

INSTRUCTIONS FOR COMPLETING THE PROGRAM SELF-ASSESSMENT AND VERIFICATION AUDIT FORM

STANDARD 7 – INDUSTRY AND COMMUNITY RELATIONS

Program Self-Assessment & Verification Audit Form

The *Standard 7: 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 7 criteria.

Using the Program Self-Assessment and Verification Audit Form

Documenting the Findings from the Self Assessment

Jurisdictions conducting a self-assessment of Standard 7 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 7 criteria listed on the form are available for review.

The self-assessor must review each Standard 7 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 7 Program Self-Assessment and Verification Audit Form.

If a review of the jurisdiction’s source documents does not confirm that the Standard 7 criteria are met, the self-assessor must place an “X” in the “NO” box under the “Jurisdiction’s Self-Assessment” column of the *Standard 7: 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 7: Program Self-Assessment and Verification Form* to ensure accuracy. The jurisdiction will be required to provide the auditor with their completed *Standard 7: Program Self-Assessment and Verification Audit Form* and any documents used to support and demonstrate that the Standard 7 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 7: Program Self-Assessment and Verification Audit Form*. The self-assessor must:

- Enter their contact information;
- Document if the jurisdiction met the Standard 7 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 7 criteria.

Documenting the Findings from the Verification Audit

The jurisdiction requesting the verification audit must provide their completed *Standard 7: Program Self-Assessment and Verification Audit Form* to the auditor for review. The auditor must indicate on the *Standard 7: 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 must place 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 must place 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.

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 7 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 7: Program Self-Assessment and Verification Audit Form*. The auditor must:

- Enter their contact information;
- Document if the jurisdiction met the Standard 7 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 7 criteria if the auditor does not confirm the self-assessment findings.

Standard 7: Industry and Community Relations 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 7 Self-Assessment was Completed:		
Self-Assessment indicates that the Jurisdiction MEETS the Standard 7 criteria: YES <input type="checkbox"/> NO <input type="checkbox"/>		
<i>I affirm that the information represented in the Self-Assessment of Standard 7 is true and correct</i>		
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 7 was Completed:		
Verification Audit indicates that the Jurisdiction MEETS the Standard 7 criteria: YES <input type="checkbox"/> NO <input type="checkbox"/>		
<i>I affirm that the information represented in the Verification Audit of Standard 7 is true and correct</i>		
Signature of the Verification Auditor:		

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Jurisdiction Name: _____

Criteria	Jurisdiction's Self-Assessment			Verification Audit		
	YES	NO	Self-Assessor's General Comments	YES	NO	If NO, Auditor is to specify why criterion is not met
1. Industry and Consumer Interaction						
a) The jurisdiction maintains written documentation confirming that the agency has sponsored or actively participated in at least one meeting/forum annually, such as food safety task forces, advisory boards / committees, customer surveys, web-based meetings or forums. Documentation confirms that offers of participation have been extended to industry and consumer representatives.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. Educational Outreach						
a) The jurisdiction maintains written documentation confirming that the agency has sponsored or coordinated at least one educational outreach activity annually directed at industry, consumer groups, the media, and/or elected officials. Educational outreach activities focus on increasing awareness of foodborne illness risk factors and control methods to prevent foodborne illness and may include industry recognition programs, web sites, newsletters, Fight BAC campaigns, food safety month activities, food worker training, and use of oral culture learner materials.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

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Program Self-Assessment and Verification Audit Form**

GENERAL NOTES PERTAINING TO THE PROGRAM SELF-ASSESSMENT OR THE VERIFICATION AUDIT