STANDARD 2 – TRAINED REGULATORY STAFF
INSTRUCTIONS FOR COMPLETING THE PROGRAM SELF-ASSESSMENT AND VERIFICATION AUDIT FORM

Program Self-Assessment & Verification Audit Form

The *Standard 2: Program Self-Assessment and Verification Audit Form* is designed to document the findings from the SELF-ASSESSMENT and the VERIFICATION AUDIT process for Standard 2. The form is included at the end of these instructions. Whether one is performing a program SELF-ASSESSMENT or conducting a VERIFICATION AUDIT, it is recommended that the form be available as a reference to the Standards 2 criteria.

Using the Program Self-Assessment and Verification Audit Form

Documenting the Findings from the Self-Assessment

Jurisdictions conducting a SELF-ASSESSMENT of the "Trained Regulatory Staff" component of their retail food protection program must indicate on the form if each of the Standard 2 criterion is met. These responses are recorded under the column, "Jurisdiction's Self-Assessment."

Jurisdictions are not obligated to use the form. An equivalent form or process is acceptable provided that the results of the jurisdiction's SELF-ASSESSMENT for the specific Standard 2 criteria listed are available for review.

The self-assessor will review each Standard 2 criterion and determine if the jurisdiction's source documents confirm that the Standard criteria are met. If the criteria are met, the self-assessor must place an "X" in the "YES" box under the "Jurisdiction's Self-Assessment "column of the *Standard 2: Program Self-Assessment and Verification Audit Form*.

If a review of the jurisdiction's source documents does not confirm that the Standard 2 criteria are met, the self-assessor must place an "X" in the "NO" box under the "Jurisdiction's Self-Assessment" column of the *Standard 2: Program Self-Assessment and Verification Audit Form*. The self-assessor may specify why the criteria are not met in the box provided.

The self-assessor should review the findings on the *Standard 2: Program Self-Assessment and Verification Form* to ensure accuracy. The jurisdiction will be required to provide the AUDITOR with their completed *Standard 2: Program Self-Assessment and Verification Audit Form* and any documents used to support and demonstrate that the Standard 2 criteria have been met.

Once all the Standard 2 criteria have been reviewed and staff training records documented on the form, the self-assessor must complete the Program Self-Assessment Summary section on page one of the *Standard 2: Program Self-Assessment and Verification Audit Form*. The self-assessor must:

- Enter their contact information;
- Document if the jurisdiction met the Standard 2 criteria in the appropriate boxes; and
- Sign the form where indicated.

It then will be up to the jurisdiction to determine its action plan and time frame for correcting any deficiencies in order to meet the Standard 2 criteria.

Documenting the Findings from the Verification Audit
The jurisdiction requesting the VERIFICATION AUDIT must provide their completed *Standard 2: Program Self-Assessment and Verification Audit Form* to the AUDITOR for review. AUDITORS must indicate on the *Standard 2: Program Self-Assessment and Verification Audit Form* if each of the criterion were met.

If a review of the jurisdiction's source documents confirms the SELF-ASSESSMENT conclusion that the Standard criteria are met, the verification AUDITOR places an "X" in the "YES" box under the "Auditor's Verification" column of the form.

If a review of the jurisdiction's source documents does not confirm the SELF-ASSESSMENT conclusion that the Standard criteria are met, the verification AUDITOR places an "X" in the "NO" box under the "Auditor's Verification" column of the form. The verification AUDITOR must specify why the criterion is not met in the box provided. Supplemental pages may be used to explain findings.

To meet the Standard criteria, the jurisdiction must have demonstrated that 90% of their staff assigned responsibilities for retail food and/or foodservice inspections successfully completed the training curriculum, field training, field standardization, and continuing education requirements.

The verification AUDITOR must discuss their findings with the PROGRAM MANAGER or their appointed representative and provide constructive feedback at the conclusion of the on-site visit. In particular, any Standard 2 criteria for which the AUDITOR cannot confirm through a review of the SELF-ASSESSMENT should be thoroughly discussed. Ample time should be allotted to ensure that there is a clear understanding of the reasons for the "non-conforming" finding. The AUDITOR should be prepared to identify the elements required for the jurisdiction to meet the Standard.

Once the close out interview has been conducted, the AUDITOR must complete the Verification Audit Summary section located on the first page of the *Standard 2: Program Self-Assessment and Verification Audit Form*. The AUDITOR must:

- Enter their contact information;
- Document if the jurisdiction met the Standard 2 criteria in the appropriate boxes; and
- Sign the form where indicated.

It then will be up to the jurisdiction to determine its action plan and time frame for correcting any deficiencies in order to meet the Standard 2 criteria if the AUDITOR does not confirm the self-assessment findings.

