File No. T-15012/27/2022-Training-FSSAI-Part (1) (Computer No. 10757)

Food Safety and Standards Authority of India

(A Statutory Authority established under the Food Safety & Standards Act, 2006)

Training Division

2nd Floor, MMU Building, Mata Sundari Lane, Kotla Road, New Delhi-110002

Dated: 17th May, 2024

NOTICE

Subject: Introduction of Refresher Training Program and Extension for Expired FSS Certificates -reg.

With the approval from the Competent Authority, under FoSTaC program refresher training has been introduced for the Food Safety Supervisors (FSS) whose Food Safety Supervisor certificates have expired or about to expire within 6 months.

2. Course Duration and Fee:

- The refresher training will be available in both **online** and **offline** mode.
- All courses will be of **4 hours'** duration (including Awareness- Street Food Vending Course), except for the **Advance Manufacturing- Milk and Milk Products** course, which will be of **8 hours**.
- Fees for the refresher training* are as follows:
    - **Offline**: 50% less than the prescribed fee limit mentioned for the respective regular offline course.
    - **Online**: 25% less than the prescribed fee limit mentioned for respective refresher courses- offline.

Note: The detailed fee structure of FoSTaC courses is available in the FoStaC portal in the 'Fees structure of FoSTaC courses' column and can also be accessed through this link **https://fostac.fssai.gov.in/doc/pdf3.pdf.**

3. Course Content: The refresher training will cover:

- Recap on key concepts from the original course
- Updates on the FSSAI Act and Regulations
- Updates relevant to the specific FSS course the individual holds

4. Instruction to Trainers and Assessors:

- Trainers are required to ensure that the refresher courses include the above content.
- Trainees who attend the refresher training will be reviewed for their performance similar to the regular training assessment process i.e. an exam will be conducted by the

assessor after the training, in which trainees have to score a minimum of 60% of the total marks to qualify.

5. Extension for renewing the Expired Certificates:

- Also, the FSS certificates of many candidates have become invalid due to the introduction of 2 years' validity to FSS certificates. In view of this, several requests were received by the training division from FBOs and Food Safety Supervisors to provide an extension of 6 months for renewing the expired certificate through refresher training program.

- In this regard, as per the approval from the competent authority an **extension of 6 months** has been given to all the candidates whose FSS certificates have **expired or about to expire within 6 months from the date of issuing this notice** in order to complete the refresher training.

- A detailed **Standard Operating Procedure (SOP)** regarding Refresher training of Food Safety Supervisors whose certificates have expired or about to expire in the Old and New FoSTaC portal is attached in Annexure –I.

Virendra Singh

(Virendra Singh Shekhawat)
Manager, Training

Copy to:

1. IT division with a request to upload in the FSSAI website and FoSTaC website.

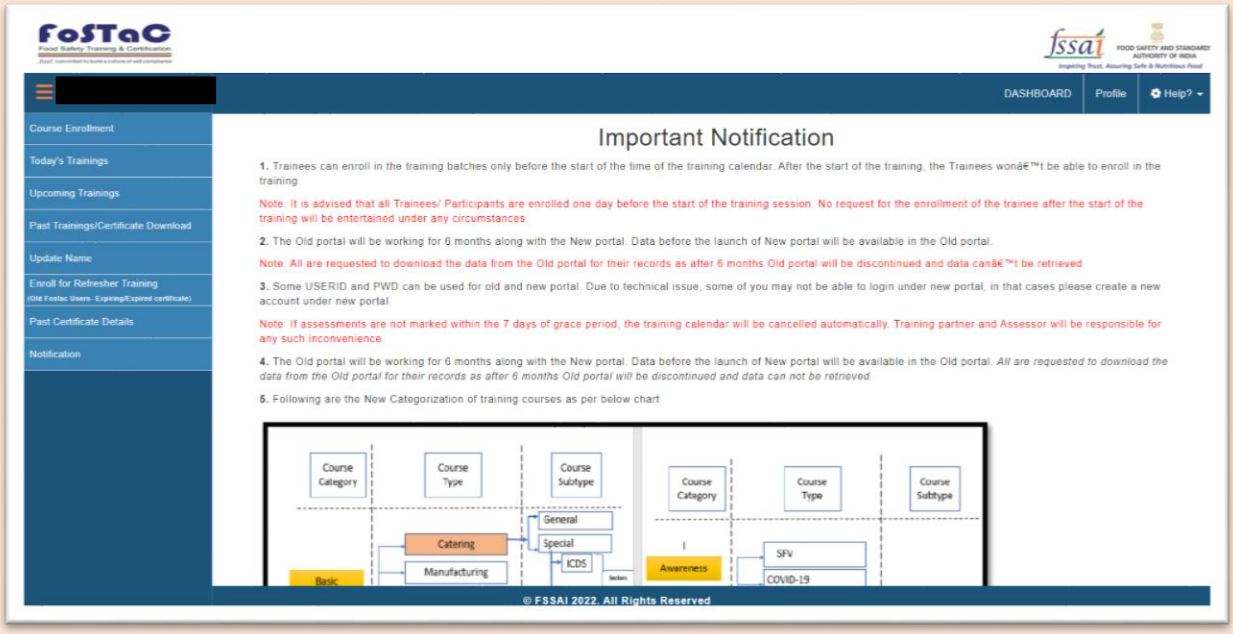
Annexure-I

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

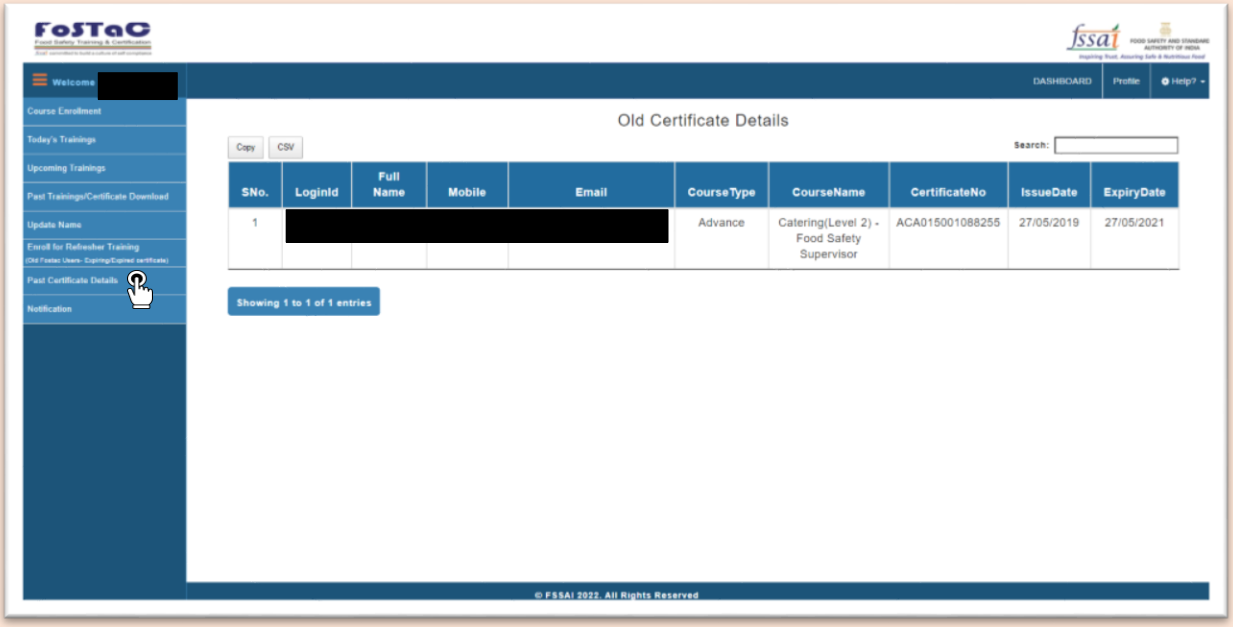
In order renew the expired or expiring FSS certificate, the FSS has to follow below mentioned steps: -

