USER MANUAL

Third-Party Audit Request

Through FoSCoS – Food Safety Compliance System

Intended audience	Food Business Operators (FBOs)
Module	Audit Management → Schedule Audit
Purpose	Initiate and track a request for a Third-Party Audit

1. Introduction

This manual explains how an FBO can initiate a Third-Party Audit request against FoSCoS license, select a proposed audit date, submit audit-fee payment details, and view the request status and audit information.

2. Step-by-step procedure

Step 1: Open Schedule Audit

1. Log in to FoSCoS using your FBO credentials.
2. From the left navigation menu, expand “Audit Management”.
3. Select “Schedule Audit”.
4. Select “Initiate Audit Request” in the Action column. The Registration section is separate; the illustrated example contains a licence record and no registration record.

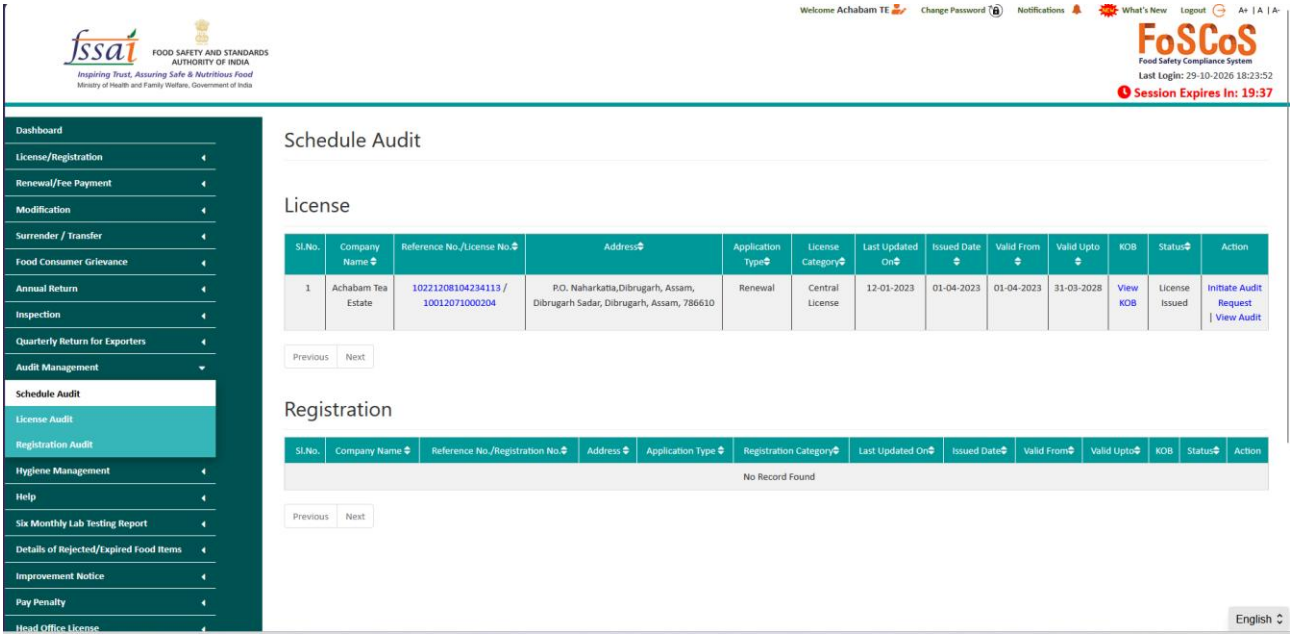


Figure 1. Schedule Audit page showing the licence record and the Initiate Audit Request action.

Step 2: Select the proposed audit date

A “Select Audit Date” window is displayed. Review the available date range shown on the screen and select a proposed date within that range in the date field (dd/mm/yyyy). Select “Continue” to proceed, or “Cancel” to stop the request.

