Audit Worksheet Form, Level I FSIO

“Draft” 3-30-07

Level I Food Safety Inspection Officer (State, Local, Tribal)
Audit Worksheet

Do Not Make Copies

Candidate: __________________________________________________

Date of Audit Start ____/____/____   Date of Audit End ____/____/____

Auditor: _____________________________________________________

Worksheet

Did the inspector successfully complete the Level I Competency training curriculum, including
the FDA-ORA U courses and examinations, as specified in FDA’s Draft Retail Program
Standards, Standard No. 2 Trained Regulatory Staff or equivalent curriculum?

Comments:
________________________________________________________________________

1. Did the Food Safety Inspection Officer (FSIO) demonstrate the use of risk based
inspection methodology to assess regulations related to practices essential to the safe
storage, preparation and service of food, and obtain immediate corrective action for out
of compliance practices?

Comments:

   2. Did the FSIO demonstrate the use of necessary equipment and current applicable
   resource information?

Comments:

   3. Did the FSIO demonstrate knowledge of good retail practices and other applicable
   statutes, regulations and ordinances?

Comments:

   4. Did the inspector demonstrate an ability to properly collect evidence as applicable in
   order to document violations and support potential regulatory actions?

Comments:
5. Did the FSIO demonstrate an ability to clearly and adequately engage in dialogue with the person in charge/employees to obtain information relevant to the inspection?

Comments:

6. Did the FSIO demonstrate an ability to communicate deficiencies and corrective actions with responsible persons?

Comments:

7. Did the FSIO respond appropriately to relevant questions and comments?

Comments:

8. Did the FSIO properly complete appropriate inspection forms?

Comments:

9. Did the FSIO present all proper forms to the appropriate person(s)?

Comments:

10. Did the FSIO demonstrate the following attributes?
    a. open-mindedness
    b. ethical behavior
    c. diplomacy
    d. tactfulness
    e. consideration

Comments: