



FOOD SAFETY REGULATORY PROFESSIONAL CREDENTIAL SERIES

RFRC RETAIL FOODS REGULATOR CERTIFICATION STUDY GUIDE 58 COMPETENCIES



Regulatory Foundations for Retail Food Safety (26 competencies)

Foundations (5 competencies)

1. Explain how the FDA Food Code can be used to set minimum retail food safety standards.
2. Identify how the FDA Food Code promotes an Integrated Food Safety System (IFSS).
3. Explain how federal laws and regulations are referenced in the FDA Food Code.
4. Explain how the FDA Food Code is based on best scientific practices.
5. Describe the mechanisms for modifying the Food Code.

Organization of the FDA Food Code (3 competencies)

1. Describe the organization of the FDA Food Code.
2. Describe the purpose of the Preface in the FDA Food Code.
3. Explain what types of guidance are available in the Annexes.

Risk Factors and Food Code Interventions (4 competencies)

1. List the five foodborne illness risk factors.
2. List the five Food Code interventions.
3. Identify controls to address the five foodborne illness risk factors.
4. Explain the public health significance of the five Food Code interventions.

Good Retail Practices (2 competencies)

1. Explain good retail practices.
2. Give examples of good retail practices.

Administrative Procedure (12 competencies)

1. Discuss which retail food establishments require permits in an agency jurisdiction.
2. Describe administrative forms.
3. Explain the requirement for plan review.
4. Recognize when variances are required.
5. Recognize the procedure for submitting a variance.
6. Explain when HACCP plans are required.
7. Describe options to gain compliance.
8. Describe enforcement tools.
9. Identify time frames for correction.
10. Implement agency policies for inspection frequency based on facility risk category.
11. Explain administrative procedures to address imminent health hazards.
12. Discuss food safety requirements for highly susceptible populations (HSPs).

Risk-Based Inspections (18 competencies)

Foundations (2 competencies)

1. Explain the five foodborne illness risk factors.
2. Explain the five Food Code interventions.

Determine Inspectional Activities (5 competencies)

1. Conduct a pre-inspection file review.
2. Conduct a quick walk-through to determine activities occurring at the time of inspection.
3. Evaluate relative risk of operational activities.
4. Prioritize inspectional activities.
5. Demonstrate flexibility based on facility operational activities.

Intervention Strategies (4 competencies)

1. Determine the root cause of an out-of-control risk factor.
2. Explain the public health significance of corrective actions.
3. Identify short-term interventions for compliance.
4. Identify long-term interventions for compliance.

Active Managerial Control(AMC) (7 competencies)

1. Explain the purpose of active managerial control (AMC).
2. Differentiate between assessing code compliance and assessing AMC.
3. Explain the purpose of a food safety management system.
4. Explain the relationship between a food safety management system and AMC.
5. Describe a food safety management system.
6. Assess industry implementation of a food safety management system.
7. Compose reports that prioritize findings based on risk.

Non-traditional Food Operations (3 competencies)

Special Considerations (3 competencies)

1. Identify non-traditional food operations.
2. Identify issues related to non-traditional food operations.
3. Identify challenges associated with the control of risk factors.

Introduction to Specialized Processing Methods (11 competencies)

Specialized Processing Methods (5 competencies)

1. List specialized processing methods.
2. Recognize specialized processing methods during an inspection.
3. Identify hazards associated with specialized processing methods.
4. Determine when a HACCP plan is required.
5. Determine when a variance is required per the Food Code.

Regulatory Procedures for Reviewing Specialized Processing Methods (3 competencies)

1. Explain the Food Code requirements for reviewing a HACCP plan.
2. Recognize agency process for reviewing a special process variance request.
3. Recognize the purpose of using a validated process.

Field Verification (3 competencies)

1. Review documents associated with the establishment's special processes.
2. Verify that the operator is following procedures.
3. Recognize when regulatory action is needed.