



## Document for Public Information

# Requirements for the Registration of Food Safety Trainers and Training Companies in the Emirate of Ras al Khaimah.

**Issued by:**

**Food Control Section  
Public Health Administration  
Ras al Khaimah Municipality**

## Table of Contents

<b>1. Introduction:</b> .....	3
<b>2. Purpose:</b> .....	3
<b>3. Objectives:</b> .....	4
<b>4. Scope:</b> .....	4
<b>5. Terms and Definitions:</b> .....	5
<b>6. General Requirements for Food Safety Training Program:</b> .....	6
<b>7. Requirements for Food Safety Training Companies:</b> .....	7
<b>8. Food Safety Trainers (Internal and External):</b> .....	9
<b>8.1 General Requirement for Safety Trainers:</b> .....	9
<b>8.2 Competency Requirements for Food Safety Trainer (FST):</b> .....	10
<b>8.3 Design, execution and evaluation of Food Safety Training Programs:</b> .....	11
<b>9. Food Safety Trainer and Training Companies Registration Process:</b> .....	15
<b>9.1 Online application for the registration of Food Safety Trainer and Training Companies:</b> .....	15
<b>9.2 Application for the registration of Food Safety Trainer and Training Companies through Customer Happiness Center:</b> .....	16
<b>9.3 Assessment / Evaluation of Food Safety Trainers and Training Companies:</b> .....	16
<b>9.4 Approval of Food Safety Trainer and Training Company:</b> .....	17
<b>9.5 Record of Food Safety Trainer and Training Company:</b> .....	18
<b>10. Process Flow Diagram of Food Safety Trainers and Training Companies Approval:</b> .....	18
<b>11. Enforcement:</b> .....	20
<b>11.1 Food Safety Training Business Activity fee:</b> .....	20
<b>11.2 Inspections of Food Safety Training Sessions and or Training Companies:</b> .....	20
<b>11.3 Violations and Penalties:</b> .....	20
<b>11.4 Corrections and Corrective Actions:</b> .....	22
<b>11.5 Appeal:</b> .....	22
<b>11.6 Renewal or Lost of Food Safety Trainer and Training Company Certificate:</b> .....	22

## 1. Introduction:

With the increasing demand of food business in Ras al Khaimah, United Arab Emirate, it is required that the food which is prepared, handled and served is safe and wholesome for human consumption. This could be possible when there is an active management system, effective food handling practices, control and monitoring of the food facilities.

Food hygiene and safety trainings pay a vital role in upgrading the personnel's behaviors towards food safety, hence aiding to the better control of the food safety systems. There is a need for the food handlers to get awareness and firm knowledge of handling the food in a safe manner, keeping in mind that the food has been protected against contamination.

Food Control Section of Public Health Administration, Ras al Khaimah Municipality is responsible for control of all food related activities conducted inside the Emirate of Ras Al Khaimah, has the responsibility to ensure all the food handlers to be trained in food hygiene and safety to a magnitude proportional to their food business activities. In this regard, it has been decided by the Food Control Section that all food establishments shall have knowledgeable food handlers trained in food hygiene and safety training courses according to the level of their responsibilities and food handling activities. Further, food hygiene and safety training courses shall be provided by qualified, experienced and registered Trainers and Training or Consultant Companies in the Emirate of Ras al Khaimah.

This document outlines the procedure for the registration and approval of Food Hygiene and Safety Trainers and Training Companies or Consultant for each specific food business activities in the Emirate of Ras al Khaimah.

## 2. Purpose:

These requirements for the registration and approval of Food Hygiene and Safety Trainers and Training Companies are established by Food Control Section of Public Health Administration for the purpose of;

2.1 Establishing food safety culture,

- 2.2 Effective control on Food Hygiene and Safety Trainers and Training Companies,
- 2.3 Protecting food consumers from foodborne illnesses through best hygiene practices and
- 2.4 To ensure that the food establishments are operating with qualified food handlers who shall handle the food as per Ras al Khaimah Municipality and UAE food laws, regulations, standards, requirements and instructions.

### **3. Objectives:**

The objectives of this procedure are to ensure that;

- 3.1 Registration and approval of Food Hygiene and Safety Trainers and Training Companies in the Emirate of Ras al Khaimah.
- 3.2 Food Safety Trainers and Training or Consultant Companies are competent enough to perform food hygiene and safety training activities as per UAE and Ras al Khaimah Municipality Food laws, regulations, standards, procedure and guidelines.
- 3.3 All food handlers of food establishments in the Emirate of Ras al Khaimah are complying with food hygiene and safety requirements through effective food hygiene knowledge and practices.
- 3.4 Food handling and food hygiene training activities are continuously improving in all food establishments of Ras al Khaimah.
- 3.5 All food handlers of food establishments in the Emirate of Ras al Khaimah are trained in food hygiene and safety training courses as approved by Ras al Khaimah Municipality and best international food hygiene and safety practices.

