STANDARD 8 – PROGRAM SUPPORT AND RESOURCES
INSTRUCTIONS FOR COMPLETING THE PROGRAM SELF-ASSESSMENT AND VERIFICATION AUDIT FORM

Program Self-Assessment & Verification Audit Form

The *Standard 8: Program Self-Assessment and Verification Audit Form* is designed to document the findings from the SELF-ASSESSMENT and the VERIFICATION AUDIT process. 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 8 criteria.

Using the Program Self-Assessment and Verification Audit Form

Documenting the Findings from the Self-Assessment

Jurisdictions conducting a SELF-ASSESSMENT of Standard 8 must indicate on the form if each of the criteria is met. The self-assessor must record their findings 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 8 criteria listed on the form are available for review.

The self-assessor must review each Standard 8 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 8: Program Self-Assessment and Verification Audit Form*.

If a review of the jurisdiction's source documents does not confirm that the Standard 8 criteria are met, the self-assessor must place an "X" in the "NO" box under the "Jurisdiction's Self-Assessment" column of the *Standard 8: 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 8: Program Self-Assessment and Verification Form* to ensure accuracy. The jurisdiction will be required to provide the AUDITOR with their completed *Standard 8: Program Self-Assessment and Verification Audit Form* and any documents used to support and demonstrate that the Standard 8 criteria have been met.

Once all the criteria have been reviewed and documented on the form, the self-assessor must complete the Program Self-Assessment Summary section on page one of the *Standard 8: Program Self-Assessment and Verification Audit Form*. The self-assessor must:

- Enter their contact information;
- Document if the jurisdiction met the Standard 8 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 8 criteria.

Documenting the Findings from the Verification Audit

The jurisdiction requesting the VERIFICATION AUDIT must provide their completed *Standard 8: Program Self-Assessment and Verification Audit Form* to the AUDITOR for review. The AUDITOR must indicate on the *Standard 8: Program Self-Assessment and Verification Audit Form* if the criteria 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 and "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.

The verification AUDITOR must discuss their findings with the PROGRAM MANAGER or their appointed representative and provide constructive feedback at the conclusion of the VERIFICATION AUDIT. 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 8: Program Self-Assessment and Verification Audit Form*. The AUDITOR must:

- Enter their contact information;
- Document if the jurisdiction met the Standard 8 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 8 criteria if the AUDITOR does not confirm the SELF-ASSESSMENT findings.

STANDARD 8 – PROGRAM SUPPORT AND RESOURCES
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 8 Self-Assessment was Completed:	
Self-Assessment Indicates That the Jurisdiction MEETS the Standard 8 Criteria (Indicate YES/NO):	
I affirm that the information represented in the Self-Assessment of Standard 8 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 8 was Completed:	
Verification Audit Indicates That the Jurisdiction MEETS the Standard 8 Criteria (Indicate YES/NO):	
I affirm that the information represented in the Verification Audit of Standard 8 is true and correct. **Signature of the Verification Auditor:**	

STANDARD 8 – PROGRAM SUPPORT AND RESOURCES
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. Staffing Level	a) The jurisdiction has written documentation, calculations, or a program resource assessment that demonstrates a staffing level of one FTE for every 280-320 retail food program inspections performed or the staffing level set by the jurisdiction. ***NOTE**: The jurisdiction may use an alternative for determining and calculating staffing level. It should be indicated within the Self-Assessment General Comments section.*						
2. Inspection Equipment	a) The jurisdiction can show through written records, equipment inventories, or actual observations that each retail food program inspector has a head cover, thermocouple, flashlight, sanitization test kit, heat sensitive tapes or maximum registering thermometer, and necessary forms and administrative materials.						

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. Inspection Equipment	b) The jurisdiction has written procedures for obtaining the use of computers, cameras, black lights, pH meters, foodborne illness kits, sample collection kits, data loggers, and cell phones should this equipment not be part of the agency's general inventory.						
3. Administrative Program Support	a) The jurisdiction has written documentation, calculations, or a program resource assessment that demonstrates sufficient equipment is available to support the record keeping system utilized by the program.						
3. Administrative Program Support	b) The jurisdiction has a system in place to collect, analyze, retain, and report pertinent information required to manage and implement the program.						
4. Program Resource Assessment	a) The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing, and equipment necessary to meet Standard #1 - Regulatory Foundation.						
4. Program Resource Assessment	b) The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing, and equipment necessary to meet Standard #2 - Trained Regulatory Staff.						

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. Program Resource Assessment	c) The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing, and equipment necessary to meet Standard #3 - Inspection Program Based on HACCP Principles.						
4. Program Resource Assessment	d) The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing, and equipment necessary to meet Standard #4 - Uniform Inspection Program.						
4. Program Resource Assessment	e) The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing, and equipment necessary to meet Standard #5 - Foodborne Illness and Food Security Preparedness and Response.						
4. Program Resource Assessment	f) The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing, and equipment necessary to meet Standard #6 - Compliance and Enforcement.						
4. Program Resource Assessment	g) The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing, and equipment necessary to meet Standard #7 - Industry and Community Relations.						

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. Program Resource Assessment	h. The jurisdiction has conducted an assessment to determine if the agency has the budget, staffing, and equipment necessary to meet Standard #9 - Program Assessment.						
GENERAL NOTES PERTAINING TO THE PROGRAM SELF-ASSESSMENT OR THE VERIFICATION AUDIT							

NOTE: *To Meet Standard 8 a "yes" affirmation to all elements under Criteria 1 - 4 is required. Answering "yes" to all elements under Criteria 1 -3 reflects the fact that the jurisdiction has conducted an assessment of Criteria 1 - 3 and also has met all the elements under these Criteria. Answering "yes" to all elements under Criteria 4 reflects the fact that the jurisdiction has conducted an assessment of all elements under Criteria 4. For Criteria 4,* as long as an assessment of each element is conducted a "yes" affirmation can be made, *whether or not the jurisdiction has sufficient budget, staffing and equipment necessary to meet Standards 1 -7, and 9. For all Criteria (1 - 4), if an item contains multiple questions, then all questions must be answered in the affirmative in order to meet that element of the Standard. The source documents, such as the various policies and procedures, that support this summary record must be maintained in good order by the regulatory authority and must be made available upon request for purposes of a verification audit.*