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## **PREAMBLE**

The Food Safety and Standards Act, 2006 envisages ensuring availability of safe and wholesome food in the country. It also puts in place a well-defined regulatory framework to ensure compliance to the Act and Rules and Regulations made thereunder. A well trained and qualified regulatory workforce is essential for uniform and consistent application of the Act across the country. The Food Safety and Standards Rules, 2011 also provide for training of Designated Officers and Food Safety Officers by FSSAI.

2. In 2016, Food Safety & Standard Authority of India designed a Training Policy for Food Safety Regulatory Officials. The Training policy provided for Induction as well as refresher training to regulatory officers. It also envisaged developing a pool of Trainers and for this purpose provided for Training of Trainers programme. The Training Policy was considered by the Central Advisory Committee in its 17<sup>th</sup> meeting and subsequently approved by Food Authority in the 21<sup>st</sup> Authority Meeting held on 26 May, 2016.

3, Based on the Training Policy, a Food Safety Training Manual was framed for training of regulatory officers. FSSAI has since been conducting training in States/UTs accordingly. On the basis of lessons learnt and developments taking place in the food domain, this training Manual has been revised so as to keep pace with the developments and need for effective capacity building of regulatory officers. This revised Food Safety Training Manual streamlines the ToT programmes and lends more flexibility and content to regulatory training. In the Induction training, the subjects covered in the Manual for Food Safety Officers have also been mapped.

## INTRODUCTION

3. Food Safety and Standards Authority of India has designed the Training Policy of Regulatory Officers as an integral element of its Food Control System. This Chapter gives a brief outline of the scope and learning through Capacity Building programme for Food Safety Regulators.

4. **Food Safety Officer (FSO)** – As per Section 37 of the FSS Act, 2006, FSOs will be appointed by the Commissioner of Food Safety by notification. Further, as per Rule 2.1.3 of FSS Rules, 2011, the FSO will successfully complete the training as specified by the Food Authority in a recognized institute or institution approved for the purpose. FSOs are the representatives of the Food Authority at the ground level and interact directly with the FBOs and thus are back bone of the entire food safety compliance structure. They are vested with regulatory powers and functions to ensure regulatory compliance thereby ensuring food safety and are required to carry out various enforcement and surveillance activities. In order to discharge their duties and functions under the FSS Act, Rules and Regulations, they have to have good knowledge and understanding of the regulatory provisions like inspection procedure, sampling, provisions related to licensing and registration, packaging and labelling, standards and so on. Considering the importance of role of FSO, the training has been designed in an integrated manner. It is proposed to have three types of training for the FSOs viz (a) Induction Training, (b) Refresher Training and (c) special/need based training. FSOs will learn about the Concepts of Food Safety, new provisions of the Act and Rules, Standards and new approaches to monitoring the Food Safety and have practical experience of ground level working.

5. **Designated Officer (DO)** – As per Section 36 of FSS Act, 2006, the Commissioner of Food Safety of the State/UT Government appoints the Designated Officer by order, who must not be below the rank of a Sub-Divisional Officer, to be in-charge of food Safety administration in a specified area. Further, as per Rule 2.1.2 of the FSS Rules, 2011, the DO shall undergo Training as may be specified by the Food Authority, within a period of six months from the date of his/her appointment as Designated Officer. Designated Officer is the Licensing Authority who can issue or cancel the License of Food Business Operator (FBO). He is also vested with regulatory powers to ensure compliance and food safety in his jurisdiction. The training programme will provide the Designated Officer with training inputs on the Food Licensing Registration System (FLRS), Inspection, surveillance procedure, sampling methodology, adjudication and such relevant topics which will help him in effective discharge of duties and functions.

6. **Adjudicating Officer** – As per Section 68 of the FSS Act, 2006, an officer not below the rank of Additional District Magistrate is notified by the State Government as the Adjudicating Officer (AO) for adjudication in food offences. Further, as per Section 68(3), the AO shall have the powers of a civil court for the purposes of the Act. Adjudicating Officer plays a crucial role in enforcement of the Food Law. The training programme of AOs will focus on thorough knowledge of Food Safety and Standards Act, Rules and Regulations alongwith the procedure for Adjudication in the light of relevant clauses of all related legislation.

7. **Food Safety Commissioner** – Commissioner of Food Safety are responsible for the efficient and effective implementation of the FSS Act in the State/UT. FSSAI has designed a one-day work shop for sensitization and brief understanding of Role of Food Safety Commissioner in the light of evolving need and importance of Food Safety.

