



Health & Safety Department (Studies and Systems Section)

Document Title	Certification Scheme for Occupational Health and Safety Person in Charge (PIC)
Document Code	DM-HSD-S2
Version #	V 1.0
Issue Date	1 st November 2025
Superseded Issue Date	NEW

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

Document History Log

Any modification to the document must be reviewed and approved as per the corporate policies and procedures of document control.

Version #	Date	Prepared/reviewed by	Modifications summary
1	1 st November 2025	Health and Safety Department	Issue version # 1







 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

Table of Content

1 Introduction	5
2 Scope	5
3 Benefits of an Accreditation Scheme	6
4 Definitions	6
5 Role of Health and Safety Department	8
6 Rules and Regulations Pertaining to OHS Person in Charge	8
6.1 General Requirements	8
6.2 Responsibilities of OHS Person In Charge (PIC)	9
6.3 Minimum Competency Requirements for OHS Person in Charge (PIC)	10
7 Rules and Requirements Pertaining to Certification Bodies	10
7.1 General Requirements	10
7.2 Candidate Registration	12
7.3 Conduct of Examination	13
7.4 Assessment	13
7.5 Renewal of Certification	14
7.6 Requirements of Prepare training material	14
7.7 Requirements for Certification Application Reviewers	16
7.8 Requirements for Examiners	16
7.9 Requirements for Invigilators	16
7.10 Requirements for certification decision-makers	17
7.11 Requirements for certification bodies' technical committee/scheme review Committee	17
8 Rules and Requirements Pertaining to Training Companies and Trainers	17
8.1 Requirements for Training Companies	17

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

8.2 Requirements for Trainers.....	18
8.3 Design, Delivery and Assessment of Training Programs.....	20
8.4 Dealing with Non-Compliance.....	22
8.5 Registration, Training	22
8.6 Payment Policy and Conditions	22
ANNEX A: Certified OHS Person in Charge (PIC) Process Flowchart	23
ANNEX B: Examination Material Approval Process Flowchart.....	24
ANNEX C: Training Material Approval Process Flowchart.....	25
ANNEX D: OHS Person in Charge Certification Scheme Training & Examination Overview	26

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

1 Introduction

Dubai Municipality (DM) being one of the model civic bodies in the world, puts premium emphasis on safeguarding the health and safety of all people working in the Emirate of Dubai through the development of regulations and guideline documents, continual improvement of governance measures such as workplace inspections and permitting requirements, establishment of framework for health and safety certification requirements, and promoting various Occupational Health and Safety (OHS) programs to further improve the OHS standard in place.

Employers are mandated by UAE Federal and DM regulations to employ or appoint full-time safety personnel for construction, service and factory establishments to provide technical advice related to health and safety. However, during various inspections and accident investigations by the Health and Safety Department of Dubai Municipality, it was observed that many industries in the Emirate of Dubai are conducting their work activities without a competent health and safety practitioner. This unsafe work condition is worsened by the lack of safety competence among work supervisors to oversee the safe execution of work.



Recognizing this gap, the DM Health and Safety Department developed this certification scheme to ensure that all work supervisors in addition to their current work responsibilities, are appointed, trained, registered, and certified as OHS Person in Charge by Dubai Municipality.

The primary aim of this requirement is that all operational activities in every work location and every work shift are safely conducted with adequate and competent supervision. However, the work supervisor appointed as OHS Person in Charge is not a substitute/replacement in work activities where Safety Officer (OHS Practitioner) is required as stated in UAE legislations.

2 Scope

This guideline applies to all industries (factories, construction, infrastructure and service sectors), individuals and Certification Bodies who will be required to comply with the stated requirements in this document for the OHS Person in Charge Certification Scheme in the Emirate of Dubai.

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 5 of 30


 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

3 Benefits of an Accreditation Scheme

- **Professional recognition:** Accreditation enhances the credibility and reputation of OHS in charge, providing recognition of their expertise and commitment to high standards.
- **Enhanced career prospects:** Accreditation can open new career opportunities and advancement within the field of occupational Health and Safety. Employers often prefer accredited professionals when recruiting for key roles.
- **Compliance with regulations:** Accreditation ensures that OHS in charge have a thorough understanding of relevant Laws, Regulations, and best practices. This helps establishments in the Emirate of Dubai to comply with legal requirements and improve overall occupational Health and Safety standards.
- **Continued professional development:** Accreditation schemes often require ongoing professional development to ensure the OHS in charge stays updated with the latest developments and advancements in their field.
- **Networking and knowledge sharing:** Accreditation schemes often provide opportunities for professionals to connect with others in their field, facilitating valuable networking and knowledge-sharing experiences.



4 Definitions

Definition	Meaning
DM	Refers to Dubai Municipality.
EIAC	Emirates International Accreditation Center
Department	Refers to the Health and Safety Department of Dubai Municipality.
Employees	Refers to all individuals employed by the industries exposed or potentially exposed to occupational hazards in their respective work activities.
Certification Body	A nationally or internationally reputed qualifications provider who is UAE licensed and accredited by the Emirates International Accreditation

