

CAPACITY BUILDING PREAMBLE

Food Safety and Quality Management is rapidly gaining importance both at national as well as international levels due to various reasons viz implementation of FSS Act 2006, globalization of food trade, harmonization of national standards with CODEX, legal changes at national and international levels etc. The Food Safety and Standards Act passed in the Parliament in 2006 came into force from 5th August 2011. To implement the Act, there is a need for human resources at various levels involving different stakeholders in the food chain from farm to fork which includes Regulators (Designated Officers, Adjudicating Officers and Food Safety Officers), Food Auditors, Food Analysts (Microbiology/ Chemical), Food Handlers (Manufacturer, Wholesaler Retailer etc.). The Act calls for an enabling environment for its successful implementation and movement towards a science based approach to assure safety and the quality of food. Development of trained human resource in food safety sector is essential for speedy implementation of Act.

Food Safety & Standard Authority of India has designed a Training Policy for different levels of Food Safety Regulatory Officials. The Training Policy of the Regulatory Staff was discussed by 17th Central Advisory Committee and was approved by Food Authority in its 21st Authority Meeting. This Manual is a guiding document towards the Training Policy, Curriculum as well as all other Training related other information.

INTRODUCTION FOR TRAINEE

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

Food Safety Officer:

The FSO is the representative of the Food Authority who interacts directly and closely with the FBO on a regular basis. Therefore, he can play a crucial role not only in implementation of the provisions of the FSS Act, 2006 but also act as a guide to FBOs in complying with the provisions of the FSS Act, rules and regulations made thereunder. The role of FBO in ensuring safe and wholesome food for human consumption cannot therefore be overstated. Considering the importance of role of FSO, the training has been designed in an integrated manner and Training Material has been developed with great care. During the 40-daylong Training Programme, FSOs will learn about Concepts of Food Safety, new provisions of the Acts & Rules, Standards and new approaches to Monitoring of Food Safety. Check Lists which will help them in day to day activity will be a crucial element of the Training Programme.

Designated Officer:

As per Section 36, the Commissioner, in turn, appoints the Designated Officer, who must not be below the rank of a Sub-Divisional Officer, to be in-charge of food safety administration in a specified area. Besides, Designated Officer is the Licensing Authority who can issue or cancel the License of FBO. Thus, the training of Designated Officer is imperative.

The Programme will provide the Designated Officer with training inputs on the FLRS system, Surveillance procedure, Sampling methodology, Adjudication and such relevant topics which will empower them to perform effectively in their field duties.

Adjudicating Officer:

As per Section 68 of the FSS Act, the Adjudicating Officer is required to be not below the rank of Additional District Magistrate. The state government is required to notify an officer not below the rank of ADM for the district where the alleged offence was committed. AO is considered to be a civil court for the purposes of the Act. It has the power to punish for contempt or obstruction of its proceedings. Thus, Adjudicating Officer plays a crucial role in enforcement of the Law. The Training Programme will help AOs to get a thorough knowledge and ready reference on Food Safety & Standards Act, Rules & Regulations along with the procedure of Adjudication in the light of relevant clauses of all related legislation.

Food Safety Commissioner:

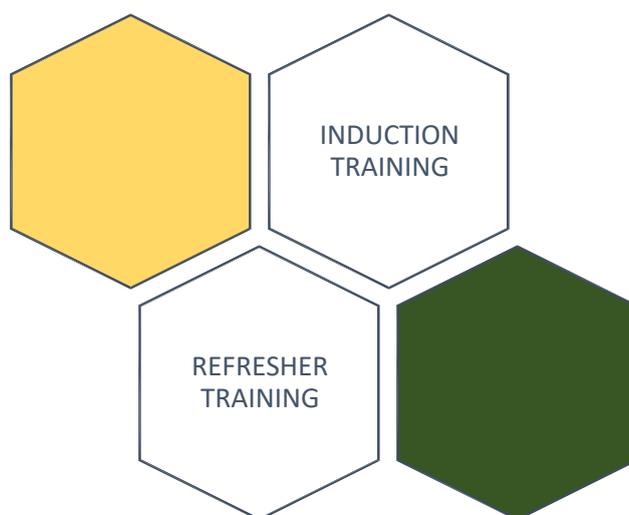
The Commissioner of Food Safety shall be responsible for the efficient and effective implementation of the FSS Act in the State or UT as the case may be. As per Section 10(5) of the FSS Act, the Chief Executive Officer(CEO) of the FSSAI is entrusted to exercise the powers of the Commissioner of Food Safety while dealing with matters relating to food safety. It reflects the domain of Food Safety Commissioner in maintaining food safety. 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 & importance of food safety.

