



To: Food Handlers and Tutors applying on behalf of food handlers for the Food Handling Courses A and B.

Date: 8th August 2023

FSC Circular 02/2023: Official Requirements for Food Handlers to be eligible to apply for the 'Food Handler's document.

As from 1st September 2023, The Food Safety Commission **will not accept** applications that do not comply with the below requirements.

To be eligible for registration as a food handler and to apply for a 'Food Handler's document, the following steps are to be followed:

1. Attend a Food Hygiene course organised by a recognised 'Food Hygiene Course Provider'
2. Pass the test set at the end of the course.
3. Acquire a Food Handlers' Certificate from the trainer.
4. Take the following items to the Food Safety Commission at the Agriculture Research & Innovation Hub, Marsa, Malta from
 - a) The photocopy of the Food Handler's Certificate.
 - b) A duly filled application form (available from the course provider or can be filled online using the following link:
<https://agricultureservices.gov.mt/en/fsc/Pages/Registration-of-Food-Handlers.aspx>
 - c) The Food Hygiene tutor must fill in the section that requires the official stamp of tutor and signature of tutor. **No applications will be accepted without the signature and stamp of tutor.**
 - d) One Passport sized photo with the compulsory requirements (**if photos do not meet the said requirements, applications will not be accepted and photos will be sent back**)
 - i. Photos must be in colour, against a white background.
 - ii. The photos must measure 45mm x35mm (1.77inch x 1.38 inch) in height and width.
 - iii. The photos should portray a close-up of the applicant's head and the top of his/her shoulders. The face should take up 70-80% of the vertical dimension of the photograph.
 - iv. The head of the person should not be tilted up, down or to the side, but centred.
 - v. The photos need to be clear, sharp focused and of high quality.
 - vi. The applicant needs to be looking directly towards the camera.
 - vii. No sunglasses are to be worn. Eyes need to be clearly shown.
 - viii. Photo must be saved as **jpg**.
5. A Euro 2.60 'administration' fee is to be paid when applying. A receipt will be issued. The payment can be done by cash payment or by bank transfer.



a. Cash Payment: the application together with other requisites including cash payment can be accepted at our office between **8:00am-12:00pm**. Excluding Saturday and Sunday.

b. Bank Transfer: the application together with the other requisites can be sent via email on foodhandlers-fsc.mafa@gov.mt. Payment can be sent by bank transfer using the following information:

Name of Account Holder: Cashier Malta Government

Name of Bank: Central Bank of Malta

Address of Bank: Castille Place, Valletta

Account number: 40001EUR-CMG5-001-H

IBAN

Code:

MT55MALT011000040001EURCMG5001H

Reason of payment in description: Dept 44 (Food Safety Commission).

After payment has been carried out the applicant can send an email on foodhandlers-fsc.mafa@gov.mt indicating that the money has been transferred. The paying person can even send us proof of payment.

6. When a Food Handler's document is misplaced and a replacement document is requested, a Euro 2.60 administration fee will be charged. Applicant can request a lost card from the following link
<https://agricultureservices.gov.mt/en/fsc/Pages/Registration-of-Food-Handlers.aspx>
7. The food handling documents will be accepted from Monday to Friday from 8:00am to 12:00.
8. All applicants brought in by tutors must be supplied with a scanned copy of the photos of the applicants. **Photos must be according to the photo requirements, otherwise they will be sent back. It is the responsibility of the applicant and tutor to ensure that photos are correct.** These scanned copies must each be labelled with the relevant ID card number and name and then saved in jpg form and stored on USB which will be labelled with the name of the tutor and brought in with the applications. The pen drive is then returned to the tutor when the cards are ready to be picked up. The scanned photos can be sent via email on foodhandlers-fsc.mafa@gov.mt.

Food Handlers are reminded that the Regulations require them to have the Food Handler's document readily available for inspection when so demanded by an authorised officer.