



FOOD SAFETY REGULATORY PROFESSIONAL CREDENTIAL SERIES

FFRC FOOD FOUNDATIONS REGULATOR CERTIFICATION STUDY GUIDE

231 competencies



Communication Skills (9 competencies)

Policy (3 competencies)

1. Discuss how policies guide communication practices.
2. Describe agency process for releasing information.
3. Give examples of proprietary information.

Situational Awareness (3 competencies)

1. Describe situational awareness.
2. Demonstrate methods for addressing challenging situations.
3. Identify cultural differences.

Skills (3 competencies)

1. Demonstrate oral communication skills.
2. Demonstrate written communication skills.
3. Recognize communication failure.

Emergency Response (24 competencies)

Government Role (4 competencies)

1. Describe emergency response approach.
2. Explain agency emergency procedures.
3. Determine which jurisdiction may be involved in an emergency scenario.
4. Describe inter-agency coordination.

Personal Safety (4 competencies)

1. Describe the concept of personal safety.
2. Perform situational awareness.
3. Discuss personal protective equipment.
4. Discuss emergency supplies.

Emergency Action Procedures (5 competencies)

1. Explain the concept of continuity of operations.
2. Perform under an emergency action plan.
3. Discuss communication capabilities.
4. Perform under an incident command system.
5. Identify stakeholders.

Field Response (11 competencies)

1. Discuss prioritization of impacted facilities.
2. Assess food safety.
3. Conduct inspections.
4. Conduct investigations.
5. Recommend corrective actions.
6. Discuss product disposition.
7. Identify enforcement actions.
8. Conduct follow-up inspections.
9. Conduct reporting activities.
10. Prepare feedback for hotwash.
11. Incorporate education during response.

Facility Design (27 competencies)

Regulatory (4 competencies)

1. Describe agency policy.
2. Identify other agency jurisdictions.
3. Operate under agency authority.
4. Give examples of required licenses/permits.

Plan Review (4 competencies)

1. Explain the purpose of plan review.
2. Identify facility design elements.
3. Relate regulatory requirements to facility design.
4. Develop a flow diagram.

Room and Area Constructions (3 competencies)

1. Describe facility design components related to room and/or area finishes.
2. Describe the characteristics of surface materials.
3. Discuss how activities impact room/area construction.

Equipment (6 competencies)

1. Recognize food processing equipment.
2. Recognize non-food processing equipment.
3. Recognize sanitation systems.
4. Explain the purpose of equipment spec sheets.
5. Give examples of filtration systems.
6. Describe product conveyance systems.

Water Source and Supply Systems (5 competencies)

1. Identify water sources.
2. Describe water system components.
3. Discuss cross-connections.
4. Give examples of methods to protect water.
5. Identify water treatments.

Wastewater (2 competencies)

1. Identify wastewater systems.
2. Identify methods to prevent contamination from wastewater.

Pest Management (3 competencies)

1. Articulate methods to prevent pest entry.
2. Identify harborage areas.
3. Discuss pest control methods.

Food Processes (15 competencies)

Foundations (7 competencies)

1. Explain why food products are processed.
2. Discuss how a hazard is controlled.
3. Discuss process controls.
4. Identify applicable regulations.
5. Recognize regulatory registration requirements.
6. Discuss the role of a process authority.
7. Give examples of required documents.

Types of Processes (4 competencies)

1. Give examples of processing methods.
2. Classify process based on risk.
3. Describe a process flow.
4. Match a product with the process.

Equipment (4 competencies)

1. Give examples of equipment.
2. Explain the importance of equipment design.
3. Relate process flow to facility design.
4. Match equipment to process.

Inspections (40 competencies)

Foundations (8 competencies)

1. Identify laws and regulations used to conduct an inspection.
2. Recognize agency policy and procedures.
3. Describe inspectional approaches.
4. Explain guidance documents.
5. Describe professional demeanor.
6. Describe the importance of situational awareness.
7. Give examples of how control measures mitigate risk.
8. Give examples of conflict management techniques.

Jurisdiction (3 competencies)

1. Confirm regulatory authority.
2. Differentiate between agency roles.
3. Collaborate with other agencies.

Inspection Tools (3 competencies)

1. Recognize inspection tools.
2. Discuss maintenance.
3. Discuss use.

Pre-Inspection (10 competencies)

1. Select the inspectional approach.
2. Identify the role of the regulator(s).
3. Utilize information technology.
4. Review previous inspection documents.
5. Review resources associated with the inspection.
6. Select equipment needed for the inspection.
7. Verify equipment functionality.
8. Review safety procedures.
9. Select inspection forms.
10. Select outreach material.

Inspection Process (13 competencies)

1. Demonstrate professional demeanor.
2. Demonstrate opening inspection activities.
3. Demonstrate interviewing techniques.
4. Determine inspection priorities.
5. Use critical thinking skills while performing an inspection.
6. Use observation skills.
7. Recognize personal safety hazards.
8. Collect evidence to support findings.
9. Discuss intervention strategies.
10. Utilize information technology.
11. Use resource materials.