TRAINING POLICY

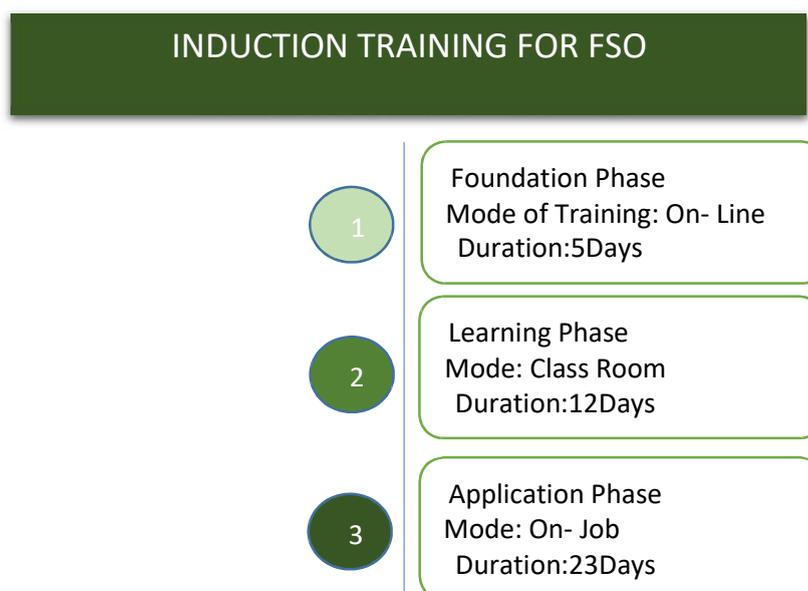
█ Clause 2.1.2 and 2.1.3 of Chapter 2, Food Safety & Standards Rules

2011 emphasizes the need of training for Designated Officers and Food Safety Officers. The Training Policy has been approved by 21st Meeting of the Food Authority.

This New Training Policy that has envisaged a training framework as under:



Induction Training has been structured for newly recruited officers. The Structure of the Training for newly recruited FSOs is as under:



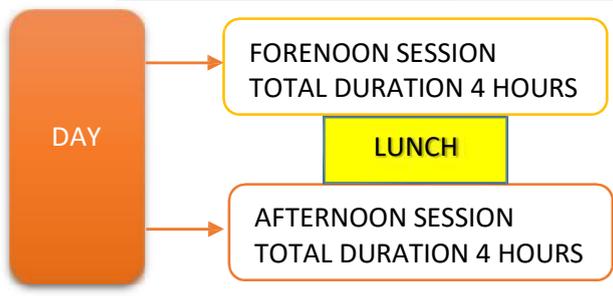
FOUNDATIONPHASE

Foundation Phase of Induction Training contains six Units. Objective of this Phase is to give the newly recruited officer, an understanding on food safety concepts & issues, evolution of Food Safety Act, Global and Indian perspectives, the need and importance of food safety, basis of Food Production Process. Compliance of Food Law by the Food Business Operators as well as its enforcement would also be highlighted. The Foundation phase will be delivered to the Trainee through an learning course, available on our website. This is a self-learning module with power points by domain experts. This material can be used by the Trainee even after finishing the Foundation Phase as a guiding document. Trainee will need 30 minutes on average to study each Module and has to finish the whole Foundation Phase within 5 days. After completion of each Unit, there will be a mandatory On-line Assessment. Trainee has to undergo these Assessments successfully to be eligible for the Learning Phase (Class-Room Programme).

