



Highfield Person in Charge (PIC)

Certification Requirements

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HIGHFIELD PERSON IN CHARGE

1. Introduction

The Highfield Person in Charge certification is designed for organisations that are committed to achieving the highest standards of food safety.

The PIC certification programme delivers not only the essential skills for effective food safety, but also allergen management, the principles of HACCP and food safety inspection and audits. The programme empowers the food safety managers to identify food safety issues, improve and enhance the food safety standards within the business. The business will be able to take responsibility for food safety without relying on consultants and enforcement officers to identify the problems, thereby saving money and time and reducing the risk of food poisoning and fines. Third party auditing will still be beneficial to independently confirm standards and compliance.

2. Scope

PIC certification is for persons nominated by food establishments, who will be responsible for the supervision of staff and the management of food safety within the food handling areas. The conditions laid out in this document apply to all training centres and trainers approved by Highfield and the person in charge who will be certified by Highfield, upon the completion of all certification requirements.

3. Responsibilities and Competencies of a certified PIC

- 3.1 A certified PIC is permanently based within a kitchen or food operation area.
- 3.2 A PIC will be trained in food safety, allergen management, HACCP and internal auditing and will be responsible for:
 - 3.2.1 the daily food safety of the business
 - 3.2.2 implementing effective supervision to ensure safe practices
 - 3.2.3 conducting monthly internal audits to verify effectiveness of the food safety systems
 - 3.2.4 identifying infection risks and controls and take appropriate corrective action
 - 3.2.5 liaising with enforcement officers/Health Authorities/suppliers/contractors and suppliers/training providers
 - 3.2.6 ensuring infection prevention and control policies and procedures are maintained and implemented
 - 3.2.7 on-the-job training of food handlers to ensure their competence
 - 3.2.8 keeping themselves up-to-date with continuous professional development activities

4. Role of Highfield as the certification body

- 4.1 Highfield International will be responsible for:
 - 4.1.1 approving training centres and trainers based on the approval requirements of the individual qualifications that forms part of the PIC certification
 - 4.1.2 conducting the mandatory Train the Trainer event for trainers of 'Highfield Person in Charge Certification'

- 4.1.3 developing self-study material to outline the 'Certification requirements and the role of a PIC'
- 4.1.4 completing quality assurance checks on completion of all certification requirements by the nominated PICs before certification
- 4.1.5 awarding the PIC certification for successful candidates and maintaining verifiable certification records via the 'Verify a Certificate' provision
- 4.1.6 completing quality assurance checks on the CPDs achieved by the PICs for recertification requirements
- 4.1.7 conducting quality assurance audits on approved trainers and training centres
- 4.1.8 liaising with organizations who have jurisdiction for enforcement of the program within their organization for the purpose of recertification, withdrawal/suspension/retraining of the PICs, based on performance audits of the PICs and the businesses where they work
- 4.1.9 liaising with organizations who have jurisdiction for enforcement of the program within their organization for organising CPD webinars and keeping the programme and the training materials up to date
- 4.1.10 providing support and customer service to all stakeholders involved in this certification programme.

5. Approval Requirements for Training centres and Trainers

- 5.1 Training centres and trainers must meet the centre and tutor requirements for the each of the four qualifications that are part of this PIC certification Scheme:
 - 5.1.1 Highfield Level 3 Award in Food Safety for Catering (RQF)
 - 5.1.2 Highfield Level 3 Award in HACCP for Catering (RQF)
 - 5.1.3 Highfield Level 3 Award in Effective Auditing and Inspection (RQF)
 - 5.1.4 Highfield Level 3 Award in Food Allergen Management in Catering (RQF)
- 5.2 Centres and trainers must access the specific requirements for all the four qualifications using this link
<https://www.highfieldinternational.com/qualifications/ukregulatedqualifications>
- 5.3 Trainers **must** attend a **one day 'Highfield PIC Train the Trainer'** that will be conducted by Highfield:
 - 5.3.1 This Train the Trainer session will help trainers fully understand the PIC certification requirements and how to effectively use the training materials
 - 5.3.2 This will provide support with the effective delivery and training of the PICs
 - 5.3.3 Trainers must attend the PIC Level 3 exam at the end of the TTT session. After successfully completing the TTT, trainers will receive the PIC training powerpoints, Level 3 International Food Safety certificate and the Trainer approval certificate.
 - 5.3.4 Trainers who do not have a suitable allergen qualification and are unable to attend a full course, will have the opportunity to sit the Highfield Level 3 Allergen Management qualification exam at the end of the session.
- 5.4 Centres must always use approved trainers and approved training materials

- 5.5 Centres must conduct a review of the nominated PICs' prior learning and previous qualifications to select the best pathway and training duration for the PICs, as listed in the PIC certification requirement section (Section 6)
- 5.6 Trainers and training centres, when conducting the e-assessments, must always comply with [Highfield's examination and invigilation procedures](#)

