk Factors
--------------	---

Good Retail Practices (GRPs)

Safe Food and Water

- | | |
|--------|--|
| IN OUT | 30. Pasteurized eggs used where required |
| NA | |
| IN OUT | 31. Water and ice from approved source |
| IN OUT | 32. Variance obtained for specialized processing methods |
| NA | |

Food Temperature Control

- | | |
|--------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT | 34. Plant food properly cooked for hot holding |
| NA NO | |
| IN OUT | 35. Approved thawing methods used |
| NA NO | |
| IN OUT | 36. Thermometers provided and accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|---|
| IN OUT | 38. Insects, rodents, and animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage, and display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths; properly used and stored |
| IN OUT | 42. Washing fruits and vegetables |

Proper Use of Utensils

- | | |
|--------|---|
| IN OUT | 43. In-use utensils: properly stored |
| IN OUT | 44. Utensils, equipment and linens: properly stored, dried, and handled |
| IN OUT | 45. Single-use/single-service articles: properly stored and used |

IN OUT **46. Slash-resistant and cloth gloves used properly**

Utensils, Equipment and Vending

IN OUT **47. Food and Non-Food Contact surfaces cleanable, properly designed, constructed, and used**

IN OUT **48. Ware washing facilities: installed, maintained, and used; test strips**

IN OUT **49. Non-Food Contact surfaces cleaned**

Physical Facilities

IN OUT **50. Hot and cold water available; adequate pressure**

IN OUT **51. Plumbing installed: proper backflow devices**

IN OUT **52. Sewage and wastewater properly disposed**

IN OUT **53. Toilet facilities: properly constructed, supplied, and cleaned**

IN OUT **54. Garbage and refuse properly disposed; facilities maintained**

IN OUT **55. Physical facilities installed, maintained, and cleaned**

IN OUT **56. Adequate ventilation and lighting; designated areas used**

Score **Number of disagreements for Good Retail Practices**

STANDARDIZATION INSPECTION REPORT 7

Establishment Name:		Type of Facility	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate Name:
Agency:	Standard's Name:		Person Completing Form: (circle one) Candidate OR Standard

Foodborne Illness Risk Factors

Food from Unsafe Sources
Improper Holding Temperatures
Poor Personal Hygiene
Inadequate Cooking Temperatures
Contaminated Equipment/ Cross- Contamination

Food Code Interventions

Demonstration of Knowledge
Hands as a Vehicle of Contamination
Employee Health
Time/Temperature Relationships
Consumer Advisory

Is the Manager Certified?

Is a HACCP Plan Required?

Does the facility have a HACCP Plan?

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN Item found in compliance.

OUT Item found out of compliance.

NO Not observed.

NA Not applicable

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.

ABBREVIATIONS

"CCP" means Critical Control Point

"CL" means Critical Limit

"GRP" means Good Retail Practice

"HACCP" means Hazard Analysis and Critical Control Point

"HSP" means Highly Susceptible Population

"ICSSL" means Interstate Certified Shellfish Shippers List

"TCS Food" means Time/Temperature Control for Safety Food

"RTE" means Ready-to-Eat

[**Notes**](#)

Establishment #7

Notes Continued

Temperature Recording Tables

Cooking

Item	Time	Temp.	Location

Hot holding

Item	Time	Temp.	Location

Establishment #7

Cooling

Cold Holding

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

- 1. Person in charge present, demonstrates knowledge, and performs duties**

IN OUT NA

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT 2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager

Employee Health

IN OUT 3. Management, food employee and conditional employee; Knowledge, responsibilities, and reporting

IN OUT 4. Proper use of restriction and exclusion and reporting

IN OUT 5. Clean-up of Vomiting and Diarrheal Events

Good Hygienic Practices

IN OUT 7. No discharge from eyes, nose, and mouth
NO

Preventing Contamination by Hands

IN OUT 8. Hands clean and properly washed.
NO

IN OUT 9. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed.
NA NO

10. Adequate handwashing sinks properly supplied and accessible

IN OUT A. Adequate handwashing sinks conveniently located and accessible for employees.

Establishment #7

IN OUT B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage.