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

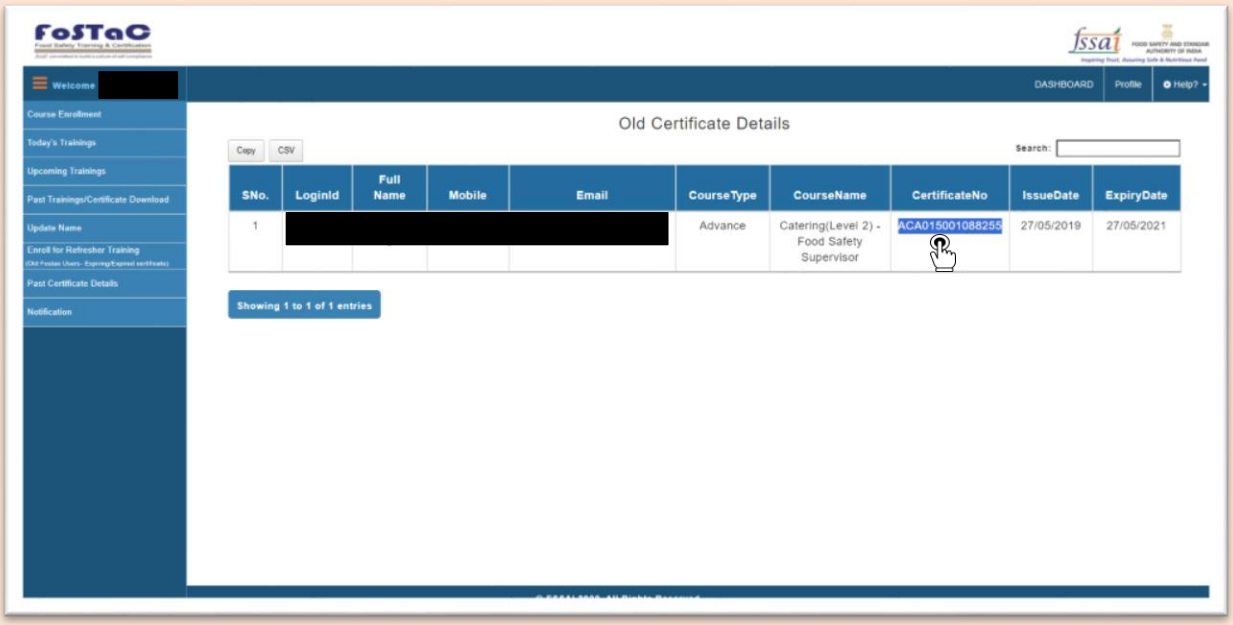
Step 2: After logging in, the trainee profile will be displayed.



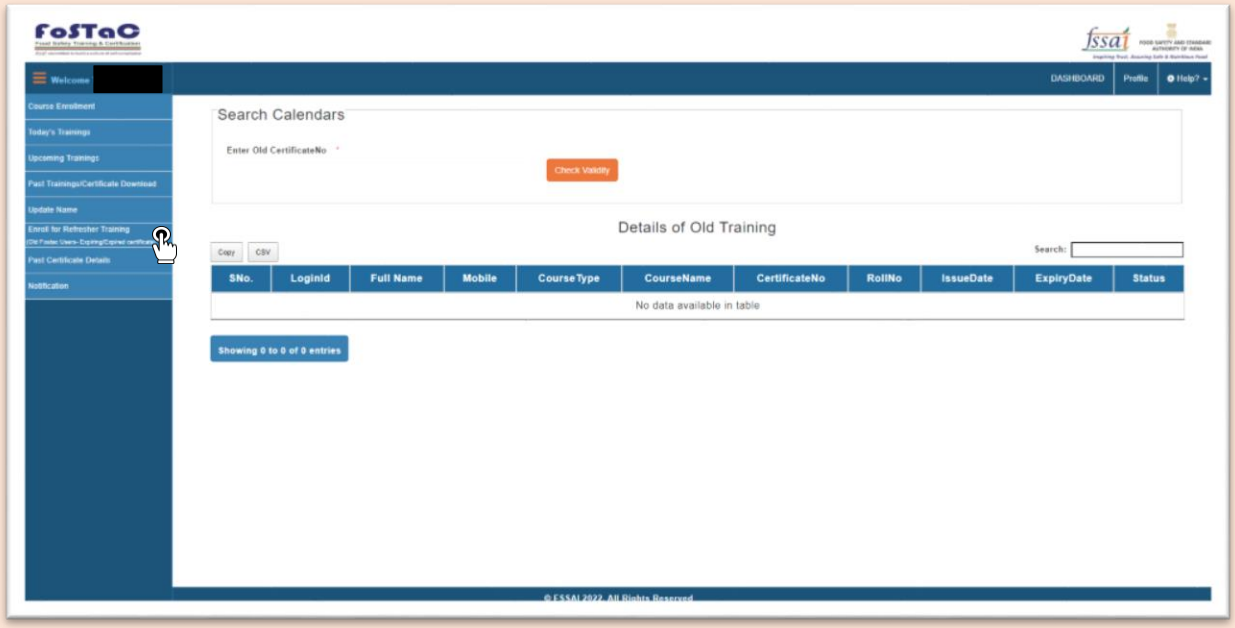
Step 3: The FSS (trainee) has to click on "**Past Certificate Details**" to see all his/her past training certificate details.