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

	Center in coordination with Dubai Municipality certify the OHS Person in Charge (PIC) and trainers.
Accredited Certification	Means a qualification provided by the Certification Bodies recognized by Emirates International Accreditation Center (EIAC).
Examination	Mean an examination in occupational health and safety, leading to an Accredited Certification approved by the Health and Safety Department in accordance with the provisions of this Guidance Document.
OHS Person in Charge (PIC)	<p>Refers to the work supervisor appointed as OHS Person in Charge (PIC) as his/her additional work responsibility who will be responsible in overseeing the safe execution of work and providing OHS awareness to employees under his/her area of supervision.</p> <p>Note: In addition to supervision of work, the employer/manager shall be the OHS PIC if the business entity or establishment is involved in different activities with less than 150 employees. Also, the line manager or similar individual who is always present in the work site and has direct authority, control or supervision over employees can be appointed as OHS Person in Charge (PIC).</p> <p>OHS Person in Charge (PIC) is not an “OHS Practitioner” and is not a substitute/replacement in work activities where the presence of a competent health and safety professional is required.</p>
Certified OHS Person in Charge (PIC)	The work supervisor who has successfully completed and passed an occupational health and safety course of a Certification Body in coordination with Dubai Municipality and accredited by the Emirates International Accreditation Center.
Health and Safety Course	A course approved by the Department in accordance with the provisions of applicable regulations and this guideline document.
Industries	<p>Refers to all business entities and establishments in the Emirate of Dubai operating as factories, construction, and service companies (as defined by DET).</p> <p>Note: The Department of Economy and Tourism (DET) in the Emirate of Dubai categorizes the activities of business entities and establishments in their trade license as Professional, Commercial and Industrial. Companies operating as factories are categorized as Industrial license in DET.</p>

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 7 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

5 Role of Health and Safety Department



- Work with the Emirates International Accreditation Center (EIAC) to establish and maintain processes for the accreditation scheme for Certification Bodies to certify OHS Person in Charge (PIC).
- Ensure compliance by auditing certification examination program of the Certification Body jointly with EIAC.
- Monitor the OHS Person in Charge (PIC) Certification scheme implementation and examination process.
- Investigate (jointly with EIAC where required) non-compliance reported by Certification Bodies and complaints received from trainees, Dubai's occupational sectors, training companies, and Certification Bodies.
- Recommend withdrawal or suspension of trainer or training provider certification if required.
- Review and change programs where evaluation of the implementation of Occupational Health and Safety standards show that the objectives of the scheme are not achieved.
- Recommend certificate cancellation, retraining and reassessment of OHS Person in Charge (PIC) when necessary.
- Evaluate the implementation and outcomes of the certification scheme programs.

6 Rules and Regulations Pertaining to OHS Person in Charge

6.1 General Requirements

- All industries operating in the Emirate of Dubai shall appoint at least one (1) Certified OHS Person in Charge (PIC) for each work shift and each work location. This OHS Person in Charge (in addition to his/her current job responsibilities e.g., work supervisor) shall be responsible

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 8 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

for the Occupational Health and Safety (OHS) awareness and supervision of a workplace for the respective business entity or establishment.



- All records of certified OHS PIC for all types of industries shall be maintained with the Health and Safety Department. The business entity or establishment shall ensure that the registered OHS PIC to the Department is up to date.
- Health and Safety Course of the appointed OHS PIC will depend on the type of activity or industry (factory, construction, or service sector) of his/her respective organization.
- Copy of Certification of OHS PIC and related health and safety trainings shall be retained in the establishment and should be provided to the official representatives of the Department when required.
- The DM Occupational Health and Safety Officer designated to conduct inspection monitoring to the business entity or establishment can recommend the cancellation of the OHS Person in Charge (PIC) certification based on the conditions referred in this document.

6.2 Responsibilities of OHS Person In Charge (PIC)

- The appointed OHS Person in Charge (PIC) must always be present throughout the conduct of the work activity that he/she is supervising.
- Implement safety policies, procedures, and risk control measures to prevent accidents and occupational illnesses under area of supervision.
- Ensure that all employees are fully aware of work hazards (toolbox talk) and are trained before the start of work.
- Monitor employee activities to ensure compliance with UAE and DM Health and Safety Regulations. Ensure that the non-compliances observed during DM OHS inspection are rectified and communicated to the Department on time.
- Conduct daily pre-operational inspections to ensure that the workplace is safe. Ensure that all inspections and toolbox talks are documented and presented to the official representatives of the Department when required.

Note: In business establishments or entities that are required to employ full-time safety personnel (OHS Practitioners), the role of OHS PIC is limited. The OHS Practitioner shall identify and document the role of the OHS PIC.

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 9 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

- OHS Person in Charge (PIC) is not an “OHS Practitioner” and is not a substitute/replacement in work activities where the presence of a competent health and safety professional is required.

6.3 Minimum Competency Requirements for OHS Person in Charge (PIC)

All appointed OHS Person in Charge (PIC) shall preferably possess the following minimum educational qualification and work experience requirements prior to taking the Certified OHS PIC training and examination:



Sector	Minimum Educational Qualification	Work Experience
Construction	Diploma in Civil or Mechanical or Electrical Engineering.	Total work and supervisory experience should be at least five (5) years, that is: <ol style="list-style-type: none"> Three (3) years in relevant industry or similar company activity; and Two (2) years supervisory experience in similar industry or activity.
Services	Diploma in Engineering or relevant services profession or Bachelor's Degree in any discipline.	
Factories	Diploma in Engineering or relevant profession or Bachelor's degree in any discipline.	

7 Rules and Requirements Pertaining to Certification Bodies

7.1 General Requirements

- Certification Bodies accredited by Emirates International Accreditation Center in coordination with Health and Safety Department can offer OHS Person in Charge (PIC) Certification and Registration in the Emirate of Dubai.
- Certification Bodies are not allowed to provide training to maintain the high level of impartiality of this certification scheme.
- The accreditation will be granted as per ISO 17024 Standard by the Emirates International Accreditation Center.
- Certification Bodies shall provide DM approved examination materials, training syllabus and related material for training in Arabic and English and other common spoken languages (defined by Dubai Municipality) for appointed OHS Person in Charge (PIC) working in the

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 10 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	


Emirate of Dubai (see Annex B, C and D).

