

Annexure-I

Standard Operating Procedure (SOP) for Refresher training of Food Safety Supervisors whose certificates have expired or about to expire in the Old FoSTaC portal

In order renew the expired or expiring FSS certificate, the FSS has to follow below mentioned steps: -

Step 1: Log in to FoSTaC portal using existing Trainee User ID and Password.



Step 2: After logging in, the trainee profile will be displayed.

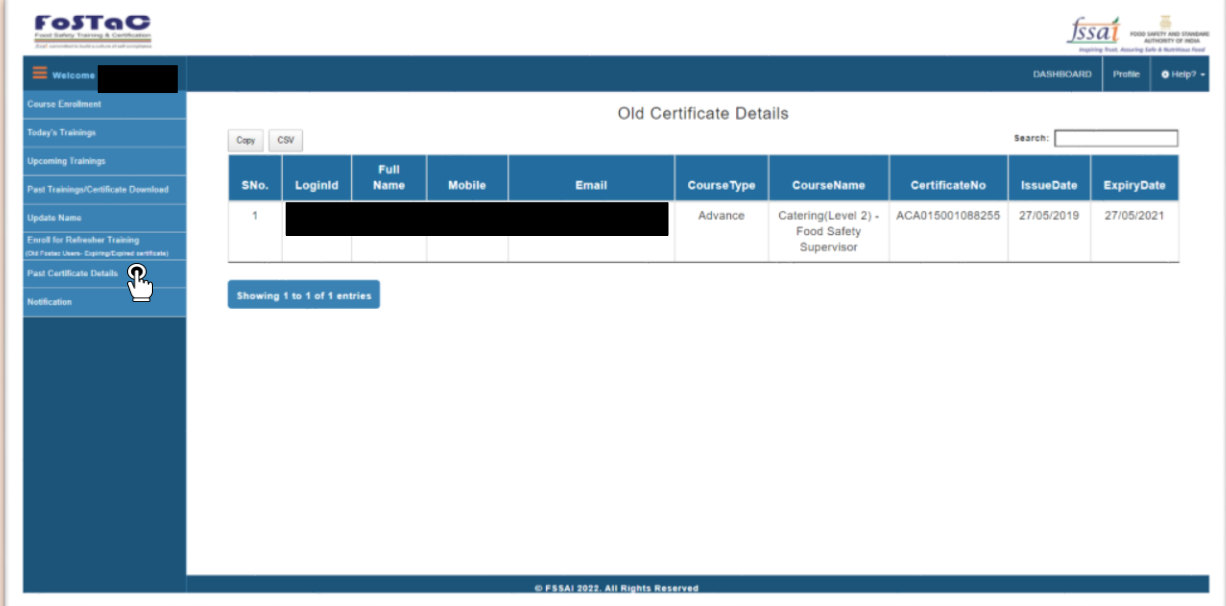
Important Notification

1. Trainees can enroll in the training batches only before the start of the time of the training calendar. After the start of the training, the Trainees won't be able to enroll in the training.
Note: It is advised that all Trainees/ Participants are enrolled one day before the start of the training session. No request for the enrollment of the trainee after the start of the training will be entertained under any circumstances.
2. The Old portal will be working for 6 months along with the New portal. Data before the launch of New portal will be available in the Old portal.
Note: All are requested to download the data from the Old portal for their records as after 6 months Old portal will be discontinued and data can't be retrieved.
3. Some USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal, in that cases please create a new account under new portal.
Note: If assessments are not marked within the 7 days of grace period, the training calendar will be cancelled automatically. Training partner and Assessor will be responsible for any such inconvenience.
4. The Old portal will be working for 6 months along with the New portal. Data before the launch of New portal will be available in the Old portal. All are requested to download the data from the Old portal for their records as after 6 months Old portal will be discontinued and data can not be retrieved.
5. Following are the New Categorization of training courses as per below chart

Course Category	Course Type	Course Subtype	Course Category	Course Type	Course Subtype
Bakery	Catering	General	I	SFV	COVID-19
		Special			
		ICDS			
Manufacturing	Catering	General	I	SFV	COVID-19
		Special			

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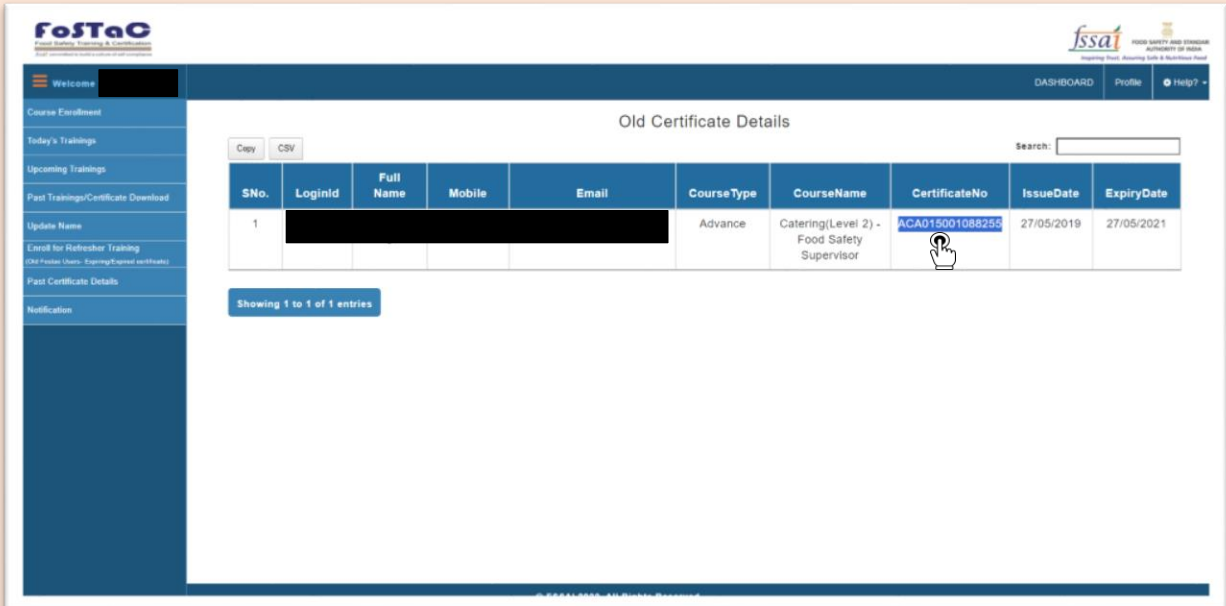
Step 3: The FSS (trainee) has to click on "Past Certificate Details" to see all his/her past training certificate details.



