

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

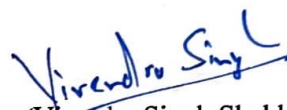
4. Instruction to Trainers and Assessors:

- ❖ 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 Shekhawat)
Manager, Training

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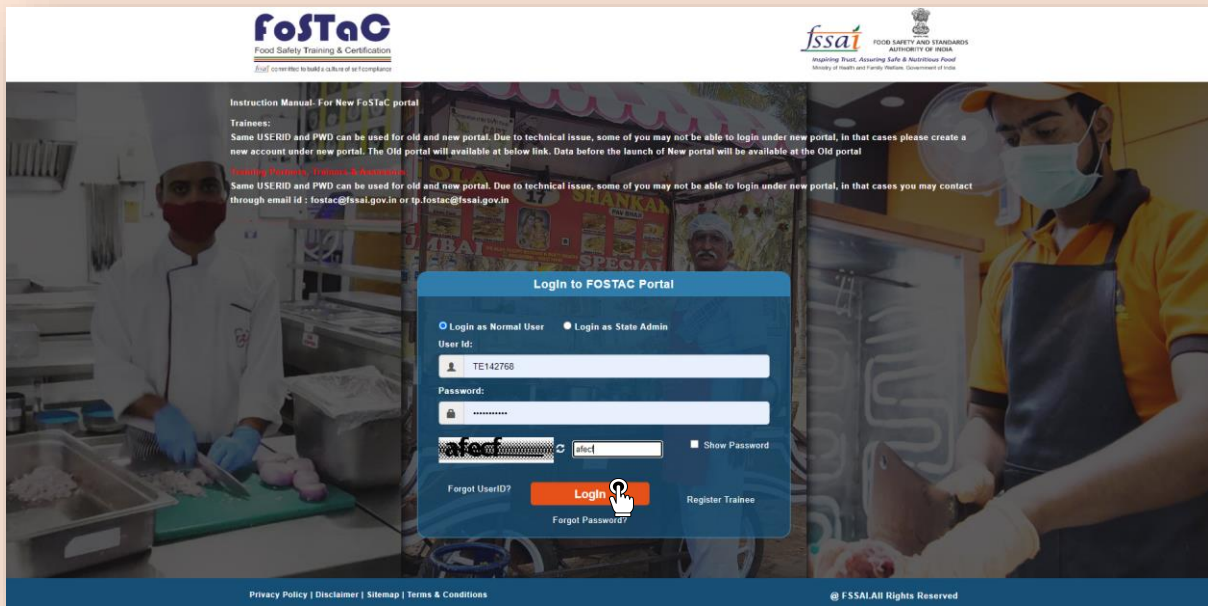
1. IT division with a request to upload in the FSSAI website and FoSTaC website.

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.

The screenshot displays the dashboard of the FoSTaC portal. At the top, the FoSTaC logo is on the left, and the FSSAI logo is on the right. The main content area is titled 'Important Notification' and contains five numbered points. A diagram below the notifications shows the categorization of training courses.