### **Training of Regulatory Officers**

8. Clause 2.1.2 and 2.1.3 of Chapter 2 of the Food Safety Standards Rules, 2011 provides for training of DOs and FSOs. Accordingly, there will be the following training framework for them:

- (a) Induction Training;
- (b) Refresher Training; and
- (c) Special/need based training.

### 9. **Induction Training for FSOs**

The Induction Training will be given to the FSOs who are newly recruited/appointed or are new to the service. Induction Training will be for a period of 40 (working) days. It will be in-depth, comprehensive and will have the following components (curriculum of the training is attached at Annexe 'A'):

(i) **Classroom training** – Classroom training will be for 14 days and will be conducted at the institutes empanelled by FSSAI across all the States/UTs or at any other venue mutually agreed by FSSAI and State/UT Government.

(ii) **On the job training** – On the job training will be for 26 days. It has been divided in six parts and in each part the training, FSOs will be attached with various offices viz DOs, FBOs, Laboratories etc and will get firsthand experience and will be able to correlate the classroom learning's with the on the job working.

(iii) **Assessment** – At the end Induction Training, an assessment will be conducted. The assessment will be in two parts as under:-

S. No.	Description of Test	Qualifying marks
(a)	Written test of 90 minutes with 100 multiple choice questions at the end of classroom session. The question bank will be provided by FSSAI.	60%
(b)	Each FSO will be attached to a DO who will be the guide during “on the job training”. FSO will submit the report to the DO who will examine and evaluate the report out of 100 marks.	60%

## 10. Induction Training of DOs

The DO is overall in-charge of food safety of the area under his jurisdiction and also supervises the FSOs working under him. The Induction Training for DOs will, therefore, focus on their functional requirements and include licensing procedure including Food Licensing and Registration System (FLRS), prohibition of sale of articles, sampling and prosecution. The duration of training will be 5 days. Curriculum of the training is attached at Annexe ‘C’.

### Refresher and Special/need based training of FSOs and Dos

(a) **Refresher Training of FSO**– Refresher training will focus on reviving the core subjects related with their functioning and will also include new initiatives/regulations undertaken by FSSAI. The duration will range from 3 to 7 days. Curriculum of the training is attached at Annexe ‘B’.

(b) **Refresher Training of DOs**- Refresher training will focus on reviving the core subjects related with their functioning and will also include new initiatives/regulations, changes in FLRS system undertaken by FSSAI. The duration will range from 3 to 7 days. Curriculum of the training is attached at Annexe ‘D’.

(c) **Special/need based training** – Special training for FSOs and DOs will be conducted as and when required by FSSAI to disseminate information and familiarise the officers with new initiative or will depend on the requirements of the State/UT Governments on any specific area/subject. The duration of the training will depend on the topics to be covered and may be for 1 to 3 days.

11. **Training for Adjudicating Officers**–Adjudicating Officer has the powers of a civil court under the FSS Act, thus, he plays a crucial role in enforcement of the Law. The training programme will, therefore, include thorough knowledge on Food Safety and Standards Act, Rules and Regulations alongwith the procedure for Adjudication in the light of relevant

clauses of all related legislation. The duration of the training will be 1 to 3 days. Curriculum of the training is attached at Annexe ‘E’)

12. **Food Safety Commissioner** – Food Safety Commissioners in the States/UTs have the overall responsibility for efficient and effective implementation of the FSS Act and thereby ensuring food safety. A one day workshop will be organized for Food Safety Commissioners to sensitize them and give a brief on understanding their role in their respective States/UTs.

13. **Training of Trainers (ToT)**–In order to fulfil the objective of the FSS Act, 2006 and to ensure capacity building of the stakeholders in general and regulatory officers in particular, FSSAI has empanelled a pool of 84 trainers across different sectoral and functional specializations. Out of the 84Trainers, 48 are Core Trainers and the remaining 36 are trainers/resource persons. In order to further augment the capacity building, a larger pool of Core Trainers needs to be created. The training will be classroom The ToT will have the following components (curriculum of the training is attached at Annexe ‘F’):

(a) **Pedagogy** – This session will focus on development of the training capabilities of the resource persons. The main focus of this session will be on (a) Systematic approach to training, and (b) experiential learning. This session will be for four hours and have two sessions each.

(b) **Core Subject Training**–Sessions on core subject will cover all the subjects covered in the training of regulatory officers. Depending on the subjects and their functionality, these may be clubbed together.