- Examination materials, training syllabus and related material for training will be approved by Health and Safety Department unless there is content revision; or approval is revoked earlier by the Department; or the Certification Body cease its operation; or its accreditation is withdrawn by EIAC.

Certification Bodies shall:

- Decide the lesson plan based on the training outcome.
 - Recommend pre-course work to trainers where necessary.
 - Decide maximum class size and space requirements.
 - Conduct examinations.
 - Take all certification decisions.
 - Announcement of results and issuance of certificates.
 - Obtain and consolidate trainee feedback.
 - Responding to enquiries and appeals about results.
 - Dealing with malpractice.
 - Take all necessary actions in case of suspension or withdrawal of certification.
- Certification Bodies shall meet the requirements of ISO 17024 standards in reviewing the effectiveness of the certification scheme.
 - Certification Bodies shall provide the Health and Safety Department with access to records and documentation relating to certification, training provider, trainer, qualifications and audits. The Officials specifically nominated by the Director of the Department shall have access to examination question papers, examination scripts, records of marking and any other relevant documents associated with the training and certification scheme.
 - Certification Bodies must have a named point of contact for the certification they deliver. This means that when a candidate has a query regarding any aspect of a certification, or when Health and Safety Department or Emirates International Accreditation Center needs to make contact; it must be clear to whom they should direct Inquiries and correspondence.
 - Certification Bodies shall design and develop criteria for auditing training providers and trainers in coordination with the Health and Safety Department. Audits should be carried out based on the accepted criteria.

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 11 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	



- Certification bodies should maintain a documented system to cancel the certification of OHS Person in Charge (PIC) who is found to be incompetent by the Health and Safety Department during their inspection.
- Waiver on requirements mentioned in this guideline document can only be considered by the Health and Safety Department as per DM strategic needs.
- Certification Bodies must always adhere to the quality process and procedures of Health and Safety Department and the Emirates International Accreditation Center.
- The Certification Bodies should formally notify the Health and Safety Department if the trainers or training companies fail to comply with the requirements stipulated in this guideline document.

Note: The aim of the Health and Safety Department is to jointly develop unified arrangements across all Certification Bodies involved in the OHS Person in Charge (PIC) Certification Scheme. The Department shall be the focal point in coordinating with all Certification Bodies to define and develop common arrangements in the implementation of this scheme. Once agreed all Certification Bodies shall adhere to the unified certification system arrangements (specifically, common registration system, common training syllabus and materials, coordination of exam plan, database for examination questionnaire, common records, etc.)

7.2 Candidate Registration

- Certification Bodies shall provide the training providers with a registration form (smart application) for the candidates. The registration form should be designed to collect information regarding the company (name, main activity and sector, location, trade license number) and the candidates' job designation, age, gender, nationality, language skills, qualifications, and experience. A database of candidates shall be maintained by the training provider and the Certification Bodies and access to this information shall be provided to Dubai Municipality.
- Certification Bodies shall verify and screen candidates' qualifications in accordance with Section 6.3 of this document. Candidates who fulfill the prescribed minimum competency requirements are allowed to proceed in taking the training and certification examination (see Annex A).

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 12 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

7.3 Conduct of Examination

- Certification Bodies shall take appropriate action to ensure that the quality and integrity of the examinations and certifications are not compromised.
- The Certification Body should appoint trained personnel to act as invigilators. Invigilators must arrive at the venue ahead of time and there should be at least one invigilator for every 20 candidates.
- All seating should be arranged to prevent candidates from being able to overlook each other's work. Candidates should be seated at separate desks/computers (in case of computer-based examination) that should normally be placed at a distance of not less than 1.25 meters apart (measured from the center of the desk/computer). In circumstances where candidates share a large desk or when the recommended distance is not possible to be provided, multiple versions of examination questionnaires shall be used.
- Invigilators must supervise candidates throughout the entire examination. They must be alert in their observation of candidates and must give their whole attention to the proper conduct of the examination.
- 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.
- If an invigilator observes any inappropriate behavior from the candidates such as any form of cheating, taking copies/photographing examination questionnaires, talking or intentionally disturbing other candidates, he/she must intervene to ensure that it does not continue. With serious incidents of such behavior, the examination should be cancelled, and candidate should be instructed to leave the examination room after having his/her answer information sheets and examination materials collected.

7.4 Assessment

To become a Certified OHS Person in Charge (PIC), the candidate must meet the requirements of the Health and Safety Department that includes:

- Completing the Health and Safety Department approved OHS Certification Course appropriate to the business activity; and

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 13 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

- Passing the Occupational Health and Safety (OHS) Certification Examination minimum overall mark of 60% conducted by the Certification Body under secure conditions (see Annex D)
- OHS Person in Charge (PIC) fulfilling all the scheme requirements as outlined in this guideline document and defined by the Accredited Certification Bodies shall receive a certificate valid for a period of two (2) years from the date of issuance.
- Candidate failing to clear examination in first and second attempts can retake the examination without repeating the training and by paying only registration, examination, and assessment fee (as defined by Dubai Municipality) each time. However, candidates failing the third time shall repeat the whole process including the training (see Annex A).
- The Health and Safety Department shall have the right to exempt staff within the categories that do not require training or certification, if already registered as OHS Practitioner by Dubai Municipality.
- In circumstances wherein the OHS Person in Charge changes sector employment (e.g., from services to factories) within or upon completion of the certification validity, the issued certification will be invalid and shall follow the full certification process for the desired new sector as specified in Annex A.