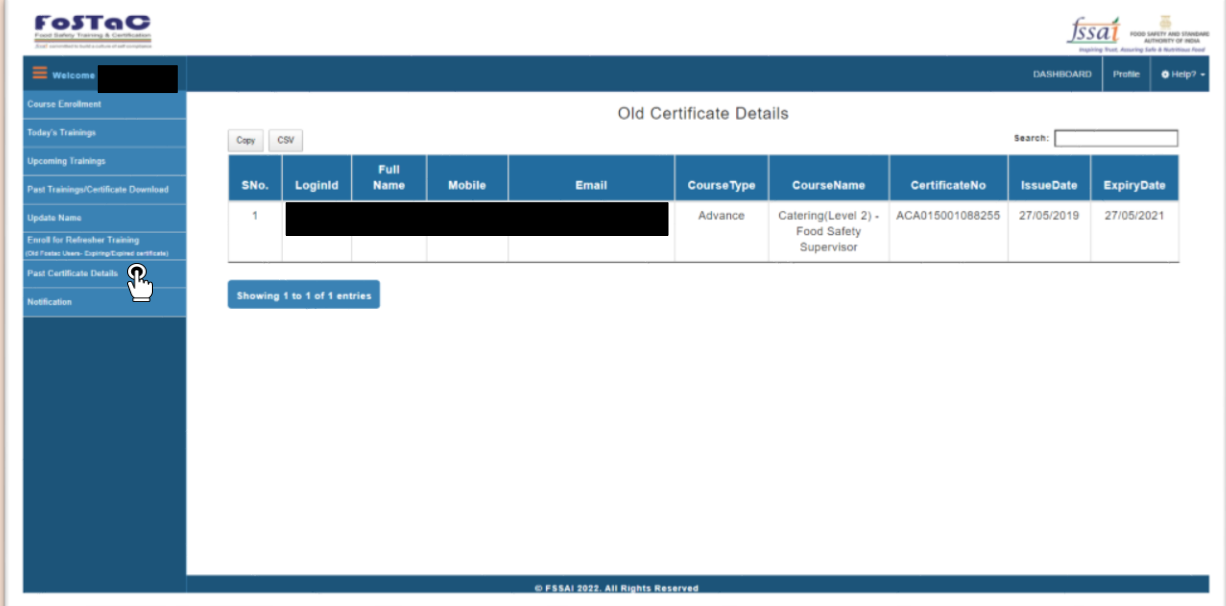
Important Notification

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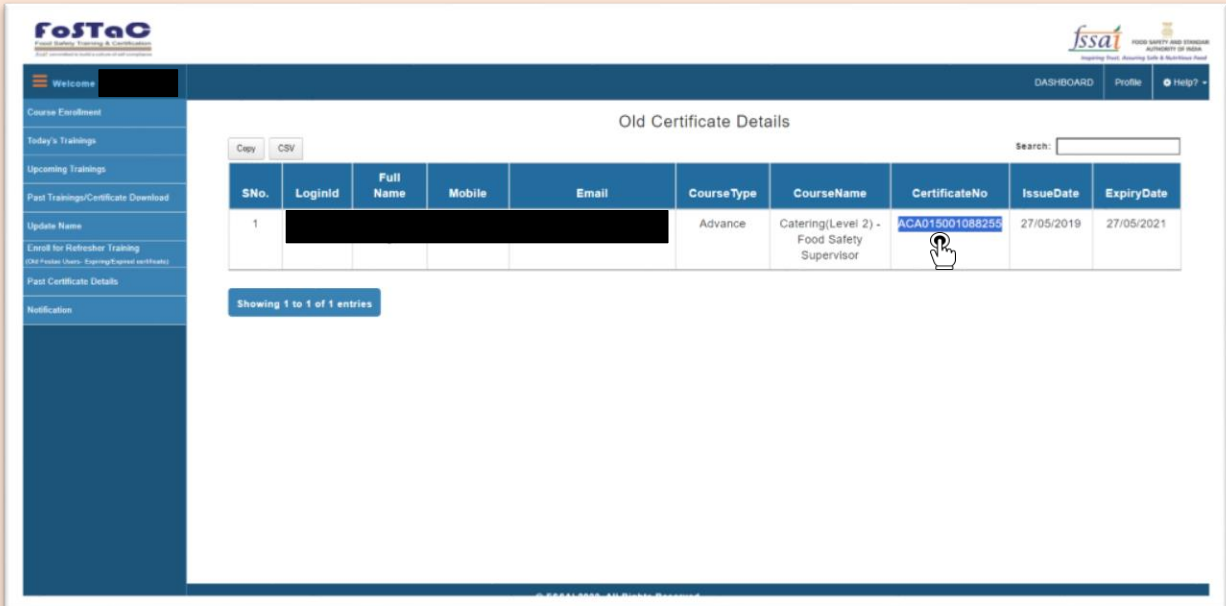
Step 3: The FSS (trainee) has to click on "Past Certificate Details" to see all his/her past training certificate details.