The screenshot shows the FoSTaC dashboard interface. The left sidebar contains a menu with the following items: Welcome, Course Enrollment, Today's Trainings, Upcoming Trainings, Past Trainings/Certificate Download, Update Name, Enroll for Refresher Training (All FSS Users: Existing/Expired certificate), Past Certificate Details (highlighted with a mouse cursor), and Notification. The main content area is titled "Old Certificate Details" and features a search bar and two buttons: "Copy" and "CSV". Below these is a table with the following columns: SNo., LoginId, Full Name, Mobile, Email, CourseType, CourseName, CertificateNo, IssueDate, and ExpiryDate. The table contains one entry with SNo. 1, CourseType "Advance", CourseName "Catering(Level 2) - Food Safety Supervisor", CertificateNo "ACA015001088255", IssueDate "27/05/2019", and ExpiryDate "27/05/2021". A status bar below the table indicates "Showing 1 to 1 of 1 entries". The footer of the page reads "© FSSAI 2022. All Rights Reserved".

SNo.	LoginId	Full Name	Mobile	Email	CourseType	CourseName	CertificateNo	IssueDate	ExpiryDate
1					Advance	Catering(Level 2) - Food Safety Supervisor	ACA015001088255	27/05/2019	27/05/2021

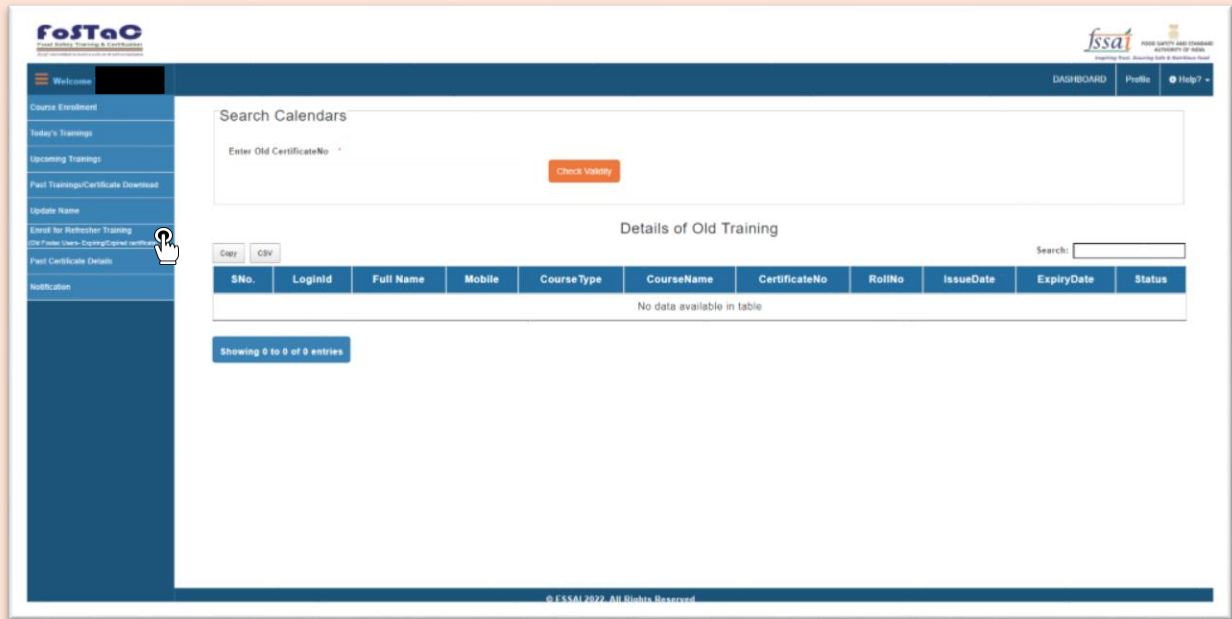
Step 4: Now, the FSS has to copy the 'Certificate number' for which he/she wants to undergo refresher training.



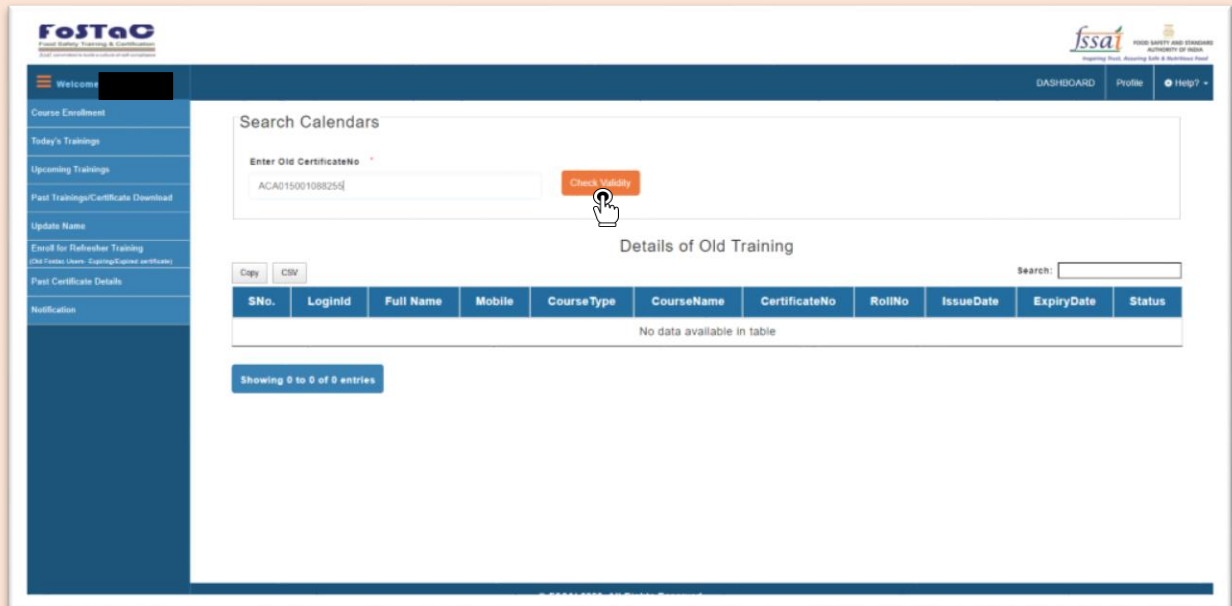
This screenshot is identical to the one above, showing the "Old Certificate Details" page. In this view, a mouse cursor is hovering over the "CertificateNo" field of the table entry, which contains the value "ACA015001088255".