Approved Sources

11. Food Obtained from sources that comply with LAW

IN OUT A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT B. All fish commercially caught/raised or approved by the Regulatory Authority/all Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT C. Game animals and wild mushrooms approved by the regulatory authority
NA NO

IN OUT 12. Food received at proper temperature
NA NO

IN OUT 13. Food in good condition, safe, and unadulterated

14. Required records available: molluscan shellfish identification, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT B. Molluscan shellfish documentation maintained for 90 days in chronological order
NA NO

Protection from Contamination

15. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation, holding, and display
NA NO

IN OUT C. Food protected from environmental contamination

IN OUT 16. Food-contact surfaces: cleaned and sanitized
NA

17. Proper Disposition of returned, previously served, reconditioned, and unsafe food.

IN OUT A. After being served or sold to a consumer, food is not reserved

IN OUT B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time and temperature

IN OUT NA NO	A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	B. Commинuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and commинuted meat on a child's menu cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart
IN OUT NA NO	D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	E. Poultry; baluts, stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)
IN OUT NA NO	F. Wild game meats cooked to 74°C (165°F) for < 1 second
IN OUT NA NO	G. Whole muscle, intact beef steaks cooked to a surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces.
IN OUT NA NO	H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.
IN OUT NA NO	I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food
IN OUT NA NO	K. Manufacturer cooking instructions are followed when a commercially packaged food bears manufacturer's cooking instructions and disclosure (information) is provided by the manufacturer that the food has not been processed to control a known hazard

Time/Temperature Control for Safety (TCS Food)

19. Proper reheating procedures for hot holding

- | | |
|---------------|--|
| IN OUT | A. TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) or above for 15 seconds for hot holding. |
| NA NO | |
| IN OUT | B. Food reheated to 74°C (165°F) or above in microwave for hot holding |
| NA NO | |
| IN OUT | C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding |
| NA NO | |
| IN OUT | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| NA NO | |

20. Proper cooling time and temperatures

- | | |
|---------------|---|
| IN OUT | A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | B. TCS food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | C. Foods (milk/molluscan shellfish) received at a temperature according to LAW cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less |
| NA NO | |

21. Proper hot holding temperatures

- | | |
|---------------|--|
| IN OUT | A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control |
| NA NO | |
| IN OUT | B. Whole meat roasts held at a temperature of 54°C (130°F) or above |
| NA NO | |

22. Proper cold holding temperatures

- | | |
|---------------|---|
| IN OUT | A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking or cooling, or when time is used as a public health control |
| NA | |
| IN OUT | B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less |
| NA NO | |

23. Proper date marking and disposition

Establishment #7

- | | |
|-----------------|---|
| IN OUT
NA NO | A. Date marking for RTE, TCS food prepared on site or opened commercial container held for more than 24 hours |
| IN OUT
NA NO | B. Discarding RTE, TCS food prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≥ 7 days |
| IN OUT
NA NO | 24. Time as a public health control; procedures and records |

Consumer Advisory

- | | |
|--------------|--|
| IN OUT
NA | 25. Consumer advisory provided for raw and undercooked animal foods |
|--------------|--|

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

- | | |
|--------------|--|
| IN OUT
NA | A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served |
| IN OUT
NA | B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling <i>Salmonella Enteritidis</i> |
| IN OUT
NA | C. Raw or partially cooked animal food and raw seed sprouts not served |
| IN OUT
NA | D. Foods not re-served under certain conditions |

Chemical

- | | |
|--------------|---|
| IN OUT
NA | 27. Food Additives: approved and properly used |
|--------------|---|

28. Toxic substances properly identified, stored, and used

- | | |
|--------------|--|
| IN OUT | A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used |
| IN OUT
NA | B. Poisonous or toxic materials held for retail sale properly stored |

29. Conformance with Approved Procedures

Establishment #7

- | | |
|---------------|---|
| IN OUT | A. Reduced Oxygen Packaged (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan |
| NA | |
| IN OUT | B. Operating in accordance with approved variance and/or HACCP plan as required |
| NA | |
| IN OUT | C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the <i>Food Code</i> |
| NA | |

Score	Number of disagreements for Interventions/Risk Factors
--------------	---

Good Retail Practices (GRPs)

Safe Food and Water

- | | |
|--------|--|
| IN OUT | 30. Pasteurized eggs used where required |
| NA | |
| IN OUT | 31. Water and ice from approved source |
| IN OUT | 32. Variance obtained for specialized processing methods |
| NA | |