The screenshot shows the FoSTaC dashboard interface. The left sidebar contains a navigation 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

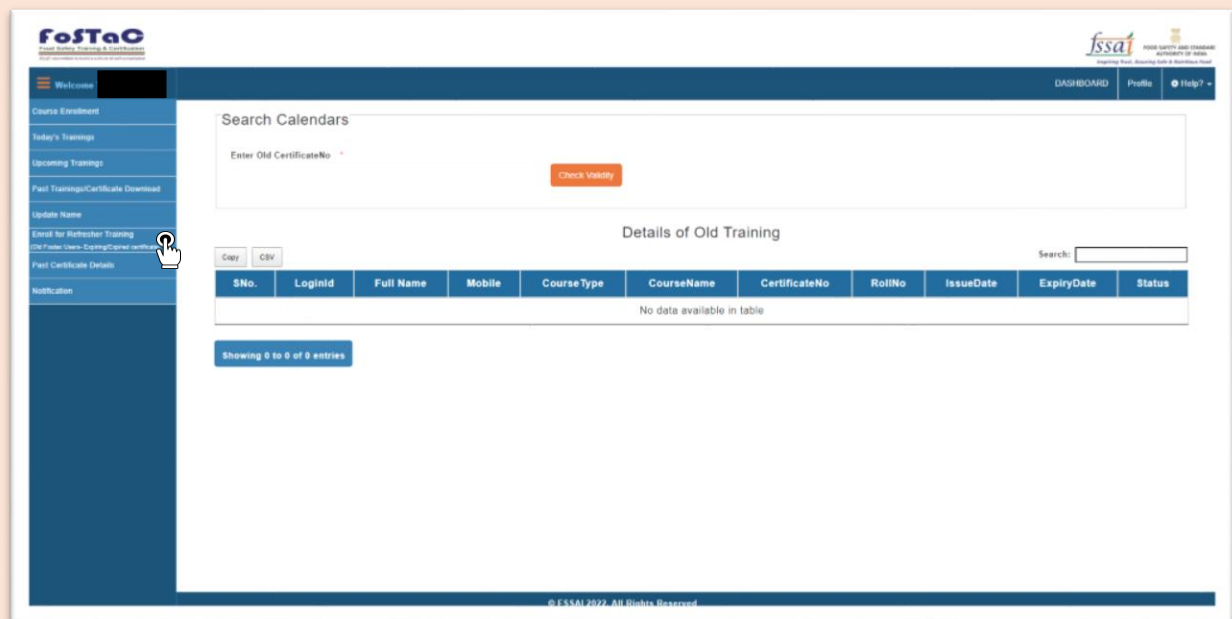
Step 4: Now, the FSS has to copy the 'Certificate number' for which he/she wants to undergo refresher training.



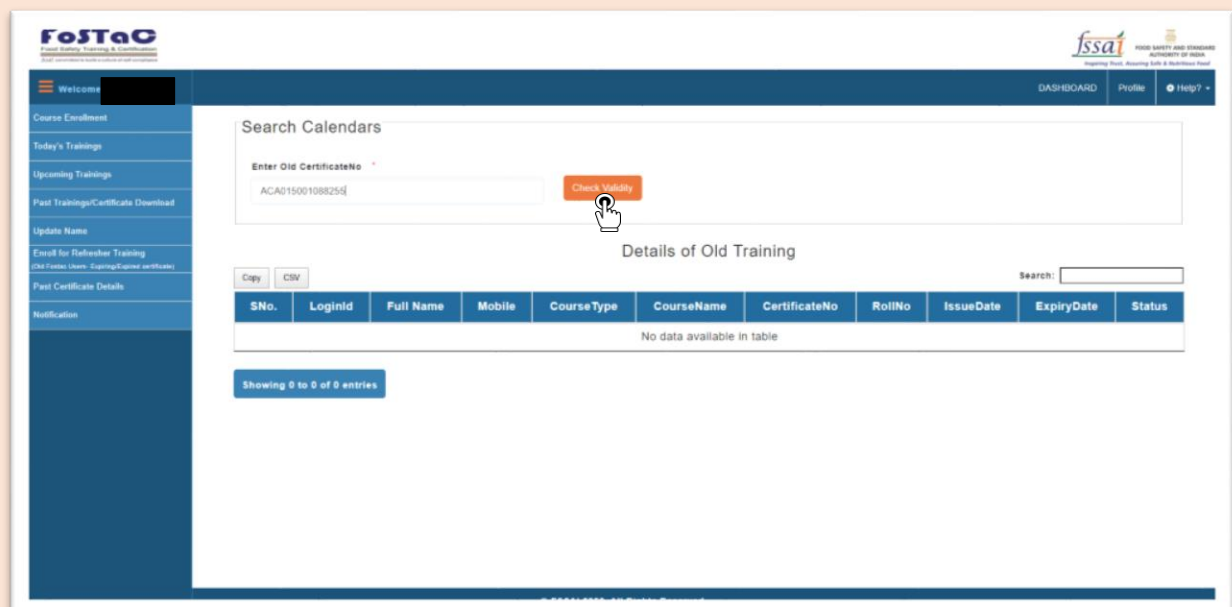
This screenshot is identical to the previous one, showing the "Old Certificate Details" page. In this view, a mouse cursor is hovering over the "CertificateNo" field of the single entry in the table, which is "ACA015001088255".