All food handlers of food establishments are having sufficient knowledge, of how to handle, prepare, store, display and transport food hygienically and safely, to avoid food spoilage and food poisoning.

### **4. Scope:**

These requirements are applicable to all;

- a) Licensed Food Hygiene and Safety Training or Consultant Companies in the Emirate of Ras al Khaimah.



- b) Licensed Training Centers in Emirate of Ras al Khaimah.
- c) Licensed food premises in the Emirates of Ras al Khaimah and in other Emirates of UAE.

## 5. Terms and Definitions:

5.1 **Appeal:** Request by the Food Hygiene and Safety Training or Consultant Companies and or food business operator to the FCS of Public Health Administration for reconsideration of a decision it has made relating to its inspection or service.

5.2 **Authorized Official:** An official staff of the Food Control Section who is authorized to inspect and or audit the training companies.

5.3 **Complaint:** Expression of dissatisfaction, other than an appeal, by any person or organization to the FCS of Public Health Administration, relating to the activities of FCS of Public Health Administration, where a response is expected.

5.4 **Correction:** Action to eliminate a detected nonconformity.

5.5 **Corrective actions:** Action to eliminate the cause of a nonconformity and to prevent recurrence. Corrective action includes cause analysis.

5.6 **Examination:** Evaluation of the competency of a person in food safety, leading to qualification approved by the Food Control Section of Public Health Administration in accordance with the requirements of this procedure and provisions of Law number 1, regulating the Approval of Training Centers, Trainers and Food Safety In-Charge, for the year 2020 of Ras al Khaimah Municipality.

5.7 **External Food Safety Trainer (EFST):** Food Safety Trainers belongs to third party independent training company.

5.8 **Internal Food Safety Trainer (IFST):** Food Safety In-charge of food establishments in the Emirate of Ras al Khaimah, approved as internal food safety trainer by the Food Control Section of Ras Al Khaimah Municipality.

5.9 **Food Establishment:** Any licensed place where food is handled, manufactured, prepared, traded or sold directly or indirectly to the consumer. The term includes any such place regardless of whether consumption is on or off the premises.

5.10 **Food Handler:** Any person who handles or prepares food (whether packaged or unpackaged) and food related equipment in food establishments.

5.11 **Food Safety In-Charge (FSI):** FSI is a competent person for specific food business activities or establishment who is responsible for the establishment, implementation, monitoring and improvement of food hygiene and safety program in employed food establishment(s). FSI can be an owner, manager, supervisor and or any qualified person nominated by food establishment(s) and recognized by Food Control Section of Ras al Khaimah Municipality.

5.12 **Food Safety Training Course:** A food safety training course approved by the Food Control Section of Public Health Administration in accordance with the provisions of law number 1, issued in 2020 by Ras al Khaimah Municipality.

5.13 **FSI Scheme:** A course approved by the Food Control Section of Public Health Administration in accordance with the provisions of law number 1, issued in 2020 by Executive Cancellor of Ras al Khaimah Government.

5.14 **Training Certificate:** It is the certificate issued by the approved training companies and attested by Food Control Section revealing that a food handler has successfully passed the training session in the scope of food hygiene and safety.

5.15 **Technical Committee (TC) of Training affairs:** The committee established by the decision of General Director of Ras al Khaimah Municipality, to manage and organize the approvals and operations of food hygiene training companies and food hygiene trainers. The committee members will be the officials from Food Control Section and will be responsible for the verification of the submitted documents, approval of training companies, approval of trainers and training centers. Head of Food Control Section / Director of Public Health Administration shall be leading the committee.

## 6. General Requirements for Food Safety Training Program:

6.1 Food establishments shall implement food hygiene and safety training programs as per the following;

6.1.1 Law no. 1, with regards to organizing approval of training centers, trainers and food safety in charge, issued in 2020.

6.1.2 Law no. 2, regarding Food control in the Emirate of Ras al Khaimah, issued in 2009.

6.1.3 UAE standards (Clause 4.8 of Standard 1694/ 2005).

6.2 Food establishments shall have sufficient resources to establish an appropriate training program for its food handlers.