Food Temperature Control

- | | |
|--------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT | 34. Plant food properly cooked for hot holding |
| NA NO | |
| IN OUT | 35. Approved thawing methods used |
| NA NO | |
| IN OUT | 36. Thermometers provided and accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|---|
| IN OUT | 38. Insects, rodents, and animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage, and display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths; properly used and stored |
| IN OUT | 42. Washing fruits and vegetables |

Proper Use of Utensils

- | | |
|--------|---|
| IN OUT | 43. In-use utensils: properly stored |
| IN OUT | 44. Utensils, equipment and linens: properly stored, dried, and handled |
| IN OUT | 45. Single-use/single-service articles: properly stored and used |

IN OUT **46. Slash-resistant and cloth gloves used properly**

Utensils, Equipment and Vending

IN OUT **47. Food and Non-Food Contact surfaces cleanable, properly designed, constructed, and used**

IN OUT **48. Ware washing facilities: installed, maintained, and used; test strips**

IN OUT **49. Non-Food Contact surfaces cleaned**

Physical Facilities

IN OUT **50. Hot and cold water available; adequate pressure**

IN OUT **51. Plumbing installed: proper backflow devices**

IN OUT **52. Sewage and wastewater properly disposed**

IN OUT **53. Toilet facilities: properly constructed, supplied, and cleaned**

IN OUT **54. Garbage and refuse properly disposed; facilities maintained**

IN OUT **55. Physical facilities installed, maintained, and cleaned**

IN OUT **56. Adequate ventilation and lighting; designated areas used**

Score **Number of disagreements for Good Retail Practices**

STANDARDIZATION INSPECTION REPORT 8

Establishment Name:		Type of Facility	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate Name:
Agency:	Standard's Name:		Person Completing Form: (circle one) Candidate OR Standard

Foodborne Illness Risk Factors

Food from Unsafe Sources
Improper Holding Temperatures
Poor Personal Hygiene
Inadequate Cooking Temperatures
Contaminated Equipment/ Cross- Contamination

Food Code Interventions

Demonstration of Knowledge
Hands as a Vehicle of Contamination
Employee Health
Time/Temperature Relationships
Consumer Advisory

Is the Manager Certified?
Is a HACCP Plan Required?
Does the facility have a HACCP Plan?

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN Item found in compliance.

OUT Item found out of compliance.

NO Not observed.

NA Not applicable

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.

ABBREVIATIONS

"CCP" means Critical Control Point

"CL" means Critical Limit

"GRP" means Good Retail Practice

"HACCP" means Hazard Analysis and Critical Control Point

"HSP" means Highly Susceptible Population

"ICSSL" means Interstate Certified Shellfish Shippers List

"TCS Food" means Time/Temperature Control for Safety Food

"RTE" means Ready-to-Eat

[**Notes**](#)

Establishment #8

Notes Continued

Temperature Recording Tables

Cooking

Hot holding

Establishment #8

Cooling

Cold Holding

Foodborne Illness Risk Factors and Food Code Interventions

Supervision

1. **Person in charge present, demonstrates knowledge, and performs duties**
 - IN OUT A. Assignment – PIC
 - NA
 - IN OUT B. Demonstration
 - IN OUT C. Duties of PIC
2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

Employee Health

- IN OUT 3. **Management, food employee and conditional employee; Knowledge, responsibilities, and reporting**
- IN OUT 4. **Proper use of restriction and exclusion and reporting**
- IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

- IN OUT 6. **Proper eating, tasting, drinking or tobacco product use**
- NO
- IN OUT 7. **No discharge from eyes, nose, and mouth**

Preventing Contamination by Hands

- IN OUT 8. **Hands clean and properly washed.**
- NO
- IN OUT 9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed.**
- NA NO
- 10. **Adequate handwashing sinks properly supplied and accessible**
 - IN OUT A. Adequate handwashing sinks conveniently located and accessible for employees.

IN OUT B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage.