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 displays the following data:

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

A 'Find Matches' button is visible in the Status column for the expired certificate.

- 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 displays the following data:

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

A 'Find Matches' button is visible in the Status column for the eligible certificate. A note below the table states: "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**’.

The screenshot shows the FoSTaC portal interface. At the top, there is a search bar for 'Search Calendars' with the text 'Enter Old CertificateNo' and the value 'ACA015001088255'. Below this is a 'Check Validity' button. The main section is titled 'Details of Old Training' and contains a table with the following data:

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

Below the table, it says 'Showing 1 to 1 of 1 entries'. A hand cursor is pointing to the 'Find Batches' button in the status column.

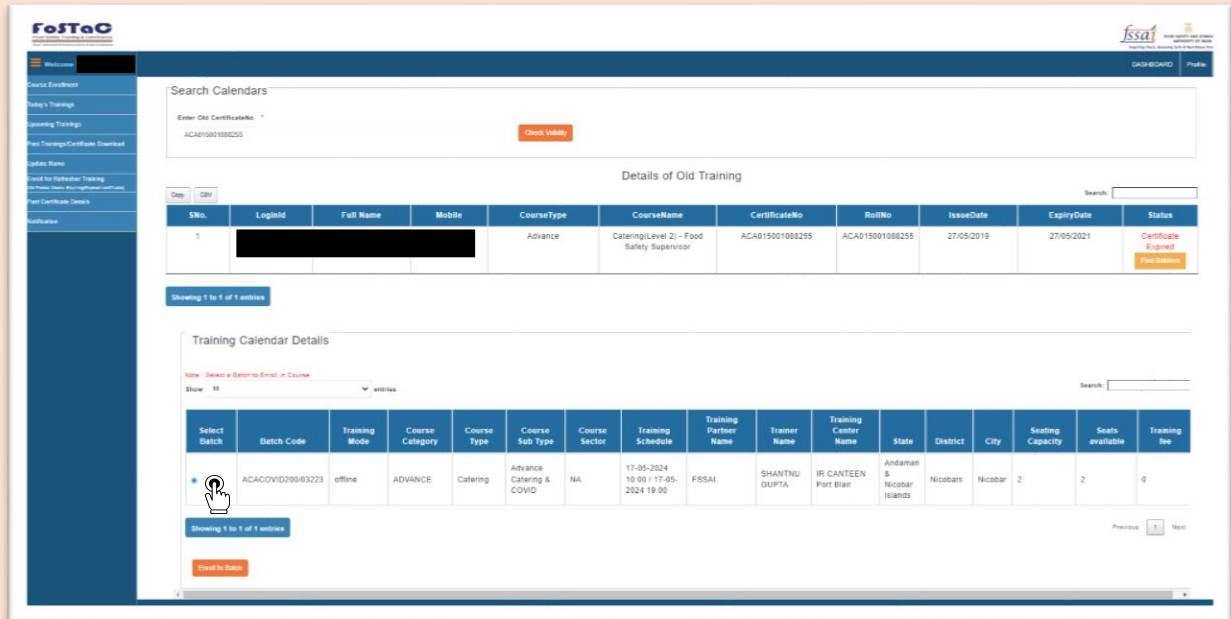
Step 9: A list of available refresher trainings if any will appear.