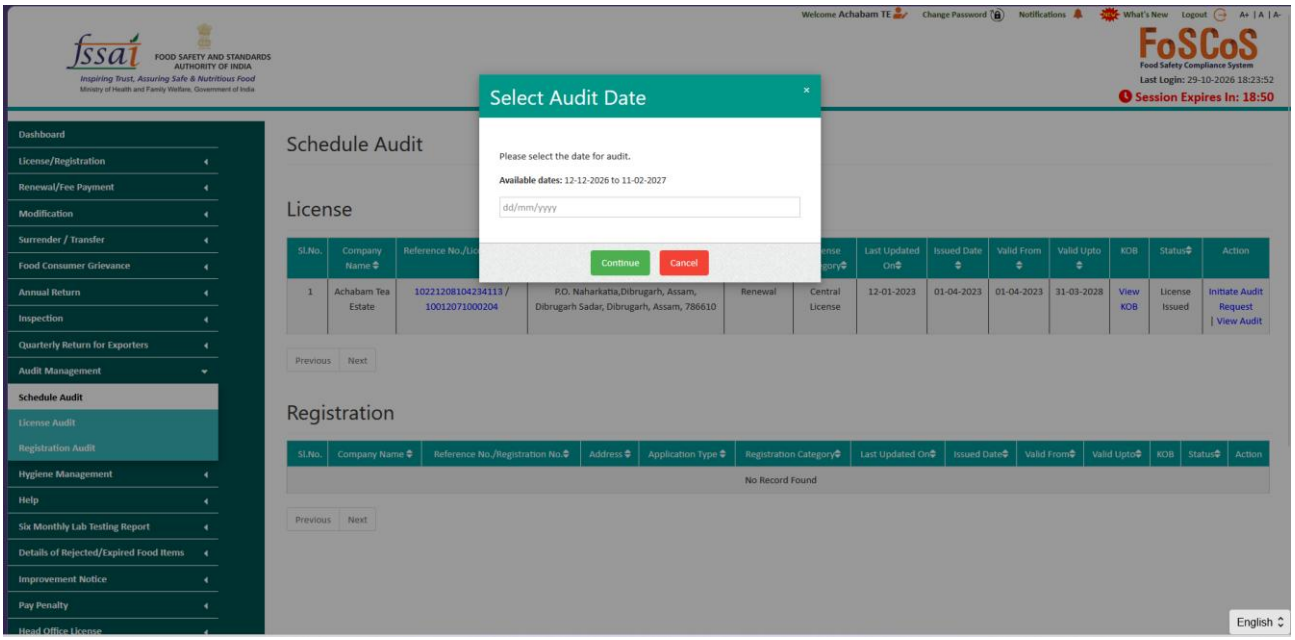


Figure 2. Select Audit Date window with the date range made available by the portal.

Step 3: Audit request for Agency Assignment

After continuing, the portal submits the request for agency assignment and displays the Audit Request Details window. Note the Audit Request Reference Number and the proposed audit date for future tracking. In the example, the reference number is AMS-REQ-2026-000231 and the proposed audit date is 12-12-2026. The status is “Audit Request Sent for Agency Assignment”. Select “OK” to close the window.

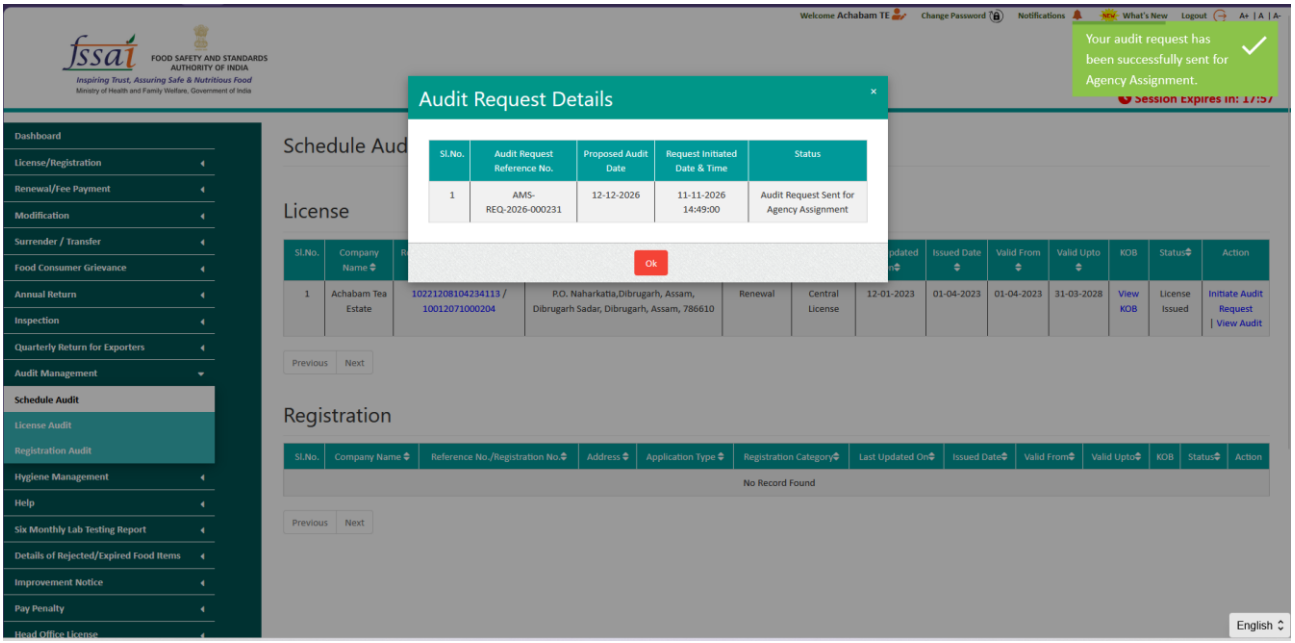


Figure 3. Confirmation that the audit request has been sent for agency assignment.