Approved Sources

11. Food Obtained from sources that comply with LAW

IN OUT A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT B. All fish commercially caught/raised or approved by the Regulatory Authority/all Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT C. Game animals and wild mushrooms approved by the regulatory authority
NA NO

IN OUT **12. Food received at proper temperature**
NA NO

IN OUT **13. Food in good condition, safe, and unadulterated**

14. Required records available: molluscan shellfish identification, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT B. Molluscan shellfish documentation maintained for 90 days in chronological order
NA NO

Protection from Contamination

15. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation, holding, and display
NA NO

IN OUT C. Food protected from environmental contamination

IN OUT **16. Food-contact surfaces: cleaned and sanitized**
NA

17. Proper Disposition of returned, previously served, reconditioned, and unsafe food.

IN OUT A. After being served or sold to a consumer, food is not reserved

IN OUT B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time and temperature

IN OUT NA NO	A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	B. Commинuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and commинuted meat on a child's menu cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart
IN OUT NA NO	D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code
IN OUT NA NO	E. Poultry; baluts, stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)
IN OUT NA NO	F. Wild game meats cooked to 74°C (165°F) for < 1 second
IN OUT NA NO	G. Whole muscle, intact beef steaks cooked to a surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces.
IN OUT NA NO	H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.
IN OUT NA NO	I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds
IN OUT NA NO	J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food
IN OUT NA NO	K. Manufacturer cooking instructions are followed when a commercially packaged food bears manufacturer's cooking instructions and disclosure (information) is provided by the manufacturer that the food has not been processed to control a known hazard

Time/Temperature Control for Safety (TCS Food)

19. Proper reheating procedures for hot holding

- | | |
|--------|--|
| IN OUT | A. TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) or above for 15 seconds for hot holding. |
| NA NO | |
| IN OUT | B. Food reheated to 74°C (165°F) or above in microwave for hot holding |
| NA NO | |
| IN OUT | C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding |
| NA NO | |
| IN OUT | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| NA NO | |

20. Proper cooling time and temperatures

- | | |
|--------|---|
| IN OUT | A. Cooked TCS food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | B. TCS food prepared from ambient temperature and/or pre-chilled ingredients cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | C. Foods (milk/molluscan shellfish) received at a temperature according to LAW cooled to 5°C (41°F) or below in 4 hours |
| NA NO | |
| IN OUT | D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F) or less |
| NA NO | |

21. Proper hot holding temperatures

- | | |
|--------|--|
| IN OUT | A. TCS food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control |
| NA NO | |
| IN OUT | B. Whole meat roasts held at a temperature of 54°C (130°F) or above |
| NA NO | |

22. Proper cold holding temperatures

- | | |
|--------|---|
| IN OUT | A. TCS food maintained at 5°C (41°F) or below, except during preparation, cooking or cooling, or when time is used as a public health control |
| NA | |
| IN OUT | B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature or less |
| NA NO | |

23. Proper date marking and disposition

Establishment #8

- | | |
|-----------------|---|
| IN OUT
NA NO | A. Date marking for RTE, TCS food prepared on site or opened commercial container held for more than 24 hours |
| IN OUT
NA NO | B. Discarding RTE, TCS food prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≥ 7 days |
| IN OUT
NA NO | 24. Time as a public health control; procedures and records |

Consumer Advisory

- | | |
|--------------|--|
| IN OUT
NA | 25. Consumer advisory provided for raw and undercooked animal foods |
|--------------|--|

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

- | | |
|--------------|--|
| IN OUT
NA | A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served |
| IN OUT
NA | B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling <i>Salmonella Enteritidis</i> |
| IN OUT
NA | C. Raw or partially cooked animal food and raw seed sprouts not served |
| IN OUT
NA | D. Foods not re-served under certain conditions |

Chemical

- | | |
|--------------|---|
| IN OUT
NA | 27. Food Additives: approved and properly used |
|--------------|---|

28. Toxic substances properly identified, stored, and used

- | | |
|--------------|--|
| IN OUT | A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used |
| IN OUT
NA | B. Poisonous or toxic materials held for retail sale properly stored |

29. Conformance with Approved Procedures

Establishment #8

- | | |
|---------------|---|
| IN OUT | A. Reduced Oxygen Packaged (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan |
| NA | |
| IN OUT | B. Operating in accordance with approved variance and/or HACCP plan as required |
| NA | |
| IN OUT | C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the <i>Food Code</i> |
| NA | |

Score	Number of disagreements for Interventions/Risk Factors
--------------	---

Good Retail Practices (GRPs)

Safe Food and Water

- | | |
|--------|--|
| IN OUT | 30. Pasteurized eggs used where required |
| NA | |
| IN OUT | 31. Water and ice from approved source |
| IN OUT | 32. Variance obtained for specialized processing methods |
| NA | |