6.3 All food handlers working in food establishments shall have adequate food hygiene and safety training related to his/ her food handling or business activities. The training shall be related to the type, size and risk of food premises and related to the responsibility of food handlers.

6.4 The food safety training needs shall base on the following factors;

6.4.1 Size and nature/ activities of the food business,

6.4.2 Responsibilities and nature of the assigned tasks to the food handler(s),

6.4.3 Food Safety Management System implementation and requirements.

6.5 All food establishments shall have a designated Food Safety In-charge Approved by Food Control Section who is responsible to provide evidence of food hygiene and safety induction training, continuous learning and refresher training courses of food handlers.

6.6 Food safety training shall be provided by approved Internal Food Safety Trainer (IFST) and or approved External Food Safety Trainer (EFST) of registered food safety training or consulting company.

**Note:** Requirements for Food Safety In-Charge (FSI) are given in FCS- FSI program requirements. Where requirements for the approval of Food Safety Trainers and Training Companies are given in this procedure.

## 7. Requirements for Food Safety Training Companies:

7.1 Food Safety Training Companies shall get its Food Safety Training business activities approval from Food Control Section, Public Health Department of Ras al Khaimah Municipality.

7.2 Food Safety Training Companies intended for the registration and approval of food hygiene and safety training approval (or other scopes such as advance food hygiene and safety training, HACCP based food safety management system training courses and etc) shall have a



valid **license** (issued by the licensing authority in the UAE) to operate its training / consultancy business activities in the Emirate of Ras Al Khaimah.

7.3 Food Safety Training Companies shall adhere to the rules and regulations related to its scope of food safety training activities and licensing requirements as per concerned licensing authority and Food Control Section of Ras Al Khaimah Municipality.

7.4 Food Safety Training Companies shall have adequate resources such as, Competent Food Safety Trainer(s), approved training materials and training room/ center(s) to support its training or consultancy program.

7.5 Food Safety Training Companies shall have an office and training center in the Emirate of Ras al Khaimah for monitoring and control of its training activities by an authorised official of the Food Control Section.

7.6 Food Safety Training Companies shall have at least (one) approved Food Safety Trainer with required competency in food or food related training and consultancy activities. (Requirements for food safety trainers are given in section 9.3 of this procedure).

7.7 Food Safety Training Companies shall get reviewed and approved of its training materials by the Food Safety Training Affairs Technical Committee of Food Control Section.

7.8 Food Safety Training Companies shall provide the training services in Arabic and or English languages. Food Safety Training Company may include other languages; Hindi, Urdu, Malayalam, Bangla etc. and or design a pictorial demonstration for food handlers who cannot read and write in any language.

7.9 Food Safety Training Companies shall provide all necessary information to authorised official and or Food Safety Training Affairs Technical Committee during the application review process and or during inspection of their facilities or training sessions.

7.10 Approved Food Safety Training Companies shall send their training schedule at least 5 working days in advance to the Food Control Section for its record and inspection plan.

Otherwise, unannounced trainings and related certificate will not be attested and recognized by Food Control Section.



7.11 Approved Food Safety Training Companies shall update themselves with latest Food laws, regulations, standards and requirements of the Ras al Khaimah Municipality and UAE, respectively.

7.12 Food Safety Training Companies shall be approved for a period of 1 year from the date of issuance of the certificate unless the approval is revoked by the Food Control Section or cancelled by the company.

## **8. Food Safety Trainers (Internal and External):**

### **8.1 General Requirement for Safety Trainers:**

8.1.1 Food Safety Trainer (FST) shall get approval of his / her scope of food safety training activities from Food Control Section before conducting any training session.

8.1.2 Food Safety Trainer (FST) shall have sufficient competency to conduct a particular scope and level of food safety training and shall be able to explain the training subject and related standards, effectively.

8.1.3 External Food Safety Trainer (EFST) should be a full time employee or shall have a contract with the competent training company which is registered and approved by the Food Control Section.

8.1.4 Internal Food Safety Trainer (IFST) shall be a regular employee of the food establishment.

8.1.5 Food Safety Trainer (FST) shall undergo an assessment required by Food Safety Training Affairs Technical Committee. The approval shall be granted after the candidate will pass the examination or qualify the assessment criteria.

8.1.6 After getting approval from FCS, Internal Food Safety Trainer (IFST) shall send food safety training plan at least one week in advance to Food Control Section before conducting any food safety training session.

8.1.7 Internal Food Safety Trainer (IFST) shall get attestation of training certificates from the Food Control Section for validity and approval.