The screenshot shows the 'Training Calendar Details' section of the FoSTaC portal. It includes a 'Note: Select a Batch to Enroll in Course' and a 'Show' dropdown set to '10'. Below is a table of available trainings:

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"/>	ACACOV1208/03223	offline	ADVANCE	Catering	Advance Catering & COVID	NA	17-05-2024 10:00 / 17-05-2024 19:00	FSSAI	SHANTNU GUPTA	IR CANTEEN Port Blair	Andaman & Nicobar Islands	Nicobars	Nicobar	2	2	0

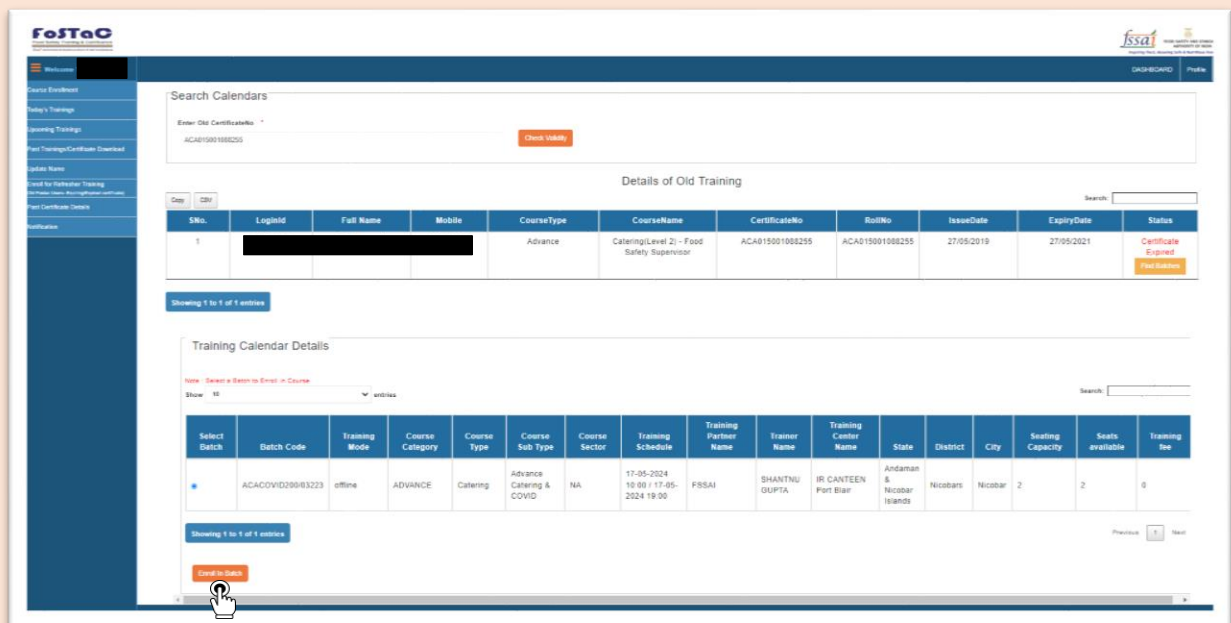
Below the table, it says 'Showing 1 to 1 of 1 entries'. There is a 'Previous' button and a 'Next' button. At the bottom, there is an 'Enroll in Batch' button.