Food Temperature Control

- | | |
|--------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT | 34. Plant food properly cooked for hot holding |
| NA NO | |
| IN OUT | 35. Approved thawing methods used |
| NA NO | |
| IN OUT | 36. Thermometers provided and accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|---|
| IN OUT | 38. Insects, rodents, and animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage, and display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths; properly used and stored |
| IN OUT | 42. Washing fruits and vegetables |

Proper Use of Utensils

- | | |
|--------|---|
| IN OUT | 43. In-use utensils: properly stored |
| IN OUT | 44. Utensils, equipment and linens: properly stored, dried, and handled |
| IN OUT | 45. Single-use/single-service articles: properly stored and used |

IN OUT **46. Slash-resistant and cloth gloves used properly**

Utensils, Equipment and Vending

IN OUT **47. Food and Non-Food Contact surfaces cleanable, properly designed, constructed, and used**

IN OUT **48. Ware washing facilities: installed, maintained, and used; test strips**

IN OUT **49. Non-Food Contact surfaces cleaned**

Physical Facilities

IN OUT **50. Hot and cold water available; adequate pressure**

IN OUT **51. Plumbing installed: proper backflow devices**

IN OUT **52. Sewage and wastewater properly disposed**

IN OUT **53. Toilet facilities: properly constructed, supplied, and cleaned**

IN OUT **54. Garbage and refuse properly disposed; facilities maintained**

IN OUT **55. Physical facilities installed, maintained, and cleaned**

IN OUT **56. Adequate ventilation and lighting; designated areas used**

Score **Number of disagreements for Good Retail Practices**

FLOW CHARTS AND SUMMARY

Flow Chart: Process 1

Establishment Name:
Location:
Date:
Candidate:
Food:

Description:

Ingredients	Preparation Steps

Flow Chart: Process 2

Establishment Name:
Location:
Date:
Candidate:
Food:
Description:

Ingredients	Preparation Steps

Flow Chart: Process 3

Establishment Name:
Location:
Date:
Candidate:
Food:
Description:

Ingredients	Preparation Steps

RISK CONTROL PLAN

Establishment Name:	Type of Facility:
Physical Address:	Person in Charge:
City, State, Zip:	County:
Inspection Date/Time In:	Inspection Date/Time Out:
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 Signature	Date
Regulatory Official Signature	Date

Risk Control Plan Example

Establishment Name: Hometown Chili	Type of Facility: Full Service
Physical Address: 1234 Anywhere Street	Person in Charge: James Smith
City, State, Zip: Nice, HI 11111	County: Franklin
Inspection Date/Time In: 7/25/2019 10:45 am	Inspection Date/Time Out: 7/25/2019 1:45 pm
Inspector's Name: Sidney R. Rogers	Agency: Local Health Dept.

Specific observation noted during inspection:

Cooling of chili (prepared on-site, using raw ground beef) using a method non-conducive to facilitate safe cooling (After 3 hours, the temperature of chili in tightly covered containers stacked on top of each other located in the walk-in cooler ranged from 87-96°F).

Applicable code violation(s):

3-501.14 (A)

Risk factor to be controlled:

Cooling of cooked (Time/Temperature Control for Safety) foods

Hazard (most common)

Endospores of *Clostridium perfringens*, *Bacillus cereus*, plus pathogenic vegetative and/or spore forming bacteria that may have been introduced.

What must be achieved to gain compliance in the future:

Establish a rapid cooling method capable of cooling chili from 135°F to 70°F within 2 hours and within a total of 6 hours from 135°F to 41°F or less using the existing corporate temperature monitoring records.

How will active managerial control be achieved:

Temperature checks of chili will be taken using a calibrated thermometer every 30 minutes to monitor the cooling process. To obtain a proper cooling method; chili must cool from 135°F to 70°F within 2 hours and within a total of 6 hours from 135°F to 41°F or less.

Current chili cooling procedure will be modified, e.g., uncovering or loosely covering containers of chili during the cooling process, reducing the volume of chili in the containers to be cooled, facilitate the cooling process with use of an ice bath with frequent agitation during the cooling period, etc.

James (kitchen manager), or staff he assigns will conduct the temperature checks and will record temperatures on the existing corporate cooling chart (record).