Step 4: Track agency assignment and request status

To review the request later, return to Schedule Audit and select “View Audit” against the relevant licence. The Audit Request Details window lists submitted requests, proposed audit dates, request initiation date and time, current status. The status changes as the request progresses through agency assignment and acceptance. Use the latest status shown in FoSCoS to determine the next action.

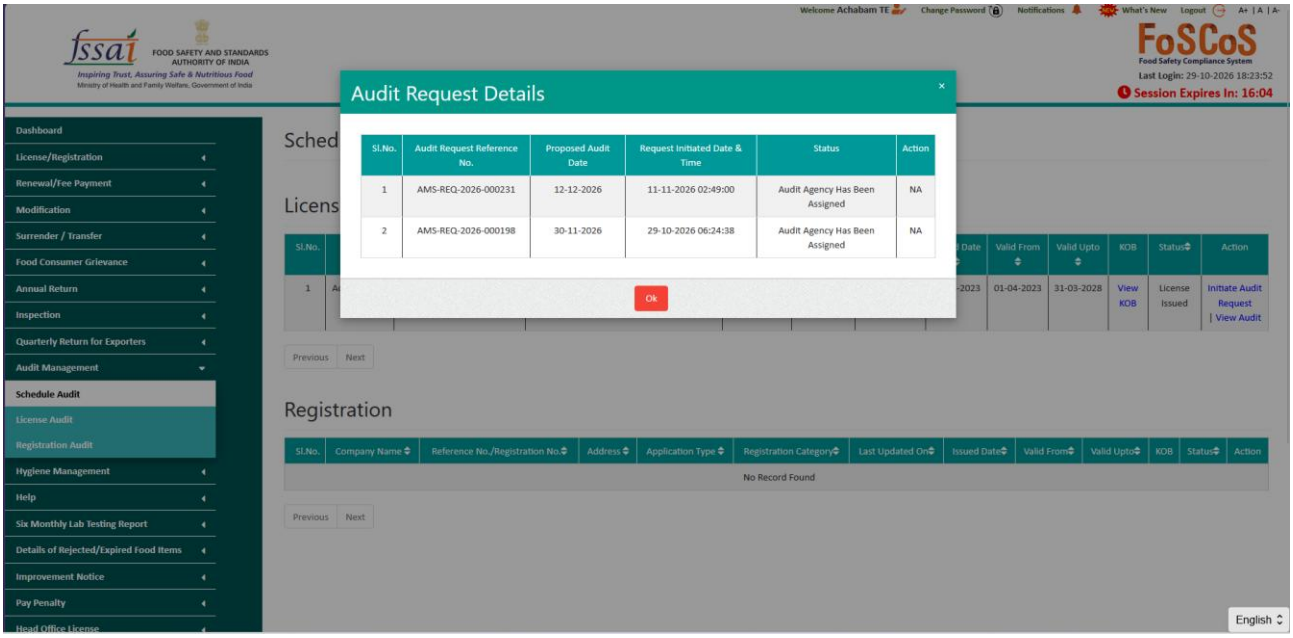


Figure 4. View Audit displays the audit request history and current status.

Step 5: View the assigned agency details

Click on “View Agency Details” to view the assigned agency’s details. The displayed information includes the agency name, email address, mobile number and address.

