CERTIFICATION SCHEME FOR FOOD SAFETY PERSON IN CHARGE IN DUBAI
2020

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Food Safety Department, Dubai Municipality

Table of Contents

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DEFINITIONS

Certification Body: refers to the qualifications providers approved by Dubai Municipality and accredited by the Emirates International Accreditation Center to certify the PIC trainers and PICs.

Accredited Qualification: means a qualification provided by the Certification Bodies recognized by Dubai Accreditation Department. In this document, it refers to Food Safety Person in Charge Qualification in Dubai.

Digital Platform: refers to the set of electronic tools from Dubai Municipality that allow participants (registered users) to carry out digital transactions. In the context of the PIC program, it refers to the Foodwatch platform.

Digital Certificates: refers to a set of digital information linked to a particular PIC's identity that can be used to prove that the person has obtained a certain qualification. Digital certificates of the PICs are verifiable on the Foodwatch platform.

Examination: means an examination in food safety, leading to an Accredited Qualification approved by the Department in accordance with the provisions of this Guidance Document.

Food Safety Department or the Department: refers to the Food Safety Department of Dubai Municipality and owner of the PIC certification scheme.

Food Establishment/Food Business: means any place where food is manufactured, prepared, traded or sold directly or indirectly to the consumer.

Food Handler: Any person who handles or prepares food whether packaged or unpackaged.

Food Safety Course: means a course approved by the Department in accordance with the provisions of these Regulations.

Person in Charge: means a person directly responsible for the food related operations in the food establishment and has direct authority, control or supervision over employees who engage in the storage, preparation, display, or service of foods.

Person in Charge Certified of Food Safety: means a Person in Charge who has successfully completed a food safety course appropriate to the type of food business.

Training Center: The term 'Training Centers' refers to organizations that are approved by Dubai Municipality to provide Food Safety Training.

1   PREFACE

1.1   Preamble

Dubai Municipality requires every food business to have at least one trained food safety person in charge who has attained specific competencies to manage food safety. The PIC training program was introduced to impart the necessary competencies to the PIC though formal training with an aim to reduce foodborne illnesses. The program also offers very high quality and consistent training and certification that meets the requirements of ISO/IEC 1024:2012 standards.

This document list the requirements pertaining to training, assessment and certification of Food Safety Person in Charge (PIC) in Dubai. The first edition of this scheme was published in December 2010 with subsequent editions published in 2011 and 2013. The 2020 edition of the PIC program has major changes in the structure and assessment process of the training program. Considering the developments in technology and availability of digital tools for management and verification of the program, efforts have been made to keep the program management as a paper-less process.

Implementation of the requirements of this document would be essential to meet the objectives of the Dubai Food Code (2020), specifically the provisions under Clause 3.1 on management of food safety and Clause 6 that lists the requirements for training.

Trainers and Training centers must meet the provisions of Annex 4 of the Food Code as a pre-requisite before they can deliver the PIC training program.

1.2   Objectives of the PIC Program

Food safety is the foundation of a successful food business. A PIC's purpose is to optimize food safety in a business, building it into work practices to improve efficiency and prevent cases of food-borne illness in customers.

A PIC can use the knowledge from this course to:

- Reduce food safety risks and protect customers from food-borne illnesses
- Train and supervise food handlers in the safe preparation and handling of food
- Build a Food Safety management system tailored for the business using digitals tools such as the Foodwatch platform
- Serve as a point of contact for Dubai Municipality
- Prepare the business to deal with food related complaints and emergencies

The PIC program provides the much needed skills to advance the use of technology in food safety. By incorporating technology available through the digital platforms with food safety management into everyday business, PIC can significantly improve productivity, increase efficiency, and reduce waste. Most importantly, it will provide assurance of your business' quality to customers.

1.3   Scheme

The Food Safety Department of Dubai Municipality is the owner of this scheme and has the sole authority to modify or remove any of the requirements of this scheme.

The scheme has been aligned with the requirements of the Dubai Food Code 2020 and the ISO/IEC 17024: 2012 standards for Conformity Assessment for General Requirements for Bodies Operating Certification of Persons.

The scheme document has been prepared after consultation with all the stakeholders of the program and the scheme will be reviewed from time to time to ensure that the program meets its objectives.

