"Bhutan Biosecurity and Food Safety System (BBFSS)": User Training Program

Day 1 – System-End Users Training –Plant and Livestock Sections

Morning Session: Time: 9.30 AM – 1.00 PM

9.30 AM- 10.30 AM: System Demonstration by Sparkle Technologies

a) Bhutan Biosecurity and Food Safety System (BBFSS) portal

b) System Administration ()

    a. User management.

    b. Master data management

c) Client Registration

    a. Client registration application submission

    b. Verification of Application by Agency Admin

    c. Client Login

    d. Change Password

d) ***Plant Services***

    1. Registration of Nurseries/Seed Growers

    2. Import permit for Plants, Plant Products and Agrochemicals

    3. Export Certificate for Plant & Plant Products

    4. Movement Permit for Plant & Plant Products

    5. Seed Certification

        Application Process Flow

        1. Client Login

        2. Submission of Application

        3. Verification of application

        4. Assignment of application

        5. Approve/Reject

        6. Print Certificates

        7. Generate Reports

10.30 AM- 10.45 AM: Tea Break

10.45 AM-1.00 PM: Hands on Training (Sparkle Technologies resource person will help the participants hands on the system)

1.00 PM- 2.00 PM: Lunch Break

After Noon Session: Time: 2.00 PM – 5.00 PM

2.00 PM- 3.00 PM: System Demonstration by Sparkle Technologies –

Livestock Services

1. Licensing of Meat Shop
2. Import of Livestock Products and Animal Feed
3. Import of Live Animal / Live Fish
4. Export Certificates for Animal & Animal Products
5. Movement Permit for Animal, Animal Products and Animal Feed
6. Ante-mortem and port-mortem inspection

   Application Process Flow

   1. Client Login
   2. Submission of Application
   3. Verification of application
   4. Assignment of application
   5. Approve/Reject
   6. Print Certificates
   7. Generate Reports

3.00 PM- 3.15 PM: Tea Break

3.15 PM-5.00 PM: Hands on Training (Sparkle Technologies resource person will help the participants hands on the system)

Day 2 – System-End Users Training

Morning Session: Time: 9.30 AM – 1.00 PM

9.30 AM- 10.30 AM: System Demonstration by Sparkle Technologies-

Food Services

7. Food Business Registration and Licensing
8. Import of Food
9. Export Certificate of Food
10. Licensing of Food Handler

    Application Process Flow

    1. Client Login
    2. Submission of Application
    3. Verification of application
    4. Assignment of application
    5. Approve/Reject
    6. Print Certificates
    7. Generate Reports

10.30 AM- 10.45 AM: Tea Break

10.45 AM-1.00 PM: Hands on Training (Sparkle Technologies resource person will help the participants hands on the system)

1.00 PM- 2.00 PM: Lunch Break

After Noon Session: Time: 2.00 PM – 5.00 PM

2.00 PM- 3.00 PM: System Demonstration by Sparkle Technologies –

Certification Services

1. GAP Certification
2. Organic Certification
3. Food Product Certification

   Application Process Flow

   1. Client Login
   2. Submission of Application
   3. Verification of application
   4. Formation of Audit Team and Audit Plan
   5. Forward application
   6. Approve/Reject
   7. Print Certificates
   8. Generate Reports

Common Services:

1. Complaint Handling
2. Inspection and Monitoring
3. Feedback

3.00 PM- 3.15 PM: Tea Break

3.15 PM-5.00 PM: Hands on Training (Sparkle Technologies resource person will help the participants hands on the system)