7.5 Renewal of Certification

- OHS Person in Charge (PIC) shall renew the certification before the end of the second year of certification. The certification renewal can be obtained by completing a one (1) day refresher training approved by the Health and Safety Department provided that the sector specific qualifications as stated in Section 6.3 of this document are met.
- OHS Person in Charge (PIC) of industry obtaining an unsatisfactory company compliance (grade D or F) in the routine health and safety inspections of Dubai Municipality shall be considered for certificate cancellation, retraining and reassessment, if further assessment confirms his/her inability.



7.6 Requirements of Prepare training material

Certification Bodies must involve several crucial steps to ensure the content is informative, engaging and effective for learners through:

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 14 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

- Identify the Learning Objectives: Certification Bodies should clearly define the goals and learning objectives of the training. What knowledge, skills, or competencies that the learners must acquire.
- Content Development: Based on the learning objectives and training needs analysis, Certification Bodies must develop the core content for the training material in coordination with the Health and Safety Department. This can include written modules, videos, interactive simulations, case studies, quizzes, and other multimedia elements. Certification Bodies must ensure the content is accurate, up-to-date, relevant, and aligned with Health and Safety standards or regulations.
- Structure and Organization: Certification Bodies must arrange the content in a logical and coherent manner. Consider using sections, modules, or chapters to break down the material into manageable units. Include headings, subheadings, and bullet points for easy navigation and comprehension.
- Adapt Content for Online Learning: Online training material requires adaptations for effective virtual delivery. Certification Bodies must optimize the content for web-based learning by incorporating multimedia elements, interactivity, and engagement features and consider using a Learning Management System (LMS) or e-learning platform to host and deliver the training material.
- Interactive Activities: Certification Bodies must include interactive activities within the training material to promote learner engagement and comprehension. These can involve quizzes, assessments, discussions, case studies, or virtual simulations. Interactive elements encourage active participation and reinforce learning outcomes.
- Visual Enhancements: Certification Bodies must incorporate visually appealing and relevant graphics, images, and charts to enhance the visual appeal of the training material. Visual aids can help illustrate concepts, reinforce key points, and improve information retention.
- User-Friendly Design: Certification Bodies must ensure the training material is designed with a user-friendly interface. Use intuitive navigation, clear instructions, and consistent formatting. Consider usability testing to identify and address any potential user experience issues.
- Assessment and Evaluation: Certification Bodies must incorporate assessments or quizzes throughout the training material to evaluate learner understanding and progress. This allows

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

learners to gauge their own comprehension and provides feedback for improvement. Assessments should align with the learning objectives and be fair and relevant.

- **Regular Updates:** Certification Bodies must review and update the training material periodically in coordination with the Health and Safety Department to ensure it remains aligned with changing Health and Safety standards, regulations, or best practices and solicit feedback from learners and trainers to identify areas that need improvement or require additional content.

7.7 Requirements for Certification Application Reviewers:

- **Education:** Diploma or bachelor's degree or higher in a relevant field is often required.
- **Training:** Specific training related to the certification process, standards, and best practices for reviewing applications. This training must be undertaken through a certifying body or through other professional development programs. Experience(years): 2Years.
- **Experience (field):** This could include fields such as education, technology, or other specialized areas.

7.8 Requirements for Examiners:

- **Education:** bachelor's or master's degree or higher in a relevant field is often required.
- **Training:** Specific training related to Health and Safety advanced programs, certification process, standards, and best practices. This training must be undertaken through recognized International accredited entities.
- **Experience (years):** 3 – 5 Years
- **Experience (field):** This could include fields such as education, Health and Safety etc.

7.9 Requirements for Invigilators:

- **Education:** High School or Diploma or higher is often required and / or (NEBOSH/IOSH) Approved Invigilators also accepted.
- **Training:** Any training related to Invigilator courses shall be undertaken through a certifying body or through other development programs.
- **Experience (years):** Not compulsory
- **Experience (field):** Not compulsory

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 16 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

7.10 Requirements for certification decision-makers:

- **Education:** Comprehensive knowledge and experience in working with Certification. Training: Specific training related to Health and Safety, certification process, standards, and best practices. This training must be undertaken through recognized International accredited entities.
- **Experience (years):** 3 – 5 Years
- **Experience (field):** This could include fields such as education, Health, and Safety etc.

7.11 Requirements for certification bodies' technical committee/scheme review Committee:



- **Education:** Comprehensive knowledge and experience of working with certification process and scheme reviewing.
- **Training:** Specific training related to Health and Safety, certification process, standards, and scheme assessing. Trainings must be undertaken through recognized International accredited entities.
- **Experience (years):** Above 5 Years
- **Experience (field):** This could include fields such as experts, specialists in Health and Safety etc.

8 Rules and Requirements Pertaining to Training Companies and Trainers

8.1 Requirements for Training Companies

- Training companies will be recognized by the Health and Safety Department unless the recognition is revoked earlier by Health and Safety Department or surrendered by the company.
- Training companies having confirmatory to relevant ISO standards (e.g., ISO 29993:2017) are preferred.
- Training Companies may gain recognition as training provider of OHS Person in Charge training, provided they employ at least one (1) person with the knowledge, experience and skills required to meet the criteria set out in this document.
- Training companies must have adequate systems and resources in place – including staff and, where appropriate, equipment, materials, and software – to support the

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 17 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

delivery of the training programs. They must ensure that their staff are competent and have access to appropriate training, guidance, and support.



- Training companies must have a named point of contact for each course that is delivered. This means that when a candidate has a query regarding any aspect of training, or when the Health and Safety Department or a Certification Body needs to contact a training company; it must be clear to whom they should direct enquiries and correspondence.
- Training companies must only use training materials that are approved by the Health and Safety Department.
- Training companies must always adhere to the quality process and procedures of Certification Bodies and Health and Safety Department.

