



1-2/Empanelment of Training Partners/FoSTaC/FSSAI/2017

*Empanelment of Training Partner is open for the states/UTs of Andaman & Nicobar Island, Arunachal Pradesh, Dadra & Nagar Haveli, Daman & Diu, Lakshadweep, Manipur, Meghalaya, Mizoram, Nagaland, Puducherry, Sikkim and Tripura only. Empanelment for other states or PAN India will not be considered until further orders of the competent authority.*

### **Expression of Interest for Empanelment of Training Partners (TP) for the FoSTaC Programme**

FoSTaC is a participatory program of training and capacity building, designed to enhance public awareness while simultaneously training food handlers across the value chain. Its success would rest on forging of partnerships amongst all stakeholders, since food safety has to be a shared responsibility. Detailed background note of FoSTaC is attached for reference.

In this connection, FSSAI is looking forward to identify and empanel reputed Training Providers/Academic Institutions/Corporates/Associations for conducting training on behalf of FSSAI.

Audit of training will be conducted by FSSAI time to time.

#### **A. Responsibility of Training Partner:**

- a) Registration in FoSTaC portal as Training Partner.
- b) Identification of trainer as per eligibility criteria (as in Annexure 2). Training of Trainer programme (TOT) is to be organised in association with FSSAI to create a pool of trainers. Alternatively, certified trainers from the FoSTaC pool may be used for the training.
- c) Mobilisation of trainees.
- d) Provision of Training Venue/centre with adequate infrastructure.
- e) Uploading of calendar and venue details in the portal.
- f) Assessment and uploading of the result in the portal mandatorily for generation of certificate.
- g) Any other food safety related work assigned by FSSAI time to time.

#### **B. Eligibility Conditions:**

##### **General Criteria:**

The Organization should have been in existence for a period of at least one year on the date of the application and should agree to take on the above mentioned responsibilities.

##### **Specific Criteria:**

- Association:**  
Trade, Professional and Scientific Associations in the food sector at National, State or Regional Level with a membership of at least 100 members.
- Licensed Food Business:**

FBO licensed with FSSAI and having annual turnover of Rs 150 Crore, can be training partner for training of FBOs in their upstream and downstream value chain. FBO's cannot provide training to their employees.

**Academic & Vocational Institutes:**

Recognised Universities, Colleges, Technical Institutes, Management Institutes and other academic intuitions.

**Training Partners approved by various Sector Skill Councils and other Govt Schemes:**

Training Partners empanelled by NSDC/Sector Skill Councils and other Central or State Govt Schemes

**Other Training Agencies:**

At least three years' experience at national or International Level in training on food safety and/or nutrition.

**Civil Society Organization:**

**C. Application Procedure:**

Interested organizations may apply in the form as in **Annexure 1** or on **email ID tp.fostac@fssai.gov.in**.

Training Partners would self-certify that they fulfill the eligibility conditions. Documents supporting the claim to be submitted to FSSAI as and when required.

**List of supporting documents required to submit:**

i. Supporting Documents

- a) Brief of the organization
- b) Detailed plan and strategy for spreading FoSTaC programme
- c) Eat Right Campus Certificate/If not,signed enrolment proforma (Academic & Vocational Institution)
- d) Registration documents of the Association and Last Audit Report (Association at National/State/ Regional)
- e) Annual Financial Report ( Large Food Business Operations)
- f) Authority letter from the skill NSDC/PMKVY/any sector skill council and Performances certificate by the empanelling authority ( Training Partners approved by various Sector Skill Councils and other Govt Schemes)
- g) Company Registration Certificate and Details of the training conducted on food safety and /or nutrition (Other Training Agencies)

ii. Duly signed Terms & Conditions

iii. Implementation Plan in the prescribed format

iv. CV's of the eligible Trainers in the prescribed format and

v. Logo of the organization

Sd/-

Pritha Ghosh  
Deputy Director  
Training Division  
Food Safety & Standard Authority of India

Partner with



Inspiring Trust, Assuring Safe & Nutritious Food  
Ministry of Health and Family Welfare, Government of India

Name of the Organisation .....