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

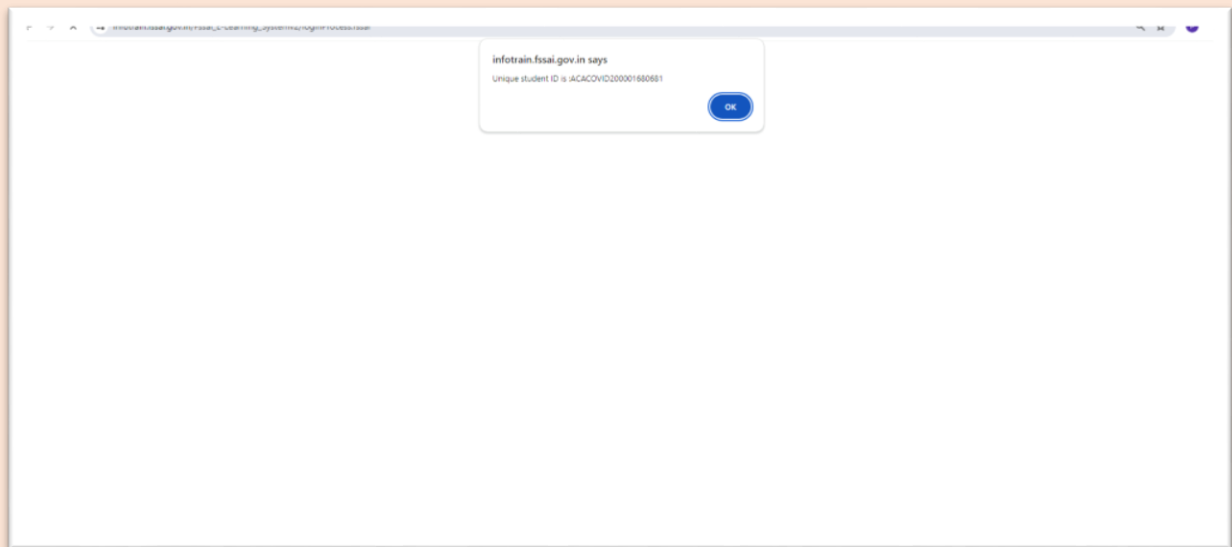


Note: Trainees should select and enrol in relevant refresher course only i.e. if the trainee earlier had attended Advance Catering training and his certificate has expired, then he has to select and enrol in Advance Catering refresher course only.

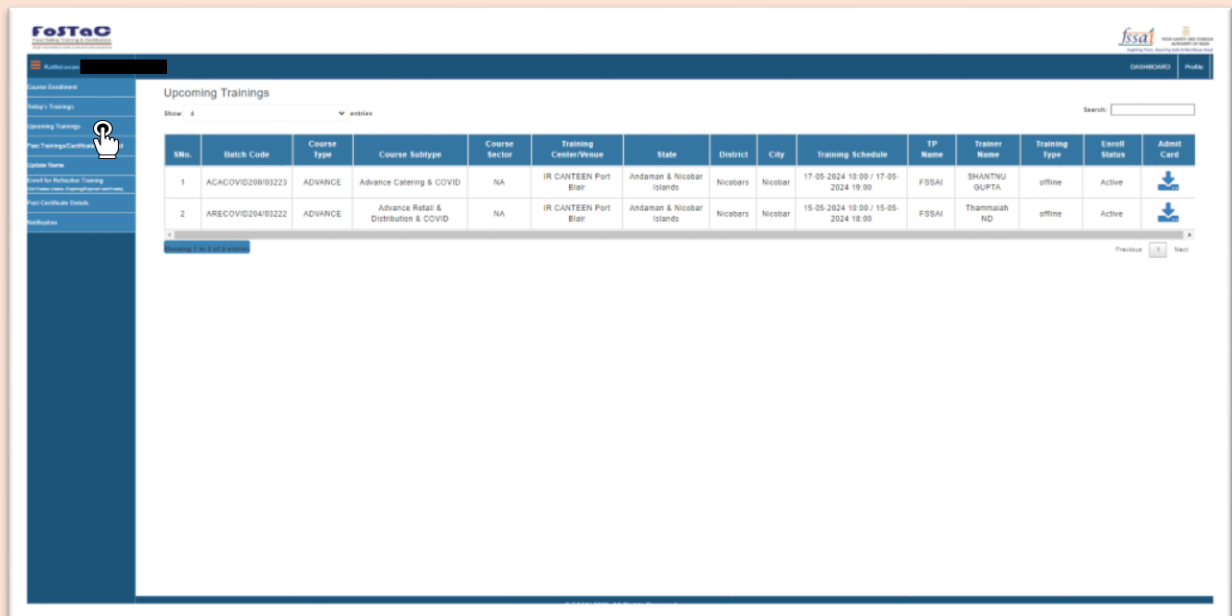
Step 11: After selecting the relevant batch of their choice, FSS has to click on 'Enrol batch'.