LEARNING PHASE

Second Phase of Induction Training is the Learning Phase. Trainee will receive training in the class room directly from expert faculties. Learning outcome of this phase is aiming at the enhancement of proficiency level of the newly recruited staff. The curriculum of this level is mostly based on topics useful for the field level regulatory staff such as understanding of the Administrative Structure, job description, inspection procedure, surveillance procedure, adjudication etc. This phase of the Induction Training will be held at Training Institutes nominated by the State as well as recognized by the FSSAI for the purpose of Training of Regulatory Staff. Trained faculties will provide training to the newly recruited officials. Total duration of the training is of twelve days. After successful completion of classroom training, trainee will be allowed to move forward to the next phase i.e Application (on-job) Phase. Trainee will receive a guidebook alongwith required Check-Lists for inspection, Forms and other documents both in soft and hard copy. Class Room session will have twelve Units to study. Each Unit again is divided into Modules. Cumulative duration of all the Modules will be twelve days. This document will guide the States with a ready schedule or session plan for the class room training. This plan will also be available on the website which will enable the States to get their own training schedule by entering the information regarding the proposed training date and time. The list of faculties for specified subjects and regions of their availability can also be accessed by the States from this website, thus enabling States to plan their training schedules as per their requirement.

STRUCTURE OF LEARNING PHASE
 MAXIMUM DURATION-12 DAYS
 MODE OF TRAINING : CLASS ROOM



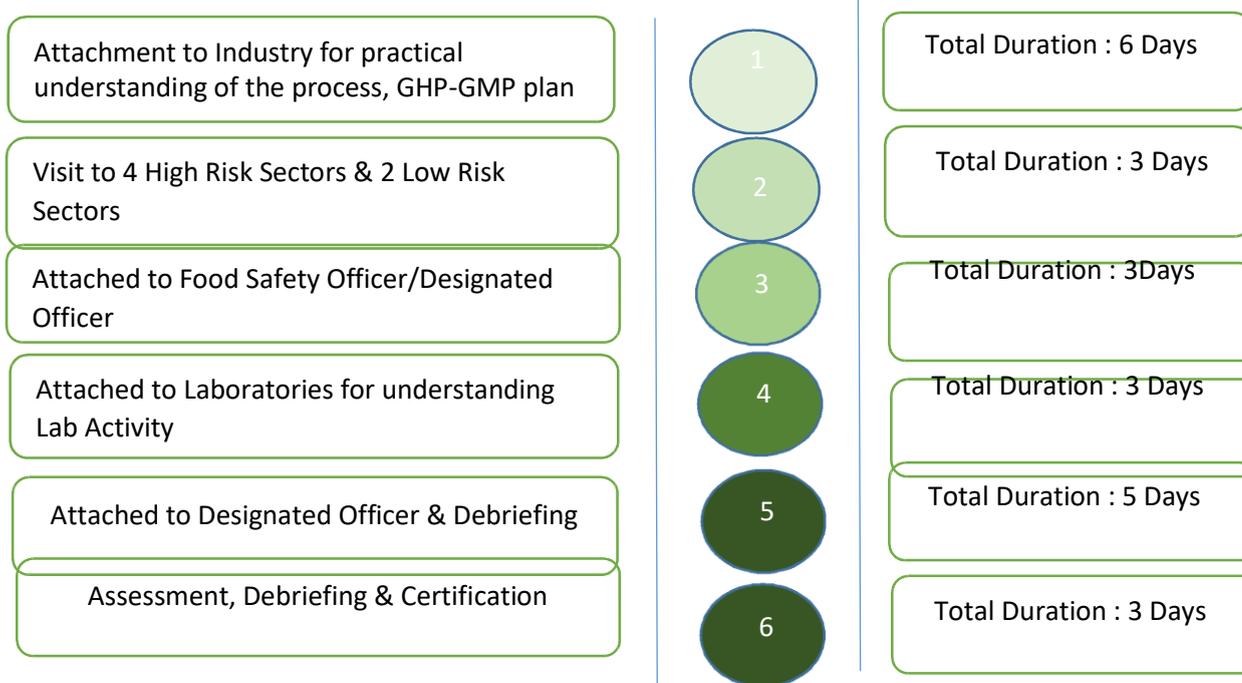
Learning Phase will be held in the Class Room. Each day will have two Sessions- Forenoon & Afternoon Sessions of four hours each. Both the Sessions will have a lunch break in between. Further, each session will have two classes. Each Class will have tea break in between.