8.1.8 Internal Food Safety Trainer (IFST) shall only conduct internal trainings within the same food establishment or its branches having the same food business activities or as per the food activities listed in his/ her approval certificate issued by the Food Control Section.

8.1.9 Internal Food Safety Trainer (IFST) shall follow all the instructions and requirements as given in this procedure.

## 8.2 Competency Requirements for Food Safety Trainer (FST):

Food Safety Trainer who require to get approval from Food Control Section to conduct food safety training shall confirm the following required qualification, knowledge, experience and skills in food safety or related field, as given below;

### 8.2.1 Qualifications and Knowledge:

8.2.1.1 Food Safety Trainer (FST) shall have accredited Bachelor or Master Degree in any of the below mentioned fields along with Advanced Food Hygiene / Safety training courses;

8.2.1.1.1 Food Science & Technology

8.2.1.1.2 Food Agriculture

8.2.1.1.3 Veterinary

8.2.1.1.4 Public Health and Environment

8.2.1.1.5 Hotel Management

8.2.1.1.6 Natural Sciences (Microbiology, Biochemistry, Chemistry, Biotechnology, or related field)

8.2.1.2 **Exemption of qualification:** Food Safety Trainer (FST) can be exempted from qualification / degree requirements if he/ she has Higher Diploma in food or related field along with 10 years or more working experience in food or related field and can prove that he/ she has sufficient knowledge and skills to provide food safety trainings in requested scope of activities.

### 8.2.2 Food Safety Experience:

Food Safety Trainer (FST) shall have at least 3 years of experience in any of the food related job or activities and the applicant should have worked in any of the below listed fields:

#### 8.2.2.1 Food Safety Training and Consulting Companies

#### 8.2.2.2 Food Control Authorities

#### 8.2.2.3 Food Manufacturing or Retail Industries

#### 8.2.2.4 Food Testing Laboratory

#### 8.2.2.5 Food Agriculture or Veterinary Field

#### 8.2.2.6 Any food related field (subject to approval by Technical Committee of training affairs)

### 8.2.3 Food Safety Trainer (FST) presentation skills:

Food Safety Trainer (FST) should have to demonstrate their training skills and competence in front of Food Safety Training Affairs Technical committee of the Food Control Section for evaluation and this will be a part of the verification process to grant preliminary approval or part of the ongoing approval / evaluation process.

### 8.2.4 Continuing Professional Development (CPD) requirements for Food Safety Trainers:

Continuous professional development helps in three major areas, such as;

- Maintain the trainer's occupational efficiency.
- Enhance existing knowledge and skills.
- To develop knowledge and new skills.

The Continuous Professional Development program includes participation in trainings, workshops, conferences, reading and writing journals, articles, research papers and others materials.

8.2.4.1 Food Safety Trainers should seek to modernize and develop their knowledge continuously about issues and developments in food safety and or related fields and apply this knowledge in their work or trainings.

8.2.4.2 Continuous Development Programs (CPD) for each trainer should be submitted to Food Safety Training Affairs Technical Committee for the renewal of Food Safety Trainer approval in which the CPD score or training program should not be less than 24 hours.

### 8.3 Design, execution and evaluation of Food Safety Training Programs:

#### 8.3.1 Approval of Food Safety Training materials:

8.3.1.1 Food Safety Trainer or Training Company shall submit food safety training materials to Training Affairs Technical Committee of Food Control Section for the review and approval prior to conduct any training course or activity in the Emirate of Ras al Khaimah.

8.3.1.2 Food Safety Trainer or Training Company shall use food safety training materials (it may include, but not limited to food safety training presentations, books, handouts, examination papers with answers, visual and audio aids) that have been reviewed and approved by Food Safety Training Affairs Technical Committee.

8.3.1.3 Food Safety Trainer or Training Company shall submit editable food safety training materials for all levels and or scope of food safety activities which they are looking for approval. Training materials should be in word, pdf or power point files for review.

8.3.1.4 If there will be any modification of the approved training materials, then trainer or training company shall inform Food Safety Training Affairs Technical Committee to get a review of its required modification and approval.

### **8.3.2 Content of Food Safety Training Course:**

For basic food hygiene training the minimum training course shall cover the topics as given below;

8.3.2.1 Introduction of Foodborne illness

8.3.2.2 Personnel Hygiene

8.3.2.3 Food Transport

8.3.2.4 Food Storage

8.3.2.5 Pest Control

8.3.2.6 Waste Management

8.3.2.7 Premises and equipment sanitation

8.3.2.8 Microorganism (Bacteria)

8.3.2.9 Operational Control

8.3.2.10 Temperature Control

8.3.2.10.1 Heating

8.3.2.10.2 Cooling

For the approval of higher food safety training courses, Food Safety Trainer or Training Company shall submit the proposed training material to the Food Safety Training Affairs Technical Committee for review and approval.