8.2 Requirements for Trainers

8.2.1 General Requirements

- This scheme-related trainer shall be certified by a Certification Body accredited by Emirates International Accreditation Center (EIAC) to conduct training.
- A trainer can be a full-time employee of an establishment if he/she is certified by a Certification Body accredited by Emirates International Accreditation Center (EIAC) to conduct this training.
- The register of certified trainers shall be maintained by Certification Bodies and up to date records to be provided to the Health and Safety Department.
- The trainer shall have:
 - A clear understanding of the OHS Person in Charge (PIC) competence standards.
 - The necessary knowledge, qualifications, experience to explain adequately why these standards are required; and
 - The necessary training skills to deliver the training program effectively.
- The trainer shall deliver a well-defined learning program that addresses the specific training needs of OHS Person in Charge (PIC) candidates. The program should be designed to prepare candidates with the necessary OHS competencies relevant to their workplace.

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 18 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

8.2.2 Applying for Trainer Certification

- The process of qualifying applicants for their suitability to work as a trainer for this scheme includes assessment by the Certification Body.
- To allow in making decision on whether an applicant meets the criteria for approval as a trainer, each application must provide the following supporting information to the Certification Body:
 - Records of training qualifications delivered; and
 - Detailed resume with qualifications and experience.
 - Attendee Feedback

8.2.3 Qualification and Experience


- Trainers must demonstrate that they have the relevant competencies as follows:
 - Health and Safety Qualification
 - Diploma in Occupational Health and/or Safety (Government approved educational qualifications - National or international), **OR**
 - International or National Diploma NEBOSH/ BSC/ BCSP/ OfQual/ NVQ etc.; **OR**
 - Bachelor's degree in occupational health and safety (government approved educational qualifications - national or international) (3 to 4 years curriculum);
- AND**
- Passed the Train the Trainer Program (recognized by Health and Safety Department) conducted by Certification Bodies.
 - Health and Safety Experience
 - Trainer should have at least five (5) years of experience as Occupational Health and Safety practitioner including specific activity/sector experience of minimum two (2) years. **AND**
 - At least one (1) or two (2) years' training experience.

8.2.4 Continuing Professional Development for Trainers

Trainers should strive to continually update and improve relevant knowledge of issues and developments in the related Health and Safety sector, and apply that knowledge for training and to ensure:

- Maintenance of professional competence; and

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 19 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

- Enhancement of existing knowledge and skills.
- Annual requirements that the trainer shall comply with are the following:
 - The details of training should be submitted to the certifying Certification Body by 31st of December each year and should list all the trainings covered in that year.
 - The trainer shall also include all professional activities undertaken to improve his/her existing knowledge as a training provider (e.g., other training programs delivered, workshops, conferences, involvement with professional bodies, campaigns, writing journal articles, etc.);
 - Activities should be separate from the training and qualifications that are a part of the basic requirements to be a trainer and the routine work of the trainer.

8.3 Design, Delivery and Assessment of Training Programs



8.3.1 Training Material

- Certification Bodies shall develop training materials approved by the Health and Safety Department. This includes handbooks, handouts, audio-visual aids, etc.
- The training providers/trainer shall provide trainees with the approved training materials during the registration period.

8.3.2 Course Plan

- The training provider shall provide the training course plan and the schedule of training sessions to the Certification Body at least five (5) working days before the training is conducted. The information about the course plan must include:
 - Training dates and timings;
 - Details of the venue;
 - Number of trainees;
 - Language to be used in training course;
 - Examination time; and
 - And any other details that may be required for the registration of the trainees.
 - Any changes in the planned schedule shall be reported to the Certification Bodies without delay.
 - The training provider should confirm the language of training and examination dates to the trainees during the registration process (see Annex A)

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 20 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

8.3.3 Training Room

- Training should be conducted in rooms that are suitable and solely dedicated for that purpose.
- Training rooms should have adequate lighting and ventilation, and the type of seating should be suitable for the trainee's comfort.
- The room should be as quiet as possible and free from any other activities that could distract trainees. Restaurant dining areas and rooms that have other activities that could distract the trainees should not be used for training.
- There should be sufficient space between the trainees with a minimum distance of one (1) meter between two people.

8.3.4 Delivery of Training

- Training providers shall provide the training through interactive sessions in such a way that objective of the certification training is met.
- The training time including the examination shall not be less than twenty-four (24) guided learning hours. The 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.

8.3.5 Examination and Assessment



Examination and assessment of candidates shall be conducted by the Certification Bodies on behalf of Health and Safety Department.

8.3.6 Issuance of Certificate

Upon successful completion of examination and assessment, the Certification Body shall issue the Certificate bearing the following contents to the candidate:

- Certification title;
- Name of the candidate;
- Date of birth;
- Designation/official job title;
- Type of sector (Construction, Factories, Service);
- Emirates ID number;
- Signature of issuing Certification Body;
- Serial/control number of the certificate;

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 21 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

- EIAC symbol;
- Dubai Municipality logo; and
- Certification Body logo.

The Certification Body shall discuss with the Health and Safety Department to finalize the certificates' format.

8.4 Dealing with Non-Compliance

- Trainers and Training centers that do not meet the requirements in this guideline document will be stopped from providing training without prior notice.
- In the case of poor delivery of trainings, the approval of the trainer will be suspended until the trainer is able to demonstrate full competency.
- Certification Bodies and Health and Safety Department shall stop immediately the trainings that are conducted in unsuitable training rooms.

8.5 Registration, Training

- Dubai Municipality upon consultation with the Certification Bodies, training providers and other stakeholders shall define the structure and amount of applicable fees.
- Certification Bodies and training providers shall not charge a fee less or more than the amount defined by Dubai Municipality.