.....

Year of Establishment .....

Registration/License Number .....

Phone.....Email.....

Address.....

Geographical Presence (Specify States) .....

.....

Nominate single point of contact (SPOC).....

Contact of SPOC.....

Eligibility Conditions, Tick (✓) where applicable.

**Academic Institutions**

Approved by .....

**Associations (National/State/Regional)**

Type of Association .....

Membership Strength (at least 100 members) .....

**Large Food Businesses Operator (>150cr annual turnover)**

Annual turnover .....

Number of other FBO's involved in the value chain (please mention number against each category)

Transporter .....  Manufacturer/Processor .....

Warehouse (Distributor/Supplier/Wholesaler) .....  Retailer .....

**Training Providing Agency (at least 3 yrs experience on National/International Level Training on Food Safety)**

Please mention number of trainings conducted in the last 1 year .....

Please mention if involved with any Government Scheme .....

.....

**Civil Society Organization**

**Training Providing Agency for Sector Skill Councils**

For which Course(s) you would like to partner as Food Safety Supervisor? [*You can choose more than one*]

- Street Food Vending
- Basic Catering
- Basic Manufacturing
- Basic Storage & Transport
- Basic Retail & Distribution
- Advance Catering
- Advance Manufacturing
- Advance Storage & Transport
- Advance Retail & Distribution
- Manufacturing Special – Oil
- Manufacturing Special - Bakery
- Manufacturing Special – Milk & Milk Products
- Manufacturing Special – Animal Meat & Meat Products
- Manufacturing Special – Poultry Meat & Poultry Products
- Manufacturing Special – Health Supplements & Nutraceuticals
- Manufacturing Special – Fish & Sea Food
- Manufacturing Special – Water & Water Based Beverages

Courses under FoSTaC +

- For Start Up
- Organic Food Business
- National Food Control System

**Detail of Resources**

Number of Training Centres ..... Number of Qualified trainers .....

Estimated number of trainees that can be trained (per year) .....

I hereby confirm that the above mentioned details are correct.

If empanelled, I agree to abide by the rules laid down by the competent authority and take up the responsibilities as mentioned below: -

- a) Registration in FoSTaC portal as Training Partner.
- b) Identification of trainer as per eligibility criteria (as in Annexure 2). Training of Trainer programme (TOT) is to be organised in association with FSSAI to create a pool of trainers. Alternatively, certified trainers from the FoSTaC pool may be used for the training.
- c) Mobilisation of trainees.
- d) Provision of Training Venue/centre with adequate infrastructure.
- e) Uploading of calendar and venue details in the portal.
- f) Assessment and uploading of the result in the portal mandatorily for generation of certificate.

**Want to join as (You can choose more than one)**

Mobilization Partner  Knowledge Partner  Implementation Partner  Funding Partner

**Signature & Seal:**

**Name:**

**Designation:**

### **Self-Declaration Form**

#### **Terms & Conditions for an Empanelled Training Partner(TP) under FoSTaC**

##### **Conditions with respect to Training of Trainers (ToT)**

1. Training Partner has to identify trainer for each course as per eligibility criteria prescribed by FSSAI & will share CV of each resource for respective course to [fostac@fssai.gov.in](mailto:fostac@fssai.gov.in) for approval.
2. Training Partner will organise Training of Trainer (ToT) programmes in association with FSSAI to create pool of trainers.
3. TP can provide training only through its pool of Trainers or Trainers from FSSAI resource pool who are eligible as per conditions laid down by FSSAI and are trained & certified by FSSAI.
4. FSSAI will nominate the National Level Resource Person (NLRP) / State Level Resource Person (SLRP) for conducting the ToT Programme.
5. Training Partner shall ensure that all the Trainers trained in ToT Programme will be utilized for Food Safety Supervisor (FSS) Trainings.

