



Person In Charge Level 3

1.1 Target Group

1.1.1 The Person in Charge Level 3 is a certification aimed at caterers and other food handlers. The qualification is intended for candidates already working in catering that have a supervisory role.

1.1.2 The types of establishments are listed in the Guidance Document issued by the Food Control Department of Dubai Municipality.

2. Level 3 PIC Competency Requirements

2.1 Personal Hygiene

2.1.1 Demonstrate commitment to good food hygiene practice

2.1.2 Promote a high standard of personal hygiene throughout the food operation

2.1.3 Explain the implications of foodborne illness in the food operation

2.1.4 Ensure food workers suffering from foodborne illness do not work in contact with open food

2.2 Structural Hygiene

2.2.1 Identify or report structural deficiencies in the food operation

2.2.2 Manage and maintain an effective pest control system

2.2.3 Manage and maintain a satisfactory waste disposal system

2.3 Food Safety Operations

2.3.1 Manage and maintain an effective cleaning programme

2.3.2 Where applicable to their job: ensure food safety during product purchasing

2.3.3 Ensure food safety during delivery receipt

2.3.4 Ensure food safety during storage

2.4 Ensure Food Safety during Product Preparation 3

2.4.1 Ensure food safety during cooking/processing/cooling/holding/service of food

2.4.2 Encourage good hygiene practice during the transportation of food

2.4.3 Where applicable to their job, ensure products are labelled correctly

2.5 Food Safety Management

2.5.1 Manage and maintain the traceability system within their area of the food operation.

2.5.2 Manage/review food safety complaints effectively

2.5.3 Implement and review the food safety management system (based on HACCP principles)

2.5.4 Conduct Internal Audits

2.5.5 Manage and maintain food safety documentation and records

2.6 Staff Training and Management

2.6.1 Ensure the food safety training needs and competencies of staff are met

2.7 Food Safety Regulations

2.7.1 Demonstrate an awareness of the legislative requirements in Dubai relating to their business

2.7.2 Provide assistance to food inspection officers

2.7.3 Follow up non-conformances with corrective action.

3. Recommendation of Prior Learning

3.1 There are no pre-requisites for this qualification. It is advised that candidates have a good knowledge of food safety.

4. Guided Learning Hours

4.1 Guided learning hours for this qualification are 18 hours excluding the 2 hour examination. (3 day course)

5. Qualification Structure

5.1 The qualification is assessed by a 60 question multiple-choice examination.

Successful candidates must achieve a score of at least 40/60. A Merit will be awarded for a score of at least 50/60.

5.2 The examination paper is set and marked by the Awarding Body. The duration of the examination is 2 hours.