### **8.3.3 Food Safety Training course plan:**

8.3.3.1 Food Safety Trainer or Training Company should send the food safety training plan (physical classroom or online training session) to the Food Control Section at least before 5 working days and should include the following information: -

- 8.3.3.1.1 Date and time of the training session.
- 8.3.3.1.2 Details of the training location.
- 8.3.3.1.3 Number, Names and contact details of trainees.
- 8.3.3.1.4 Language of the training.
- 8.3.3.1.5 Date, time and location of examination.

8.3.3.2 Food Safety Trainer or Training Company shall inform the Food Safety Training Affairs Technical Committee in case of any change in training plan.

8.3.3.3 Food Safety Trainer or Training Company should determine the training and examination language for each trainee before conducting the training course or examination to ensure that the training was given in appropriate language and examination was held in the same required language.

8.3.3.4 Training Company should ensure that they have delivered training courses by approved Food Safety Trainer(s) and relevant approved training materials (in language as required by the client).

### **8.3.4 Training Room:**

8.3.4.1 Training session shall be conducted in a suitable room/ hall/ center specialized for training only.

8.3.4.2 Training hall or room shall have suitable facilities to conduct training sessions (such as sitting facility, lightening, air ventilation, white or black board, stationary, training materials and etc.).

8.3.4.3 The training hall / room shall be located in quiet place and free from any activity that could distract training session.

8.3.4.4 Distance between each trainee should be sufficient to avoid any interception (like not less than one meter).

8.3.4.5 Number of trainees should not exceed **25 persons** per session.

### **8.3.5 Food Safety Training Session:**

8.3.5.1 For basic food hygiene training, the lecture duration should not be less than **6 hours** without a break.

8.3.5.2 It is advisable for the Food Safety Trainer, to increase the duration of the training session if there is a learning and or language barrier/ difficulties between the trainer and trainee or any other factor that may limit the effectiveness of the training.

8.3.5.3 Each training session should have an evaluation of trainer at the end of session, where the trainees should fill up the Training Evaluation Form.

### **8.3.6 Food Safety Training Assessment:**

8.3.6.1 The assessment of the trainees should be in the same training / examination center allocated / decided and approved by Food Safety Training Affairs Technical committee.

8.3.6.2 Training examination should be invigilated by an authorised official of the Food Control Section. Invigilation includes evaluation of, Food safety Trainer, training session, training center, examination process or center and issuance of training certificates.

8.3.6.3 Food safety Trainer or Training Company shall provide the list of training attendance signed by the candidates to Training Affairs Technical Committee before the final examination.

8.3.6.4 The examination charges shall be paid by the Food Safety Trainer or Training Company online or at Customer Happiness Center of Public Health Department at the time of, registration of trainees for a particular training session or submission of training certificates for attestation.

8.3.6.5 One free chance will be given to the candidate who will not pass the examination in first attempt. In case, of failure in 2<sup>nd</sup> attempt of examination, the trainee will be re-registered for training and examination with the Food Safety Training Company.

The approved training certificate shall be valid for 3 years. If found that the employee is not competent or not following the general principle of hygiene, then the certificate can be cancelled by the Food Control Section.

## 9. Food Safety Trainer and Training Companies Registration Process:

### 9.1 Online application for the registration of Food Safety Trainer and Training Companies:

9.1.1 Food Safety Trainers and Training Companies shall submit an **Application for the Registration of Food Safety Trainers and Training Companies** along with necessary documents (mentioned in the application) and payment online at [www.rak.ae](http://www.rak.ae) or to Customer Happiness Center of Public Health Department.

9.1.2 The application shall be accompanied with following documents;

9.1.2.1 Copy of Valid License of the company. (Food Establishment in case of Internal Food Safety Trainer approval or Training Company in case of Training Company or External Food Safety Trainer approval).

9.1.2.2 Office/ training center contract copy (for training company approval only).

9.1.2.3 A recent photograph, Copy of Emirates ID Card, Copy of Passport and visa pages / In case of Emiratis National ID Card copy only of the nominated Internal/ External Food Safety Trainer.

9.1.2.4 CV, Academic, Professional & Experience Certificates of the nominated Internal/ External Food Safety Trainer, wherever applicable.