1.4   Scope

a.   The requirements listed in this document is applicable to:

    i.   All food establishments in Dubai

    ii.   Training Centers that offer training to Persons in Charge of Food Business

    iii.   Certification Bodies approved to offer the qualifications to PICs

    iv.   Organizations involved in approval and accreditation process

b.   This training and certification scheme is applicable to individuals managing or supervising food safety in a food establishment: The scheme has two levels of certification i.e. 'Person in Charge Certification' and 'Advanced Person in Charge Certification.' The person who meets the requirement of this scheme will be referred to as 'PIC Certified in Food Safety'

2 RULES AND REGULATIONS PERTAINING TO THE REQUIREMENT OF A PERSON IN-CHARGE IN FOOD ESTABLISHMENTS

2.1 General Requirements

a. All food establishments shall have at least one (1) full time, on-site PIC Certified in Food Safety.

b. Once the employment of a PIC is terminated, establishments shall have thirty (30) days to employ a new PIC in Food Safety. Proposed Person in Charge should enroll for the training program with approved training provider within 15 days and obtain the certification.

c. Requirements, responsibilities, training and assessment of the PIC will depend on the nature of the food business as classified in Table 3.

d. PIC's with Level 2 or Level 3 certificates issued before 2017 shall complete the re-certification program before December 2020.

e. PIC's with Level 2 or Level 3 certificates issued after 2017 shall complete the recertification by December 2021.

2.2 Competency Requirements of Certified Person in Charge

Person in charge of a food establishment in Dubai must have the necessary competencies to manage food safety and ensure compliance with legal requirements. The PIC should have both soft skills and managerial skills essential to guide the food handling team and take appropriate decisions when necessary. The following requirements apply for the formal qualification essential to carry out their responsibilities effectively:

a. In order to become a Person in Charge certified of food safety, an individual must meet the following requirements:

    i. The person should be nominated as a PIC by the owner or management of the food business via the Foodwatch platform, PIC interface.

    ii. Registered and authenticated as a Primary or Secondary PIC on the Foodwatch platform.

    iii. Successfully completed the Dubai Municipality approved Basic Food Safety qualification.

    iv. He or she should :

        ▪ Have basic language skills to read and write in English or Arabic with a minimum of high school level qualification.

- Be able to communicate effectively in Arabic and/or English language and have basic skills to use mobile applications.
- Successfully complete Food Safety Department approved Person in Charge Certification training.
- Successfully complete a Food Safety Department approved Person in Charge Certification Examination and obtain the relevant qualification.

b. In order to obtain the Advanced Certification as a Person in Charge of establishments with specialized processes or activities such as catering, manufacturing etc. an individual must successfully complete the training on additional modules appropriate to the business activity as listed in Table 2.

c. PICs with advanced qualifications in Food Safety or Food Safety Management System/HACCP can directly take the examination without attending the training on additional modules.

d. Each certified PIC shall receive a certificate valid for a period of five years from the date of issuance.

Note: Requirements pertaining to refresher courses and re-certification will be provided in the subsequent editions of this document.

2.3 Nomination procedure of Person in Charge

a. Candidates who are nominated for the PIC training program must be registered as a Primary or Secondary PIC in the Foodwatch platform. The registration and approval of the PIC must be done at least 5 days before the start of the training program.

b. Requirements of Table 3 must be considered while nominating the Person in Charge based on the type of food business.

c. Individuals who do not have a managerial or supervisory role in an organization will are not eligible for PIC certification and such candidates shall not be registered on the Foodwatch platform as a PIC.

d. Candidates who are not nominated for the training through the Foodwatch platform will not be eligible for the PIC certification.

3 RULES AND REQUIREMENT PERTAINING TO FOOD SAFETY DEPARTMENT, CERTIFICATION BODIES, TRAINING COMPANIES AND TRAINERS

This section outlines the requirements for the stakeholders involved in the certification program including the Food Safety Department, Certification Bodies, Training Companies and Trainers who offer the qualifications for Persons in Charge of food establishments in Dubai.

This section also contains codes of practice for Certification Bodies that provide the qualification, standards required for training centers and trainers registered with the Certification Bodies.

