Annexure-I

<u>Standard Operating Procedure (SOP) for Refresher training of Food Safety Supervisors</u> 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.

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oday's Trainings	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
lpcoming Trainings	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
ast Trainings/Certificate Download	training will be entertained under any circumstances.
lpdate Name	2. The old portal will be working for 6 months along with the New portal. Uata 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 canát ^{e month} be retrieved.
nroll for Refresher Training d Fostac Users - ExpliningExpired certificate)	 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.
ast Certificate Details	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.
otification	a. It is convenience. 4. The foll gortal 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 Cou
otification	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 Course Type Course Course Type Course Subtype Course Type Subtype

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

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

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

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

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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

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Welcome										DASHBOARD	Profile O Hel
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• 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.

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	"Note: Eligit	e candidate can sear	ch for available refresh	ter training course	and enroll themselves for	refresher training By click o	in FindBatches 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'**.

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	1				Advance	Catering(Level 2) - Food Safety Supervisor	ACA015001088255	ACA015001088255	27/05/2019	27/05/2021	Certifica Expired

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

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	Note: Select Batch	Batch Code ACACOVID208/03223	Training Mode	Course Category ADWANCE	Course Type Catering	Course Sub Type Advance Catering & COVID	Course Sector	Training Schedule 17-05-2024 10:00 / 17-05- 2024 19:00	Training Partner Name FSSAI	Trainer Name SHANTNU GUPTA	Training Center Name IR CANTEEN Port Blair	State Andaman & Nicobar Islands	District	City	Seating Capacity 2	Search: Seats available	Trai 5

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

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

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

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	Infortain fisal.gov.in says Unique student ID is s4CACOVID200001600651	

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

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Upcoming Tra	nings												
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Step 14: FSS has to Click on

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2	ARECOVID204/03222	ADVANCE	Advance Retail & Distribution & COVID	NA	IR CANTEEN Port	Andaman & Nicobar	Nicobars	Nicobar	15-05-2024 10:00 / 15-05- 2024 18:00	FSSAI	Thammalah	offine	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.

symbol to download the admit card.

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

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.

FooSTaC Food Salety Teaching & Cartification	
=	DASHBOARD Profile C Help? •
Course Enrollment	Important Notification
Today's Trainings	1. Trainees can enroll in the training batches only before the start of the training calendar. After the start of the training, the Trainees won't be able to enroll in the training
Upcoming Trainings	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
Past Trainings/Certificate Download	training will be entertained under any circumstances.
Update Name	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 canáé ^{ment} be retrieved.
Enroll for Refresher Training (Old Fostac Users- ExploringExpired certificate)	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.
Past Certificate Details	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
Notification	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
	Catering Special I SPV Avereness COVID-19
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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.

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cate Details	SNo.	Certificate No ARECOVID2041680596	Course Name ADVANCE	CourseType Name Retail and Distribution	Past Trainings Deta CourseSubType Name Advance Retail & Distribution & COVID	ails CourseSector Name NA	Training Type	ExpiryDate 06-11-2024	Refresher Training Due-Date/Eligibility 06:05:202 *(eligible for refreshe training)
cale Details	SNo. 1	Certificate No ARECOVID2041680596 BMACOVID1031680586	Course Name ADVANCE BASIC	CourseType Name Retail and Distribution Manufacturing	Past Trainings Deta CourseSubType Name Advance Retail & Distribution & COVID Basic Manufacturing & COVID	ails CourseSector NA NA	Training Type	ExpiryDate 08-11-2024 06-12-2025	Refresher Training Due-Date/Eligibility 06-05-2024 *(eligible for refreshe training) 06-06-2025

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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SI	Certificate No 1 ARECOVID204168059 2 BMACOVID103168058	Course Name 3 ADVANCE 5 BASIC	CourseType Name Retail and Distribution Manufacturing	Past Trainings Deta CourseSubType Name Advance Retail & Distribution & COVID Basic Manufacturing & COVID	CourseSector Name NA	Training Type	ExpiryDate 06-11-2024 06-12-2025	Refresher Training Due-Date/Eligibility 06:05-2024 "(eligible for refreshe training) 06:06-2025

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

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	Select Batch	Batch Code	Training C Mode Cu	Course ategory	Course Type	Suh Type	Course Sector	Training Schedule	Partner Name	Name	Center Name	State	District	City	Seating Capacity	Seats Tra available f

Step 6: The FSS has to select a refresher training batch of the relevant course category & course type by clicking on **1** icon.

rainings.							P	ast Traini	ngs De	tails							
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	Se Ba	tch Batch Code	Training C Mode Ca	ategory	Course Type	Sub Type	Course Sector	Training Schedule	Partner Name	Trainer Name	Center Name	State	District	City	Seating Capacity	Seats available	Training fee
		ARECOVID204/03222	offline A	ADVANCE	Retail and Distribution	Advance Retail & Distribution & COVID	NA	15-05-2024 10 00 / 15- 05-2024 18 00	FSSAI	Thammalah ND	IR CANTEEN Port Blair	Andaman & Nicobar Islands	Nicobars	Nicober	2	2	0
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Note: <u>Trainees should select and enrol in relevant refresher course only i.e. if the trainee</u> <u>earlier had attended Advance Catering training and his certificate has expired, then he</u> <u>has to select and enrol in Advance Catering refresher course only.</u> Step 7: After selecting the batch FSS can click on 'Enrol batch'.

a Trainings							P	ast Train	ings De	tails							
ng Transnys	SNo.	Certificate No	Course Nar		CourseType N	ame		Course Sub Typ	e Name		CourseSector	Name	Training 1	VP-	EspiryDate	Refrest	er Training Due- e/Eligibility
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Anala Datalia	3	TBMC:0VID2001680585	TOT	в	asic Manufact	uring	Basic	Manufacturing	& COVID TOT	r	NA				22-11-2025	4	2-05-2025
	Bat	ch Batch Code	Mode C	ategory	Туре	Туре	Sector	Schedule	Name	Name	Name	State	District	City	Capacity	available	fee
		ARECOVID204/03222	offline	ADVANCE	Retail and Distribution	Advance Retail & Distribution & COVID	NA	15-05-2024 10 00 / 15- 05-2024 18 00	FSSAI	Thammalah ND	IR CANTEEN Port Blair	Andaman & Nicobar Islands	Nicobars	Nicobar	2	2	0

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

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

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Step 10: FSS has to click on

symbol to download the admit card.

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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.