9.1.2.5 Training material and Proposed training certificate template, editable file(s).

9.1.3 Online fee payment or Application Fee payment slip **fee** for the registration of the nominated Internal/ External Food Safety Trainer or training company.

9.1.4 Food Safety Trainer and or Training Company shall ensure that the nominated Food Safety Trainer is fulfilling the basic requirements or criteria as described above in section 9.3 of this procedure.

9.1.5 Once the Food Safety Trainer and or Training Company / Customer will submit an online application, it shall be directly submitted to Review Officer, Food Safety Training Affairs Technical Committee of Food Control Section for review and approval.

9.1.6 Review Officer shall review and approve the application within 2 working days.

9.1.7 In case if there is any missing information or document, then the application shall be returned back to customer for necessary modification. Or

## **9.2 Application for the registration of Food Safety Trainer and Training Companies through Customer Happiness Center:**

9.2.1 Food Safety Trainers and or Training Companies shall submit an **Application for the Registration of Food Safety Trainers and Training Companies**, along with necessary documents and payment slip to Customer Happiness Center of Public Health Department.

9.2.2 Customer Happiness Center shall forward Food Safety Trainer and or Training Company's application along with associated documents to Review Officer, Food Safety Training Affairs Technical Committee of Food Control Section for review and decision.

9.2.3 Customer Happiness Center shall receive response of each application from Food Safety Training Affairs Technical Committee of Food Control Section and reply or update to applicant as per the decision from FCS.

9.2.4 In case, if any, necessary document or information are missing in Food Safety Trainers and Training Companies application, Food Safety Training Affairs Technical Committee shall return the application to customer for necessary modification or provision of required document(s).

9.2.5 In case, if Food Safety Training Affairs Technical Committee will reject the application for a particular trainer based on the Food Safety Trainer selection criteria, as described in above clauses, then the applicant/ customer shall nominate another competent trainer. Otherwise, Food Safety Trainer and or Training Companies can have the right to submit an appeal request to the Food Control Section of Public Health Department for the review of Food Safety Training Affairs Technical Committee's decision or apply for the exemption from the criteria.

## **9.3 Assessment / Evaluation of Food Safety Trainers and Training Companies:**



9.3.1 In case, if the application of nominated Food Safety Trainers or Training Company will be approved, then Food Safety Training Affairs Technical Committee shall organise assessment of Food Safety Trainer to evaluate his/ her competency as per the scope of activities mentioned in Food Safety Trainer and Training Company's application.

9.3.2 Food Safety Trainer's assessment process may include the following criteria;

9.3.2.1 Selection criteria as described in 9.3,

9.3.2.2 Similar recognised approval from other Food Control Authorities in UAE,

9.3.2.3 Written examination, especially for new Food Safety Trainers. Criteria of the examination may include, but not limited to, multiple choice questions, true and false, matching questions and short answer questions,

9.3.2.4 Customer feedback or complaints from the trainees on given training sessions and

9.3.2.5 As per the decision of Food Safety Training Affairs Technical Committee of Food Control Section.

#### 9.4 Approval of Food Safety Trainer and Training Company:

9.4.1 Those applicants who will successfully pass or qualify the assessment criteria shall be recognised by the Food Control Section as **Registered and Approved Food Safety Trainer and or Training Company** with specific food safety training activities scope.

9.4.2 The Food Control Section shall issue a Food Safety Trainer and Training Company certificate to successfully passed applicants as per the scope of food safety training activities or as per the assessment decision from Food Control Section.

9.4.3 The Food Control Section shall prepare and public list of all approved Food Safety Trainers and Training Companies for public information.

9.4.4 **Listed** Food Safety Trainer who will not qualify the assessment criteria shall get training as per decision from Food Safety Training Affairs Technical Committee of Food Control Section.

9.4.5 Unsuccessful Food Safety Trainer shall prepare themselves for the revaluation within 6 months, from the date of the first assessment, and apply again for reassessment (FREE for one time only).

9.4.6 If a listed Food Safety Trainer will not qualify the assessment, after training for three times, then Food Establishment and or Training Company shall nominate and submit application for another Food Safety Trainer for registration and evaluation.