3.1 Role of Food Safety Department

The role of the Food Safety Department in relation to the training:

a. Develop, implement, review and update the requirements of PIC program.

b. Work with the Emirates International Accreditation Center to establish and maintain processes for the accreditation scheme for Certification Bodies to certify food safety trainers and Persons in Charge.

c. To set approval criteria for trainers based on technical expertise, competence, qualifications and experience.

d. To evaluate and approve the trainers of the PIC program and provide the outcomes to the Certification Bodies.

e. Ensure compliance by auditing the certification programs.

f. Monitor the certification process, examination process and implementation of the program.

g. Monitor and evaluate the implementation and outcomes of the training programs.

h. Investigate noncompliance or complaints reported by but not limited to Certification Bodies, training companies, trainers, food establishment or trainee.

i. Recommend cancellation or suspension of approvals of trainers and training centers, or withdrawal of PIC certification if required.

j. Review and change programs where evaluation of the implementation of food safety standards show that the objectives of the programs are not achieved.

3.2 Requirements for Certification Bodies

3.2.1 General Requirements

a. Certification Bodies require a formal approval from the Food Safety Department to conduct the Person in Charge program.

b. Certification Bodies require prior experience in offering formal accredited qualifications and shall have the capability to develop and manage to the program based on the ISO/IEC 17024:2012 standards.

c. Prior to offering the qualifications, the Certification Bodies shall be accredited by the Emirates International Accreditation Center (EIAC) based on the ISO/IEC 17024:2012 Standards.

d. Certification Bodies must have a formal and documented consent from the Food Safety Department on the fee for the certification program.

e. Certification Bodies shall provide high level of customer service to the trainers and the candidates who take the qualification.

f. Activities of the Certification Bodies shall be structured and managed to safeguard impartiality. Certification body and any organization related to the certification body shall not provide trainings for this scheme or any training related to the scheme.

g. Certification Bodies shall have adequate competent personnel for the specific tasks and responsibilities for the scheme.

3.2.2 Responsibilities of Certification Bodies

a. Certification Bodies shall develop relevant and up to date training materials. The material shall be approved by the Food Safety Department prior to its use.

b. Certification Bodies shall provide training materials based on the modules provided by the Food Safety Department and offer training in Arabic and English language.

c. Certification Bodies shall:

   i. Develop the course materials and activity books based on the learning objectives mentioned in the modules developed by the Food Safety Department and refer to the latest version of the Food Code and relevant local regulations.

   ii. Decide and conduct standardized online examinations in Arabic and English language.

   iii. Certification Bodies shall manage and where necessary verify the process of:

- Registering candidates for examinations
- Providing information to Food Safety Department about conducting examinations
- Issuing results /certificates
- Responding to enquiries and appeals about results
- Dealing with malpractice
- Obtaining and evaluating trainee feedback
- Conducting announced and unannounced audits of training companies and training sessions
- Conducting regular assessment of trainers based on their competency
- Conducting train the trainer program when there is a new program or modification in the existing program

d. Certification Bodies must ensure that procedures and documentation relevant to implementation of this scheme shall be approved by the Food Safety Department and the requirements are clearly communicated to the trainers.

e. Certification Bodies shall witness at least one training sessions provided by each trainer in a year to verify the training procedure and trainer's competency. The following requirements apply to witnessing program:

- witnessing shall be conducted by a qualified observer who has the necessary competency and skills to assess the trainer
- witnessing should be carried our based on a 'Witnessing Plan' made with the consent of the Food Safety Department.
- witnessing plan shall be submitted to Food Safety Department at the beginning of each quarter.
- observers used for witnessing shall assess the trainer and the training session without interfering with the progress of the session.
- observation process should be mutually agreed between the Certification Bodies and the Food Safety Department.

f. Certification Bodies shall conduct program reviews and generate an internal rating scale for trainers based on their performance. Such ratings shall be used to schedule audits.

g. When onsite assessment from the certification body indicates poor performance of the trainer or the training center, more frequent follow-up audits must be carried out. In such cases, the frequency must be decided in consultation with the Food Safety Department.

h. Certification Bodies shall provide the Food Safety Department with access to records and documentation regarding trainers' qualifications and audits. The department shall also have access to examination questions, examination scripts, records of marking and any other relevant documents associated with the program.

i.   Certification Bodies shall take appropriate action upon request of Dubai Municipality Food safety Department against certified persons. The appropriate actions can include suspension and/or withdrawal of certification.

j.   Certification Bodies shall have clear rules for suspension and withdrawal of certifications.

k.   Certification Bodies shall have review meetings at least once in a year with all the relevant stakeholders to ensure that the objectives of the program are met.