If the chili does not reach 70°F within 2 hours; reheat chili to 165°F and continue to modify the cooling procedure followed by repeating the cooling process while monitoring and recording temperatures every 30 minutes. If the chili is greater than 70°F after 2 hours, the chili will be discarded.

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

Temperature records will be sent via email (an attached photo of the completed record will suffice) to Sidney R. Rogers at sidney.rogers@localhealth.gov after each chili production for 6 weeks. Currently, chili is cooked once per week.

As the person in charge of the Hometown Chili located at 1234 Anywhere Street, I have voluntarily developed this risk control plan, in consultation with Sidney R. Rogers and understand the provisions of this plan.

<u>James Smith</u>	<u>7/25/19</u> (Establishment Manager)	(Date)
<u>Sidney R. Rogers</u>	<u>7/25/19</u> (Regulatory Official)	(Date)

HACCP VERIFICATION EXERCISE

HACCP Plan Verification Worksheet

(Note: This document is a requirement for the STANDARDIZATION Procedure HACCP Verification Exercise, 3-302(B)(3))

INFORMATION

Establishment Name:	
Type of Facility:	
Physical Address:	
Time In:	
Time Out:	
Date:	
Standard's Name:	
Candidate's Name:	
Agency:	
Person Filling Out Form (Candidate/Standard):	
Product/Process Evaluated:	

1. Is there an approved HACCP Plan available for review?

Yes _____ No _____

Describe:

2. Have there been any changes to the recipe, ingredients, or processing since the HACCP plan was approved?

Yes _____ No _____

3. Is a flow diagram provided?

Yes _____ No _____

4. List Critical Control Points (CCPs) and Critical Limits (CLs) identified by the establishment's HACCP Plan.

Critical Control Points (Description of the Control Measure)	Critical Limits	Does the control measure address the significant hazard?	What corrective action does the plan require (if deviation occurs)?

Comments:

5. What monitoring records for CCPs are required by the plan?

Type of Record	Are monitoring actions performed according to the plan ⁷ (Yes/No)?	Describe

Comments:

6. Is immediate corrective action taken and recorded when CLs established by the Plan are not met?

_____ Yes _____ No

Describe:

⁷ Describe under 29B of the Standardization Inspection Report

7. Are the corrective actions taken the same as described in the plan?

_____ Yes _____ No

Describe:

8. Who is responsible for verification that the required records are being properly maintained?

Describe:

9. Did employees and managers demonstrate knowledge of the HACCP Plan?

_____ Yes _____ No

Describe:

10. What training has been provided to support the HACCP Plan?

Describe:

11. Describe examples of any documentation that the above training was accomplished.

Describe:

12. Are calibrations of equipment/thermometers performed as required by the plan?

Yes _____ No _____

Describe:

13. Additional Comments

Describe:

Person Interviewed:

HACCP Verification Summary

Record #1 (Current date, if possible):	
Record #2 Selected Date:	
Record #3 Selected Date:	

The information gathered in the HACCP Plan Verification Worksheet above should be used to complete the Verification Summary below.

1. Required Monitoring Recording

Does the food establishment's HACCP documentation indicate that the required monitoring procedures were followed (frequency, initials, dated, etc.) on the three selected dates? A "YES" answer would indicate that all required monitoring was documented. If any required monitoring was not documented, a "NO" answer would be circled in this section.

2. Accurate and Consistent

Does the food establishment's HACCP documentation for the selected dates appear accurate and consistent with other observations? A "YES" answer would indicate that the record appears accurate and consistent. A "NO" answer would indicate that there is inaccurate or inconsistent HACCP documentation.

3. Corrective Action Documented

Was corrective action documented in accordance with the HACCP plan when CLs were not met on each of the three selected dates? A "YES" answer would indicate that corrective action was documented for each CL not met. A "Yes" can also mean that no corrective action was needed. A "NO" answer would indicate any missing or inaccurate documentation of corrective action.

Once the records are reviewed and investigated, place the information found for each number above with the corresponding item numbered in the Verification Summary below.

	Record #1 (Indicate Yes/No)	Record #2 (Indicate Yes/No)	Record #3 (Indicate Yes/No)
1. Required Monitoring Recorded			
2. Accurate and Consistent			
3. Corrective Action Documented			

This box for completion by Standard only
Total # of record answers that are in disagreement with the Standard =