8.6 Payment Policy and Conditions

The payment policy is established to ensure that:

- Examinations are organized effectively; and
- Cancellations of examinations are not done in the last minute or without prior notice.

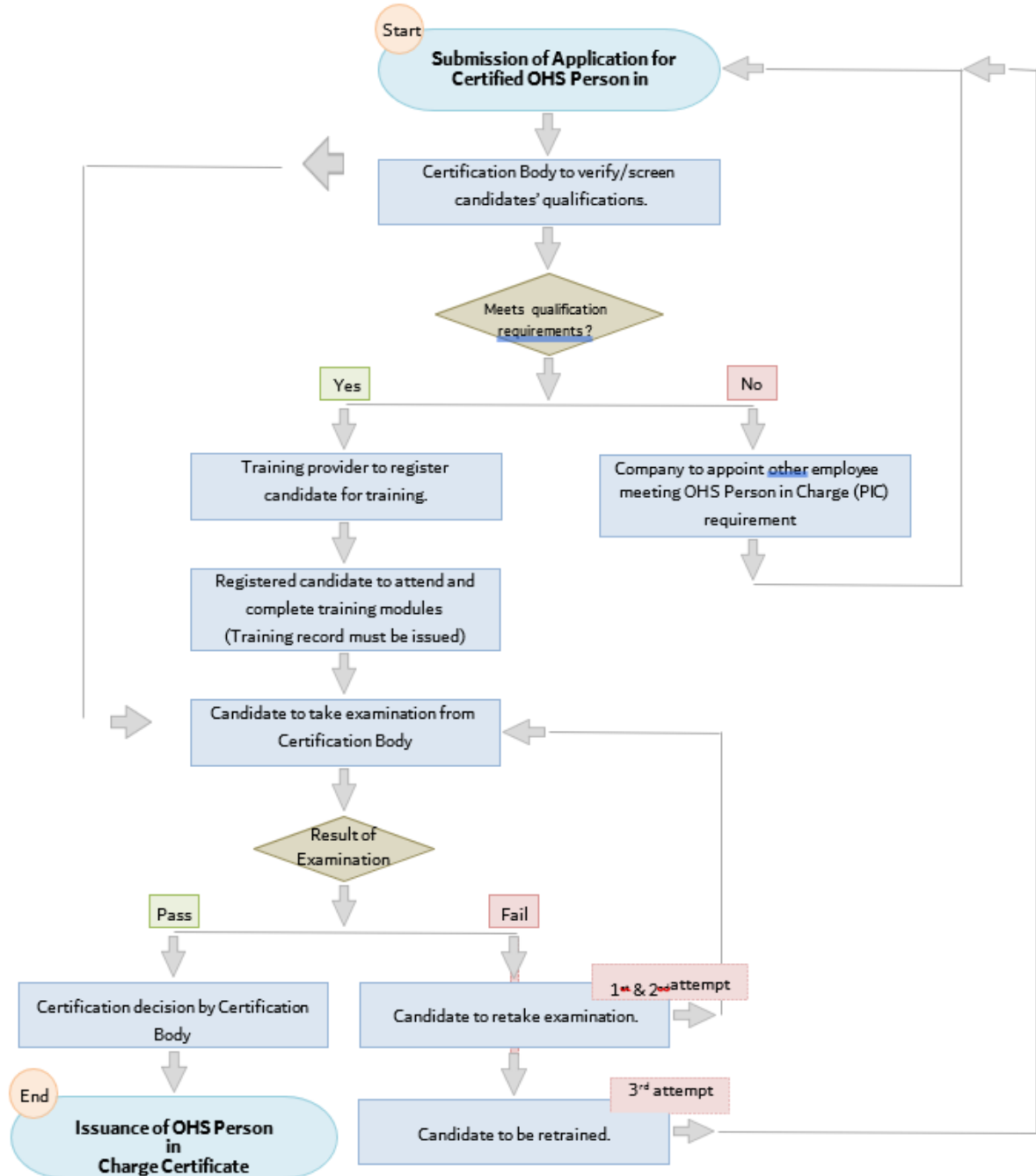
General terms:

- The above requirements will be effective from the date of issuance November 2025.
- The document will be updated periodically.
- This guideline will be updated as and when required. Always confirm with the Health and Safety Department and the Certification Body to ensure that the current version is being used.
- Always confirm with the Health and Safety Department and the Awarding Body to ensure that you are using the current version.



Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 22 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