(c) **Assessment**–Each ToT will be followed by an assessment. The assessment will be out of 100 marks. The scheme of assessment is as under:-

Subject/Topic	Marks	Remarks
Basic understanding of the subject	20	The test for Core Subject Training will be of 100 marks with overall weightage of 20%,
Pedagogical Test	50	The will carry weightage of 50%.
Presentation and communication skills	30	Each trainee will have to prepare a power point presentation and will be given marks accordingly.
Total	100	
Minimum passing marks 70%		

14. **Criteria for empanelment of trainers** - FSSAI will issue “Expression of Interest” and invite nominations from Central/State/UT Governments, Academia, Industry and Food Regulatory Sectors for resource persons which will be uploaded on its website. This will be open all round the year and anyone who is interested in getting empanelled as faculty with requisite qualifications can apply. FSSAI will scrutinise the applications and shortlist for ToT. ToTs will be conducted by annually preferably from April to June. The training

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calendar will be published by FSSAI on its website. The qualifications for registering for trainer are as under:-

(a) Central/State/UT Government employees who are working as Assistant Director or equivalent with Central Government and Designated Officers or equivalent with State Government.

(b) All those working with Academia, Industry and Food Regulatory Sectors with minimum 5 year experience and having educational qualifications at least that of Food Safety Officer.

15. **Training institutes** – FSSAI has empanelled 20 institutes across the country for conducting training. The list of the empanelled institutes is attached at Annexure 'G'. In addition to the training institutes, training may be conducted at places with adequate training facilities as may be decided by FSSAI.

16. **Budgetary support** – FSSAI will reimburse the expenditure incurred by the State/UT Governments as per the OM dated 12 February, 2018 as amended from time to time. At present the following expenditure will be reimbursed by FSSAI for the training for regulatory officers :-

S.No	Expenditure Head	Amount (Rs.)
1.	Air Fare (Air India economy class)	To be booked by GA Division, FSSAI (HQ).
2.	Railway fare	At actual (by 2 <sup>nd</sup> AC/CC)
3.	Honorarium for trainer	Rs.1,000/- per hour or maximum Rs.4,000/- per day.
4.	Accommodation	As per entitlement/at actual, not more than Rs.4,500/- per day
5.	Food bill	As per entitlement/at actual, not more than Rs.1,000/- per day
6.	Local TA	At actual subject to rate restrictions /Km.



<b>Curriculum for Induction Training of Food Safety Officers</b> <b>Duration : 40 days, Maximum Batch Size – 40 trainees</b> <b>Time 0900 hrs to 1800 hrs with two tea breaks 15 minutes each) and</b> <b>one lunch break (30 minutes)</b>			
<b>Day 1</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Forenoon	Evolution of Food Safety	Concept of Food Safety	
		Global Evolution of Food Safety – CODEX	
		Global Evolution of Food Safety – WTO	
		CODEX India	
	Food Safety & Standards Authority of India		
Afternoon	Basic of Food Composition Food Categories	Understanding of Food	
		Macro & Micro Nutrients	
		Food Fortification	
		Understanding of Food Categories	
	Food Category System in FSSR		
<b>Day 2</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Forenoon	Food Production Practices	Food Preservation	
		Organic Food	
		GM Food	
		Irradiated Food	
Afternoon	Concept of Food Standards	Understanding of Food Safety	
		Food Standards	
		Food Safety Management System	
		Traceability and Food Recall	
	Food Contaminants	Pesticides	
		Antibiotics	
		Heavy Metals	
	Biological Hazards		
<b>Day 3</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Whole Day	Creating Food Safety Ecosystem in the District – Activity based session	Understanding of role and responsibilities of different stakeholders in the food ecosystem	
		Understanding the need of developing the culture of food safety	
		How to develop safe food culture	

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<b>Day 4</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Whole day	Understanding various food business sectors. Challenges and how to deal with them	1. Grains, 2. Fruits, 3. Vegetables, 4. Meat, 5. Milk Products, 6. Oil	
<b>Day 5</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Forenoon	Food Fraud		
Afternoon	Sampling	Need and procedure of sampling and related regulation	
		Interpretation of the report	
<b>Day 6</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Forenoon	Packaging and Labelling	Understanding regulations related to packaging	
		Understanding labelling requirements and claims	
Afternoon	Introduction to Food Safety Laboratory Network in the country	Different types of Laboratory and their purpose	
		Ideal laboratory structure	
		Infolent	
<b>Day 7</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Forenoon	Introduction to Food Safety Standards	Interpretation of the Food Safety & Standards Act, 2006	
		General GHP-GMP requirements and other process certification, standards requirements and labelling requirements	
Afternoon	Introduction of Food Safety Management System	GMP-GHP requirements in the food industry	
		HACCP principles and applications	
<b>Day 8</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Forenoon	Food Safety	Activity based session	