Curriculum attached separately.

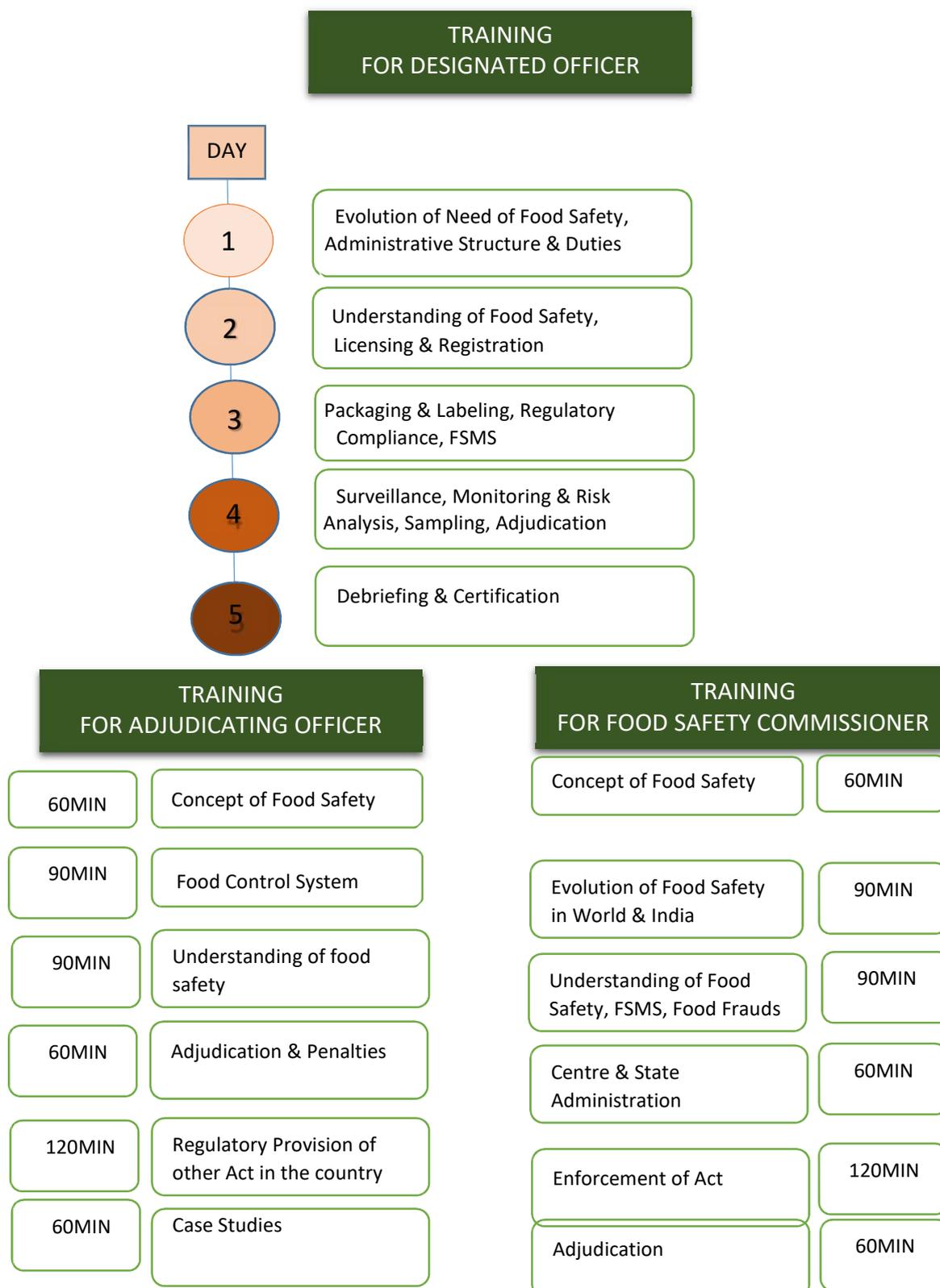
APPLICATION PHASE

Third phase of Induction Training is Application Phase, where trainees will be sent to the field for practical experience. The aim of this phase is the assimilation of all the knowledge gathered by the trainee during two previous phases. Total duration of this phase is of 23 working days. During this phase, the trainee will be given specific asks. After finishing each task, trainee has to prepare a report and has to submit the same to his or her appointing authority with a copy to the Food Authority. At the end of the On-Job Application Phase, concluding Session of the total Induction Programme will be held. In that session, debriefing will be held where trainee will present specific projects that they have been allotted during training. The projects will be evaluated at the time of presentation and certification to the trainee will follow subsequently.