3.2.3   Conduct of Examinations

a.   Certification Bodies shall take appropriate action to ensure that quality and integrity of the examinations and certification are not compromised.

b.   Certification body should appoint trained and qualified personnel as invigilators. There should be at least one invigilator for every 20 candidates.

c.   Examination should be conducted on-line, using a secure process. The Certification Bodies shall provide necessary devices (computers/tablets etc.) to the candidates to take the examination.

d.   Certification Bodies shall ensure that devices used for the assessment are in good working condition, electrically charged and have adequate processing speed.

e.   Certification Bodies shall ensure that reliable internet connection with adequate speed is available for the examination.

f.   All seating should be arranged to prevent candidates from being able to overlook each other's work. Candidates should be seated at separate desks that should normally be placed at a distance of not less than 1.25 meters apart (measured from the center of the desk). In circumstances where candidates share a large desk or under circumstances when the recommended distance cannot be provided, invigilator shall be extra vigilant and multiple versions of the online examination with randomized questions should be used.

g.   Invigilators must supervise candidates throughout the examination. They must be alert in observing candidates and must give their whole attention to the proper conduct of the examination.

h.   Invigilators must not undertake any other activities while invigilating. For example, they cannot act as a reader or writer for any candidate nor provide translations and interpretations.

i.   If an invigilator observes any inappropriate behaviour from the candidates such as any form or cheating, talking or intentionally disturbing other candidates, he/she must intervene to ensure that it does not continue. With

serious incidents of such behaviour, the assessment of the candidate should be cancelled and the candidate should be instructed to leave the examination room after collecting his/her answer sheets/examination papers.

j. The Certification Bodies should formally notify the Food Safety Department if the trainers or training companies fail to comply with the requirements stipulated in this document.

k. The Certification Bodies shall allow the candidate to re-sit once for the examination if unable to achieve passing score.

l. The Certification Bodies should ensure that the candidate shall attend full Person in Charge training course if unable to pass the re-sit exam.

3.2.4   Train the Trainer program and Trainer Assessment

a. The Certification body shall conduct the train the trainer program for all the trainers in accordance with ISO 17024:2012 requirements.

b. The train the trainer program shall be approved by the Food Safety Department before they are offered to the trainers.

c. Certification body shall conduct a full assessment of the trainer's credentials including qualifications and relevant approvals from the Food Safety Department before the trainer is registered for the Train the Trainer program.

d. At the conclusion of this program, the trainer shall be able to:
- plan and deliver the course by ensuring that all the key elements of effective training are present.
- communicate food safety requirements to the trainees accurately and effectively.
- use the relevant features of the Foodwatch platform comfortably .

e. The Certification body shall conduct the assessment of the trainer at the completion of the training. The assessment tools used shall be obtained from the Food Safety Department and used based on the recommendations of the Department.

3.3   Requirements for Training Centers

3.3.1   General Requirements

a.   Training centers that offer PIC training shall meet the requirements for Annex 4 of the Food Code that is applicable to training centers, trainers and training programs.

b.   The training center shall have a full time PIC trainer approved by the Food Safety Department and shall have a valid permit to train persons in charge of food safety in Dubai.

c.   The trainer shall have:
   i.   a clear understanding of the PIC competency requirements.
   ii.   comprehensive understanding of the Food Code and other relevant legal requirements.
   iii.   the necessary knowledge, qualifications, experience as required in Annex 4 of the Food Code.
   iv.   the necessary training skills to deliver the training program effectively.

d.   The trainer shall deliver the training as required by the certification body. The training must focus on the training need(s) of the Person(s) in Charge and achieving competences particular to the workplace.

3.3.2   Approval Process for Trainers

a.   The process of approving and registering applicants for their suitability to work as food safety trainers includes formal assessment from the Food Safety Department.

b.   The applicant shall register as an approved Person-In Charge trainer with the Certification body after obtaining an annual permit as a PIC trainer from the Food Safety Department via the Foodwatch Platform.

c.   The trainer shall undergo the Train the Train Program for Food Safety Persons in Charge after the approval from the Food Safety Department.

d.   The trainer must ensure that the CPD requirements listed in Annex 4 are met to retain the permit as a trainer.

