

TSI Quality Services



**TSI PIC Trainer Approval Process  
Standard Operation Procedure**

## 1. Purpose:

This standard operation procedure explains how TSI approves trainers to provide Dubai Person-in-Charge (PIC) training.

## 2. Scope:

This procedure is applicable for all TSI PIC trainers.

## 3. Responsibility:

The Quality Director is responsible for ensuring the implementation and improvement of this standard operation procedure.

## 4. Procedure:

Step	Details	In-charge	Related Documents	Remarks
1	Apply to be a PIC trainer	Candidate	<ul style="list-style-type: none"> <li>- Candidate's CV; and,</li> <li>- Dubai Municipality approval letter.</li> </ul>	<i>Candidate can send an email to: <a href="mailto:admin@tsiquality.com">admin@tsiquality.com</a></i>
3	Review the CV against DM requirement to check the eligibility to attend the course	PIC Project Manager	<ul style="list-style-type: none"> <li>- TSI-PIC-ED-01_Requirement for Person in Charge Training</li> <li>- TSI-PIC-ED-09-01_Rules and Regulations Pertaining To Health &amp; Safety Training</li> </ul>	
4	Respond to the candidates as per their eligibility and confirm the course dates	TSI Admin		
5	Invoicing	TSI Accounts		
6	Attend "PIC Train the Trainer" course	Candidate		<i>Depends on the scheme (Food Safety or Public Health)</i>
7	Attend the exam	Candidate		

8	Marking	Assessor		
9	Marking the exam	PIC project manager		
10	Communication and certificate delivery	TSI admin		
11	Update DM (list of approved trainers in the batch) and trainer	TSI admin		

**End of document**