STRUCTURE OF APPLICATION PHASE MAXIMUM DURATION-23 DAYS MODE OF TRAINING : ON JOB

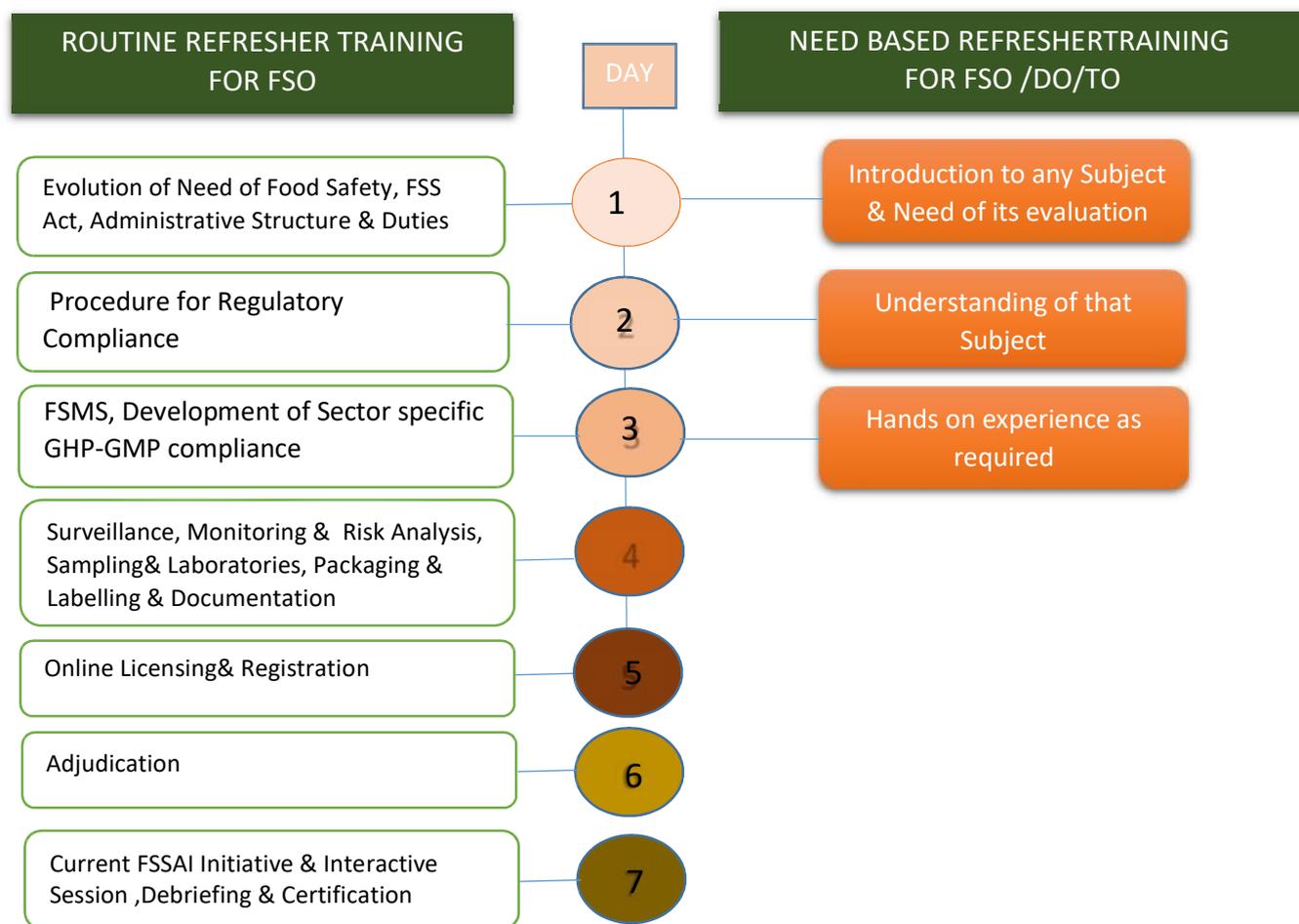


Structure of training of Designated Officer is as under:



REFRESHER TRAINING

Refresher Training has been structured for existing Food Safety Officer or Designated Officer or Technical Officers. While Induction Training is mandatory for all newly recruited Food Safety Officer, Annual Refresher Training is mandatory for all officers. Two types of Refresher Training have been designed which are Routine Refresher & Need Based Training. The aim of the Refresher Training is to refresh the knowledge and approach of the Officers and to percolate additional information to them.



Need based Refresher Training will be subject oriented. Any specific subject, which will be useful for the trainee in enforcement of the Act, will be provided

in three-day package. Any trainee, either FSO or DO or TO can enroll for this type of Refresher Training to get knowledge of any particular subject of his or her choice. Knowledge on new initiatives of FSSAI, new projects, standards, websites will be imparted through the need based training programme.

TRAINING FOR FOODS AFETY COMMISSONER

FSSAI have planned for one-day workshop for providing training to Food Safety Commissioner or Joint Food Safety Commissioner. Aim of this workshop is to give a brief outline on need of food safety, Food Safety & Standard Act and other major administrative role for enforcement of the Act.

TRAINING FOR FOOD SAFETY COMMISSONER

