

XXXXX COUNTY HEALTH DEPARTMENT

FOOD, LODGING AND INSTITUTIONS QUALITY CONTROL PROGRAM

I.POLICY

The Environmental Health Food, Lodging and Institutions Division will strive to ensure uniformity among inspectors in the interpretation and scoring of inspected establishments.

II.PURPOSE

To ensure uniformity and consistency among inspectors during inspections of graded establishments.

III.PROCEDURE

The Environmental Health Food, Lodging and Institutions Division conducts inspections mandated by the state at certain prescribed intervals, or as deemed necessary. The Division/program management will implement an on-going quality control program that evaluates inspection uniformity to ensure inspection quality, inspection frequency and uniformity among authorized regulatory staff. The quality control program will assure that each inspector:

1. Completes an inspection form that is clear and legible.
2. Completes the inspection form correctly; accurately records findings, observations and discussions with the facilities' management.
3. Interprets and applies laws, regulations, policies and procedures correctly.
4. Reviews past inspection findings and acts on repeated or unresolved issues.
5. Follows through with compliance and enforcement.
6. Maintains proper inspection frequency.

An assessment review of each inspector's work will be made during at least 2 joint on-site inspections. A file review will accompany the quality control review. This file review will consist of at least three inspection reports completed by the reviewed inspector during the current review period. A written report will be completed by the program specialist including findings and corrective actions for deficiencies. A copy the report will go to the reviewed inspector and one to the environmental health supervisor.

DATE DEVELOPED:

DATE REVIEWED:

DATE REVISED:

APPROVED BY: _____ TITLE: _____ DATE: _____