STANDARD 2 – TRAINED REGULATORY STAFF
PROGRAM SELF-ASSESSMENT AND VERIFICATION AUDIT FORM

PROGRAM SELF-ASSESSMENT SUMMARY

Printed Name of the Person Who Conducted the Self-Assessment:	
Self-Assessor's Title:	
Jurisdiction Name:	
Jurisdiction Address:	
Phone:	
FAX:	
E-mail:	
Date the Standard 2 Self-Assessment Was Completed:	
Self-Assessment Indicates That the Jurisdiction MEETS the Standard 2 Criteria (Indicate YES/NO):	
I affirm that the information represented in the Self-Assessment of Standard 2 is true and correct. **Signature of the Self-Assessor:**	

VERIFICATION AUDIT SUMMARY

Printed Name of the Person Who Conducted the Verification Audit:	
Verification Auditor's Title:	
Auditor's Jurisdiction Name:	
Auditor's Jurisdiction Address:	
Phone:	
FAX:	
E-mail:	
Date the Verification Audit of Standard 2 Was Completed:	
Verification Audit Indicates That the Jurisdiction MEETS the Standard 2 Criteria (Indicate YES/NO):	
I affirm that the information represented in the Verification Audit of Standard 2 is true and correct. **Signature of the Verification Auditor:**	

STANDARD 2 – TRAINED REGULATORY STAFF
PROGRAM SELF-ASSESSMENT AND VERIFICATION AUDIT FORM

Jurisdiction Name: _____

Criteria	Element	Jurisdiction's Self-Assessment YES	Jurisdiction's Self-Assessment NO	Self-Assessor's General Comments	Auditor's Verification YES	Auditor's Verification NO	If NO, Auditor is to specify why criterion is not met
1. Employee Training Records	a) The jurisdiction maintains a written training record for each employee that includes the date of hire or assignment to the agency's retail food protection program.						
1. Employee Training Records	b) The jurisdiction's written training record provides documentation that each employee has completed the Standard 2 prerequisite ("Pre") training curriculum PRIOR to conducting independent retail food or foodservice inspections.						
2. Initial Field Training	a) The jurisdiction maintains a written training record that provides confirmation that each employee completed a minimum of 25 joint field training inspections of retail food and/or foodservice establishments (if less than 25 joint field training inspections are performed, written documentation on file that FSIO has successfully demonstrated all required inspection competencies) PRIOR to conducting retail food or foodservice inspections.						

Criteria	Element	Jurisdiction's Self-Assessment YES	Jurisdiction's Self-Assessment NO	Self-Assessor's General Comments	Auditor's Verification YES	Auditor's Verification NO	If NO, Auditor is to specify why criterion is not met
2. Initial Field Training	b) The jurisdiction maintains a written training record that provides confirmation that each employee successfully completed a field training process similar to that contained in the CFP Field Training Manual provided in Appendix B-2, Standard 2, PRIOR to conducting independent inspections of retail food and/or foodservice establishments.						
3. Independent Inspections / Completion of ALL Curriculum Requirements	a) The jurisdiction maintains a written training record that provides confirmation that each employee completed a minimum of 25 independent retail food and/or foodservice inspections PRIOR to field standardization.						
3. Independent Inspections / Completion of ALL Curriculum Requirements	b) The jurisdiction's written training record provides documentation that each employee has completed ALL aspects of the Standard #2 training curriculum ("Pre") and ("Post") courses prior to field standardization.						

Criteria	Element	Jurisdiction's Self-Assessment YES	Jurisdiction's Self-Assessment NO	Self-Assessor's General Comments	Auditor's Verification YES	Auditor's Verification NO	If NO, Auditor is to specify why criterion is not met
4. Field Standardization	a) The jurisdiction maintains a written training record that provides documentation that each employee successfully completed a Standardization process similar to the FDA Procedures for Standardization within 24 months of hire or assignment to the retail food protection program.						
4. Field Standardization	b) The jurisdiction maintains a written training record that provides documentation that a standardized employee who is responsible for standardizing others has maintained their standardization by performing a minimum of four joint inspections with a training standard every three years. Those who are not responsible for standardizing others have maintained their standardization by performing a minimum of four joint inspections with a training standard every five years.						

Criteria	Element	Jurisdiction's Self-Assessment YES	Jurisdiction's Self-Assessment NO	Self-Assessor's General Comments	Auditor's Verification YES	Auditor's Verification NO	If NO, Auditor is to specify why criterion is not met
5. Continuing Education and Training	a) The jurisdiction maintains a written training record that provides documentation that an employee responsible for standardizing others has 20 hours of continuing education every 36 months after the initial training (24) months is completed. All other FSIOs must complete 30 contact hours every 60 months after the initial training (24 months) is completed.						
GENERAL NOTES PERTAINING TO THE PROGRAM SELF-ASSESSMENT OR THE VERIFICATION AUDIT							