

# ENVIRONMENTAL HEALTH REGISTRATION BOARD



# Higher Certificate in Food Premises Inspection

## PRACTICAL TRAINING LOGBOOK (2)

EHRB  
Chartered Institute of Environmental Health  
Chadwick Court  
15 Hatfields  
LONDON SE1 8DJ

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# HIGHER CERTIFICATE

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# INSPECTIONS, INVESTIGATIONS AND ACHIEVING RESULTS

## IN1 - INSPECTION TECHNIQUES

**Requirements:** To be able to undertake food premises inspections in a range of premises.

You must provide details of food premises inspections that you have carried out in at least 3 different types of food premises and provide details of how you prepared for the inspections, how you undertook the inspections, and what judgements you made. You should inspect one catering business, one retail operation and a manufacturing business which is different to that audited in meeting the outcomes in FS2. You should provide the inspection report which must include an evaluation of the significance in food safety terms of what you have observed. You should also provide copies or drafts of letters produced following the inspection. (The letters do not need to be sent to the Food Business Operator but need validating by the accompanying EHO/P)

To satisfy this outcome the Inspection should meet the expectations of the Food Law Code of Practice for a **Primary Inspection**. Other 'visits' to premises such as a conducted tour or accompanying a qualified officer will **not** result in the required outcomes being satisfied.

**Advice:** You can provide memos, inspection forms, inspection notes, schedules of work and narratives, etc, in support of this learning outcome. You may want to cross-reference to inspections that you have undertaken elsewhere in this Logbook.

Activities Undertaken (including date)	Achievements/Skills Developed	P/F Ref & Evidence	Comments/Signed and Date

# INSPECTIONS, INVESTIGATIONS AND ACHIEVING RESULTS

## IN2 - INVESTIGATION TECHNIQUES

**Requirements:**

To be able to carry out an effective investigation.

You must provide a narrative of at least two different investigations; each one should demonstrate how the need to conduct the investigation was determined, how you identified information sources to help in the investigation and how you carried out the investigation.

You may provide details of inspections, interviews, sample results, research, observations, monitoring, copies of extracts of information, narrative, etc. You may wish to cross-reference this to investigations in other sections of the Logbook.

**Advice:**

A properly conducted investigation into a food complaint following nationally agreed procedures i.e. LACORS Guidance will satisfy this requirement. Investigations into a food poisoning report may also provide the opportunity to demonstrate the desired outcomes. However if a food poisoning investigation is led by a senior officer the student may still use the experience gained in observing the progress of the investigation if the student considers and evaluates alternate options at each stage of the investigation.

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# INSPECTIONS, INVESTIGATING AND ACHIEVING RESULTS

## IN3 - COMPLIANCE STRATEGIES

**Requirement:** To be able to identify options to determine the most appropriate course of action and to implement action in order to achieve a desired outcome or intervention (i.e. resolution of the problem or non-compliance).

You must provide a narrative of at least three different problems where you have been involved for example complaints, inspections or investigations giving the details of the actions that you have taken to achieved a desired outcome or intervention (result or resolution of the problem). You must demonstrate how you considered the options available and how you decided on the most appropriate course of action to resolve the particular problem. You should describe the factors (**social, political, financial, cultural, etc**) that you had to take into account in deciding your course of action and how you ensured that the result was achieved and maintained. You should provide details of cases where a clear result was obtained.

**Advice:** Achieving a satisfactory outcome to a problem can be achieved in a number of **different** ways. A particular skill required by a qualified Environmental Health professional is the ability to advise, educate and persuade food business operators to meet legal requirements and improve standards. A key expectation of the Food Law Code of Practice is that officers adopt a graduated and educative approach when seeking compliance. Officers also need to understand when it is appropriate to adopt a formal approach. You should identify the options for action presented in each of the three problems selected and describe why in each of the problems you determined the particular course of action as being appropriate for that situation.  
You should include letters, notices, reports, narratives, etc. as evidence. You may also wish to cross-reference this to learning outcomes elsewhere in the Logbook.

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# LEGAL

## L1 - COLLECTING ADMISSIBLE EVIDENCE

**Requirements:**

To be able to collect evidence that is able to be used in legal proceedings. This will include details of evidence taken for court proceedings or potential legal action.

You must demonstrate an understanding of the law and relevant codes relating to the collection and presentation of evidence. This will require the preparation of a narrative.