Training Programme for Adjudicating Officers are designed specially to meet up the requirement of knowledge on rules, regulation on food safety, relevant provisions in other acts. Case studies, judgment also will be provided for Ready reference.

OTHER TRAINING PROGRAMME

Training Name	Duration	Mode of Delivery
Adjudicating Officer's Program	1 Day	On-Line or Class Room
Technical Officer's Program	1-3 Days	Classroom
Train the Trainer's Program	7 Days	Classroom
Training for Middle Management Group	3 Days	Classroom
Training for Senior Management Group	3 Days	Classroom

ASSESSMENT POLICY

Each Training will be followed by an assessment. SOP for assessment is as follows. This is also an indicating one. State may change according to their need and as per the type of training also. Here, the prescribed preformat of assessment has been provided for FSO Training.

The assessment will be out of 100 marks.

The mark split – up of the assessment is as follows :

Basis understanding of the subject – 20 marks

It can be evaluated by compiling feedback form for each session.

Field Training – 10 marks

In case of FSO Training, Designated Officer concerned may be entrusted to make an assessment on the basis of the diary prepared by each trainee to keep a record on the same.

Attendance – 10 marks

The valuation may be done by the senior officials like Commissioner of Food Safety after viewing the PPTs and presentation of the Trainees using the same.

Test Paper – 50 marks

There will be objective assessment in the form of 50 Multiple Choice Questions on various scientific aspects of Food Safety including analysis and on the legal processes involved such as regulatory and enforcement activities.