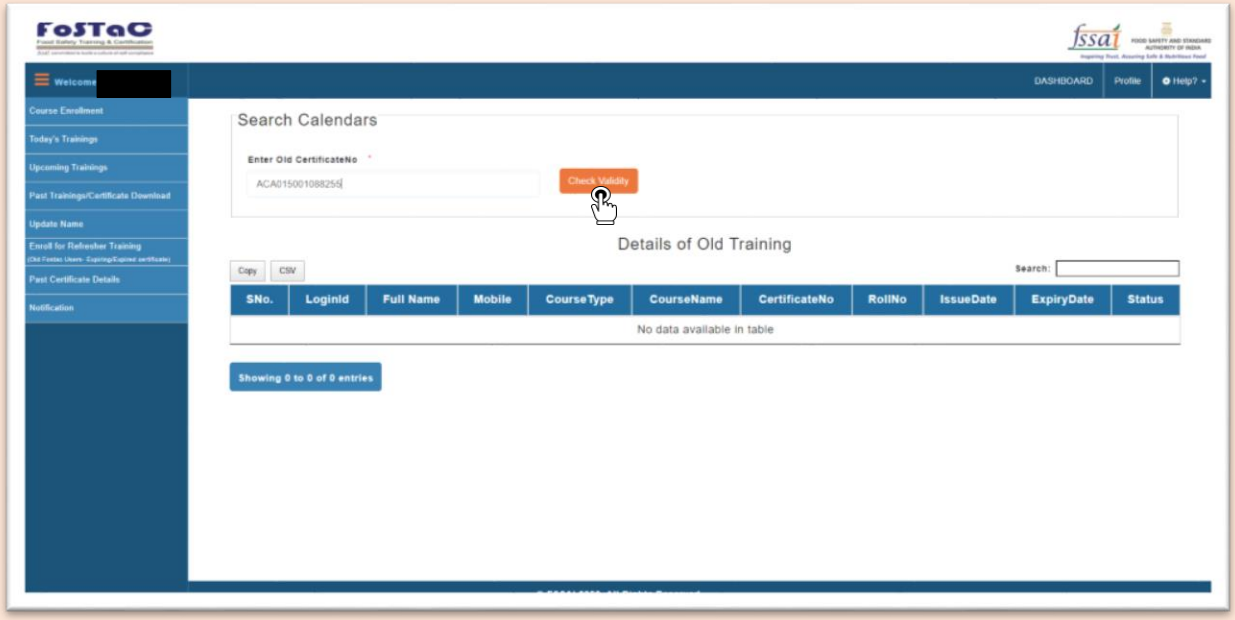
Step 4: Now, the FSS has to copy the '**Certificate number'** for which he/she wants to undergo refresher training.



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

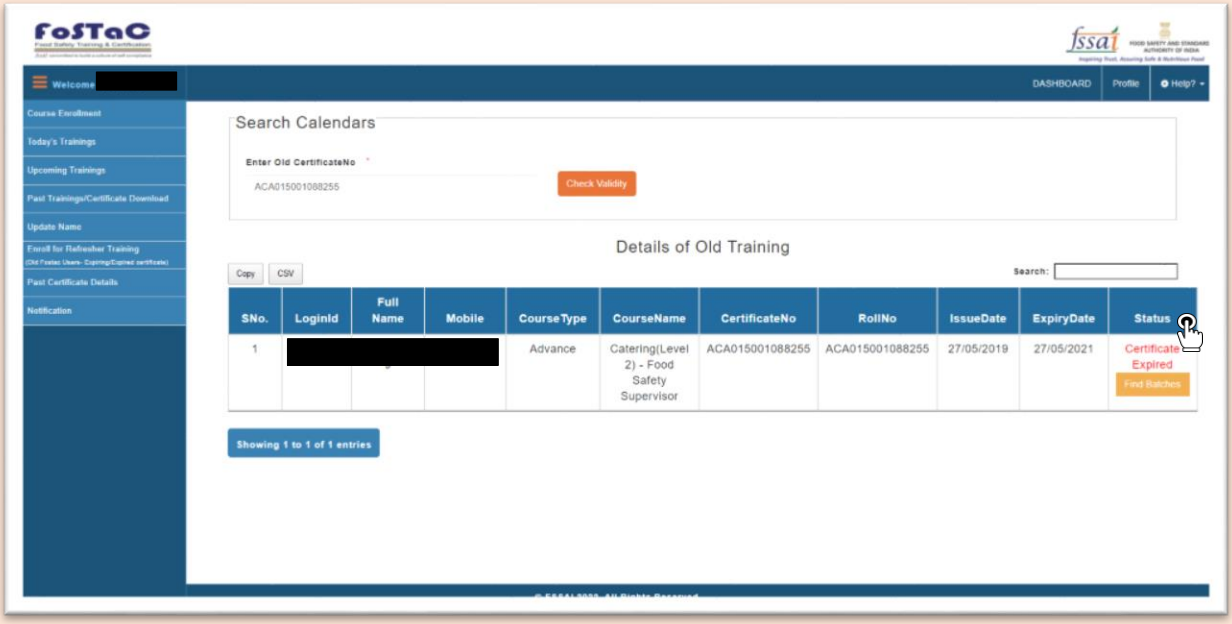


Step 6: The FSS has to Enter/Paste their old FSS certificate number and Click on '**Check Validity'**.

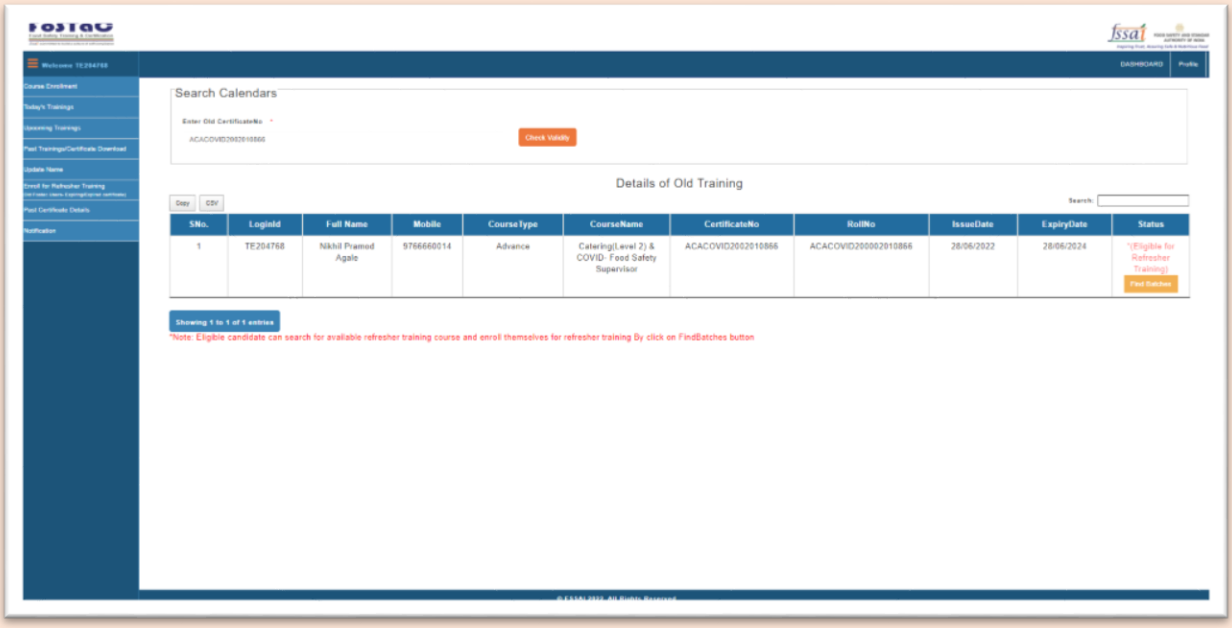


Step 7: Details of the FSS old training will appear as per below. Here, they can check the status of the past certificates in the '**Status'** column.