12. Draft a report consistent with agency requirements.
13. Demonstrate an exit interview.

Compliance (3 competencies)

1. Identify compliance options.
2. Recommend compliance strategies.
3. Recommend compliance time frames.

Investigations (45 competencies)

Foundations (11 competencies)

1. Recognize triggers that lead to an investigation.
2. Identify laws and regulations used to conduct an investigation.
3. Recognize agency policy and procedures.
4. Explain guidance documents.
5. Demonstrate professional demeanor.
6. Distinguish between a high- and low-priority investigation.
7. Describe investigational approaches.
8. Describe the importance of situational awareness.
9. Give examples of how control measures mitigate risk.
10. Give examples of conflict management techniques.
11. Give examples of education and outreach.

Agency Collaboration (4 competencies)

1. Identify stakeholders involved in an investigation.
2. Describe the structure for an investigation.
3. Describe roles and responsibilities during an investigation.
4. Explain logistics for stakeholders working together.

Pre-Investigation (11 competencies)

1. Identify the role of the regulator(s).
2. Discuss the various disciplines for an investigation team.
3. Review documentation associated with the investigation.
4. Utilize information technology.
5. Review resources associated with the investigation.

6. Select the investigational approach.
7. Select equipment needed for the investigation.
8. Verify equipment functionality.
9. Review safety procedures.
10. Select forms.
11. Select outreach material.

Investigation (16 competencies)

1. Demonstrate professional demeanor.
2. Determine investigation priorities.
3. Recognize the responsibilities of investigation team members.
4. Demonstrate opening investigational activities.
5. Demonstrate interviewing techniques.
6. Use critical thinking skills while performing an investigation.
7. Use observation skills.
8. Recognize personal safety hazards.
9. Use equipment required for an investigation.
10. Determine the evidence needed for the investigation.
11. Collect evidence to support findings.
12. Discuss intervention strategies.
13. Utilize information technology.
14. Use resource materials.
15. Draft a report consistent with agency requirements.
16. Demonstrate an exit interview.

Post-Investigation (3 competencies)

1. Write the investigation report.
2. Observe an after-action meeting.
3. Identify compliance options.

Pest Control (18 competencies)

Types and Nature of Pests (5 competencies)

1. Explain life cycle of pests.
2. Determine if animals are pests.
3. Explain conditions where pests thrive.
4. Explain when pests are vectors.
5. Explain the significance of pests.

Public Health Significance (2 competencies)

1. Articulate the public health impact.
2. Explain disease transmission.

Causes (3 competencies)

1. Explain perimeter conditions.
2. Explain conditions for survival.
3. Determine entry points.

Pest Management (5 competencies)

1. Explain Integrated Pest Management.
2. Review pest control plan.
3. Identify regulatory requirements.
4. Inspect chemical storage.
5. Collect evidence.

Control Methods (3 competencies)

1. Explain control strategies.
2. Evaluate physical control methods.
3. Evaluate chemical control methods.

Plumbing (22 competencies)

Regulatory Requirements (4 competencies)

1. Articulate agency's jurisdictional authority.
2. Explain the public health significance of plumbing system failures.
3. Explain permit requirements.
4. Review plumbing system.

Plumbing Systems (5 competencies)

1. Identify water source.
2. Determine wastewater system type.
3. Examine plumbing schematics.
4. Appraise water capacity.
5. Survey water system.

Plumbing Fixtures (4 competencies)

1. Explain the public health principles associated with plumbing fixtures.
2. Explain the use of plumbing equipment used in a food facility.
3. Determine what plumbing equipment is needed in a food facility.
4. Analyze the use of plumbing fixtures used in a food facility.

Water Quality and Treatment (4 competencies)

1. Identify sources of contamination.
2. Describe water treatment systems.
3. Describe wastewater treatment systems.
4. Discuss potable water sampling.

Cross-Connections and Controls (5 competencies)

1. Identify cross-connections.
2. Determine if backflow prevention device is approved.
3. Distinguish between testable and non-testable mechanical backflow devices.
4. Assess backflow conditions.
5. Determine whether backflow prevention device meets conditions of cross-connection.

Recall/Traceability (13 competencies)

Foundations (7 competencies)

1. Recognize factors that warrant traceability.
2. Recognize factors that warrant a recall.
3. Recognize recall classification.
4. Describe response activities based on recall classification.
5. Distinguish between the roles/responsibilities of regulatory authorities and the industry during a recall.

6. Distinguish between the roles/responsibilities of regulatory authorities and the industry during traceability.
7. Identify the location of recall notices.

Recall/Traceability Process (6 competencies)

1. Describe the agency process.
2. Perform a traceability activity.
3. Recognize scope of market distribution of human/animal food product.
4. Recognize time frames associated with human/animal food.
5. Perform a recall effectiveness check.
6. Confirm product disposition.

Sampling (18 competencies)

Foundations (6 competencies)

1. Determine sample collection authority.
2. Recognize agency policies and procedures.
3. Identify sample types.
4. Identify sampling kit components.
5. Explain chain of custody.
6. Recognize laboratory capabilities.

Sampling Methodology (4 competencies)

1. Discuss sample assignment.
2. Recognize sampling requirements.
3. Explain sample collection methods.
4. Distinguish between random and selective sampling.

Procedures (8 competencies)

1. Select type of sample for collection.
2. Schedule sample collection with the laboratory.
3. Determine time-related factors related to sampling.
4. Select equipment to use when collecting samples.
5. Demonstrate sampling techniques.
6. Employ chain of custody.
7. Complete documentation.
8. Demonstrate procedures for sample transport.