SNo.	LoginId	Full Name	Mobile	Email	CourseType	CourseName	CertificateNo	IssueDate	ExpiryDate
1					Advance	Catering(Level 2) - Food Safety Supervisor	ACA015001088255	27/05/2019	27/05/2021

Step 5: Now, the FSS can click on ‘Enrol for Refresher Training’ tab given in the menu.



Step 6: The FSS has to Enter/Paste their old FSS certificate number and Click on ‘Check Validity’.



Step 7: Details of the FSS old training will appear as per below. Here, they can check the status of the past certificates in the ‘**Status**’ column.

- Please note for the FSS whose certificate has expired the system will show ‘**Certificate Expired**’ in the Status column

The screenshot shows the FoSTaO dashboard with a search bar for 'Enter Old CertificateNo' containing 'ACA015001088255'. Below the search bar, the 'Details of Old Training' table is displayed. The table has columns for SNo., LoginId, Full Name, Mobile, CourseType, CourseName, CertificateNo, RollNo, IssueDate, ExpiryDate, and Status. The first row shows a certificate with SNo. 1, CourseType 'Advance', CourseName 'Catering(Level 2) - Food Safety Supervisor', IssueDate '27/05/2019', and ExpiryDate '27/05/2021'. The Status column for this row is 'Certificate Expired' with a 'Find Matches' button below it.

SNo.	LoginId	Full Name	Mobile	CourseType	CourseName	CertificateNo	RollNo	IssueDate	ExpiryDate	Status
1				Advance	Catering(Level 2) - Food Safety Supervisor	ACA015001088255	ACA015001088255	27/05/2019	27/05/2021	Certificate Expired Find Matches

Showing 1 to 1 of 1 entries

- For the FSS whose certificate is about to expire within six months from the date of expiry, the system will show ‘**Eligible for Refresher Training**’ in the Status column.

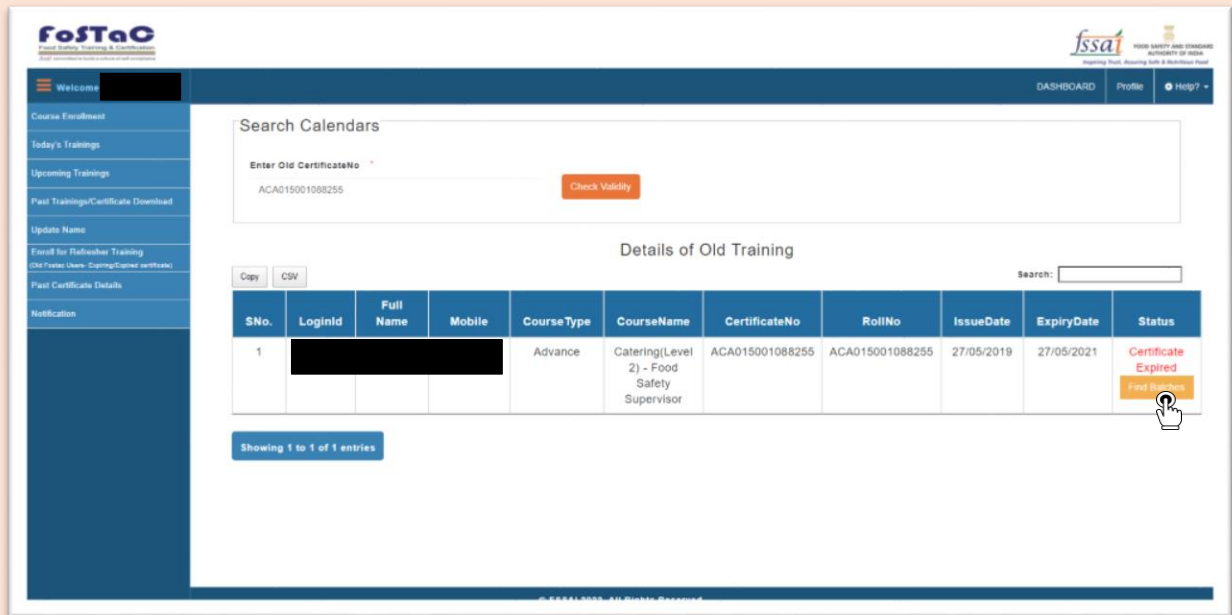
The screenshot shows the FoSTaO dashboard with a search bar for 'Enter Old CertificateNo' containing 'ACACOV02002010886'. Below the search bar, the 'Details of Old Training' table is displayed. The table has columns for SNo., LoginId, Full Name, Mobile, CourseType, CourseName, CertificateNo, RollNo, IssueDate, ExpiryDate, and Status. The first row shows a certificate with SNo. 1, LoginId 'TE204768', Full Name 'Nikhil Pramod Agale', Mobile '9766660014', CourseType 'Advance', CourseName 'Catering(Level 2) & COVID- Food Safety Supervisor', IssueDate '28/06/2022', and ExpiryDate '28/06/2024'. The Status column for this row is 'Eligible for Refresher Training' with a 'Find Matches' button below it.