##### **Conditions with respect to Food Safety Supervisor (FSS) Training**

1. Mobilisation of the trainees for the FSS training programmes. While mobilising the trainee, in some case, TP may have to take responsibility of registering the trainee in the FoSTaC portal.
2. In case of cancellation or postponement of any training, it is the responsibility of the Training Partner to inform trainees about rescheduling the programme.
3. Training Partner will ensure that there will be one Trainer and one Assessor in each FSS Training Trainer and Assessor will not be the same person.
4. Assessment is mandatory in FSS Training.
5. For FSS Training, written exam will be conducted. Training Partner can develop the Assessment Paper and will share the with FSSAI for approval or can ask for Assessment Paper from FSSAI at least 3 days before the training date.

6. Training Partner will ensure that Assessor will upload the result for online generation of certificate within the time as prescribed under FoSTaC Portal.
7. Training Partner will ensure that maximum persons can be trained in a batch is 40 in FSS Training.

**General Conditions**

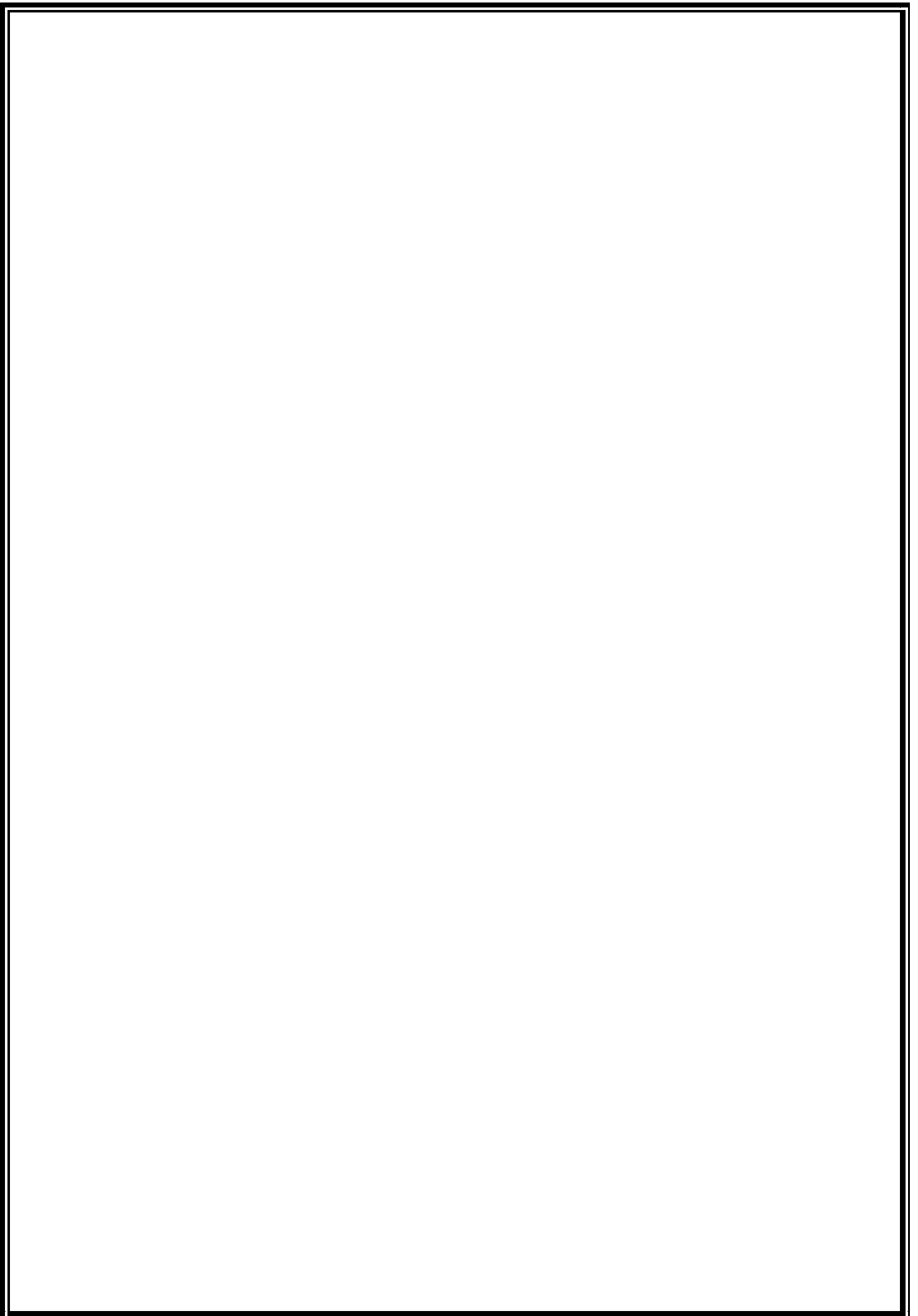
1. Training Partner will arrange training venue /centre with adequate infrastructure.
2. Prepare and upload a quarterly calendar of trainings on FoSTaC portal preferably three weeks in advance for ToT and FSS level of training.
3. TP/Trainer will provide training for a particular course for which they have been empanelled.
4. Training Partner will adopt the training content prescribed by FSSAI for the course for which it has been empanelled.
5. Further approval from FSSAI is required for initiating training in new sector.
6. Training Partner shall not reduce the minimum prescribed duration for each course.
7. Training Partner is responsible for maintaining legible records of assessment of all Trainees for period of two years (hard copy or in electronic form).
8. TP agrees for surveillance and witness audit of the training as per the random choice of FSSAI.
9. Training Partner will nominate a Single Point of Contact with FSSAI on all matters related to FoSTaC including training schedule, attending complaints, coordinates with FSSAI's Training Division etc. with whom the interaction can be done.
10. If any complaint is received at FSSAI against the TP regarding FoSTaC training, FSSAI will do necessary investigation and corrective action will be taken by TP.
11. Performance of TP will be reviewed on a periodic basis by FSSAI.

