

HIGHFIELD APPROVED QUALIFICATION
ONE OF THE FIRST SESSION IN THE KINGDOM OF SAUDI ARABIA

HIGHFIELD

PERSON IN CHARGE (PIC)



BE THE FIRST PERSON IN CHARGE

IN THE KINGDOM OF SAUDI ARABIA

The Highfield Person in Charge (PIC) certification is designed for food establishments serving to Privileged & High End Consumers to achieve the highest standards of food safety.

PIC certification is for persons nominated by food establishments, who will be responsible for the supervision of staff and the management of food safety in the food production and services operation.

رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

المؤسسة العامة للتدريب التقني والمهني
Technical and Vocational Training Corporation

CREATIVE
CONSULTANTS
BEMCON

SAUDI ARABIAN GOVT. APPROVED TRAINING CENTER



BEMCON
INSTITUTE OF FOOD SAFETY

Highfield
Qualifications
International Approved Center

FOR FURTHER DETAIL COURSE FEE & REGISTRATION, PLEASE CONTACT AT CUSTOMER.SERVICES.SAUDIA@BEMCON.CO.UK

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8 STEPS TO BE HIGHFIELD PERSON IN CHARGE (PIC)



STEP 1

LEVEL 3 FOOD SAFETY

3 Days

0900 - 1730 Hours Daily

20 Guided learning hours (GLH)

25 Total qualification time (TQT)

2 Hours Online MCQs Examination

27/45 (60%) Passing Criteria

E - Certificate

MAY 20-22, 2023

STEP 2

LEVEL 3 HACCP

1 Day

0900 - 1730 Hours

8 Guided Learning Hours (GLH)

8 Total qualification time (TQT)

1 Hour Online MCQs Examination

18 / 30 (60%) Passing Criteria

E - Certificate

MAY 23, 2023

STEP 3

LEVEL 3 FOOD ALLERGEN MANAGEMENT

1 Day

0900 - 1730 Hours

8 Guided Learning Hours (GLH)

8 Total qualification time (TQT)

1 Hour Online MCQs Examination

18 / 30 (60%) Passing Criteria

E - Certificate

MAY 24, 2023

STEP 4

LEVEL 3 FOOD SAFETY EFFECTIVE AUDITING & INSPECTION

1 Day

0900 - 1730 Hours

8 Guided Learning Hours (GLH)

8 Total qualification time (TQT)

1 Hour Online MCQs Examination

18 / 30 (60%) Passing Criteria

E - Certificate

MAY 25, 2023

STEP 5 **FILL AND APPLY FOR PIC CERTIFICATION THROUGH BEMCON**

STEP 6 **PAY THE FEE TO BEMCON & BEMCON WILL APPLY FOR PIC CERTIFICATION FOR YOU**

STEP 7 **REVIEW OF PIC APPLICATION BY HIGHFIELD**

STEP 8 **SUCCESSFUL APPLICANT WILL BE AWARDED WITH PIC CERTIFICATION
FROM HIGHFIELD WHICH WILL BE VALID FOR 1 YEAR**

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PIC CERTIFICATION REQUIREMENTS

1. Total number of required qualification to be an applicant for PIC are 4 as mentioned above
2. Total number of days for all 4 qualifications are 06
3. Every PIC applicant shall attend and qualify the above mentioned 4 qualifications
4. If you have already any qualification which is secured within last 2 years, will be acceptable
5. Every PIC applicant shall apply from highfield approved training center like BEMCON
6. BEMCON Team will support you in PIC Registration and certification
7. Every PIC applicant shall pay the PIC Certification fee with the application
8. The number of PICs will be determined based on the type of service and the number of shifts for each food establishment.
9. The Highfield PIC Certification is valid for one year from the date of certification
10. Throughout the certification period, the certified PIC must comply with all the PIC competency requirements in relation to food safety at their establishment
11. Throughout the certification period, the certified PIC must complete the mandatory CPD requirements
12. 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 Human Resource Head.
13. The CERTIFICATION AND re-certification fees payable to BEMCON for each PIC

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RESPONSIBILITIES & COMPETENCIES

OF A CERTIFIED PIC

1. A certified PIC is permanently based within a kitchen or food operation area.
2. A PIC will be trained in food safety, allergen management, HACCP and internal auditing and will be responsible for:
 - 2.1 The daily food safety of the business
 - 2.2 Implementing effective supervision to ensure safe practices
 - 2.3 Conducting monthly internal audits to verify effectiveness of the food safety systems
 - 2.4 Identifying infection risks and controls and take appropriate corrective action
 - 2.5 Liaising with enforcement officers/Health Authorities/suppliers/contractors and suppliers/training providers
 - 2.6 Ensuring infection prevention and control policies and procedures are maintained and implemented
 - 2.7 On-the-job training of food handlers to ensure their competence
 - 2.8 Keeping themselves up-to-date with continuous professional development activities

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HIGHFIELD PIC CERTIFICATION TRAINING CALENDAR

DAMMAM MAY 20-25, 2023

FOR FURTHER DETAIL AND REGISTRATION, PLEASE CALL OR SEND PERSONAL DETAIL TO ANY OF THE BELOW MENTIONED STAFF.



MADDY
Manager Operation
+966 59 23456 57
Maddy@BEMCON.co.uk



NESRINE
Country Manager
Training Services
+966 599 12345 2
Nesrine.Rouissi@BEMCON.co.uk



AbdulBasit
Director Operation
+966 59 333 4881
abdul.basit@bemcon.co.uk

BUSINESS EXCELLENCE & MANAGEMENT CONSORTIUM
3/3 AlSalem Corner, Prince Majed Bin Abdulaziz St. Al Khobar, Kingdom of Saudi Arabia



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