SNo.	LoginId	Full Name	Mobile	CourseType	CourseName	CertificateNo	RollNo	IssueDate	ExpiryDate	Status
1	TE204768	Nikhil Pramod Agale	9766660014	Advance	Catering(Level 2) & COVID- Food Safety Supervisor	ACACOV02002010886	ACACOV020002010886	28/06/2022	28/06/2024	Eligible for Refresher Training Find Matches

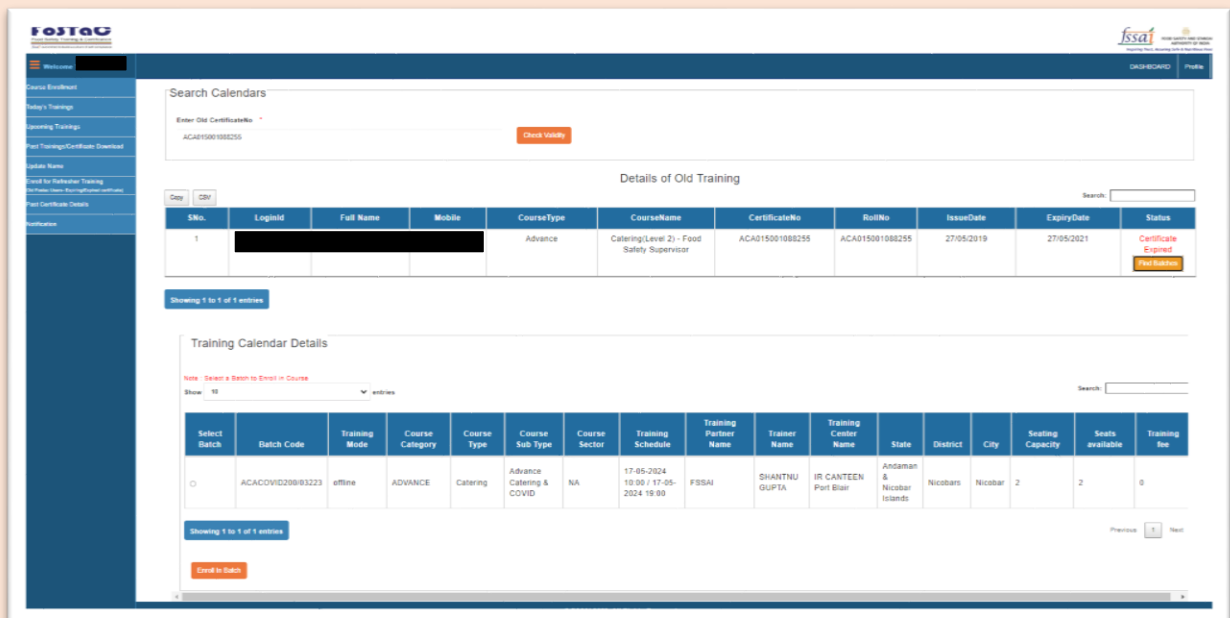
Showing 1 to 1 of 1 entries

Note: Eligible candidate can search for available refresher training course and enroll themselves for refresher training By click on FindMatches button

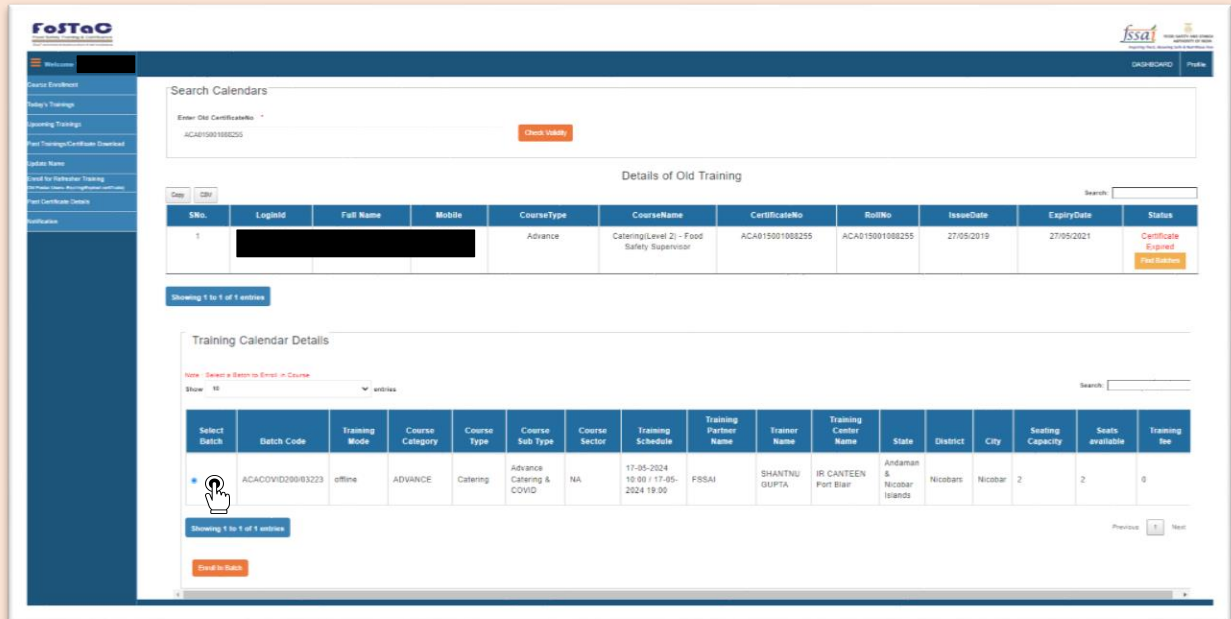
Step 8: If the status of the certificate shows ‘**Certificate expired or Eligible for Refresher Training**’ then the FSS should click on ‘**Find Batches**’.



Step 9: A list of available refresher trainings if any will appear.