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	Management System		
22 February, 2018 (Afternoon)	Perspective of Inspection in FBO's	How to plan for inspection	
		What to see while visiting a food vending or production premise	
		Observation and documentation procedure while inspection	
		Probable action after inspection	
		Follow up action after inspection	
		Inspection of Catering, Retail and Manufacturing Sector	
<b>Day 9</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Whole day	Perspective of Inspection in FBO's	Inspection of Fat and Oil Sector	
		Inspection of Milk and Dairy Sector	
		Inspection of Special Food Sector	
		Inspection of Processed food and vegetable sector	
		Inspection of Baker Sector	
<b>Day 10</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Whole day	Perspective of Inspection in FBO's	Inspection of RTE Sector	
		Inspection of Slaughter House	
		Inspection of Meat and Poultry Sector	
		Inspection of Water and Beverages Sector	
<b>Day 11</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Whole day	Adjudication and Offences	Regulatory provisions	
		Documentation	
<b>Day 12</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Forenoon	Developing Food Safety Surveillance Plan and Milk Survey	Developing Food Safety Surveillance Plan	
		Role of Food Safety Officer in surveillance	
		National Milk Survey	
Afternoon	Licensing and Registration	Regulation regarding licensing and registration process	
		Food License Registration System (FLRS)	
		Problems associated with FLRS	

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		Demonstration of the FLRS	
<b>Day 13</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Whole day	Introduction to FSS Act and Regulations	Understanding the intent of law	
		Information on the ambit of FSS Act with respect to other law of the land	
<b>Day 14</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
Forenoon	Introduction to Import & Export procedures	Introduction to Import procedures	
		Introduction to Export procedures	
Afternoon	Concluding session and remarks	Written test at the end of classroom session.	
		Debriefing and introduction to the next phase of the training	

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<b>Curriculum for Induction Training of Food Safety Officers</b>			
<b>Induction Training : Application Phase (23 days)</b>			
<b>Task - 1</b>			
Day	Task	Module	Faculty
Day 1	Attachment to FBO	Understanding the function of FBO	
Day 2		Develop GHP-GMP Plan for the FBO	
Day 3		Presentation and discussion on the plan with FBO	
Day 4-5		Implementation of GHP-GMP Plan	
Day 6		Verification of the plan in presence of DO	
<b>Task - 2</b>			
Day 7	Visit to food business sector	Visit to any low risk food business sector and preparation of report under guidance of DO	
Day 8, 9		Visit to High Risk food business sector and preparation of report under guidance of DO	
<b>Task - 3</b>			
Day 10	Attached to Designated Officer/Joint Food Safety Commissioner	Presentation of report of Task 2 and discussion	
Day 11		Data collection and development of surveillance plan as prescribed by FSSAI	
Day 12		Sampling under guidance of DO	
<b>Task - 4</b>			
Day 13-14-15	Attached to laboratories	Produce the product collected during sampling and will observe the procedure of analysis and preparation of report	
<b>Task - 5</b>			
Day 16	Attached to Designated Officer	Presentation of surveillance result	
Day 17		DO & FSO joint meeting with FBO where surveillance was done	
Day 18		Adjudication and other office procedure	
Day 19-20	Preparation and break	Preparation of report	
<b>Task - 6</b>			
Day 21	Conclusion	Each FSO or group of 4-5 FSOs as decided by the DO will make presentation on the tasks assigned to them. Assessment of the report and presentation by the DO.	
Day 22-23		Debriefing and Valediction	

<b>Curriculum for Refresher Training</b> <b>Duration – 5 Days, Maximum batch size – 40</b> <b>Time: 9:00 -18:00 with two time tea break ( 15 min each) + lunch (30 min)</b>			
<b>Day 1</b>			
Time	Session	Module	Faculty
Fore Noon [4 Hours]	Transition in approach: Enforcement to Self -Compliance	Historical perspective of food safety in India Erstwhile laws and their amalgamation in FSS Act, 2006 FSS Act, 2006 and shift from enforcement to self compliance	
	Registration/Licensing	Review of regulation (L &R) 2011 Demonstration and changes made in FLRS	
Afternoon [4 Hours]	Compliance, Surveillance, Enforcement	Amendments of licensing regulation	
		Q& A Session	
<b>Day 2</b>			
Time	Session	Module	Faculty
Fore Noon [4 Hours]	Food Safety Management System	FSMS	
		Risk Assessment	
		3 <sup>rd</sup> Party Audit-Draft	
		Risk Based Inspection System	
Afternoon [4 Hours]	Safe Food Practices	SNF	
		Draft Regulations	Food Fortification
		Capacity Building	Food Safety Training
<b>Day 3</b>			
Time	Session	Module	Faculty
Fore Noon [4 Hours]	New Regulations : Standards	Import : New Regulation	
		Nutraceuticals etc & Harmonization of Food Additives: New Regulations	
Afternoon [4 Hours]	Regulations (Amendments, New and Operationalized)	Prohibition & Restrictions on sale  Packaging & Labelling Contaminants, Toxins & Residues	