**Advice:**

To support this learning outcome you can include witness statements that you have written or taken, evidence taken under caution including copies of extracts from notebooks or transcripts from interviews that you have attended, photographs, samples or details of evidence that you have prepared for legal proceedings. It is acceptable for candidates to provide draft documents or materials prepared as an exercise but not actually used in a prosecution. A narrative will be useful to demonstrate that you understand the key legal requirements that must be satisfied before evidence is admissible and the aspects of evidence that may be challenged by legal representatives in court. In particular you are advised to consider the requirements of the Police and Criminal Evidence Act 1984, the Criminal Justice Act 2003, the Police and Magistrates Courts Act 1994 together with the relevant Codes and the Magistrates Court Rules, so far as they refer to the admissibility of evidence.

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# LEGAL

## L2 - PREPARATION AND SERVING OF NOTICES

**Requirements:** To be able to draft, prepare and serve notices.

You must provide at least four notices on different grounds, each relating to different premises for a different contravention of the legislation relating to food premises. For each notice you must provide a short narrative which demonstrates that the notice was (or would be) properly served. Different styles of service should be included within the narrative. At least **two** of the notices drafted must be Hygiene Improvement Notices under the Food Hygiene (England) Regulations 2006 (or equivalent in Scotland, Wales and Northern Ireland).

**Advice:** In most cases it is not expected that candidates will serve actual notices. However, you may include notices that **you** have drafted which were served by a qualified officer providing that it is made clear in the Logbook and Portfolio. Where candidates have difficulty in obtaining involvement with the serving of actual notices, it is acceptable to provide draft notices that have not, and will not, be served providing that the requirements of this learning outcome are met. You may wish to cross reference to learning outcomes elsewhere in the logbook e.g. FS1, FS2 and/or FS3

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# LEGAL

## L3 - COURT PROCEEDINGS

**Requirements:**

To have experience and demonstrate an understanding of court proceedings.

You must provide details of your experiences at one of the following: Magistrates Court or Crown Court. These should preferably, though not necessarily, relate to cases concerning food safety issues.

You should provide, in the form of a narrative, general details of the cases you have heard, together with any notes you made.

**Advice:**

You should have noted the procedures that apply, the roles of the different court staff and the meaning of relevant legal terms.

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## ADDITIONAL SKILLS

### ADD1 – Dealing with Difficult Situations and Non Compliant Food Businesses/Food Business Operators

**Requirements:** To have the negotiating and other skills necessary to achieve a desired outcome and to avoid or resolve conflict in difficult situations.

You must provide a narrative detailing at least one occasion where obstruction or aggression were encountered and how conflict was avoided or resolved. You must also include examples where negotiation with individuals, groups or companies has helped in the achievement of the desired objective.

**Advice:** You should, ideally, provide details of situations you have been involved in. However, it is acceptable to describe situations that you have observed and to document training sessions that you have attended on negotiating skills, dealing with aggression or related skills.

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## ADDITIONAL SKILLS

### ADD2 – COMMUNICATION

**Requirements:** To be able to communicate effectively using media appropriate for the receiver.

You must provide a narrative of at least three different examples of your use of a range of communication techniques. You must also include at least one further example of a situation when your special consideration of the receiver has required you to choose a particular type, style or method of communication.

**Advice:** You should include a narrative of the spoken word, letters, memos, reports, leaflets, posters, presentations, multimedia, etc.

# FOOD SAFETY

## FS1 - The Identification of Hazards and Management of Control Measures

**Requirements:**

To be able to identify food safety hazards and appropriate control measures in food businesses other than catering and retail.

You must have inspected at least three different types of food businesses **other** than those engaged in catering and retail operations (where the use of SFBB or similar national support model may be appropriate). You must provide a report demonstrating your ability to identify all relevant food hazards and control measures in each of the different types of business other than catering and retail, be able to assess the significance of the hazards at each process step and, where appropriate, be able to make recommendations to improve the control of the hazards identified.

You must include in your evidence consideration of hazard identification, control measures, the identification of critical control points and control points and the management of the control measures. (The Codex Principles relating to Monitoring and Corrective Actions).

Your evidence should also demonstrate an understanding of the importance of prerequisites programmes in supporting the HACCP system. Your report should include details of any areas of non-compliance with hygiene legislation (Regulation 852/2004 and Regulation 853/2004 if applicable).

**Advice:**

To demonstrate this learning outcome you must, where appropriate, use inspection notes, inspection reports, letters and draft notices. You may also include a narrative.

Food businesses where this learning outcome may be demonstrated include food manufacturing and processing, wholesalers and distributors and large catering operations where the use of SFBB or similar generic support models are not appropriate having regard to the nature and size of the food business operation.

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# FOOD SAFETY

## FS2 – Assessing the Operation of a Food Safety Management System

### Requirements:

To be able to assess the effective operation of a documented food safety management (HACCP) system.