3.4   Design, Delivery and Assessment of Training Programs

3.4.1   Training Materials

a.   The trainer shall only use the materials approved by the Certification Body.

b.   Where necessary, pre-course materials must be provided to the PIC at the time of registration.

3.4.2 Pre-course assessment of trainees

a. Candidates who are not registered on the Foodwatch platform shall not be accepted for the PIC training.

b. The training center shall assess the competency and qualifications of nominated PIC before conducting training and ensure that the nominated Person in charge meets the requirements of Annex 4.

c. Training centers shall ensure that the candidate receives the right information about the type of training required. Such information must be provided prior to the registration of the candidate for training.

3.4.3 Course Plan

a. The trainer shall use the Foodwatch platform to register and manage the trainee information. Registration of the PICs must be done at least 5 working days prior to the training.

b. The trainer shall provide the training course plan and the schedule of training sessions to the Certification body at least 5 working days before the training schedule. The course plan must include.

- Training dates and timings
- Name of the trainer along with the approval reference number
- Details of the venue
- Number of trainees (Maximum 16 candidates per session)
- Course language
- Examination time
- and, any other details that may be required for the registration of the trainees.

c. Any changes in the planned schedule of the training shall be reported to the Food Safety Department and the Certification Body immediately.

d. The trainer should confirm the language of training and examination dates to the trainees during the registration process.

3.4.4 Training Room

a. Training shall be conducted in rooms that are suitable and solely dedicated for that purpose of training.

b. The room shall be as quiet as possible and free from any other activities that could distract trainees. Restaurant dining areas, storage areas and rooms that have activities that could distract the trainees shall not be used for training.

c. Training rooms shall have adequate lighting and ventilation, and the type of seating should be suitable for the trainee's comfort.

d. Trainees should be seated at separate desks that should normally be placed at a distance of not less than 1.25 meters apart (measured from the center of the desk). The room shall have adequate facilities like AV equipment and stationary materials.

e. There should be sufficient space between the trainees with a minimum distance of one meter between two people.

Note: Trainer shall as a part of registration of trainees confirm the training room via the digital platform. The suitability of training room must be verified by the trainer prior to confirming the location of the training.

3.4.5   Delivery of Training

a. Training providers shall provide the training through trainer-led lecture sessions.

b. The training contact time excluding the breaks shall be sufficient to meet the learning objectives listed in Table 2

c. Trainer should consider expanding the number of contact hours when a review of the participants' reveals learning disabilities, language barriers or other factors which may inhibit learning.

3.5   Dealing with Noncompliance

a. Food Safety Department and Certification Bodies are authorized to discontinue the training session immediately in case of any non-compliance such as the use of unauthorized trainer, unsuitable training and assessment room, or any other situation that does not meet the requirements of the program.

b. Awarding bodies shall formally notify the Food Safety Department if:

    a. unauthorized trainers provide training.

    b. unauthorized materials or contents are used for training.

    c. unregistered candidates or candidates who are not eligible for the training are included in the assessment.

    d. unauthorised or unsuitable premises are used for training or assessment.

    e. Or, if any other issues that could have a serious impact on the training or certification process.

3.5.1   Feedback, Appeals and Complaints

a.   Certification Bodies must carryout post training survey of as many PICs as possible to measure the satisfaction of all trainees. Data from the surveys must be shared with the Food Safety Department.

b.   Certification Bodies and Training companies shall have a documented procedure to handle appeals and complaints.

c.   Food Safety Department and/or Certification body wherever applicable shall investigate the appeal or complaint and act according to the requirement of this scheme.

3.6   Registration and Training Fee

Certification Bodies and training centers shall not charge a fee less than the amount stipulated in the circular issued by the Food Safety Department.