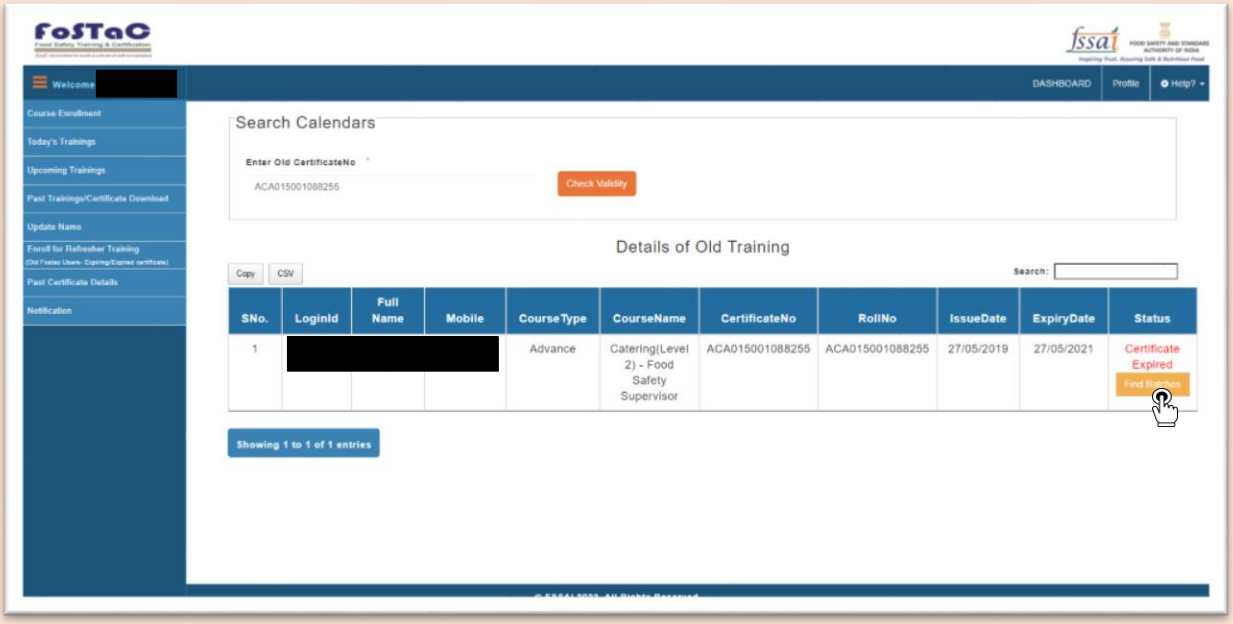
- Please note for the FSS whose certificate has expired the system will show '**Certificate Expired'** in the Status column



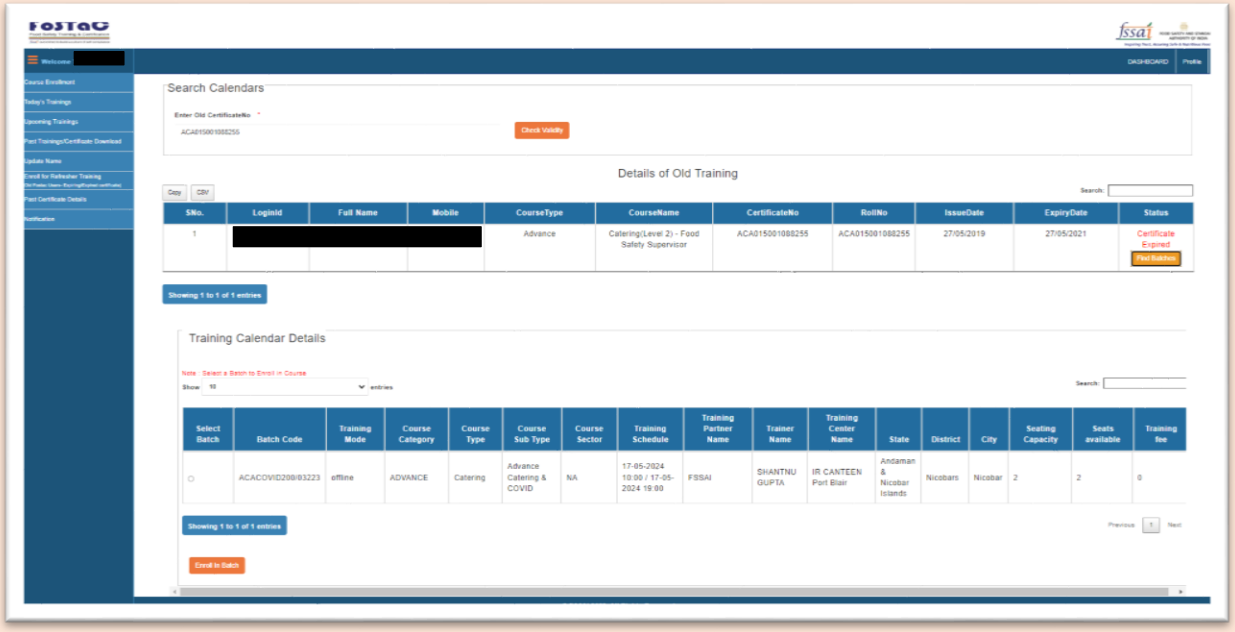
- For the FSS whose certificate is about to expire within six months from the date of expiry, the system will show '**Eligible for Refresher Training'** in the Status column.