**9.5 Record of Food Safety Trainer and Training Company:**

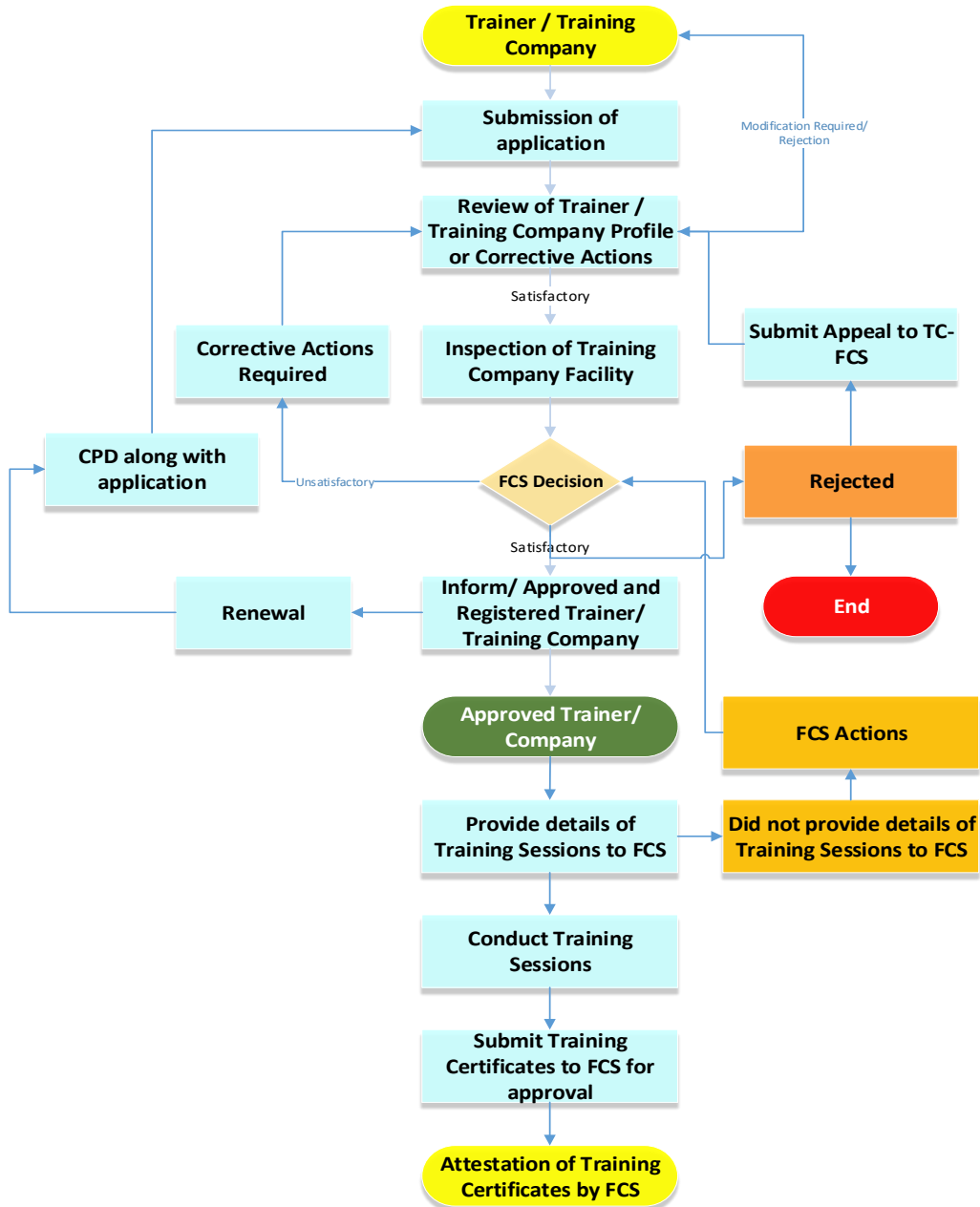
9.5.1 The Food Control Section shall maintain all electronic and or hard copy records of Food Safety Trainers and Training Companies' s application, evaluation and decision on respective establishment/ business partner's files or in an electronic system.

Note: Food Control Section should establish an electronic system in coordination with The Electronic Government Authority of Ras al Khaimah for the registration and evaluation of Food Safety Trainer and Training Company.

**10. Process Flow Diagram of Food Safety Trainers and Training Companies**

**Approval:**

## Food Hygiene and Safety Trainer and Training Companies Approval Process



## 11. Enforcement:

### 11.1 Food Safety Training Business Activity fee:

The fees structure for the food safety training activities shall be as follow;

Serial No.	Particular	Fee (AED)
1.	Approval of Training Centre.	1000
2.	Renewal of Training Centre approval.	500
3.	Verifying the training syllabus and training material.	200
4.	Approval of internal trainer in a food premise.	100
5.	Request for replacement of approval certificate if lost.	50

**Note:** In case of higher training course approval, fee decision will be as per the law and decision of General Director of Ras al Khaimah Municipality.