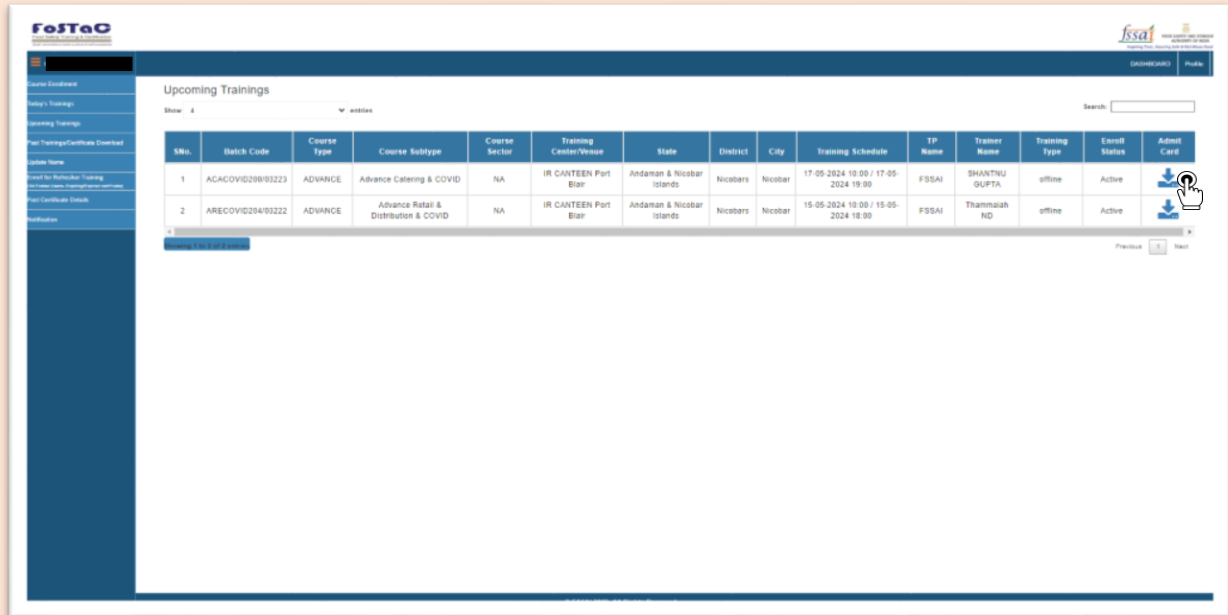
Step 12: After successful enrolment a unique student ID will pop up in the next window.





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:

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 Blair	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 Blair	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.



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
Basic	Catering	General
		Special
		ICDS
Manufacturing	Awareness	SFV
		COVID-19

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 left, a menu has 'Course Enrolment' highlighted with a mouse cursor. 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 below these filters. Below the search section is a 'Past Trainings Details' table.

S.No.	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

*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 shows the search filters selected. The 'Course Category' dropdown is set to 'ADVANCE', 'Course Type' to 'Retail and Distribution', 'Type of Training' to 'Refresher', and 'Mode of Training' to 'Offline'. A mouse cursor is pointing at the 'Find Batches' button. The 'Past Trainings Details' table and the note below it are identical to the previous screenshot.

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 'FSSAI'. Below the header, there is a navigation menu on the left with options like 'Course Enrollment', 'Today's Trainings', 'Upcoming Trainings', 'Past Trainings/Certificates Download', 'Candidate Name', 'Cancel for Refresher Training', 'Past Certificates Details', and 'Notification'. 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	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 the table, there 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 'Enroll in Batch' and a 'Showing 1 to 1 of 1 entries' indicator.

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 similar to the previous one, but it highlights the selection process. A hand cursor is pointing to the radio button in the 'Select Batch' column of the first row in the 'Training Calendar Details' table. The rest of the interface, including the 'Past Trainings Details' table and the note, remains the same.

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 shows 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	Expiry Date	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	TBMCOVID2001680585	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"/>	ARECOVID204-03222	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 table, there is a 'Showing 1 to 1 of 1 entries' indicator and a 'Previous' button. A red 'Enrol batch' button with a hand cursor icon is highlighted below the table.