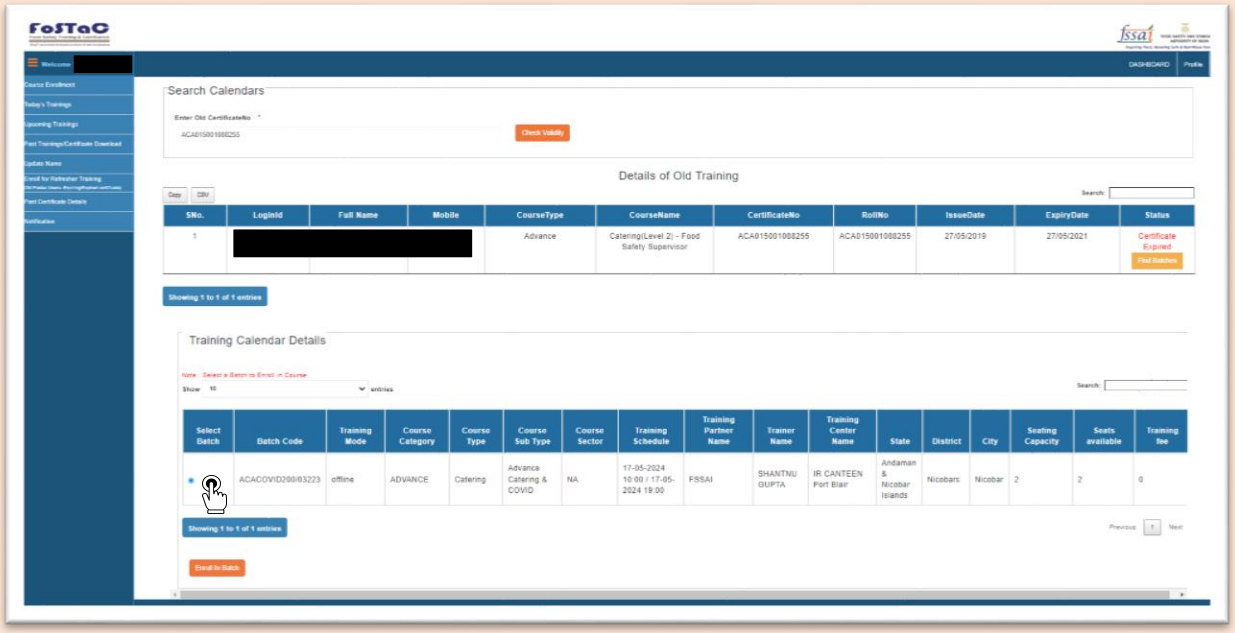
Step 8: If the status of the certificate shows '**Certificate expired or Eligible for Refresher Training'** then the FSS should click on '**Find Batches'**.



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

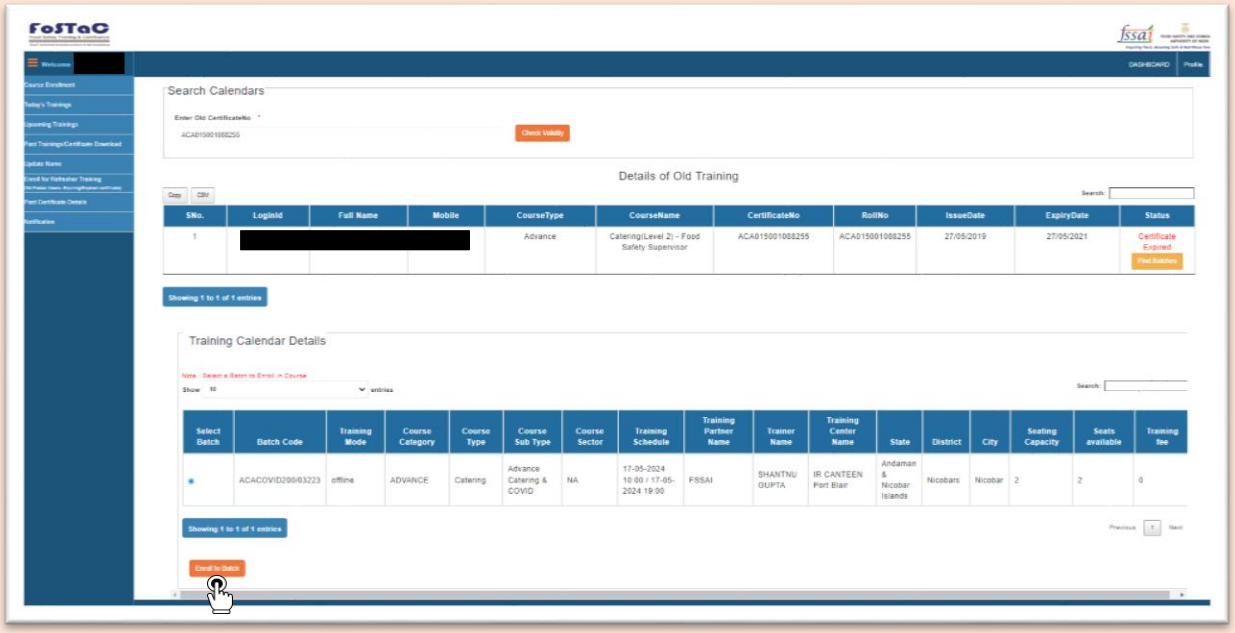


Step 10: The FSS has to select a refresher training batch of the relevant course category & course type by clicking on 0 icon.

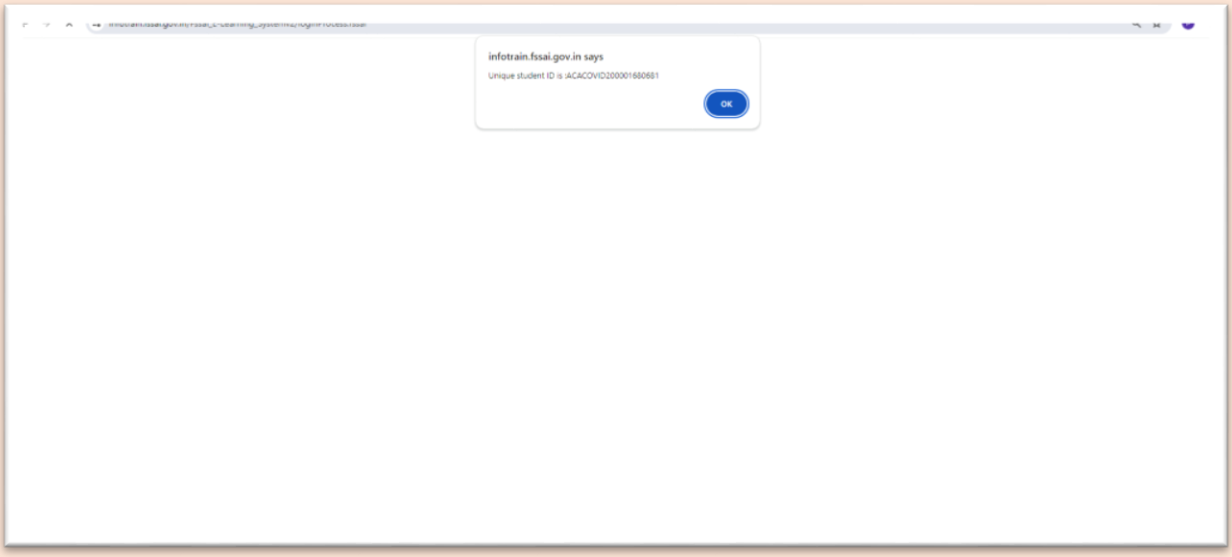


Note: **<u>Trainees should select and enrol in relevant refresher course only i.e. if the trainee earlier had attended Advance Catering training and his certificate has expired, then he has to select and enrol in Advance Catering refresher course only.</u>**