As an empanelled Training Partner of FSSAI under FoSTaC, I agree to abide by the above T&C and provide necessary support to FSSAI

**Training Partner/Representative of Training Partner**

Signature : -----  
 Name : -----  
 Designation : -----  
 Name of Organisation : -----  
 Date : -----







## Annexure 2

### Eligibility criteria for Trainers

Criteria	Basic Level	Advance Level	Special Courses
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum graduate in science/food technology/food science/chemistry/biology/microbiology or other related subjects.</li> <li>• If graduate in other streams minimum 5 years experience in relevant food industry (catering, manufacturing, retail, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum graduate in science/food technology/food science/chemistry/biology/microbiology subjects.</li> <li>• If graduate in other streams minimum 7 years work &amp; implementation experience in relevant food industry (catering, manufacturing, retail, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum graduate in science/food technology/food science/chemistry/biology/microbiology subjects.</li> <li>• If graduate in other streams minimum 7 years work &amp; implementation experience in the particular sector of the industry (meat, fish, milk, etc.).</li> </ul>
<b>Training Experience as Trainer &amp; Implementation Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years training experience on food safety &amp; hygiene including FSMS, HACCP and other similar food safety systems in the relevant Food Industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years training experience on food safety &amp; hygiene including FSMS, HACCP and other similar food safety systems in the relevant Food Industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years training &amp; implementation experience on food safety &amp; systems regulations in the particular sector of the Industry.</li> </ul>
<b>General Training Received</b>	<ul style="list-style-type: none"> <li>• Knowledge of FSS Rules &amp; Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of FSS Rules &amp; Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of FSS Rules &amp; Regulations</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Should have good communication and motivational skill.</li> <li>• Shall be available for training at least 20 days in a year</li> </ul>	<ul style="list-style-type: none"> <li>• Should have good communication and motivational skill.</li> <li>• Shall be available for training at least 20 days in a year</li> </ul>	<ul style="list-style-type: none"> <li>• Should have good communication and motivational skill.</li> <li>• Shall be available for training at least 20 days in a year</li> </ul>