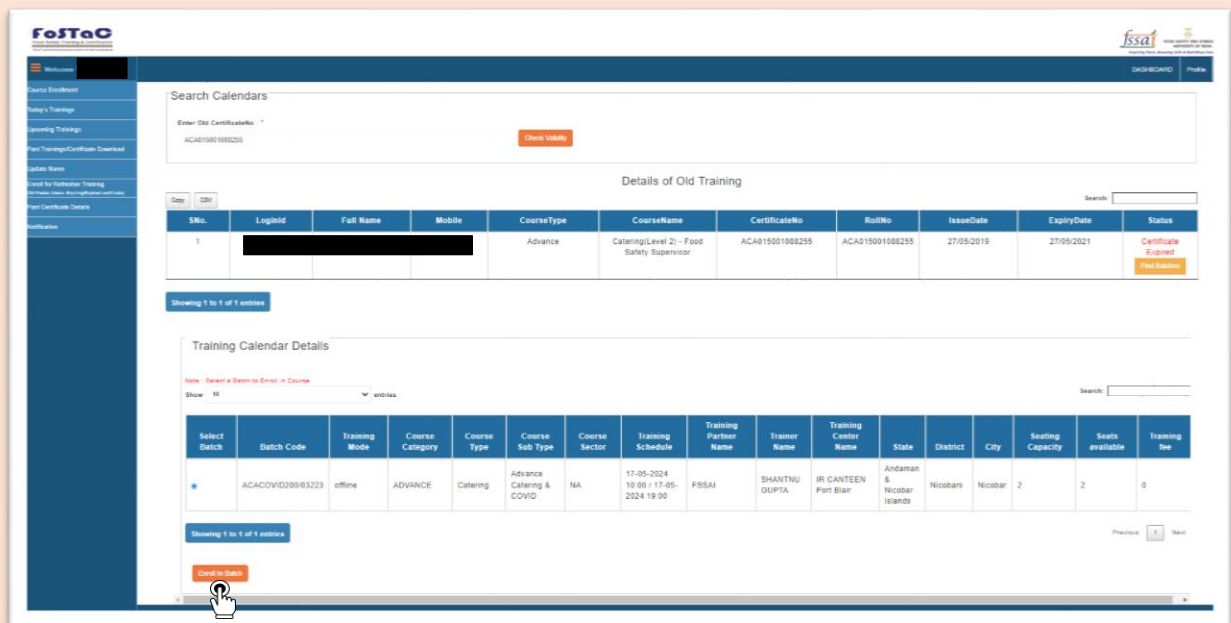


Step 10: The FSS has to select a refresher training batch of the relevant course category & course type by clicking on **0** icon.

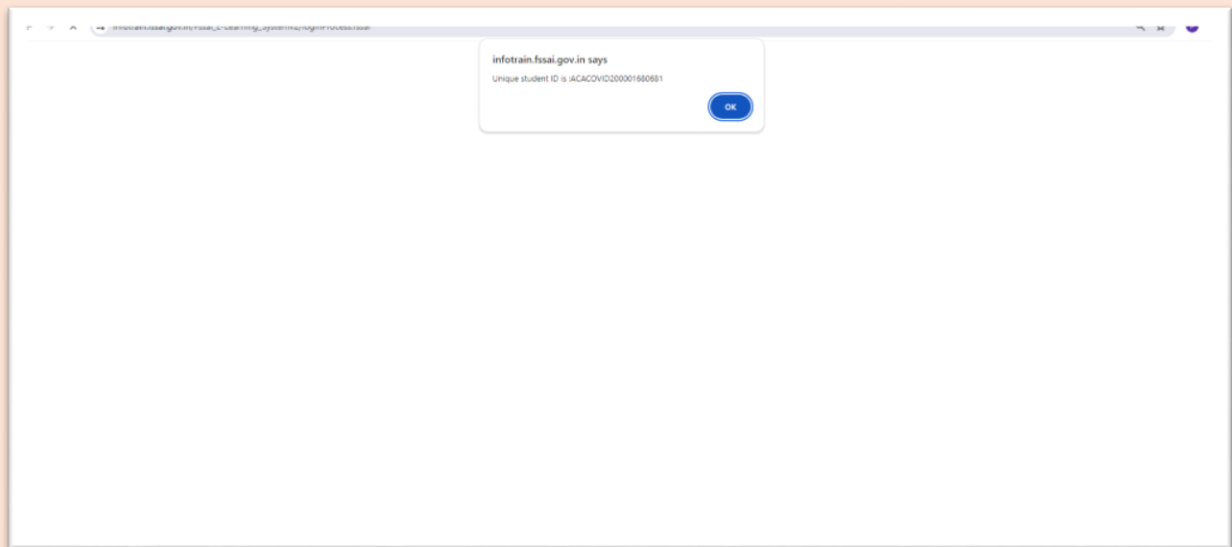


Note: Trainees should select and enrol in relevant refresher course only i.e. if the trainee earlier had attended Advance Catering training and his certificate has expired, then he has to select and enrol in Advance Catering refresher course only.

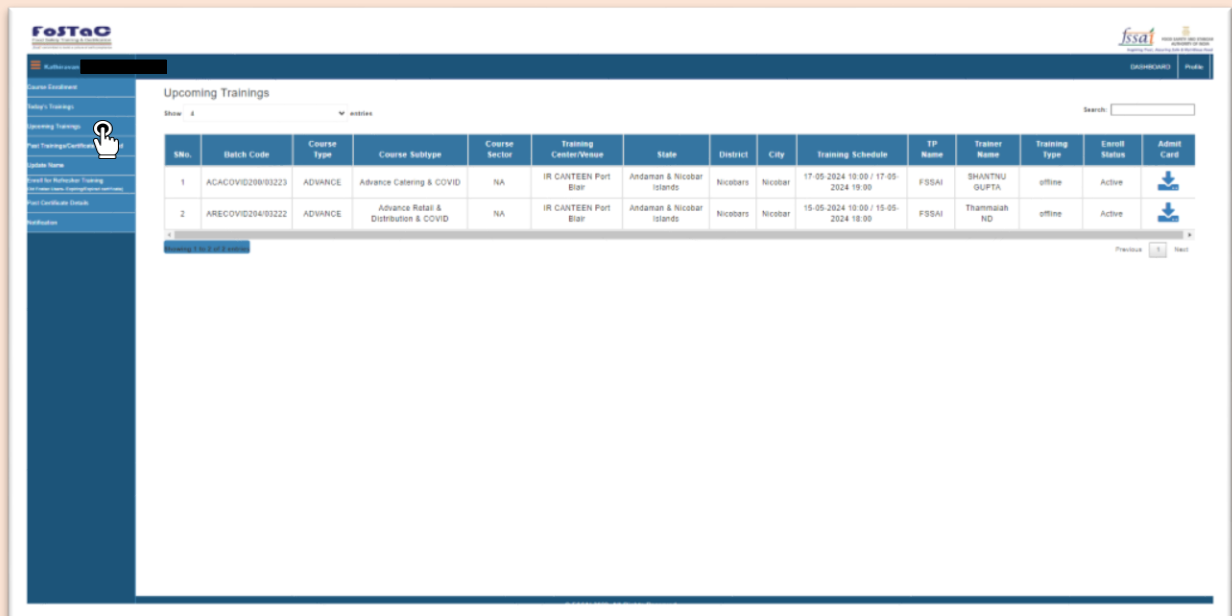
Step 11: After selecting the relevant batch of their choice, FSS has to click on 'Enrol batch'.



