



Department of Health

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Rhode Island Department of Health Center for Food Protection School Cafeteria Third-Party Auditor Criteria

Company Requirements

The auditing agency must not provide any other products or services to the school food authority and there must be no conflict of interest.

Inspector Requirements

Individuals seeking approval as third-party auditors must submit a resume including education and work history to the Rhode Island Department of Health (RIDOH) – Center for Food Protection. Education and experience requirements for third-party auditors are as follows:

Education

Bachelor's degree from an accredited college or university, and 30 semester hours that include the following areas of study:

- Biological sciences
- Chemistry Physical sciences
- Food science/technology
- Nutrition
- Medical science
- Engineering
- Epidemiology
- Veterinary medical science
- Psychology
- Related scientific fields that provide knowledge directly related to food protection and environmental health.

Experience

Must possess a minimum of two years of experience as an inspector for a food regulatory agency or as an auditor in a private organization conducting food safety audits of retail food service establishments. Must possess a working knowledge of the Rhode Island Food Code and/or United States Food & Drug Administration (FDA) Model Food Code and the ability to demonstrate proficiency in applying the provisions of the Food Code during inspections.



State of Rhode Island

Third-Party School Inspection Criteria

Applicants who do not meet the educational requirement but meet the experience requirement may be approved under the following circumstances:

1. Applicant has been standardized in the application of the Rhode Island Food Code by the RIDOH Center for Food Protection, or
2. Applicant has been standardized in the application of the FDA Model Food Code by FDA, or
3. Conditional approval is granted pending obtaining the National Environmental Health Association's Certified Professional – Food Safety credential within three months.

All third-party auditors are subject to a criminal background check prior to approval.

Third-Party Audit Requirements

Third-party audits must be conducted in a manner that is consistent with current Rhode Island laws, regulations, policies, and procedures using forms and other materials that are equivalent to current RIDOH Center for Food Protection inspection forms.

Third-party include the verification and assessment of all Rhode Island Department of Education and National School Lunch Program requirements including the review of Hazard Analysis and Critical Control Point (HACCP) plans and verification that all audit and inspection reports are posted.

All third-party audit reports must be submitted electronically to the RIDOH Center for Food Protection electronic inspection database within 24 hours of completion using software approved by RIDOH. Hard copies of third-party audit reports may be required for submission if the RIDOH Center for Food Protection electronic inspection database is not available at the time of audit. Hard copies of third-party audit forms must be based on the current RIDOH Center for Food Protection Inspection Form.

All imminent hazards to public health must be reported to RIDOH immediately upon discovery.

The work of third-party auditors will be periodically evaluated to determine the level of compliance with these requirements. RIDOH reserves the right to disallow any company, auditor, or reports from any person or organization for failure to comply with these requirements.

Revised January 2020



State of Rhode Island