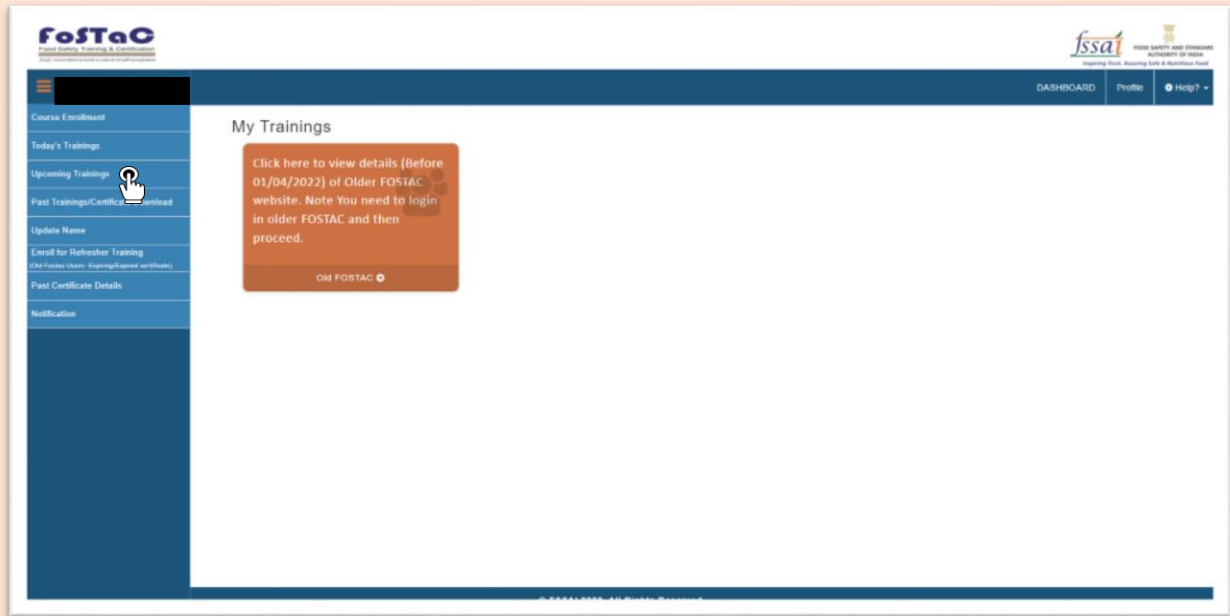
Step 8: After successful enrolment a Unique student ID will pop up in the next window.

The screenshot shows a browser window with the URL `infotrain.fssai.gov.in/fssai_e-learning_system/v2/login/process.fssai`. A notification box is displayed in the center of the screen with the following text:

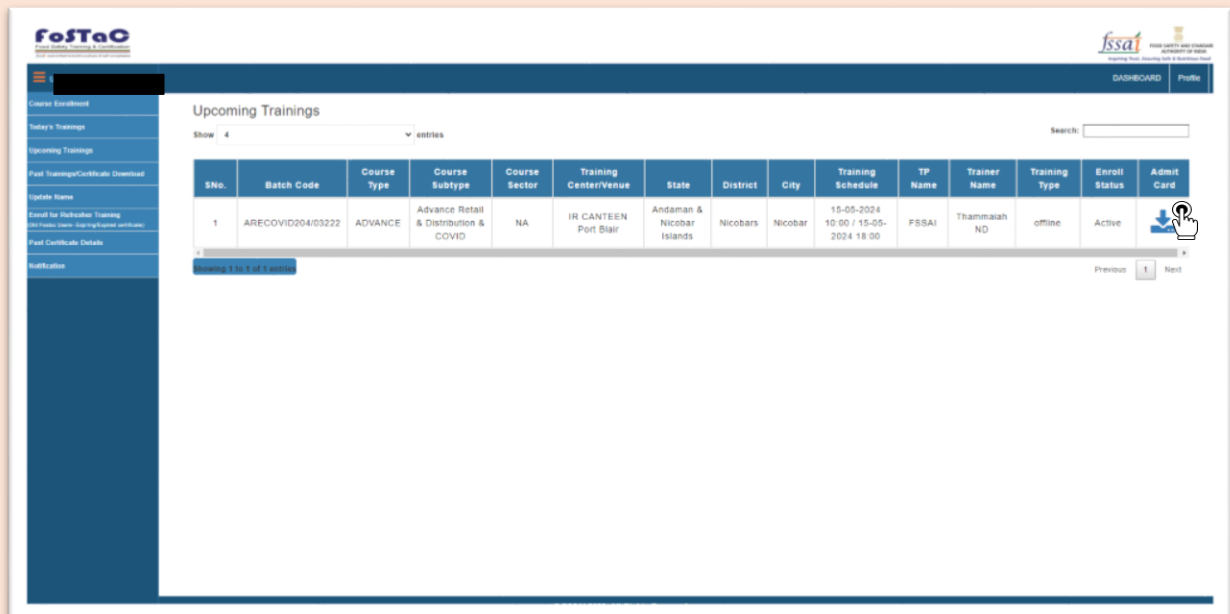
infotrain.fssai.gov.in says
Unique student ID is ARECOVID004001660679

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.