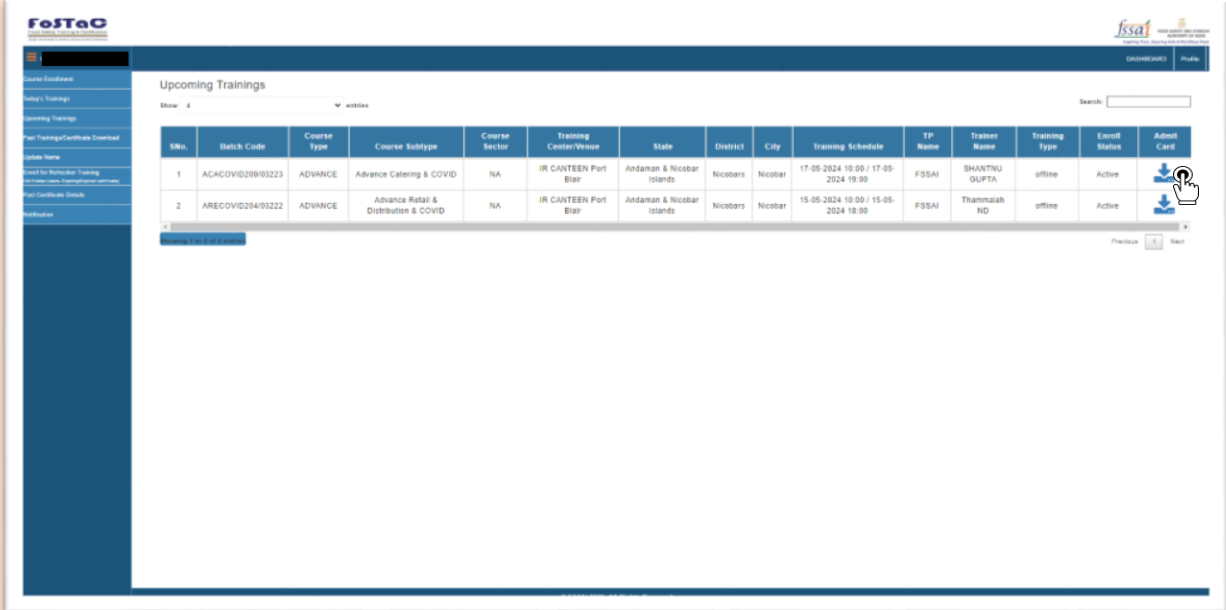
Step 12: After successful enrolment a unique student ID will pop up in the next window.





Step 13: Now, FSS has to go to 'Upcoming Trainings' section to download his/her admit card.



Step 14: FSS has to Click on  symbol to download the admit card.



The screenshot displays the 'Upcoming Trainings' section of the FoSTeC portal. It features a table with the following columns: SNo., Batch Code, Course Type, Course Subtype, Course Sector, Training Center/Warehouse, State, District, City, Training Schedule, TP Name, Trainer Name, Training Type, Enroll Status, and Admit Card. Two training entries are listed, both with 'Active' enrollment status. A hand cursor is shown clicking on the download icon in the 'Admit Card' column of the first row.

SNo.	Batch Code	Course Type	Course Subtype	Course Sector	Training Center/Warehouse	State	District	City	Training Schedule	TP Name	Trainer Name	Training Type	Enroll Status	Admit Card
1	ACACOV120/03223	ADVANCE	Advance Catering & COVID	NA	IR CANTEEN Port Blar	Andaman & Nicobar Islands	Nicobars	Nicobar	17-05-2024 10:00 / 17-05-2024 19:00	FSSAI	SHANTHU GUPTA	offline	Active	
2	ARECOV120/03222	ADVANCE	Advance Retail & Distribution & COVID	NA	IR CANTEEN Port Blar	Andaman & Nicobar Islands	Nicobars	Nicobar	15-05-2024 10:00 / 15-05-2024 18:00	FSSAI	Thammalah ND	offline	Active	

Step 15: FSS has to take Printout of the admit card and attend the training.

Note: Before attending the training, it is the responsibility of the trainees to contact the Training Partner regarding training venue, payment of fee and availability of seat.

Standard Operating Procedure (SOP) for Refresher training of Food Safety Supervisors whose certificates are about to expire in the new portal

In order to renew the expired or expiring FSS certificate, the FSS has to follow the below mentioned steps: -

Step 1: Log in into FoSTaC portal using existing **Trainee** user ID and password.

FoSTaC
Food Safety Training & Certification
Food Safety Training & Certification
Food Safety Training & Certification

fssai
FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA
Inspiring Trust, Assuring Safe & Nutritious Food
Ministry of Health & Family Welfare, Government of India

Instruction Manual: For New FoSTaC portal
Trainees:
Same USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal, in that cases please create a new account under new portal. The Old portal will available at below link. Data before the launch of New portal will be available at the Old portal
Trainees/Trainers/Assessors & Instructors:
Same USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal, in that cases you may contact through email id : fostar@fssai.gov.in or tp.fostar@fssai.gov.in

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Step 2: After logging in, the trainee profile will be displayed.

FoSTaC
Food Safety Training & Certification
Food Safety Training & Certification
Food Safety Training & Certification

fssai
FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA
Inspiring Trust, Assuring Safe & Nutritious Food
Ministry of Health & Family Welfare, Government of India

DASHBOARD Profile Help? ▾

Important Notification

1. Trainees can enroll in the training batches only before the start of the time of the training calendar. After the start of the training, the Trainees won't be able to enroll in the training.
Note: It is advised that all Trainees/ Participants are enrolled one day before the start of the training session. No request for the enrollment of the trainee after the start of the training will be entertained under any circumstances.
2. The Old portal will be working for 6 months along with the New portal. Data before the launch of New portal will be available in the Old portal.
Note: All are requested to download the data from the Old portal for their records as after 6 months Old portal will be discontinued and data can't be retrieved.
3. Some USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal, in that cases please create a new account under new portal.
Note: If assessments are not marked within the 7 days of grace period, the training calendar will be cancelled automatically. Training partner and Assessor will be responsible for any such inconvenience.
4. The Old portal will be working for 6 months along with the New portal. Data before the launch of New portal will be available in the Old portal. All are requested to download the data from the Old portal for their records as after 6 months Old portal will be discontinued and data can not be retrieved.
5. Following are the New Categorization of training courses as per below chart

Course Category	Course Type	Course Subtype	Course Category	Course Type	Course Subtype
Basic	Catering	General	Awareness	SFV	COVID-19
		Special			
		ICDS			
Basic	Manufacturing				

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Step 3: FSS (trainee) has to Click on ‘**Course Enrolment**’ on the left menu. Here FSS can see the past training details and status of the FSS certificate.

