

INSTRUCTIONS AND WORKSHEET FOR CONDUCTING A VERIFICATION AUDIT

STANDARD 2 – TRAINED REGULATORY STAFF

STEP 1 – Verify Employees Training Records

The jurisdiction should document and retain a training record for each employee. The training record must include the date of hire or assignment to the retail food program. The Standard 2 Self-Assessment Worksheet may be used by the jurisdiction as a training record. The worksheet is included at the end of these instructions. In lieu of the Standard 2 Self-Assessment Worksheet, other manual forms or automated records may be used by the jurisdiction to retain training records related to the self-assessment as long as the information required in the Standard 2 criteria is documented in some manner.

STEP 2 – Verify Jurisdiction’s Worksheet Percentage Calculation

Review the jurisdiction’s Standard 2 Self-Assessment Worksheet, or equivalent documentation, to determine if the results of the jurisdiction’s self-assessment indicate that ninety percent (90%) of the retail food program staff successfully completed all the Standard 2 training and standardization elements within the required time frames. If audit calculations result in a percentage that is less than 90%, the auditor can conclude that the jurisdiction does not meet the Standard 2 criteria. If this conclusion is reached, the audit process for Standard 2 is completed. There is no need to randomly select and review individual employee training records.

STEP 3 – Determine the Number of Employee Training Records to Review

If the jurisdiction used the Standard 2: Self-Assessment Worksheet, the employees will be listed in numerical order. The verification auditor must use a random selection method to determine which employees’ training records will be reviewed. Employees should be eliminated from the random selection process if they meet one of the following criteria:

1. The employee has been employed or worked in the retail food program for less than 18 months; or
2. The employee is no longer assigned to the retail food program; or
3. The self-assessor indicated on the Self-Assessment Worksheet that the employee did not meet each Standard 2 element.

The number of training records that must be randomly selected is based on the number of employees conducting retail food establishment inspections. Use the chart below to determine the number of employee training records to review.

| Number of Employees | Number of Files to Select |
|----------------------------|----------------------------------|
| 5 or less | All |
| 20 or less | 5 |
| 21 or more | 25 percent |

STEP 4 – Obtain Random Numbers

A list of random numbers can be obtained from the following web site: www.randomizer.org
Record the random numbers generated from the web site (or from an alternate random number selection process) on the Standard 2 Verification Audit Worksheet. The worksheet is included at the end of these instructions.

STEP 5 – Select Employee Training Records to Review

Using the jurisdiction's Standard 2 Self-Assessment Worksheet, or equivalent documentation, the verification auditor must identify the employee training records that correspond to the randomly selected numbers recorded on the Standard 2 Verification Audit Worksheet. Record the employee's name adjacent to the corresponding random number on the Standard 2 Verification Audit Worksheet.

Only those employees' training records that the jurisdiction reports as meeting all the Standard 2 training and standardization elements are to be reviewed. If an employee is randomly selected but the jurisdiction indicated that employee does not meet the Standard 2 criteria, the verification auditor should randomly select a substitute employee training record to review.

STEP 6 – Verify Documentation of the Completion of the Standard Training Criteria

The verification auditor must review the training file for each of the randomly selected employees to confirm completion of the following items:

- coursework related to the Standard 2 Pre-requisite ("Pre") curriculum;
- a minimum of 25 joint field training inspection, including documentation that confirms Food Safety Inspection Officers (FSIOs) are trained on, and have demonstrated, the performance element competencies needed to conduct independent inspections of retail food and/or foodservice establishments;
- a minimum of 25 independent inspections and ALL the Standard 2 ("Post") curriculum requirements;
- field standardization within 18 months of hire or re-standardization every three years after initial standardization, and
- 20 hours of food safety related continuing education every three years

NOTE: For new hires or employees newly assigned to the retail food protection program, the date recorded in the "Completion of Field Standardization" column must be within 18 months of the date recorded in the "Date of Hire or Assignment to the Retail Food Protection Program."

For experienced employees, however, the completion date for standardization may be in excess of 18 months of their date of hire. This is because the jurisdiction may not have been standardizing their retail food protection program staff prior to enrollment in the Program Standards. Keep in mind that the Standard 2 language was written to establish a training and standardization process for new employees. As long as the experienced FSIO has successfully completed standardization at the time of the self-assessment the Standard 2 criteria is met.

STEP 7 – Making a Determination Based on the Results of the Audit

For each employee training file reviewed, the verification auditor must mark the appropriate box on the Standard 2 Verification Audit Worksheet. The auditor must indicate “YES –Standard 2 criteria are met” or “NO” – Standard 2 criteria is not met.” If the verification auditor determines an employee training record did not meet the Standard 2 criteria, an explanation must be provided noting any deficiencies. A jurisdiction meets the Standard 2 criteria if ninety percent (90%) of the retail food program inspection staff fulfilled all the training and standardization requirements within the specified time frames.

Standard 2: Trained Regulatory Staff Verification Audit Worksheet

| No. | Randomly Selected Number | Employee Name | <u>Yes</u> Standard 2 Criteria are Met | <u>No</u> Standard 2 Criteria are Not Met | If NO, auditor is to specify why criterion is not met |
|-----|--------------------------|---------------|--|--|---|
| 1 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15 | | | <input type="checkbox"/> | <input type="checkbox"/> | |

NOTE:

1. All randomly selected employee training records must contain documentation that the Standard 2 training and standardization elements have been successfully completed.
2. Based on the documentation from this worksheet, record your determination for each of the items on the jurisdiction's *Standard 2: Program Self-Assessment and Verification Audit Form*.

ADDITIONAL STANDARD 2 VERIFICATION AUDIT WORKSHEET (if needed)

Standard 2: Trained Regulatory Staff

Verification Audit Worksheet

| No. | Randomly Selected Number | Employee Name | <u>Yes</u> Standard 2 Criteria are Met | <u>No</u> Standard 2 Criteria are Not Met | If NO, auditor is to specify why criterion is not met |
|-----|--------------------------|---------------|--|--|---|
| 1 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14 | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15 | | | <input type="checkbox"/> | <input type="checkbox"/> | |

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