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		Laboratory & sampling analysis	
<b>Day 4</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
<b>Fore Noon [4 Hours]</b>	IT Initiatives	FoSCoRIS  FoSTaC: Food Safety Training & Certification  FoSReST: Food Safety Regulatory Staff Training	
<b>Afternoon [4 Hours]</b>	IT Initiatives	INFOLNET: Indian Food Laboratory Network IFS Quick Access Demos & Presentations SNF Portal	
<b>Day 5</b>			
<b>Time</b>	<b>Session</b>	<b>Module</b>	<b>Faculty</b>
<b>Fore Noon [4 Hours]</b>	Lab initiatives	Notified Lab, Mobile Lab	
	Surveillance & Compliance	Milk Survey	
	IEC Initiative	SNF (School, home, workplace and hospitals) SNF at Eat out (Serve Safe) Clean Street Food Blissful Hygienic Offering to God (BHOG) Safe Food on Track Food Fortification Diet4Life Initiative	
<b>Afternoon [4 Hours]</b>	Adjudication & Penalties	Discussion around case studies Discussion on current issues from States Information regarding latest judgement Feedback Certification & Valediction	

**Curriculum for Induction Training of Designated Officers  
(Duration : 5 days)**

<b>Day</b>	<b>Time</b>	<b>Module</b>	<b>Faculty</b>	
Day-1	0930-1030	Registration & Tea		
	1030-1100	Opening and Introduction		
	<b>Technical Session-1</b>			
	1100-1300	<b>Evolution of the need of Food Safety</b> Global Context Indian Context Shift in Perspective of Law		
	1300-1400	<b>Lunch</b>		
	<b>Technical Session-2</b>			
	1400-1730	<b>Central and State Administration</b> National Food Control System Food Safety & Standard Act, Rule, Regulations Review of New Provisions and concept Food Safety and Standard Authority of India		
	1530-1545	<b>Tea</b>		
1545-1730	<b>Continuation of Technical Session-2</b>			
Day-2	<b>Technical Session-3</b>			
	0930-1130	<b>Duties and Responsibilities</b> Role of Designated Officer Role Of Food Safety Officer Role of Adjudicating Officer Role of Food Safety Commissioner Role of FBO& Consumer		
	1130-1145	<b>Tea</b>		
	<b>Technical Session-4</b>			
	1145-1315	<b>Understanding Food Safety</b> Idea with Food Safety Need & Importance of Safe Food Food Hazards Concept of Food Hygiene		
	1315-1400	<b>Lunch</b>		
	<b>Technical Session-5</b>			
1400-1515	<b>Regulatory Compliance</b> Understanding GHP-GMP Requirements with Check Lists Project Presentation & Discussion Documentation			

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	1515-1530	<b>Tea</b>	
	<b>Technical Session-6</b>		
	1530-1700	<b>Inspections and reports</b> Inspection Report Format for New applicant/ Routine Inspection Inspection Procedure Detention/ Seizure Memo Documentation & Record Maintenance	
Day-3	<b>Technical Session-7</b>		
	0930-1100	<b>Licensing Procedure/Online Licensing</b> Submission of application Examination Fees structure New/Conversion/ Renewal Online Licensing	
	1100-1115	<b>Tea</b>	
	<b>Technical Session-8</b>		
	1115-1330	<b>Licensing and Registration procedure</b> Conditions for Licences Eligibility Enforcement structure Documents/ Format required for Registration/ Licensing	
	1330-1430	<b>Lunch</b>	
	<b>Technical Session-9</b>		
	1430-1600	<b>Surveillance and Monitoring</b> Surveillance Monitoring & Evaluation Case Study <b>Packaging and Labelling</b>	
	1600-1615	<b>Tea</b>	
	<b>Technical Session-10</b>		
1615-1730	<b>Sampling of Food</b> Procedure of Sampling Dispatch of samples to Laboratories Examination of Report & Action		