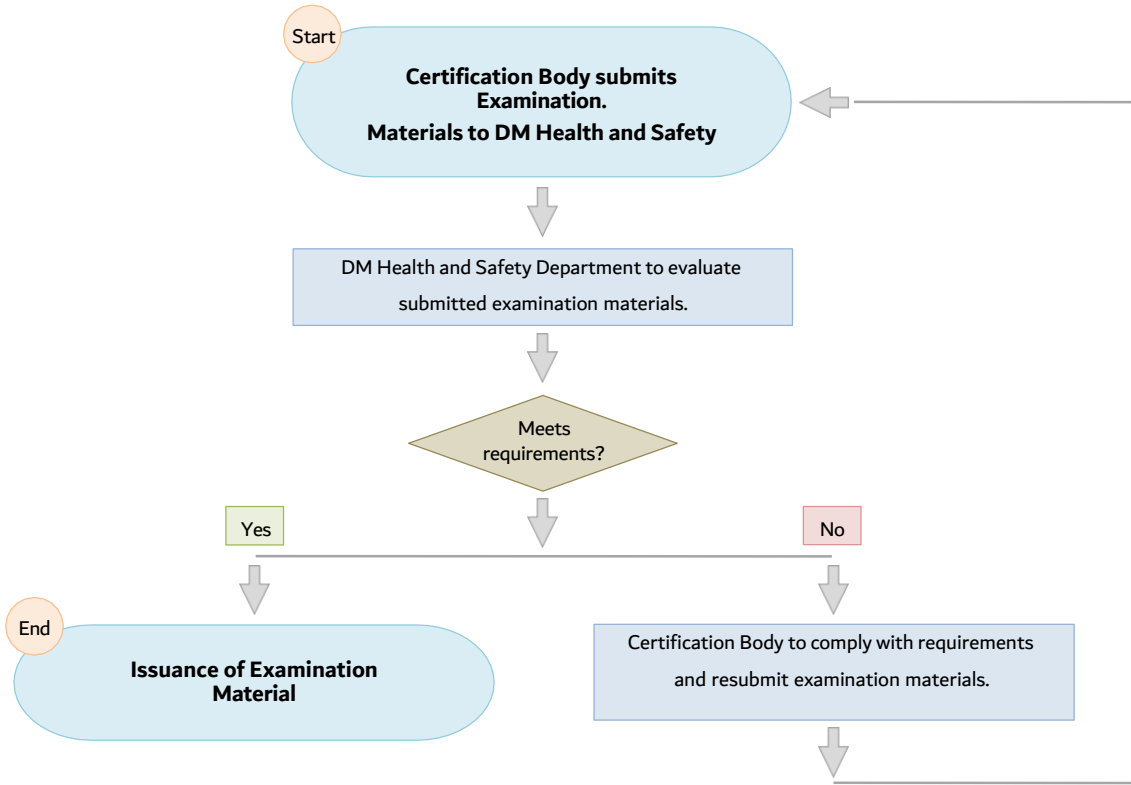
ANNEX A: Certified OHS Person in Charge (PIC) Process Flowchart





Note: Issued certificate is valid for a period of two (2) years from the date of issuance. The OHS Person in Charge (PIC) shall undergo renewal of certification before the end of the second year of the certification validity

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

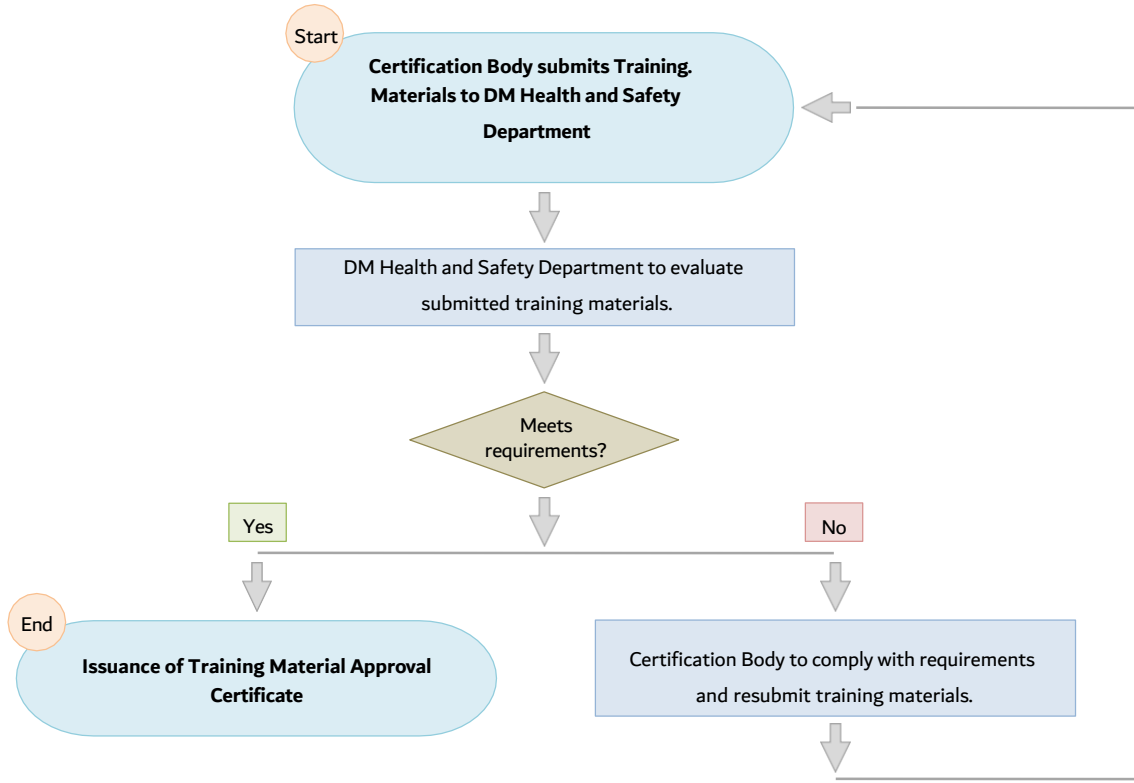
ANNEX B: Examination Material Approval Process Flowchart




Note: Issued examination material approval certificate is valid for a specified period unless there is content revision; or approval is revoked earlier by the Health and Safety Department; or the Certification Body cease its operation; or its accreditation is withdrawn by EIAC.

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

ANNEX C: Training Material Approval Process Flowchart



Note: Issued training material approval certificate is valid for a specified period unless there is content revision; or approval is revoked earlier by the Health and Safety Department; or the Certification Body cease its operation; or its accreditation is withdrawn by EIAC.

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

ANNEX D: OHS Person in Charge Certification Scheme Training & Examination Overview

This annex shall serve as guidance for Certification Bodies in developing the training syllabus and examination questionnaires for this scheme as approved by Health and Safety Department.

Interactive Learning Hours

Guided learning shall be provided a minimum total of twenty (20) hours within three (3) days which consists of:

- Twenty-three (23) hours on the delivery of training modules; and
- One (1) hour for examination

The trainer may consider expanding the training delivery hours when a review of the participants reveals learning disabilities, language barriers or other factors which may inhibit learning.

