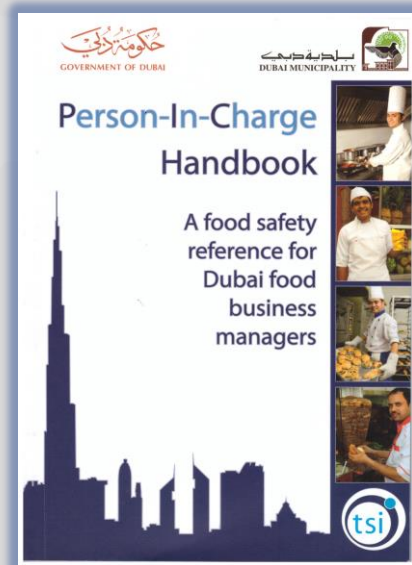
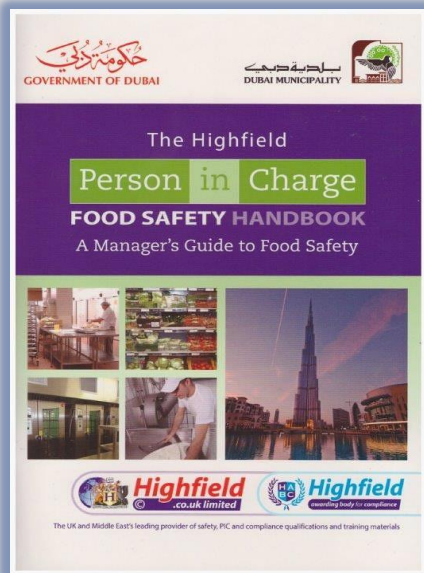


BSS WORLD QUALITY CONSULTANTS

BSS WORLD AN APPROVED TRAINING CENTRE



Dubai Municipality Person in-Charge (PIC) Training Courses

1 Introduction

According to the Code of Practice of Food Control Department of Dubai Municipality, the new regulations come into effect from January 2011 in the Emirate of Dubai.

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

General Requirements

- 1.1 All food establishments shall have at least one (1) full time, on - site Person in Charge Certified in Food Safety.
- 1.2 Requirements, roles and responsibilities and training of the Person in Charge will depend on the Risk Category of business as classified in section 2.4
- 1.3 The Certificate of the Person in Charge Certified in Food Safety shall be retained in the establishment and should be provided to the representatives from the Food Control Department when required.
- 1.4 Once the employment of a Person in Charge is terminated, establishments shall have thirty (30) days to employ a new Person in Charge Certified in Food Safety. Proposed Person in Charge should enroll for the training program within 15 days

2 Competency Requirements of Certified Person in Charge

- 2.1 In order to become a Person in Charge certified in food safety, an individual must meet the following requirements:
 - Have successfully completed a Food Control Department approved Food Safety Certification Course appropriate to the business activity as listed in section 2.4 ; and
 - Have successfully passed a Food Control Department approved Food Safety Certification Examination administered jointly by the Department and the Awarding Body under secure conditions.
- 2.2 Each certified Person in Charge shall possess knowledge of food safety principles and practices as demonstrated by passing a written examination acceptable to the Food Control Department. Each person passing an acceptable examination shall receive a certificate valid for a period of five years from the date of issuance.

Refresher Course

- 2.3 The Person in Charge must undergo a refresher training program before the end of the third year after certification
- 2.4 The below table lists the Person – in – Charge requirement based on business type and the level of qualification required.

Dubai Municipality Person in-Charge (PIC) Training Courses

Business Type	Risk Level	PIC Requirement	Qualifications
Bakery/Confectionery Cat. I Meat, egg/cream/ milk based Products	High Risk	One per shift present in the production area	At least one PIC with Level 3 training and others with Level 2 training
Bakery/Confectionery Cat. II Bread, chocolate, sweets, Sugar confectionery	Low Risk	One per establishment	At least one PIC with Level 2 training
Fishmonger/ Fish stall	Medium Risk	One per establishment	At least one PIC with Level 2 training
Butcher shop	High Risk	One per establishment	At least one PIC with Level 2 training
Fruit and Vegetables stall Raw whole vegetables only	Low Risk	One per establishment	At least one PIC with Level 2 training
Grocery Pre-packed food only	Low Risk	One per establishment	At least one PIC with Level 2 training
Departmental Store/Supermarket Cat. I Mixed activities, open display of open high risk foods and preparing to order	High Risk	One in each counter where open high risk food is handled	At least one PIC for the store with Level 3 training and at least one PIC with Level 2 training in each counter where open high risk food is handled (delicatessen, salad counter)
Departmental Store/ Supermarket Cat. II Pre-packaged food only	Medium Risk	One per shift	At least one PIC with Level 2 training
Vending Machine Requiring temperature control	High Risk		License holder/manager with PIC with Level 2 training
Food kiosks Cat. I Confectionary	Low Risk	One per establishment	License holder/manager with PIC with Level 2 training
Food kiosks Cat. II Cooked foods	Medium Risk	One per establishment	License holder/manager with PIC with Level 2 training
Catering company Cat. I With preparation at service site	High Risk	One per shift per kitchen(depends on the size)	One PIC per kitchen with level 3 training
Catering company Cat. II With only hot holding at service site	High Risk	One per shift	One PIC per site with level 2 training
Central Kitchens of restaurants or catering companies	High Risk	One per shift per kitchen(depends on the size)	One PIC per kitchen with level 3 training