### 11.2 Inspections of Food Safety Training Sessions and or Training Companies:

11.2.1 Food Control Section of Public Health Administration is the official authority to enforce Food Safety Trainers and Training Companies registration program from the date of issuance of Law number 1 for the year 2020, issued by Ras al Khaimah Government and as per the Implementation Plan approved by Director of Public Health Administration or Director General of Ras al Khaimah Municipality.

11.2.2 Food Safety Technical Committee of Food Control Section shall verify the status and effectiveness of this program in food establishments and Training Centers of Food Safety Training Companies.

11.2.3 Inspection/ audit of the Training sessions or Training companies shall be conducted by authorised Food Control staff as per inspection/ audit plan for all registered Food Safety Training sessions and or Training Companies.

### 11.3 Violations and Penalties:

11.3.1 If the Food Safety Trainers and or Training Companies found violating the rules or requirements described in Law number 1, issued in 2020, Ras al Khaimah Government then following actions shall be taken:

11.3.2 **Warning** shall be given for the first time.

11.3.3 **Penalty** shall be given for the repetition of violation of the rules and requirements (within a calendar year).

11.3.4 The list of violations and penalties is as following:

List of Violations and Penalties/ Fines		
	Penalty Description	Fine amount (AED)
1	Conducting training activity by training centres without approval.	2000
2	Conducting training activity by training centres without renewal of approval.	1000
3	Training centres from outside Emirates conducting training without approval.	2000
4	Using unapproved training materials or training syllabus.	500
5	Providing misleading information in order to obtain approval.	2000
6	Not obtaining approval on amendment of training material or training syllabus from concerned section.	500
7	Non availability of Food safety in charge during each shift in food premises.	500

11.3.5 If the violation will repeat again, the approval shall be **Suspended** for specific period of time, decided by the Food Safety Training Affairs Technical Committee of Food Control Section until the Food Safety Trainer or Training Company will rectify the violation.

11.3.6 Food Safety Trainer and Training Company's registration certificate can be **suspended** (temporarily on hold) or **revoked** (withdrawal of certificate) by the Food Control Section of Ras al Khaimah Municipality, in case of consecutive 2 E or 4 D – grades during routine inspection visit and or on the repeated violations of rules and regulations of these requirements and or Law number 1, issued in 2020 by Ras al Khaimah Government.

11.3.7 Food Control Section have authority to **Ban** the Food Safety Trainer or Training Company completely to operate in the Emirate of Ras al Khaimah based on severity and repetition of violation.

#### **11.4 Corrections and Corrective Actions:**

11.4.1 If any major noncompliance/ violation of food safety training will be observed during inspection or audit, then the Food Safety Trainer and or Training Company shall take necessary corrections and corrective actions and submit corrective actions plan/ report to Food Control Section for review, approval and follow up on its effectiveness.

11.4.2 The revoked Food Safety Trainer and Training Company shall follow instructions given by Food Control Section and shall repeat all the requirements of Food Safety Trainer and Training Company approval process before restarting their training activities.

11.4.3 Food Safety Trainer and Training Company shall submit its approval certificate in case of revocation order or action by the Food Control Section.

11.4.4 If a Food Safety Trainer and Training Company found using the revoked certificate/its copy in any form illegally, a penalty shall be charged and legal action shall be taken against Food Safety Trainer and or Training Company.

11.4.5 In case of revocation of the Food Safety Trainer certificate, Food Safety Trainer can continue his / her job in the food establishment or training company, but establishment shall have to nominate a new Food Safety Trainer within 90 days (to continue its food safety training operational activities with approved trainers).

#### **11.5 Appeal:**

11.5.1 Food Safety Trainer and or Training Company that will receive rejection, warning or violation from Food Control Section can submit an appeal to the Head of Food Control Section or Director of Public Health Department for review and reconsideration of decision taken.

#### **11.6 Renewal or Lost of Food Safety Trainer and Training Company Certificate:**

11.6.1 Food Safety Trainer and Training Company certificate shall be renewed within one month from the date of its expiry.

11.6.2 In order to renew the Food Safety Trainer and Training Company certificate, the applicant shall submit its application to the Food Control Section for the renewal of its approval.

11.6.3 In case, if the Food Safety Trainer and Training Company certificate is lost, then it can be requested by the Food Safety Trainer and Training Company through online system or



application request to Customer Services Center of Public Health Administration after paying necessary fee.