You must have inspected/audited at least two food businesses engaged in manufacturing and or processing of food where their documented food safety management system has been developed and implemented following Codex Principles i.e. the HACCP Plan has been developed by a team using a process flow chart and following the Codex or similar logic sequence.

You must provide a report demonstrating your ability to assess the effectiveness of the HACCP plan including its implementation and maintenance. (The Codex Principle of Verification including Review) and where appropriate be able to make recommendations to improve the operation of the HACCP Plan. In particular you will need to examine associated documentation and record keeping to determine whether they are in accordance with documented procedures.

### Advice:

You must include in your evidence details about your audit plan and results of the audit. It is important that you detail any areas of non-compliance (non-conformance) with the HACCP Plan and with Codex Principles and identify any concerns that you have about the effectiveness of the HACCP Plan to ensure food safety.

To demonstrate this learning outcome you must, where appropriate, use inspection notes, inspection reports, letters and draft notices. You must also include a copy of the HACCP system being assessed so that the assessor can relate your comments to the documented system. This does not have to be the whole system but can be one particular process or product or, if a large process, then part of it.

You may also include a narrative to help you demonstrate this learning outcome. You may wish to cross reference to Learning Outcome FS1. Both Outcomes can be demonstrated through the inspection and audit of the same business. FS1 considers the planning and development of the HACCP Plan. FS2 considers its implementation, operation and maintenance.

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# FOOD SAFETY

## FS3 - INSPECTION RATING SCHEME FOR FOOD HYGIENE INSPECTIONS

**Requirements:**

To be able to use the inspection rating scheme for food hygiene inspections in line with the Food Law Code of Practice.

You must determine the rating of at least 5 food premises where you have carried out food hygiene inspections. You must determine the rating of at least two premises which were either, or subsequently became, A or B and at least one other where a significance of risk was identified. You must provide details of the premises rated along with the inspection rating forms and notes and/or a narrative detailing how you determined the score and your justification of that score.

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# FOOD SAFETY

## FS4 - Assessing the Progress in Implementing SFBB or similar Food Safety Management Systems

**Requirements:** You must have visited at least 4 small catering and retail businesses (3 Caterers and 1 Retailer) who have adopted the Safer Food Better Business (SFBB) food safety management system (or similar central support models developed in Scotland, Wales and Northern Ireland) and assess the progress made by the business in meeting the requirements of the Hygiene Regulations (Article 5 Regulation 852/2004).

You must provide a report demonstrating your ability to assess the progress made implementing SFBB or similar using appropriate assessment forms and identifying the further advice and support needed by the food business operator to maintain the effectiveness of their food safety management system.

**Advice:** This learning outcome may best be demonstrated by undertaking at least two visits to the same small business over a period of time. The first visit should be to assess initial progress and to identify specific follow up action to be completed by the agreed date of the next visit. (See guidance issued by the FSA to local authorities on the promotion of SFBB). The candidate is not expected to 'coach' SFBB but to assess progress and maintenance of the SFBB system as would arise during a routine planned inspection. Your report should clearly identify the progress at each visit.

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# FOOD PREMISES INSPECTION

## FPI 1 - BUILDING CONSTRUCTION SERVICES AND FACILITIES

**Requirements:** To demonstrate an understanding and appreciation of:  
- the different types of buildings and premises used for food businesses and their methods of construction.

- the provision of services required for production, handling, storage, distribution and sale of foodstuffs.
- the provision of suitable and adequate facilities e.g. toilets, changing areas, handwashing points, food storage etc. within the premises.

Produce a report for at least three different types of food businesses including a food processor, retailer, and caterer. Identify the types of defects that can occur with different building materials, surface finishes, etc. and discuss relative merits and disadvantages in the premises used by these businesses and how they can be corrected.

**Advice:**

You must include any inspection notes, notices, reports, photographs and a narrative to describe the structure and services used in the food premises. You may incorporate this learning outcome with FPI2

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# FOOD PREMISES INSPECTION

## FPI 2 - FOOD PREMISES DESIGN, OPERATION AND EQUIPMENT

**Requirements:** To demonstrate an understanding and appreciation of good design and operation principles for food premises and for food machinery and equipment, including surface finishes.

You must inspect each of the following types of food premises:- food processor, retailer and caterer. You must include your inspection notes as part of your evidence, along with letters and any notices and a narrative commenting on the good and bad design of each of the premises, the layout, and how this affects work flow, and equipment and their effect on food safety and hygiene.

**Advice:** Your evidence should also include photographs and plans, and Identify different types of surface finishes of equipment.

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