Table 1: Competency requirements of a Certified Person in Charge of Food Safety

Food Safety Responsibilities	• The Primary Person in Charge of a Food Establishment should be able to explain the responsibilities of the business owner, persons in charge and food handlers with regard to food safety. • The PIC should be aware of the common contributing factors to foodborne illnesses in Dubai and be able to take adequate preventive measures. • The PIC should be aware of the responsibilities and procedures linked to reporting any case of foodborne illness (staff or customers) to the Food Safety Department.
Managing Food Safety	• The PIC should be familiar with the managerial requirements relevant to food safety such as what approvals and permits are required to operate a food business, what systems have to be used, and how the systems have to be used. • The PIC should be able to use the relevant features of the Foodwatch platform to maintain approvals, permits, contracts, records and evidence of action.

	• The PIC should be able to report corrective actions, manage suppliers and deal with supplier non compliance. • The PIC should manage consumer complaints effectively and know when to report the complaints to Dubai Municipality.
Personal Hygiene	The PIC should be able to demonstrate good hygiene practices and promote high standards of personal hygiene among staff. • The PIC must be able to identify the signs and symptoms of foodborne illnesses and infections that could have an impact on food safety. The PIC should be aware of when to exclude ill employees from work or direct food handling responsibilities.
Food safety operational requirements	• PIC should be capable to: - Identify or report structural deficiencies in the food operation - Manage and maintain an effective pest control system - Manage and maintain a satisfactory waste disposal system - Identify suitable cleaners and disinfectants to be used in the business; and ensure they are used effectively • Where applicable to their job: - Ensure food safety during product purchasing - Ensure food safety during delivery receipt - Ensure food safety during storage - Ensure food safety during product preparation - Ensure food safety during cooking/processing/cooling/holding/service of food - Encourage good hygiene practices during the transportation of food - Ensure products are labelled correctly • Ensure the food safety training needs and competencies of staff are met • Use Foodwatch to carry out food safety checks and take action
Food Safety Management System	• Understand basic principles of establishing food safety management systems relevant to the scope of the activities of the food businesses • Manage and maintain food safety documentation and records relevant to food safety management systems

(Additional competencies for PIC with Advanced Certification)	• Manage and maintain the traceability system within the area of the food operation
Food Safety Management System (Additional competencies PIC's involved in catering of food to schools or in establishments that have nutritional or health claims)	• Understand the basic principles of nutrition. • Understand and use the nutritional requirements for schools. • Understand how the Foodwatch platform can be used for nutrition calculation. • Understand basic principles of establishing food safety management systems relevant to the scope of the activities of the food businesses. • Manage and maintain food safety documentation and records relevant to food safety management systems. • Manage and maintain the traceability system within the area of the food operation.

Table 2: Learning Objectives for Food Safety Trainings

S. No	Module	Learning Objectives	Associated Qualification
1	**Introduction to Food Safety**	• Understand food safety and business operator/staff responsibilities with regard to food safety. • Understand the regulatory and legislative framework in Dubai • Understand disease surveillance data, common foodborne diseases in Dubai • Understand factors that commonly contribute to foodborne illness	PIC – New Certification PIC- Recertification PIC- Advanced Certification & Re-Certification
2.	**Pre-requisite Programs**	• Understand how the design, layout, construction and maintenance of premises and equipment can affect food safety • Understand the implementation, management and application of good hygiene practices, cleaning, disinfection, waste disposal, and pest control • Understand the procedures of supplier approval and stock control • Understand the concepts to assess training and competency needs of employees	PIC – New Certification PIC- Advanced Certification PIC- Advanced Certification & Re-Certification
3.	**Understand Hazards and Control Measures**	• Understand the main contributing factors to foodborne diseases in Dubai and their specific control measures	PIC – New Certification PIC- Advanced Certification

		• Understand how to handle risks associated with raw or partially cooked ready to eat foods	
4.	**Managing Food Safety compliance**	• Explain food business operator and staff responsibilities with regard to food safety legislation • Implement the requirements of food safety legislation and procedures for compliance and enforcement • Explain the food inspection system • Understand the most common non compliance issues in Dubai and their corrective actions • Explain the role of Foodwatch platform for managing entity information, daily self inspection of staff and facility, pest management, delivery vehicle management and reporting, supplier management, and process and equipment verification and action • Responding to food related complaints and emergencies	PIC- Recertification PIC – New Certification PIC- Advanced Certification & Recertification
5.	**Food safety management in food service business**	• Manage microbial, physical, chemical and allergen food safety risks relevant to the food service and catering Business • Explain methods for monitoring and recording food safety control measures relevant to their business • Determine the appropriate corrective actions required if food safety hazards are not controlled	PIC- Advanced certification & Advanced Recertification