Sample Assessment Form

Assessment Form			
Name of candidate			
Sl. No.	Particulars	Marks awarded	Max. Marks
1.	Test Paper		50
2.	PPT Presentation		25
3.	Field Training/on job training		10
4.	Understanding of the subject		10
5.	Attendance		5
	Total		100

TRAINING INSTITUTE

FSSAI has recognized Training Institutes from the States for conducting the Training of Food Safety Regulatory Staff. States have nominated the Institutes. Joint visits were made by FSSAI and the respective State representatives and on finding them suitable for conducting training, the institutes have been duly recognized for this purpose. Following table shows the State-wise list of institutes for the Training.

Sl No	Training Institute	Session Capacity at a time	States Attached
1	RFPTC, Jaipur First Floor, Room No. 28, Heerabagh, JawaharNagar, Jaipur – 302004	110	Rajasthan
2	Chhattisgarh Academy of Administration, Raipur Chhattisgarh Academy of Administration, Nimora, Raipur -493661	160	Chattishgarh
3	DeenDayalUpadhyayaStateInstitute ofRuralDevelopment,Lucknow	350	Uttarpradesh
4	AssamAdministrative staffTraining College,Jawahar Nagar,P.O. Khanapura,Guwahati-781022	100	Assam, Manipur, Meghalaya, ArunachalPradesh, Nagaland, Sikkim, Tripura,Mizoram
5	Jawaharlal Nehru Technological University Kakinada,AndhraPradesh		Andhra Pradesh, Telengana, Andaman & Nicobar
6	InstituteofResearch &Development, Gujarat forensic SciencesUniversity, Sector9,GandhiNagar,Gujarat	800	Gujarat
7	AdministrativeTrainingInstitute,P& AR Department,FC Block Sector – III, Kolkata - 700106		WestBengal

SINo	Training Institute	Session Capacity	States Attached
8	All India Institute of Local Self Government, Barfiwala Bhawan, Near Bhawan's College, Khanpur, Ahmedabad, Gujarat- 380001		Gujrat, 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	Indian Institute of Public Health, Bangalore State institute of Health and Family Welfare, Magadi Road, Bengaluru Executive Development Centre, Institute of Hotel Management, SJP Campus, Bengaluru		Karnataka, Andman & 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.KeralaPin-689692	300	Kerala, Lakshwadwip
13	RCVP Academy, Arera Colony, Shahpura, Bhopal, Madhya Pradesh 462016		Madhya Pradesh
14	FDA, Opposite RBI, Survey No-341, BKC, Bandraeast, Mumbai, Maharashtra-400051	250	Maharashtra, Andman & Nicobar
15	YASHDA, Raj Bhawan Complex, Baner Road, Pune		Maharashtra, Goa, Daman &Diu
16	Indian Institute of Public Health, 2 nd & 3 rd Floor, JSS Software Technology Park, E1/1Infocity Road, Patia, Bhubneshwar, Odisha -751024	150	Odisha
17	State Institute of Health & Family Welfare, Near Civil Hospital, Phase 6, Mohali, Punjab		Punjab, Chandigarh
18	Institute of Public Health, Karayanchavadi, Poonamallee, Chennai	580	Tamilnadu , Puducherry
19	Divisional Health &Family Planning Training Centre, 107, Moti Nagar, Haldwani, Distt Nainital-263139, Uttarakhand	130	Uttarakhand, Himachal Pradseh
20	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), Sidhra Byepas Jammu, J & K.		Jammu & Kashmir

SUBJECT MATTER EXPERT

■ FSSAI has empanelled subject matter experts who have developed content for training of Regulatory Officials. They are the domain experts from Academia, Industry and the Food Regulatory Sectors.

A four-member Committee also was developed for revising the content of Training Material for Regulatory Staff. The members are Shri Sanjay Dave, Ex Chairman CODEX Alimentarius & Advisor to FSSAI, Shri Salim Veljee, Food Safety Commissioner of Goa, Dr. Geetanjali Sharma, Chief Microbiologist, Central Food Laboratories, Kolkata and Dr. Rubinaa Shaheen, Director, R&RD FSSAI.

Subject matter experts have undergone TOT conducted by FSSAI to maintain uniformity in delivery of training. The subject and region specific list of FSSAI certified trainers are enclosed.

Master Trainers to ensure relevance and quality of training.

Detail list is annexed separately.