The screenshot shows the 'Course Enrolment' page on the FSSAI portal. The left sidebar has 'Course Enrolment' selected. The main area features a 'Course Wise Search' section with four dropdown menus: 'Course Category' (set to 'ADVANCE'), 'Course Type' (set to 'Retail and Distribution'), 'Type of Training' (set to 'Refresher'), and 'Mode of Training' (set to 'Offline'). A 'Find Batches' button is located below these filters. Below the search section is a 'Past Trainings Details' table with the following data:

SNo.	Certificate No	Course Name	CourseType Name	CourseSubType Name	CourseSector Name	Training Type	ExpiryDate	Refresher Training Due-Date/Eligibility
1	ARECOVID2041680596	ADVANCE	Retail and Distribution	Advance Retail & Distribution & COVID	NA		06-11-2024	06-05-2024 *(eligible for refresher training)
2	BMACOVID1031680586	BASIC	Manufacturing	Basic Manufacturing & COVID	NA		06-12-2025	06-06-2025
3	TBMCOVID2001680585	TOT	Basic Manufacturing	Basic Manufacturing & COVID TOT	NA		22-11-2025	22-05-2025

A note at the bottom states: '*Note: Eligible candidate can search for available refresher training course and enroll themselves for refresher training.'

Step 4: If any of the past training certificates are either **expired or about to expire within six months** (which will be marked as ‘**Certificate Expired or Eligible for refresher training**’ in refresher Training Due-Date/ Eligibility column) then, FSS has to select that particular training ‘**Course Category**’, ‘**Course Type**’, ‘**Type of Training**’ (select ‘**Refresher**’) and ‘**Mode of Training**’ and Click on ‘**Find Batches**’.

This screenshot is similar to the previous one, but with the search filters selected and a hand cursor pointing to the 'Find Batches' button. The 'Course Category' is 'ADVANCE', 'Course Type' is 'Retail and Distribution', 'Type of Training' is 'Refresher', and 'Mode of Training' is 'Offline'. The table below is identical to the one in Step 3.

SNo.	Certificate No	Course Name	CourseType Name	CourseSubType Name	CourseSector Name	Training Type	ExpiryDate	Refresher Training Due-Date/Eligibility
1	ARECOVID2041680596	ADVANCE	Retail and Distribution	Advance Retail & Distribution & COVID	NA		06-11-2024	06-05-2024 *(eligible for refresher training)
2	BMACOVID1031680586	BASIC	Manufacturing	Basic Manufacturing & COVID	NA		06-12-2025	06-06-2025
3	TBMCOVID2001680585	TOT	Basic Manufacturing	Basic Manufacturing & COVID TOT	NA		22-11-2025	22-05-2025

The same note is present at the bottom: '*Note: Eligible candidate can search for available refresher training course and enroll themselves for refresher training.'

Step 5: Details of available refresher training if any will appear.

The screenshot shows the FSSAI portal interface. At the top, there are logos for FSSAI and the Government of India. The main content area is titled 'Past Trainings Details' and contains a table with the following data:

S.No.	Certificate No	Course Name	Course Type Name	Course Sub Type Name	Course Sector Name	Training Type	ExpiryDate	Refresher Training Due-Date/Eligibility
1	ARECOVID2041680586	ADVANCE	Retail and Distribution	Advance Retail & Distribution & COVID	NA		06-11-2024	06-05-2024 <i>(eligible for refresher training)</i>
2	BMACOVID1031680586	BASIC	Manufacturing	Basic Manufacturing & COVID	NA		06-12-2025	06-06-2025
3	TBMCOVID2001680585	TOT	Basic Manufacturing	Basic Manufacturing & COVID TOT	NA		22-11-2025	22-05-2025

Below this table is a note: **Note: Eligible candidate can search for available refresher training course and enroll themselves for refresher training*

The 'Training Calendar Details' section shows a search bar and a table with the following data:

Select Batch	Batch Code	Training Mode	Course Category	Course Type	Course Sub Type	Course Sector	Training Schedule	Training Partner Name	Trainer Name	Training Center Name	State	District	City	Seating Capacity	Seats available	Training fee
<input type="radio"/>	ARECOVID204/03222	offline	ADVANCE	Retail and Distribution	Advance Retail & Distribution & COVID	NA	15-05-2024 10:00 / 15-05-2024 18:00	FSSAI	Thammalath ND	IR CANTEEN Port Blair	Andaman & Nicobar Islands	Nicobars	Nicobar	2	2	0

At the bottom of the calendar details, there is a button labeled 'Enroll in Batch'.

Step 6: The FSS has to select a refresher training batch of the relevant course category & course type by clicking on icon.

This screenshot is identical to the previous one, but with a mouse cursor clicking on the radio button in the 'Training Calendar Details' table for the first entry (Batch Code: ARECOVID204/03222).

Note: Trainees should select and enrol in relevant refresher course only i.e. if the trainee earlier had attended Advance Catering training and his certificate has expired, then he has to select and enrol in Advance Catering refresher course only.

Step 7: After selecting the batch FSS can click on 'Enrol batch'.

The screenshot displays the FSSAI training portal interface. At the top, there are logos for FSSAI and the Ministry of Food Processing Industries. The main content area is titled 'Past Trainings Details' and contains a table with the following data:

SNo.	Certificate No	Course Name	Course Type Name	Course Sub Type Name	Course Sector Name	Training Type	ExpiryDate	Refresher Training Due-Date/Eligibility
1	ARECOVID2041650596	ADVANCE	Retail and Distribution	Advance Retail & Distribution & COVID	NA		06-11-2024	06-05-2024 <i>(eligible for refresher training)</i>
2	BMACOVID1031888586	BASIC	Manufacturing	Basic Manufacturing & COVID	NA		06-12-2025	06-06-2025
3	TBMCVID2001688585	TOT	Basic Manufacturing	Basic Manufacturing & COVID TOT	NA		22-11-2025	22-06-2025

Below the table is a note: **Note: Eligible candidate can search for available refresher training course and enroll themselves for refresher training.*