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Day-4	<b>Technical Session-11</b>	
	0930-1100	<b>Food Safety Management System and Risk Analysis</b> (GHP-GMP, Activity, HACCP ActivityRisk Analysis)
	1100-1115	<b>Tea</b>
	<b>Technical Session-12</b>	
	1115-1330	<b>Packaging and Labelling</b>
	1330-1430	<b>Lunch</b>
	<b>Technical Session-13</b>	
	1430-1600	<b>Food Alerts, Traceability &amp; Product Recall</b>
	1600-1615	<b>Tea</b>
	1615-1730	<b>Continuation of Technical Session-13</b>
Day-5	<b>Technical Session-14</b>	
	0930-1100	<b>Adjudication</b> Regulatory Provisions Presentation & Case Studies Documentation
	1100-1115	<b>Tea</b>
	<b>Technical Session-15</b>	
	1115-1315	<b>Action on Non-Compliance</b> Improvement NoticesSuspension/ Prohibition, Detention & Seizure Revocation of Suspension/ Prohibition & Release of material Prosecution
	1315-1400	<b>Lunch</b>
	1400-1500	<b>Question and Answer Session</b>
	1500 hrs onwards	<b>Debriefing and certification</b>

**Curriculum for Refresher Training of Designated Officers  
(Duration : 5 days)**

<b>Day</b>	<b>Time</b>	<b>Module</b>	<b>Faculty</b>	
Day-1	0930-1030	Registration & Tea		
	1030-1100	Opening and Introduction		
	<b>Technical Session-1</b>			
	1100-1300	<b>Evolution of the need of Food Safety</b> <ul style="list-style-type: none"> <li>• Global Context</li> <li>• Indian Context</li> <li>• Shift in Perspective of Law</li> </ul>		
	1300-1400	<b>Lunch</b>		
	<b>Technical Session-2</b>			
	1400-1730	<b>Central and State Administration</b> National Food Control System Food Safety & Standard Act, Rule, Regulations Review of New Provisions and concept Food Safety and Standard Authority of India		
	1530-1545	<b>Tea</b>		
1545-1730	<b>Continuation of Technical Session-2</b>			
Day-2	<b>Technical Session-3</b>			
	0930-1130	<b>Duties and Responsibilities</b> Role of Designated Officer Role Of Food Safety Officer Role of Adjudicating Officer Role of Food Safety Commissioner Role of FBO & Consumer		
	1130-1145	<b>Tea</b>		
	<b>Technical Session-4</b>			
	1145-1315	<b>Understanding Food Safety</b> Idea with Food Safety Need & Importance of Safe Food Food Hazards Concept of Food Hygiene		
	1315-1400	<b>Lunch</b>		
	<b>Technical Session-5</b>			
1400-1515	<b>Regulatory Compliance</b> Understanding GHP-GMP Requirements with Check Lists Project Presentation & Discussion Documentation			

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	1515-1530	<b>Tea</b>	
	<b>Technical Session-6</b>		
	1530-1700	<b>Inspections and reports</b> Inspection Report Format for New applicant/ Routine Inspection Inspection Procedure Detention/ Seizure Memo Documentation & Record Maintenance	
Day-3	<b>Technical Session-7</b>		
	0930-1100	<b>Licensing Procedure/Online Licensing</b> Submission of application Examination Fees structure New/Conversion/ Renewal Online Licensing	
	1100-1115	<b>Tea</b>	
	<b>Technical Session-8</b>		
	1115-1330	<b>Licensing and Registration procedure</b> Conditions for Licences Eligibility Enforcement structure Documents/ Format required for Registration/ Licensing	
	1330-1430	<b>Lunch</b>	
	<b>Technical Session-9</b>		
	1430-1600	<b>Surveillance and Monitoring</b> Surveillance Monitoring & Evaluation Case Study <b>Packaging and Labelling</b>	
	1600-1615	<b>Tea</b>	
	<b>Technical Session-10</b>		
1615-1730	<b>Sampling of Food</b> Procedure of Sampling Dispatch of samples to Laboratories Examination of Report & Action		