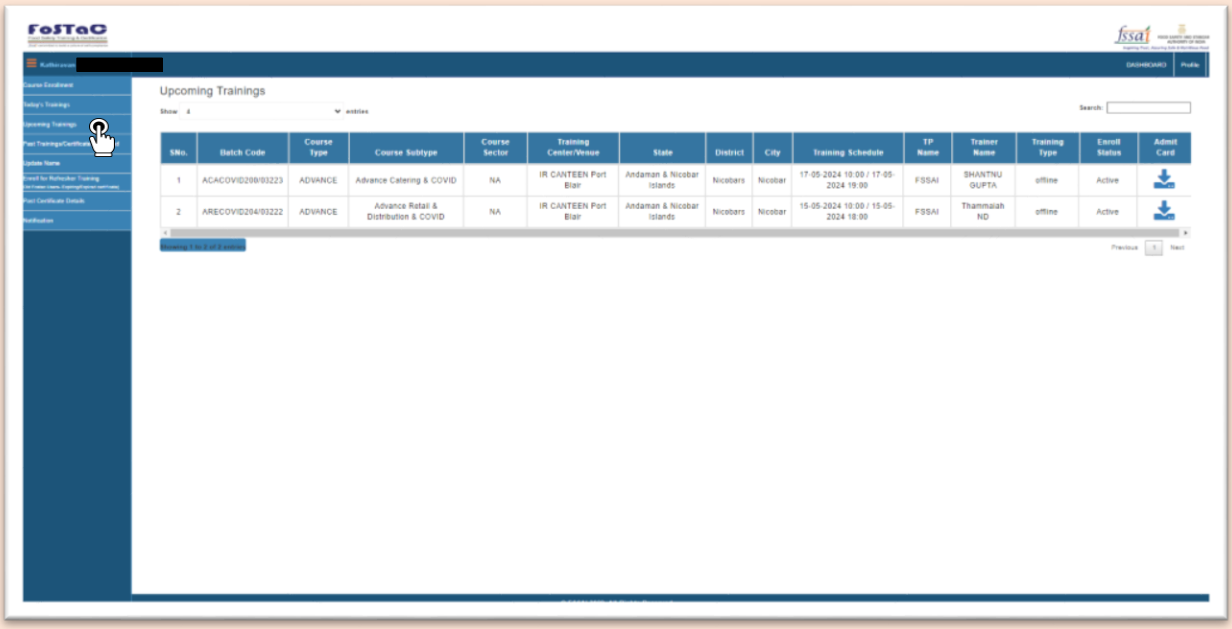
Step 11: After selecting the relevant batch of their choice, FSS has to click on '**Enrol batch**'.



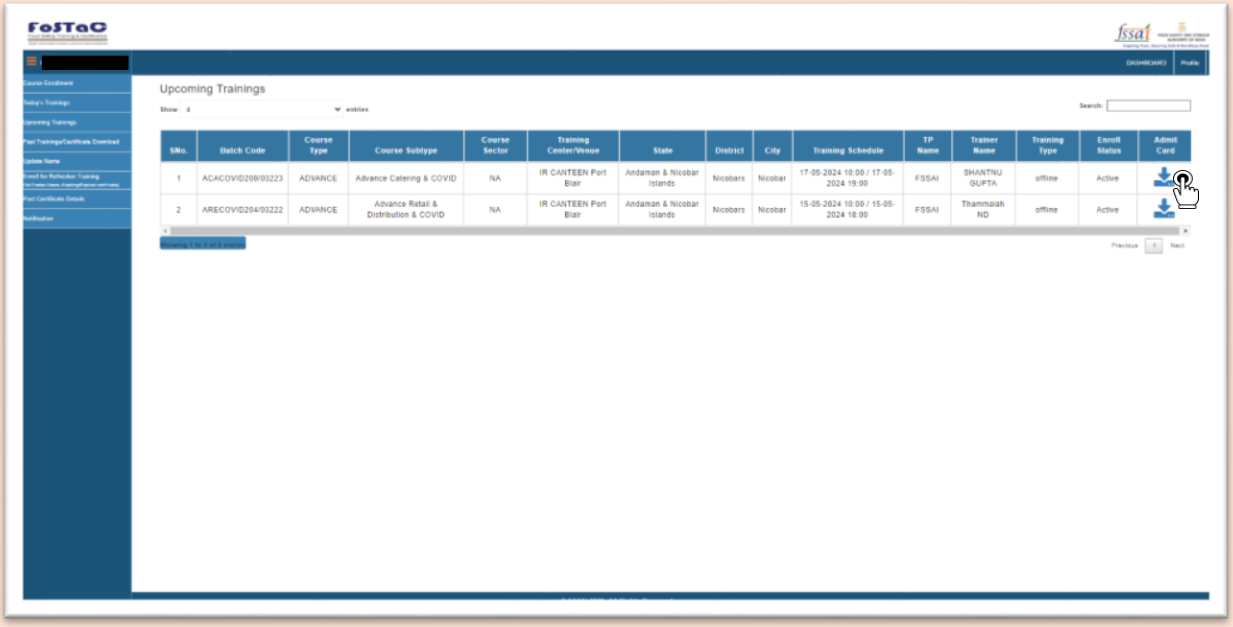
Step 12: After successful enrolment a unique student ID will pop up in the next window.



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.



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

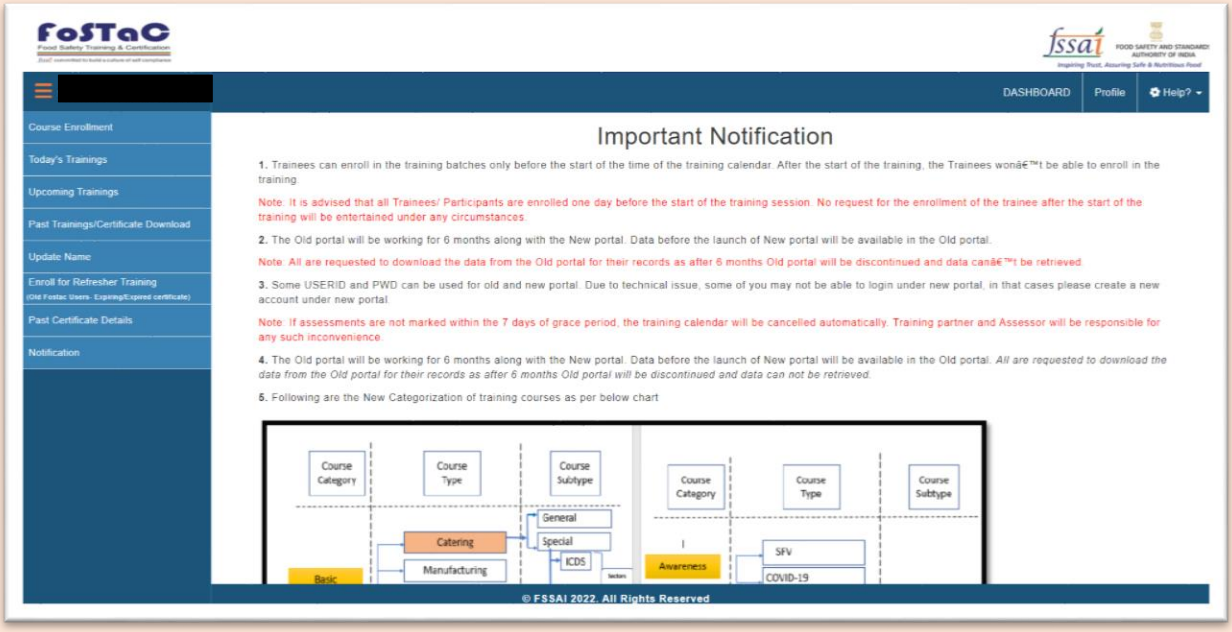
<u>Note: Before attending the training, it is the responsibility of the trainees to contact the Training Partner regarding training venue, payment of fee and availability of seat.</u>