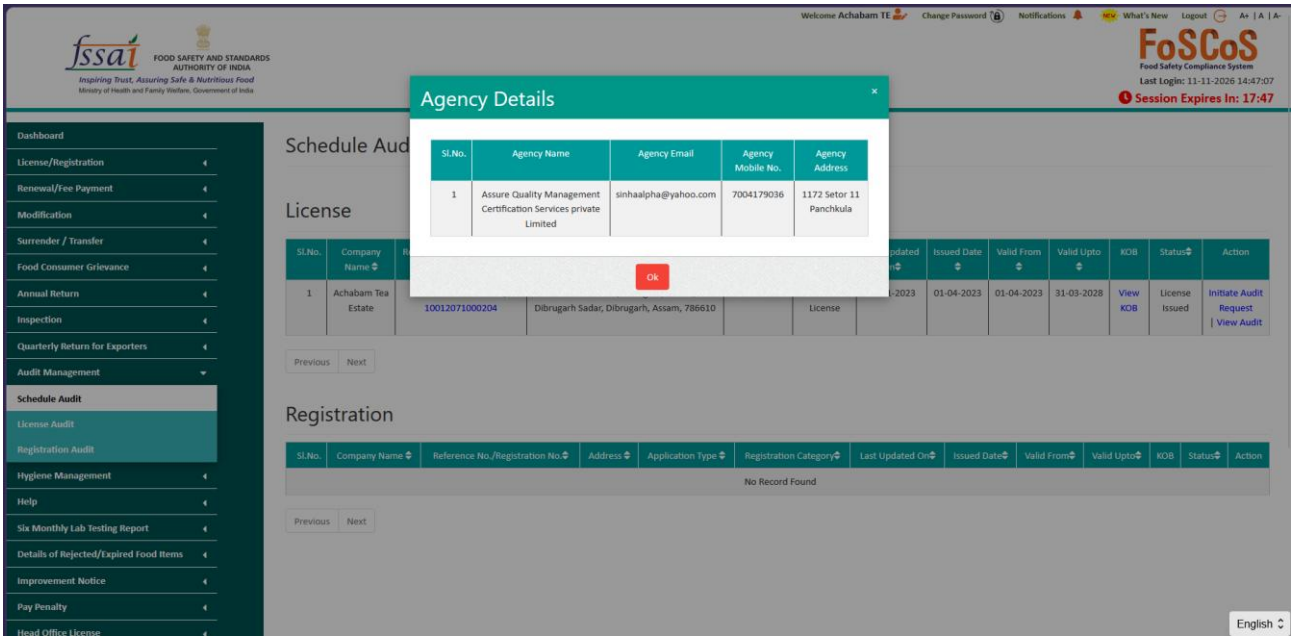


Figure 5. Agency Details window showing the assigned audit agency’s contact information.

Step 6: Enter payment details and upload the receipt

Complete all mandatory fields marked with an asterisk (*):

- Amount: Enter the amount paid. The illustrated screen shows ₹12,000 and notes an audit fee of ₹10,000 plus GST, excluding travel/accommodation.
- Transaction No.: Enter the payment transaction/reference number.
- Payment Receipt: Browse and upload the payment receipt. The displayed limit is 5 MB; permitted formats are PDF, JPEG, JPG and PNG.
- Payment Date: Enter the date on which the payment was made, in the format shown by the portal. Verify the entries and uploaded document, then select “Submit”. Select “Cancel” if you need to exit without submitting.