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Day-4	<b>Technical Session-11</b>	
	0930-1100	<b>Food Safety Management System and Risk Analysis</b> (GHP-GMP, Activity, HACCP ActivityRisk Analysis)
	1100-1115	<b>Tea</b>
	<b>Technical Session-12</b>	
	1115-1330	<b>Packaging and Labelling</b>
	1330-1430	<b>Lunch</b>
	<b>Technical Session-13</b>	
	1430-1600	<b>Food Alerts, Traceability &amp; Product Recall</b>
	1600-1615	<b>Tea</b>
	1615-1730	<b>Continuation of Technical Session-13</b>
Day-5	<b>Technical Session-14</b>	
	0930-1100	<b>Adjudication</b> Regulatory Provisions Presentation & Case Studies Documentation
	1100-1115	<b>Tea</b>
	<b>Technical Session-15</b>	
	1115-1315	<b>Action on Non-Compliance</b> Improvement NoticesSuspension/ Prohibition, Detention & Seizure Revocation of Suspension/ Prohibition & Release of material Prosecution
	1315-1400	<b>Lunch</b>
	1400-1500	<b>Question and Answer Session</b>
	1500 hrs onwards	<b>Debriefing and certification</b>

**Curriculum for Training of Adjudicating Officers**  
Duration 1 day

<b>Time</b>	<b>Module</b>	<b>Faculty</b>
0900-0930	Registration, opening and introduction	
<b>Technical Session-1</b>		
0930-1130	<b>Central and State Administration</b> (a) Food Safety & Standard Act, Rule, Regulations (b) Food Safety and Standard Authority of India	
1130-1145	<b>Tea Break</b>	
1145-1245	<b>Continuation of Technical Session-2</b>	
1245-1315	<b>Q&amp;A Session</b>	
1315-1400	<b>Lunch</b>	
<b>Technical Session-2</b>		
1400-1600	<b>Adjudication, offences and prosecution</b>	
1600-1615	<b>Tea</b>	
1615-1730	<b>Continuation of Technical Session-2</b>	
1730-1800	<b>Q&amp;A Session and conclusion</b>	

## Curriculum for Training of Trainers

Duration 3-5 days

## Module-1

S.No.	Broad Category	Sessions
1.	FSS Act, 2006 and other legal aspects	<b>Introduction to FSS Act and Regulations</b> with modules (a) Understanding the intent of law; and (b) Information on the ambit of FSS Act with respect to other law of the land.
		<b>Licensing and Registration</b> with modules (a) Regulation regarding licensing and registration process, (b) Food License Registration System (FLRS), (c) Problems associated with FLRS; and (d) Demonstration of the FLRS.
		<b>Adjudication and Offences</b> with modules (a) Regulatory provisions; and (b) Documentation.

## Module-2

2.	Evolution of Food Safety and other related topics	<b>Evolution of Food Safety</b> with modules (a) Concept of Food Safety; (b) Global Evolution of Food Safety – CODEX, (c) Global Evolution of Food Safety – WTO, (d) CODEX India; and (e) Food Safety & Standards Authority of India.
		<b>Basic of Food Composition</b> with modules (a) Understanding of Food; (b) Macro & Micro Nutrients; and (c) Food Fortification.
		<b>Food Fraud.</b>
		<b>Understanding of Food Categories.</b>
		<b>Food Production Practices</b> with modules (a) Food Preservation; (b) Organic Food; (c) GM Food; and (d) Irradiated Food.
		<b>Concept of Food Standards</b> with modules (a) Understanding of Food Safety; (b) Food Standards; (c) Food Safety Management System; and (d) Traceability and Food Recall.
		<b>Food Contaminants</b> with modules (a) Pesticides; (b) Antibiotics; (c) Heavy Metals and (d) Biological Hazards.

**Module-3**

3.	Packaging/ Inspection and other related topics	<p><b>Packaging and Labelling</b> with modules (a) Understanding regulations related to packaging; and (b) Understanding labelling requirements and claims.</p> <p><b>Perspective of Inspection in Food Business Operators</b> with modules (a) How to plan for inspection; (b) What to see while visiting a food vending or production premise; (c) Observation and documentation procedure while inspection; (d) Probable action after inspection; (e) Follow up action after inspection; (f) Inspection of Catering, Retail and Manufacturing Sector; (g) Inspection of Fat and Oil Sector; (h) Inspection of Milk and Dairy Sector; (i) Inspection of Special Food Sector; (j) Inspection of Processed food and vegetable sector; (k) Inspection of Baker Sector; (l) Inspection of RTE Sector; (m) Inspection of Slaughter House; (n) Inspection of Meat and Poultry Sector and (o) Inspection of Water and Beverages Sector</p> <p><b>Introduction to Food Safety Laboratory Network in Country</b> with modules (a) Different types of Laboratory and their purpose; (b) Ideal laboratory structure; and (c) Infolent.</p> <p><b>Sampling</b> with modules (a) Need and procedure of sampling and related regulation; (b) Interpretation of the report; and (c) FoSCoRIS.</p>
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**Module-4**