Target Group

All work supervisors and similar individuals appointed as OHS Person in Charge (PIC).

Note: Refer to Section 4, definition of OHS Person in Charge which includes explanation note on other individuals that may be appointed as OHS PIC.

Training Prerequisites



Refer to Section 6.3 for minimum competency requirements to appointed OHS Person in Charge (PIC).

Learning Objectives

The training participants for Certified OHS Person in Charge (PIC) scheme will be able to:

- Know the reasons to manage workplace health and safety;
- Identify hazards and assess the risks in the workplace;
- Know the existing UAE Federal and Dubai Municipality OHS legal requirements
- Understand respective OHS responsibilities for employer (management) and employees;
- Report, respond and evaluate workplace incidences; and
- Understand principles to monitor and measure OHS performance.

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 26 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

Training Contents

The training shall include as a minimum, the following modules:



- Principles on health and safety management
- Hazard identification
- Risk assessment
- UAE Federal and Dubai Municipality OHS legal requirements
- Employer and employee responsibility
- Awareness on potential occupational illness/diseases
- Best practices at work
- Do's and Don'ts at work
- Investigating workplace incidents and accidents
- Monitoring and measuring OHS performance
- Emergency preparedness and response

The above shall have the same content for OHS PICs in all types of sectors (Factories, Construction and Services).

The modules shall include general and specific topics to address the learning needs of OHS PICs working in different work sectors. The topics to be included as applicable to the sector wherein the OHS Person in Charge (PIC) is working with are: not limited to:

- Manual handling
- Mechanical lifting
- Vehicle movement
- Working at height
- Confined spaces
- Working with chemicals
- Working with electricity
- Use of powered hand tools including guarding
- Hot work activities (e.g. welding, grinding, etc.)
- Painting
- Blasting activities
- Radiation and radiography activities
- Excavation

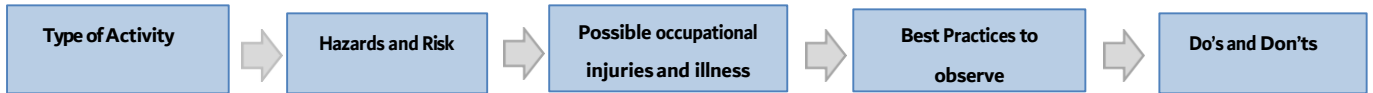
Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 27 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

- Working with asbestos
- Asphalt works
- Working in adverse weather conditions (e.g. during summer, fog, sand storm, rain, etc.)
- Housekeeping
- Emergency preparedness
- Computer workstations
- Fire prevention
- Plant and machinery (operation and maintenance), etc.

Note: Only examples/best practices shall be chosen from respective industries as applicable.

- Certification Bodies shall develop specific work practices in each industry sector (Factories, Construction and Services) depending on the need of the trainees that will be taking the Certified OHS Person in Charge (PIC) Scheme Training Program.
- Module 6 to 8 shall be delivered using the following concept:



Training Delivery Method

Training providers shall ensure as practicable as possible to group trainees working in the same sector type and similar work activities in training sessions to maximize learning.

Animated presentations, scenario boards and other interactive training tools shall be used for training to achieve desired learning objectives.

Description of the Examination

Upon completion of the training, the candidate shall be assessed by the following:



1. Knowledge and comprehension

This examination contains 30 questions in multiple choice or closed type (e.g. true or false, yes or no) formats. Questions and answers may contain pictograms and should be understandable. This part should be completed within 40 minutes. The maximum mark is 60 points.

2. Practical application of learning

Candidate is required to complete a workplace risk assessment through a given scenario

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 28 of 30

 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

developed by Certification Bodies that should be completed within 20 minutes. This part shall be marked as per agreed criteria between the Certification Bodies and Health and Safety Department. Maximum mark is 40 points.

The scenario can be delivered through a drawing or a picture appropriate to the work sector of the candidate that he/she is working with.

Examination Contents

Examination questions for knowledge and comprehension shall include all module subjects taken during the training with additional emphasis on modules 4 to 8. Certification Bodies shall ensure that the questions are appropriate to the level of the training and should be applicable to the work sector of the candidate that he/she is working with.

The practical application examination shall have the following risk assessment format:

- ❖ The practical application examination shall have the following risk assessment format:



Name of Assessor		Date	
------------------	--	------	--

Work Area		Time	
-----------	--	------	--

Task Being Assessed	
---------------------	--

What is The Hazard?	Who Might be Harmed?	How Might People be Harmed?	Existing Risk Control Measures	Risk Rating			Additional Risk Control Measures	New Risk Rating			Action/monitored by	Action/monitored by
				L	S	R		L	S	R		

Review Date		Signature	
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 حكومة دبي GOVERNMENT OF DUBAI	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document title:	Certification Scheme for OHS PIC	اسم الوثيقة:	
	Doc Ref:	DM-HSD-S2	رمز الوثيقة:	

Pass Marks

To pass the OHS Person in Charge Certification examination, the candidate must obtain an overall average mark of at least sixty percent (60%) provided that the candidate achieved a minimum of fifty percent (50%) mark in the practical application examination (risk assessment).

Renewal of Certification

OHS Person in Charge (PIC) who will be undergoing renewal of certification before the end of the second year of the certification validity, shall complete a refresher training course approved by the Health and Safety Department

Certification bodies shall develop an interactive refresher training syllabus covering the same learning modules but appropriately designed to be delivered a minimum total of eight (8) hours for one (1) day.

Issue Date: 1/11/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: NEW		Page 30 of 30