

QCI/PADD/HRAA/12TP/2024-25/21FEB2025

Date: 03 February 2025

CIRCULAR

Subject: Hygiene Rating (HR) Auditor Training Program under HRAA Scheme

Building on the success of our previous trainings, we are pleased to announce that PADD, QCI is excited to organize the eleventh training session for the Hygiene Rating Auditors. This training program is being conducted under the esteemed guidance of FSSAI for HR auditors under HRAA Scheme.

1. HRAAs are encouraged to nominate their auditors for the training program by submitting the pre - requisite documents as mentioned below in zip folder to padd_info@qcin.org (separate zip folder should be submitted for each auditor and the zip folder name should contain only the full name of the auditor in capital letters).
 - i. Highest degree certificate
 - ii. Auditor CV
 - iii. Audit log with agency seal and signature
 - iv. Letter of engagement with the HRAA: full time and empaneled auditors (Seal & Signature of the agency)
2. HRAAs shall nominate the auditor's due for HRA training by submitting the HR auditors training certificate to padd_info@qcin.org (file name should contain only **full name of the auditor** in capital letters).
3. Modalities:
 - i. HRAAs are requested to nominate and register the auditors fulfilling the requirements as mentioned in the HRAA scheme (you may please refer to **Annexure – 1** for ready reference of auditor's requirements).
 - ii. Only the auditors nominated and registered by the HRAAs through the registered mail id on or before **11 February 2025** will be accepted.
 - iii. The request from individual auditors for the training program will not be accepted.
 - iv. Only shortlisted auditors fulfilling the requirements will be invited for the training program. (On first come basis)
 - v. The auditors not fulfilling the requirements will not be invited and the fee paid will be forfeited.
 - vi. The HRAA shall seek an undertaking from all the nominated participants not to approach QCI with individual queries and grievances which shall be only forwarded by the respective HRAAs to QCI.
 - vii. In case a HRAA terminates on the basis of result, QCI holds no liability for the same.

Mail communication on the above mentioned subject will also be sent to all the HRAAs (recognized, provisionally recognized and applicants) for nomination and registration of their auditors.

Please refer **Annexure - 2** for the administrative details of the training program. The agenda of the training program will be shared with the shortlisted auditors in due course of time.

Requirements of Hygiene Rating Auditors

The minimum requirements that need to be fulfilled to be a Hygiene Rating auditor:

1. Education: Bachelor's degree in Food or Dairy or Fisheries or Oil Technology or Biotechnology or Agricultural or Veterinary Sciences or Bio-chemistry or Microbiology or Chemistry or Catering Technology or Hotel Management from a recognized university;
2. Experience: The auditor must have at least 30 man-days audit experience in food sector. (*Audit log should be submitted in required format to avoid rejection*)

Note: It is preferred that the auditors have audit experience in food service sector.

3. Newly applied HRAAs are requested to submit the educational qualifications, professional certification details, and audit log of their nominated HRA Auditors for review and acceptance for the training program.

Details of HR Auditors Training Program

1. HRAA Hygiene Rating Auditor Training Program (Qualifying & Refresher)

Batch	HRATP21FEB2025
Venue	Location – Chennai
Date of Training	21 February 2025
Time	9:00 am – 6:30 pm
Registration fee per auditor	Rs. 5000/- (plus 18% GST) Total Rs. 5900/-
Link for registration	https://forms.gle/uVSwCdcyAuW1aogC6
Last date for nomination and registration	11 February 2025 (till 5:30 PM)

Note:

- QCI reserves the right to cancel or postpone the training program up to 2 days before the scheduled start date.
- A minimum batch size of 25 participants is required to conduct the session. If this minimum number is not met, QCI reserves the right to change the training location.
- For more information, please visit PADD, QCI, HRAA Scheme website for Standard Operating Procedure (SOP) for Hygiene Rating Auditor Training Programs (https://padd.qci.org.in/wp-content/uploads/2024/07/Procedure-for-Hygiene-Rating-Auditor-Training-Programs_SOP_Ver.06_June-2024.pdf).

Issued with the approval of HoD, PADD, QCI



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