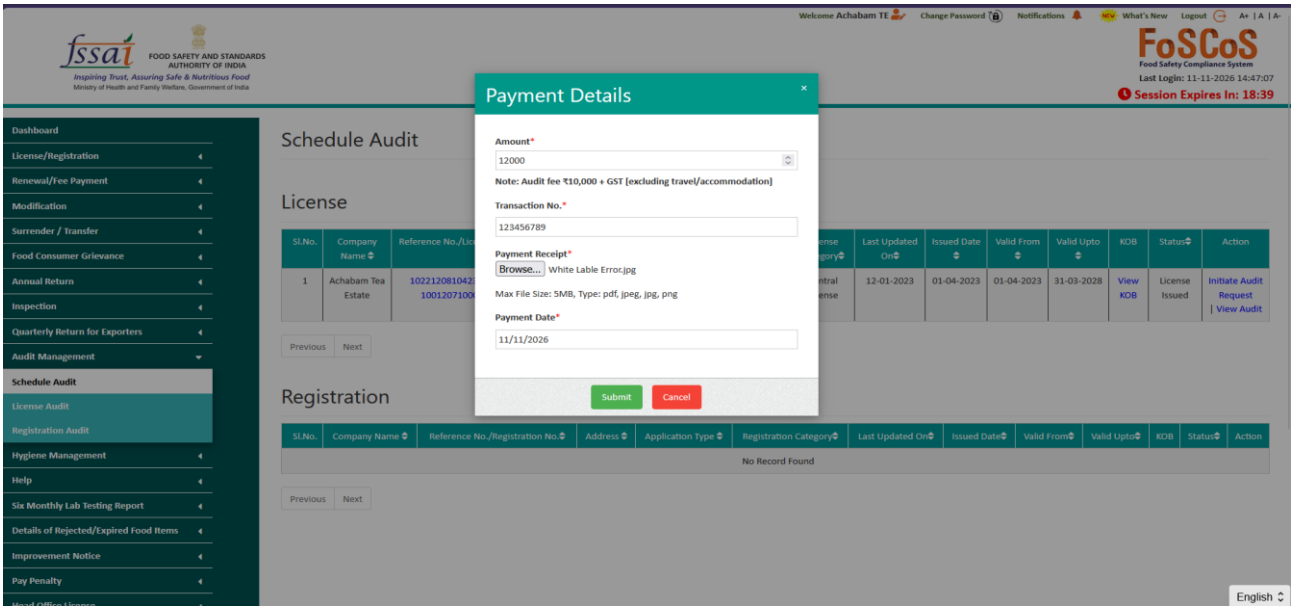


Figure 6. Payment Details form and mandatory information.

Step 7: Confirm successful submission

After selecting Submit, check for the success notification confirming that the audit payment details have been submitted successfully. Return to the audit request list and verify that the request status has been updated.

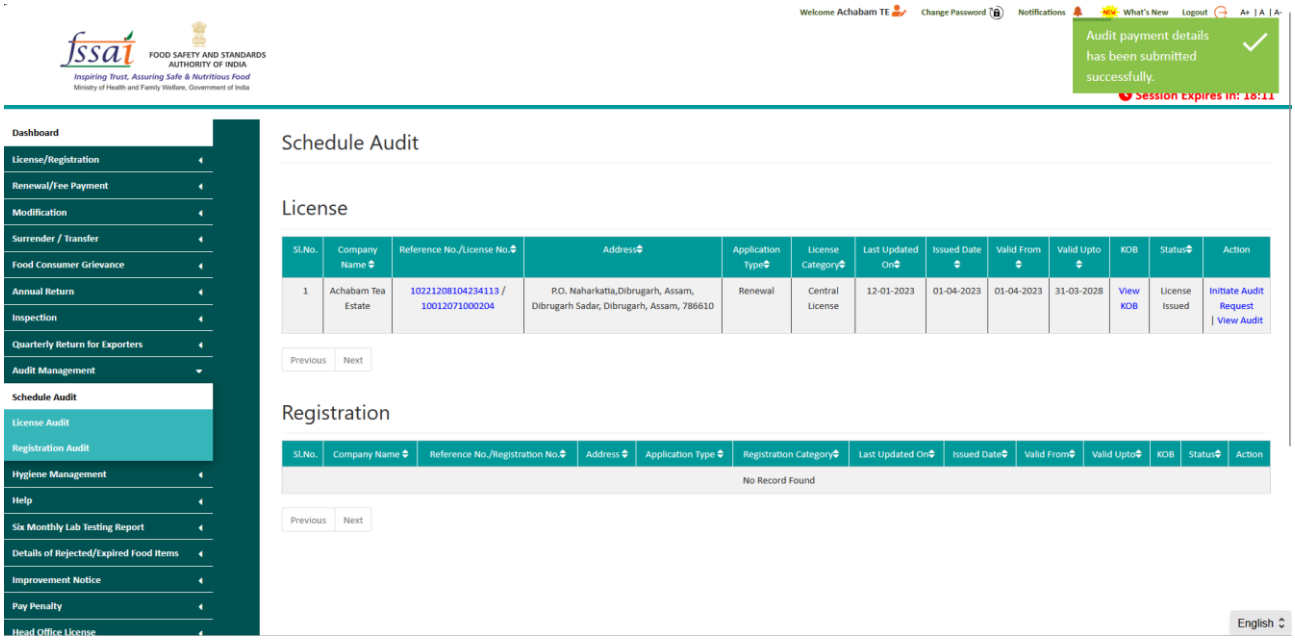


Figure 7. Portal notification confirming successful submission of audit payment details.

3. View completed audit details and report

After the audit has been conducted, approved by the agency and the audit information is available in FoSCoS, open the relevant licence details and navigate to the “Third-Party Audits” section. Expand the section to view the audit record.



Figure 9. Third-Party Audits section in the licence details, including audit outcome, report and action links.

4. Quick workflow summary

1. FoSCoS Login → Audit Management → Schedule Audit
2. Select the relevant licence → Initiate Audit Request
3. Select an available proposed audit date → Continue
4. Note the audit request reference number
5. Track agency assignment → Agency accepts request
6. Update payment details → Upload receipt → Submit
7. View agency details, audit status and (after completion) audit report/action taken

**********END**********