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

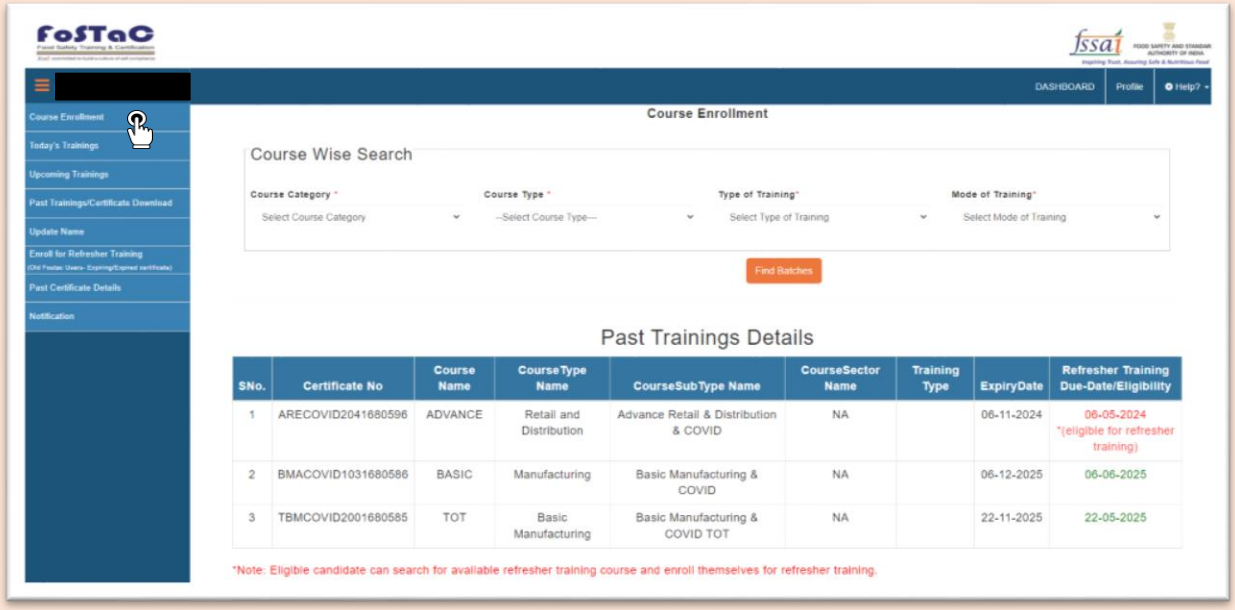
In order renew the expired or expiring FSS certificate, the FSS has to follow below mentioned steps: -

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

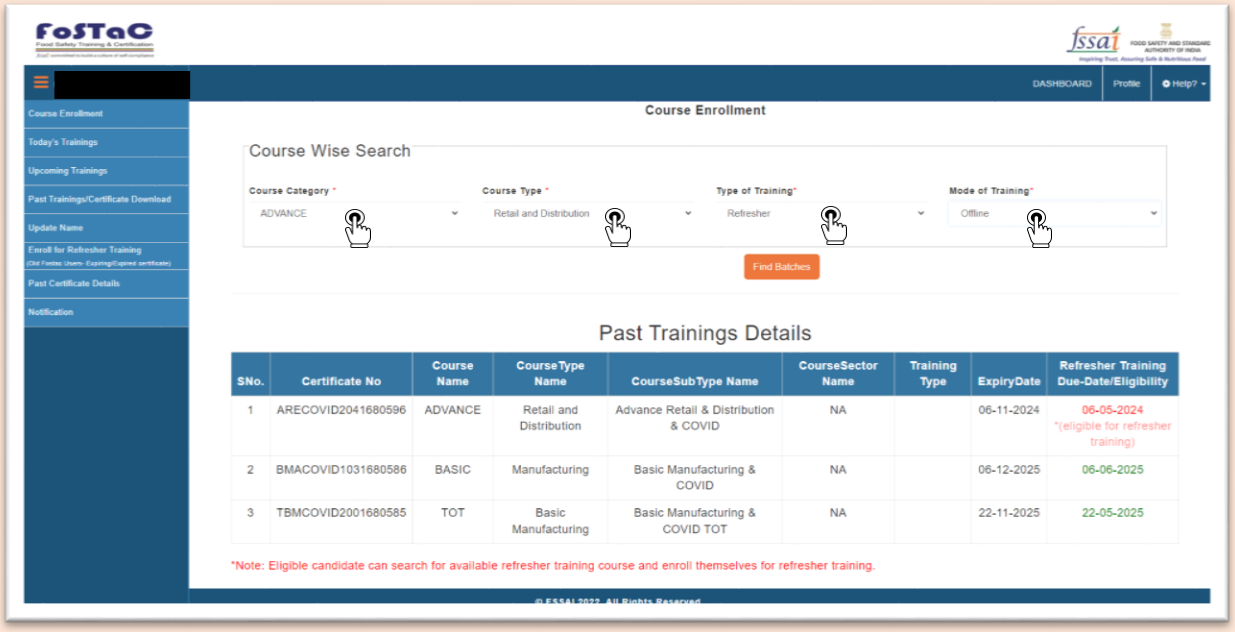
Step 2: After logging in, the trainee profile will be displayed.



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.



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**'.