The 'Training Calendar Details' section features a search bar and a table with the following data:

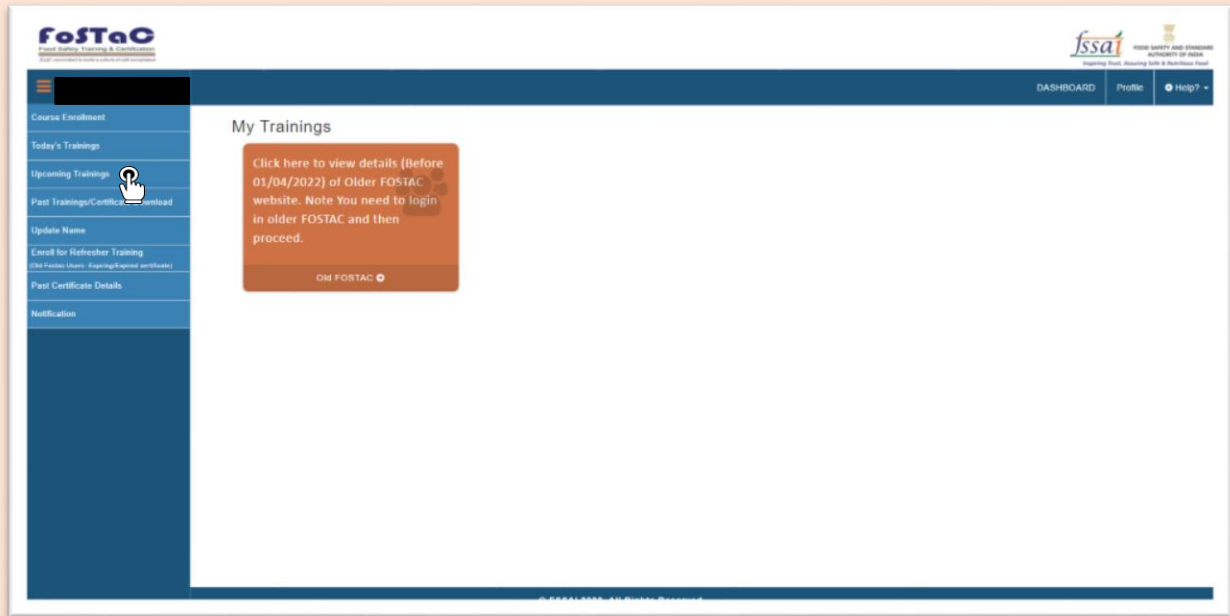
Select Batch	Batch Code	Training Mode	Course Category	Course Type	Course Sub Type	Course Sector	Training Schedule	Training Partner Name	Trainer Name	Training Center Name	State	District	City	Seating Capacity	Seats available	Training fee
<input checked="" type="checkbox"/>	ARECOVID204-93222	offline	ADVANCE	Retail and Distribution	Advance Retail & Distribution & COVID	NA	15-05-2024 10:00 / 15-05-2024 18:00	FSSAI	Thammalath ND	IR CANTEEN Port Blair	Andaman & Nicobar Islands	Nicobars	Nicobar	2	2	0

At the bottom of the table, there is a 'Showing 1 to 1 of 1 entries' indicator and a 'Previous' button. A red 'Enrol in batch' button with a hand cursor icon is positioned below the table.

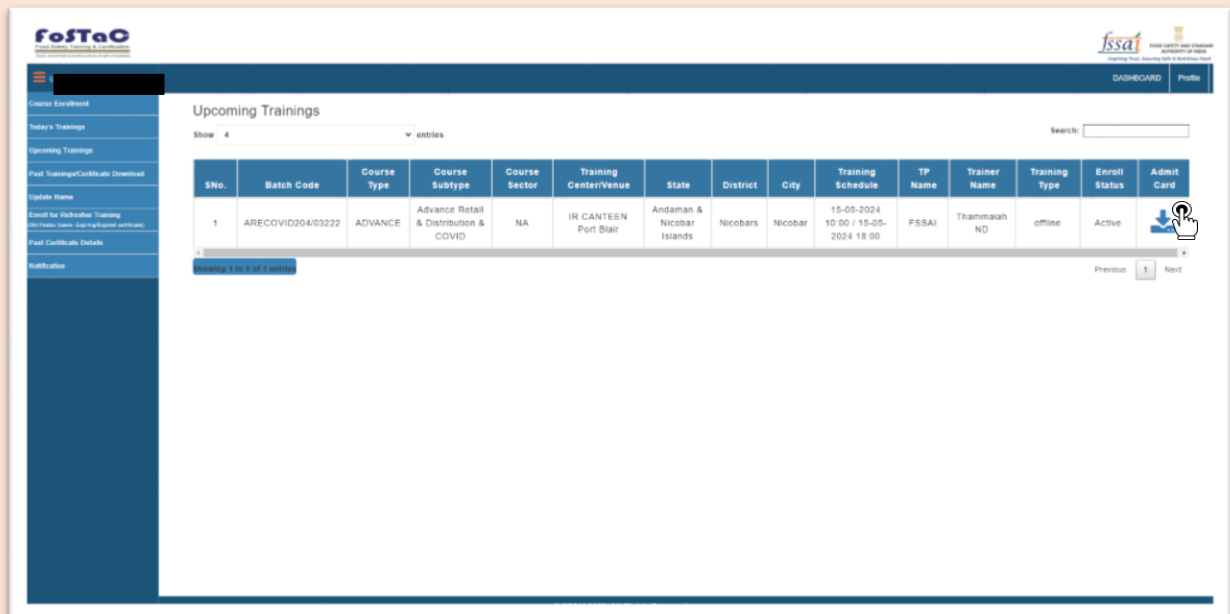
Step 8: After successful enrolment a Unique student ID will pop up in the next window.

The screenshot shows a browser notification window from 'infotrain.fssai.gov.in'. The notification text reads: 'infotrain.fssai.gov.in says Unique student ID is ARECOVID004001650679'. There is a blue 'OK' button at the bottom right of the notification box.

Step 9: Now, FSS has to go to 'Upcoming Trainings' section to download his/her admit card.



Step 10: FSS has to click on  symbol to download the admit card.



Step 11: Take Printout of the admit card and attend the training.

Note: Before attending the training it is the responsibility of the trainees to contact the Training Partner regarding availability of seat, training venue and payment of fee.