4.	FSMS and other topics	<p><b>Creating Food Safety Ecosystem in the District – Activity bases session</b></p> <p><b>Introduction to Food Safety Standards</b> with modules (a) Interpretation of the Food Safety &amp; Standards Act, 2006; and (b) General GHP-GMP requirements and other process certification, standards requirements and labelling requirements.</p> <p><b>Introduction of Food Safety Management System</b> with modules (a) GMP-GHP requirements in the food industry; (b) HACCP principles and applications.</p> <p><b>FSMS – Activity based session.</b></p> <p><b>Understanding various food business sectors. Challenges and how to deal with them.</b></p> <p><b>Introduction to Import Procedures</b></p> <p><b>Introduction to Export Procedures</b></p> <p><b>Introduction to FSSAI initiatives</b></p>
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**List of empanelled Institutes for conducting Regulatory Officers training**

S. No.	Training Institute	States attached
1.	RFPTC, Jaipur First Floor, Room No. 28, Heerabagh, Jawahar Nagar, Jaipur - 302004	Rajasthan
2.	Chhattisgarh Academy of Administration, Raipur  Chhattisgarh Academy of Administration, Nimora, Raipur - 493661	Chhattisgarh
3.	DeenDayalUpadhyaya State Institute of Rural Development, Lucknow	Uttar Pradesh
4.	Assam Administrative staff Training College, Jawahar Nagar, P.O. Khanapura, Guwahati-781022	Assam, Manipur, Meghalaya, Arunachal Pradesh, Nagaland, Sikkim, Tripura, Mizoram
5.	Jawaharlal Nehru Technological University, Kakinada, Andhra Pradesh	Andhra Pradesh, Telengana, Andaman & Nicobar
6.	Institute of Research & Development, Gujarat forensic Sciences University, Sector 9, Gandhi Nagar, Gujarat	Gujarat
7.	Administrative Training Institute, P & AR Department, FC Block, Sector - III, Kolkata - 700106	West Bengal
8.	All India Institute of Local Self Government, Barfiwala Bhawan, Near Bhawan's College, Khanpur, Ahmedabad, Gujarat - 380001	Gujarat, Dadra & Nagar Haveli
9.	National Institute of food Technology Entrepreneurship and Management, Sonapat, Haryana	Haryana, Delhi
10.	Institute of Public health Convention Centre, RCH Campus, Namkum, Ranchi, Jharkhand	Jharkhand, Bihar
11.	State institute of Health and Family Welfare, Magadi Road, Bengaluru  Executive Development Centre, Institute of Hotel Management, SJP Campus, Bengaluru	Karnataka Andaman & Nicobar
12.	The Council for Food Research and Development, Under Department of FCS & CS, Government of Kerala (CFRD), Anakuthi, Perinjottakkal P.O., Konni, Pathanamthitta Dist. Kerala Pin-689692	Kerala, Lakshadweep
13.	RCVP Academy, Arera Colony, Shahpura, Bhopal, Madhya Pradesh 462016	Madhya Pradesh
14.	FDA, Opposite RBI, Survey No- 341, BKC, Bandra east, Mumbai, Maharashtra - 400051	Maharashtra Andaman & Nicobar

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<b>15.</b>	YASHDA, Raj Bhavan Complex, Baner Rd, Armament Colony, Ganeshkhind, Pune, Maharashtra 411007	Maharashtra, Goa , Daman & Diu
<b>16.</b>	Indian Institute of Public Health, 2nd & 3rd Floor, JSS Software Technology Park, E1/1 Infocity Road, Patia, Bhubneshwar, Odisha - 751024	Odisha
<b>17.</b>	State Institute of Health & Family Welfare, Near Civil Hospital, Phase 6, Mohali, Punjab	Punjab, Chandigarh
<b>18.</b>	Institute of Public Health, Karayanchavadi, Poonamallee, Chennai.	Tamil Nadu , Puducherry
<b>19.</b>	Divisional Health & Family Planning Training Centre, 107, Moti Nagar, Haldwani, DisttNainital - 263139, Uttarakhand	Uttarakhand, Himachal Pradesh
<b>20.</b>	Institute of Management, Public Administration and Rural Development(Main Campus), M A Road, Srinagar, Kashmir, J & K  Institute of Management, Public Administration and Rural Development (Regional Campus), SidhraByepas Jammu, Jammu & Kashmir	Jammu & Kashmir

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