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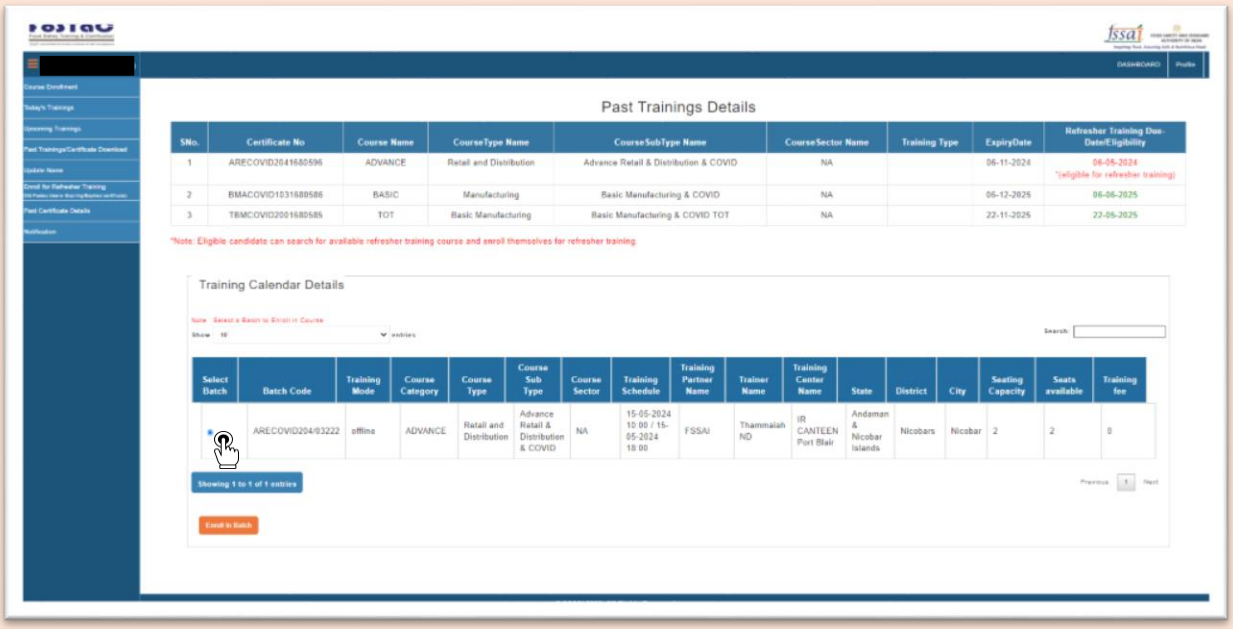

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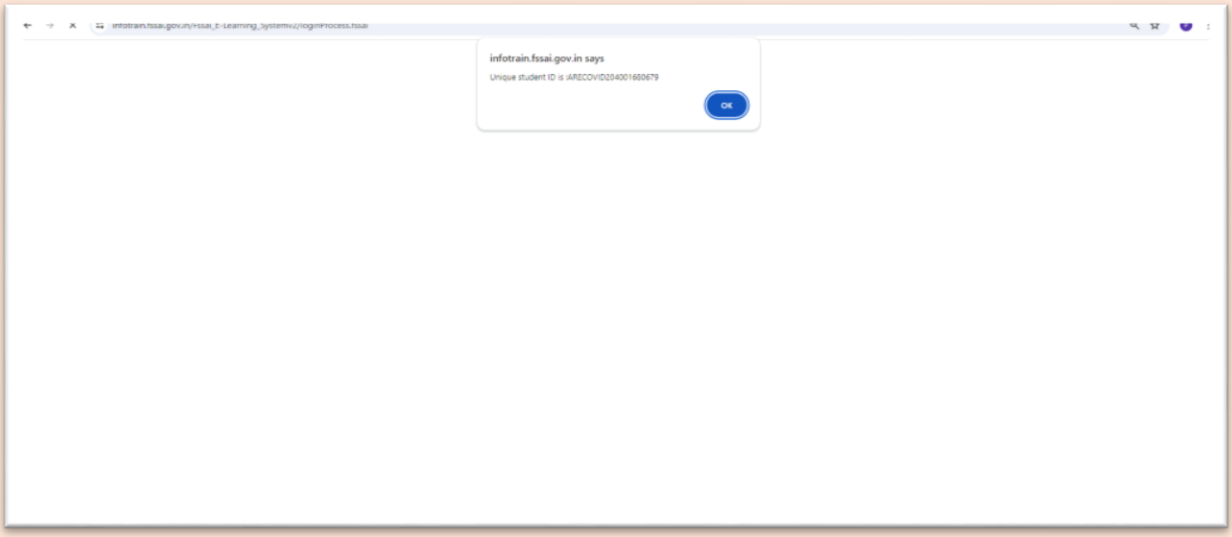
Step 7: After selecting the batch FSS can click on '**Enrol batch'**.

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



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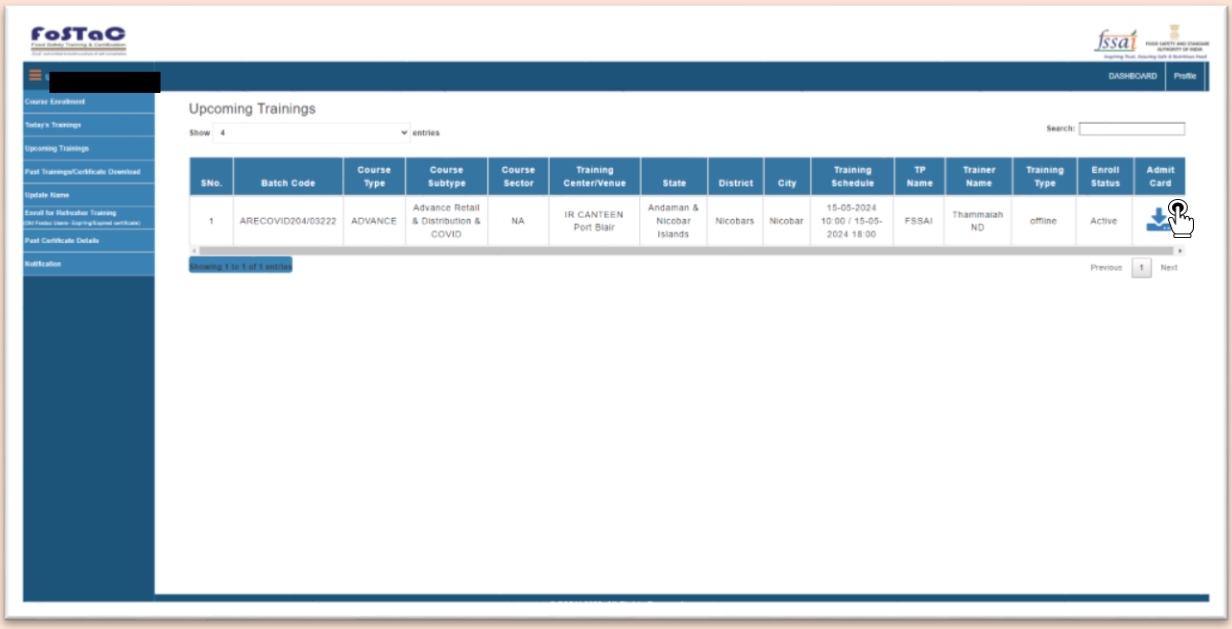

Step 11: Take Printout of the admit card and attend the training.

<u>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.</u>