		• Manage and maintain food safety documentation and records via Foodwatch for the different processes	
6.	**HACCP Based Systems (Certified Facilities)**	• Understand the relevant clauses of standard used for certification as applicable to their work • Explain the principles of HACCP • Identify the different hazards relevant to their business • Understand the controls needed to protect the safety of food as relevant to the type and nature of the business • Understand the monitoring and verification requirements for the established control measures • Understand the documentation and record keeping activities Understand the role of prerequisite programs	HACCP Training
7.	**Food Nutrition – School Supplier** (Optional but mandatory for suppliers to schools, food service businesses with nutritional claims)	• Understand the fundamental concepts in food and nutrition. • Understand the menu and recipe analysis and modification • Understand the local regulation related to school food and nutrition	PIC- Advanced for School Caterers
8.	**Primary Qualifications**	• Framework of Food Safety in Dubai • Food safety legislations in Dubai • Factors that contribute to foodborne illness as listed by the World Health	Basic Food Safety Qualifications

		Organization	
		• Common food safety issues in Dubai and the region, Surveillance data	
		• Understand the role of personal hygiene in preventing contamination and foodborne illness	
		• Identify the hygiene practices that employees should follow before reporting to work and while at work	
		• Basics of Pest management	
		• Basics of Cleaning and disinfection	
		• Food Transportation	
		• Understand microbial, chemical, physical hazards and allergens	
		• Introduction to Food Labeling	
		• Introduction to Food Fraud	
		• Common food safety control measures	

Table 3

Table 3: Business Based Requirements for Person in-Charge

The below table lists the training program, qualification and the number of PICs required in food business based on the type and nature of the food related activities in an establishment.

Business Type	PIC Requirement	Qualifications
Bakery/Confectionery Cat. I Meat, egg/cream/ milk based Products	One per shift present in the production area	Advanced PIC Certification

Bakery/Confectionery Cat. II Bread, chocolate, sweets, sugar confectionery	One per establishment	PIC Certification
Fishmonger/ Fish stall	One per establishment	PIC Certification
Butcher shop	One per establishment	PIC Certification
Fruit and Vegetables stall Raw whole vegetables only	One per establishment	PIC Certification
Grocery Prepacked food only	One per establishment	PIC Certification
Departmental Store/Supermarket Cat. I Mixed activities, open display of open high-risk foods and preparing to order	One in each counter where open high-risk food is handled	Advanced PIC Certification
Departmental Store/ Supermarket Cat. II Pre-packaged food only	One per shift	Advanced PIC Certification
Vending Machine Requiring temperature control	One per license	License holder/manager with PIC Certification
Food kiosks Cat. I Confectionary	One per license	PIC Certification
Food kiosks Cat. II Cooked foods	One per kiosk	Advanced PIC Certification
Catering company Cat. I With preparation at service site	One per shift per kitchen (depends on the size)	Advanced PIC Certification
Catering company Cat. II With only hot holding at service site	One per shift	Advanced PIC Certification
Central Kitchens of restaurants or catering companies	One per shift per kitchen (depends on the size)	Advanced PIC Certification

Hospital kitchen	One per shift present in the production area	Advanced PIC Certification
Nursing Home	One per shift present in the production area	Advanced PIC Certification
Day Care, Pre-school, School Cat. I Production/preparation	One per shift present in the production area	Advanced PIC Certification and additional qualification with Nutrition Module
Day Care, Pre-school, School Cat. II Tea, coffee, snacks only	One per establishment	Advanced PIC Certification and additional qualification with Nutrition Module
Restaurant Cat. I Hot holding, Cooling, Reheating and serving meals	One per shift present in the kitchen	Advanced PIC Certification
Restaurant Cat. II Preparation and immediate service	One per shift present in the production area	Advanced PIC Certification
Cafeteria and café	One per shift present in the kitchen	Advanced PIC Certification
Hotels	One per outlet; One per shift present in each kitchen	Advanced PIC Certification
Manufacturing Plants	One per shift present in the production area	PIC Certification
Food Trading Companies	One per establishment	PIC Certification