PFA Food Safety Training & Hygiene Checklist (Free PDF)

Free resource by dera.pk — no fees. Facts from pfa.gop.pk (check for updates).
Restaurant: _____

What Is PFA Food Safety Training?

PFA runs its own training schools in districts across Punjab. They teach food handlers the basics of safe food: personal hygiene, cross-contamination, cooking and storage temperatures, cleaning and pest control. Supervisors and chefs learn more advanced controls.

According to PFA, under the Punjab Pure Food Regulations (PPFR) 2018 food business operators must get their workers trained at PFA Training Schools, and a business may not operate unless its workers are trained and certified. In practice, inspectors may ask to see training certificates during a visit, so keep copies in a file at the restaurant.

Training is one part of compliance. You also need a food licence; see ریسٹورنٹ کے قانونی تقاضے اور لائسنسنگ.

PFA Training Levels and Fees (Rs)

- **Food Safety Training Level-I (FSTL-I):** for all food handlers such as cooks' helpers, waiters, dishwashers and counter staff. Free for small-scale business operators; otherwise Rs 600 (depends on business category).
- **Food Safety Training Level-II (FSTL-II):** for supervisors, chefs and quality-control staff. Fee Rs 2,900.
- **Person In Charge / Hygiene Manager:** specialised courses (dairy, meat and meat products, water and beverages), 5 days.

Level-I and Level-II each take **2 days**. Level-I sessions run several days a week, mornings and evenings; Level-II runs about once a week as needed.

Certificate Validity and Renewal

PFA states that Level-I and Level-II certificates are valid for **2 years** (PFA's FAQ also mentions 1-year validity for the free Level-I, so check your certificate). After expiry, a refresher course is mandatory. Put each worker's expiry date in a simple register so nobody's certificate lapses before an inspection.

When a worker leaves, keep a copy of their certificate in your records for the period they worked. When you hire someone new, register them for the next session straight away.

How to Register for PFA Food Safety Training (Step-by-Step)

1. **List your staff** who handle food and decide who needs Level-I and who needs Level-II.
2. **Collect documents:** CNIC copy of each worker, your food licence certificate, and the worker's contact number.
3. **Register** online via pfa.gop.pk or by visiting the nearest PFA office or training school.
4. **Get the schedule** and plan shifts so the restaurant runs while staff attend the 2-day course. The same worker must attend both days.
5. **Attend and pass** the training; certificates are given to qualified food handlers.
6. **File the certificates** at the restaurant and note expiry dates.

Larger businesses can request training at their own premises with a written request; PFA approves and schedules it. See the PFA School Training Section for current details.

Preparing Your Staff Before PFA Food Safety Training

Many workers in Pakistani kitchens learned on the job and have never sat in a classroom. A little preparation helps them pass and, more importantly, use what they learn:

- Explain why the training matters: safer food, fewer complaints, and no trouble during inspections.
- Teach the five basics in advance: hand washing, clean uniform, separating raw and cooked food, correct temperatures, and covered garbage.
- Pair new workers with a trained senior for the first week.

- Give time off for both training days without cutting pay, so workers do not skip day two.

Note that PFA rules apply in Punjab. Restaurants in Sindh, Khyber Pakhtunkhwa, Balochistan or Islamabad should follow their own provincial or territory food authority, but the same hygiene habits apply everywhere.

Our مفت اسٹاف ٹریننگ مینوئل (PDF) includes a hygiene module you can teach before the PFA course.

Daily Hygiene Checklist After Training

Training only works if the rules are followed every day. Use this checklist on every shift:

- ☐ Hands washed with soap at start, after the toilet, after raw meat and after touching money
- ☐ Caps or hairnets, clean aprons and covered shoes worn
- ☐ Sick workers (fever, diarrhoea, cuts) kept away from food
- ☐ Raw meat stored below cooked food; separate boards and knives
- ☐ Fridge 0–5°C and freezer −18°C or colder, logged twice a day
- ☐ Cooked food kept hot (above 63°C) or cooled quickly
- ☐ Food covered, labelled and dated
- ☐ Surfaces cleaned and sanitised; garbage bins covered
- ☐ No pests; drains clean; pest-control record kept
- ☐ Training certificates and medical records filed and up to date

For a full inspection routine, use our فوڈ اتھارٹی سے پہلے خود Inspection کیسے کریں and the daily sheets in the اوپننگ اور کلوزنگ چیک لسٹ پیک.

Common Mistakes and PFA Fines

- Hiring new staff and putting them in the kitchen before they are trained.
- Letting certificates expire without a refresher.
- Keeping certificates at home instead of at the restaurant.
- Training staff but not following hygiene rules daily.

Read پنجاب فوڈ اتھارٹی کے جرمانے اور بچاؤ to see what inspectors check most, and فوڈ سیفٹی اور HACCP اصول for the next step after basic training. Your kitchen staff can also learn the

basics in simple Urdu in our کچن ہائیجین اور فوڈ سیفٹی ٹریننگ.

PFA Training Summary

Course	Who	Duration	Fee (Rs)	Validity
Level-I (FSTL-I)	All food handlers	2 days	Free (small business) / 600	2 years*
Level-II (FSTL-II)	Supervisors, chefs, QC	2 days	2,900	2 years
Person In Charge / Hygiene Manager	Managers (dairy, meat, water)	5 days	Check PFA	2 years

Staff Training Register | ٹریننگ رجسٹر

Name	CNIC	Level	Cert. date	Expiry	Medical OK

Daily Hygiene Checklist | روزانہ ہائیجین

Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hand washing followed							
Caps, aprons, shoes							
Sick staff kept off food							
Raw/cooked separated							
Fridge 0–5°C logged							
Freezer ≤ −18°C logged							
Food covered & dated							
Surfaces sanitised							
Bins covered; no pests							
Manager sign							