6. PIC Certification Requirements

- 6.1 A nominated PIC must submit the Highfield PIC Certification Application to their selected Highfield approved PIC training centre.
- 6.2 The nominated PIC must provide their contact details (email address and contact numbers) and photographic identification at the time of registering for the PIC certification. Acceptable forms of ID may include - National ID Card; valid passport; driving license; other photographic ID cards such as employee ID card from the current employer, travel cards etc.
- 6.3 The nominated PIC must choose one of the following pathways for their training and certification based on their prior learning and previous qualifications
- 6.4 **Pathway one:** Nominated PICs with no previous qualifications in food safety, HACCP, auditing and allergens must:
 - 6.4.1 attend full training and take the examination online for all four qualifications that are part of this PIC certification scheme, through a Highfield approved training centre:
 - Highfield Level 3 Award in Food Safety for Catering (RQF)
 - Highfield Level 3 Award in HACCP for Catering (RQF)
 - Highfield Level 3 Award in Effective Auditing and Inspection (RQF)
 - Highfield Level 3 Award in Food Allergen Management in Catering (RQF)
 Certification requirements and the role of a PIC
- 6.5 **Pathway Two:** Nominated PICs who already have achieved one, two or three of the four mandatory qualifications within the previous two years from the date of their PIC application, must:
 - 6.5.1 submit their qualification certifications to their training centre for the relevant qualification(s)
 - 6.5.2 complete the training and e-assessment for any missing mandatory qualification(s)
 - 6.5.3 complete training on 'Certification requirements and the role of a PIC'
- 6.6 **Pathway Three:** Nominated PICs who already have achieved one, two or three of the four mandatory qualifications, but more than two years ago from the date of their PIC application, must:
 - 6.6.1 submit their qualification certifications to their training centre for the relevant qualification(s)
 - 6.6.2 retake the examination for the previously achieved qualification(s) at the centre or choose to sit the exam through Highfield proctored remote invigilation system
 - 6.6.3 complete the training and e-assessment for any missing mandatory qualification(s)

6.6.4 complete training on 'Certification requirements and the role of a PIC'

6.7 **Pathway Four:** The nominated PICs who have previously achieved **all four** mandatory qualifications, and where these were achieved within the last two years from the date of their PIC Certification Application must:

6.7.1 submit all their qualification certificates directly to Highfield

6.7.2 complete training on 'Certification requirements and the role of a PIC', provided by Highfield via an approved training provider.

7. Certification Validity and Re-certification Requirements

7.1 The Highfield PIC Certification is valid for **one** year from the date of certification and re-certification requirements are as listed below (clause 8.2 up to clause 8.4)

7.2 Throughout the certification period, the certified PIC must comply with all the PIC competency requirements in relation to food safety at their establishment

7.3 Throughout the certification period, the certified PIC must complete the mandatory CPD requirements as detailed below:

7.3.1 carry out **monthly** internal audits of the food business to verify effective implementation of food safety

7.3.2 undertake a minimum of **8 hours** of CPD. Highfield, will determine what constitutes approved CPD activities. Some of the ways to achieve the 18 hours of CPD would be:

7.3.2.1 preparing and giving toolbox talks or staff briefings or speaking at events

7.3.2.2 implementing corrective actions for the issues identified during monthly audits, where this requires research and learning about new food safety information

7.3.2.3 writing reports on rectifying non-compliances, investigating and remedying food complaints or implementing new policies or procedures that involve research and learning about new food safety information

7.3.2.4 completing documented research relevant to food safety

7.3.2.5 participating in on-line forums relevant to food safety

7.3.2.6 attending seminars/webinars (professional bodies/training courses) relevant to food safety

7.3.2.7 writing and publishing articles relevant to food safety

7.3.2.8 obtaining additional qualifications in the field of food safety

7.4 At the time of recertification, the PIC must submit the completed 'Highfield PIC CPD Record Form' to Highfield. This form records details of the monthly audits and CPD that the PIC completes, and this must be **countersigned** by their direct line manager or the HR before submitting to Highfield.

7.5 Organizations with jurisdiction for enforcement of the program within their organization shall report any failure in the completion of the PIC **monthly** internal audits to Highfield.

- 7.6 Non-compliance with the competency and/or certification requirements of a PIC will lead to suspension or withdrawal of the PIC Certification

8. Certification and Recertification Charges

- 8.1 The qualifications certification charges are **exclusive** of the training charges that the approved training centres may charge each PIC for the training and assessment delivery
- 8.2 The approved training centres may add the certification charges to their training charges when accepting the PIC applicants for training and assessment delivery
- 8.3 The certification charges payable to Highfield for **each PIC Certification** are as below:

Qualifications* and books	Certification Fees in SAR	Discounted Certification Fees in SAR	Discount** applied
All 4 qualifications & pdf books	716.00	572.00	20%
3 qualifications & pdf books	537.00	456.00	15%
2 qualifications & pdf books	358.00	322.00	10%
1 qualifications & pdf book	179.00	179.00	
Overarching PIC certificate	100.00		

**Please check for individual qualification fees with your Highfield Centre Manager*
*** These discounts apply only for centres who buy both the qualifications and the PDF books*

- 8.4 The qualifications certification fees, are also applicable for the resit exams, should candidates be unsuccessful in their first attempt on any of the four qualifications.
- 8.5 The re-certification fees payable to Highfield for each PIC certification will be **SAR 250**
- 8.6 All certification and recertification charges mentioned in this section are for e-certificates only
- 8.7 Hard copy certificates will be available at an additional charge to cover the printing and postage costs; additional charge to be confirmed at the time of request

9. Nomination of PICs for businesses

The number of PICs will be determined based on the type of service and the number of shifts for each food establishment.