Business Type	Risk Level	PIC Requirement	Qualifications
Hospital kitchen	High Risk	One per shift present in the production area*	One PIC per kitchen with level 3 training
Nursing Home	High Risk	One per shift present in the production area	One PIC per kitchen with level 3 training
Day Care, Pre-school, School Cat. I Production/preparation	High Risk	One per shift present in the production area*	One PIC per kitchen with level 3 training
Day Care, Pre-school, School Cat. II Tea, coffee, snacks only	Medium Risk	One per establishment	One PIC per kitchen with level 2 training
Restaurant Cat. I Hot holding, Cooling, Reheating and serving meals	High Risk	One per shift present in the kitchen*	At least one PIC (the owner or manager or chef) per kitchen with level 3 training and others with level 2 training
Restaurant Cat. II Preparation and immediate service	High Risk	One per shift present in the production area*	PIC with Level 2 training
Cafeteria and café'	High Risk	One per shift present in the kitchen	PIC with Level 2 training
Hotels	High Risk	One per shift present in each kitchen	At least one PIC per kitchen with level 3 training and others with Level 2 training
Manufacturing Plants	High Risk	One per shift present in the production area*	PIC with Level 3 training
Food Trading Companies	Low Risk	One per establishment	PIC with Level 1 training

*In the case of hotels and manufacturers that have more than one kitchen or production area, it is not necessary to have a PIC in each area unless the area is physically isolated from the other areas where the PIC is present. This rule applies to larger food establishments with multiple kitchens or production areas that handle high risk foods.

REFER THE HAND BOOK FOR PERSON IN CHARGE FOR MORE DETAILS

Training programs and examinations will be offered in languages other than English (Except Level 3). It is the responsibility of the food establishment to choose training program in suitable language. This regulation will be effective from January 2011. The grace period of year will be provided to complete the training program

Competency requirements of a certified Person in Charge (PIC) with Food Safety Course - Level 2

Personal Hygiene

1. Demonstrate commitment to good food hygiene practice
2. Promote a high standard of personal hygiene throughout the food operation
3. Explain the implications of foodborne illness in the food operation
4. Ensure food workers suffering from foodborne illness do not work in contact with open food

Structural Hygiene

1. Identify or report structural deficiencies in the food operation
2. Manage and maintain an effective pest control system
3. Manage and maintain a satisfactory waste disposal system

Food Safety Operations

1. Manage and maintain an effective cleaning programme
2. Where applicable to their job: ensure food safety during product purchasing
3. Ensure food safety during delivery receipt
4. Ensure food safety during storage
5. Ensure food safety during product preparation
6. Ensure food safety during cooking/processing/cooling/holding/service of food
7. Encourage good hygiene practice during the transportation of food
8. Where applicable to their job: ensure products are labelled correctly

Food Safety Management

1. Manage/review food safety complaints effectively
2. Manage and maintain food safety documentation and records

Staff Training and Management

1. Ensure that the food safety training needs and competencies of staff are met

Food Safety Regulations

1. Demonstrate an awareness of the legislative requirements in Dubai relating to their business
2. Provide assistance to food inspection officers
3. Follow up non - conformances with corrective action.

Competency requirements of a certified Person in Charge (PIC) with Food Safety Course – Level 3

Personal Hygiene

1. Demonstrate commitment to good food hygiene practice
2. Promote a high standard of personal hygiene throughout the food operation
3. Explain the implications of foodborne illness in the food operation
4. Ensure food workers suffering from foodborne illness do not work in contact with open food

Structural Hygiene

1. Identify or report structural deficiencies in the food operation
2. Manage and maintain an effective pest control system
3. Manage and maintain a satisfactory waste disposal system

Food Safety Operations

1. Manage and maintain an effective cleaning programme
2. Where applicable to their job: ensure food safety during product purchasing
3. Ensure food safety during delivery receipt
4. Ensure food safety during storage
5. Ensure food safety during product preparation
6. Ensure food safety during cooking/processing/cooling/holding/service of food
7. Encourage good hygiene practice during the transportation of food
8. Where applicable to their job: ensure products are labelled correctly

Food Safety Management

1. Manage and maintain the traceability system within their area of the food operation
2. Manage/review food safety complaints effectively
3. Implement and review the food safety management system (based on HACCP principles)
4. Conduct internal audits
5. Manage and maintain food safety documentation and records

Staff Training and Management

1. Ensure that the food safety training needs and competencies of staff are met
Food Safety Regulations
2. Demonstrate an awareness of the legislative requirements in Dubai relating to their business
3. Provide assistance to food inspection officers
4. Follow up non-conformances with corrective action