

**CHAPTER 13, SUBJECT 2****PRODUCT STANDARDS WORKSHOPS - TRAINING WORKSHOPS****1. SCOPE**

This document outlines the policy and procedures to be used in conducting workshops that are held to train inspectors in the correct interpretation and application of product standards.

**2. POLICY****2.1 General**

All training workshops in product standards will be conducted in accordance with the policies and procedures of the National Inspection Training Program.

**2.2 Participants**

See Subject 1 of this chapter, Section 4.3.

**2.3 Trainers**

2.3.1 Trainers must be expert analysts for the specific product or product type and should have successfully completed a recognized course in sensory evaluation techniques.

2.3.2 Training sessions should utilize three expert analysts to provide sensory decisions but may use one or two depending on the availability of personnel, the nature of the product and the participants' needs.

2.3.3 Where two expert analysts conduct a training workshop, the decision on each sample will be based on their independent decisions. In case of a "split decision", the decision on a sample should be reached through consensus.

2.3.4 Where three expert analysts conduct a training workshop, the decision on each sample will be based on their independent decisions. In cases of disagreement between the analysts, the majority decision will be observed.

## **2.4 Samples**

See also Subject 1 of this Chapter, Section 4.4.

- 2.4.1 The primary source of samples for product standard and training workshops should be from the controlled spoilage of the very best quality fish of the desired species. (Appendix A, Subject 1 of this Chapter outlines guidelines for the preparation of samples.)
- 2.4.2 Good examples of specific attributes, where found, should be set aside following routine inspections of domestic and imported product. These samples should be retained in the Region; however, an inventory, identifying the product and describing attributes, should be forwarded to the Regional Workshop Technical Coordinator and the National Workshop Coordinator.
- 2.4.3 Ideally, samples which demonstrate each of the attributes listed in the product standard should be available for discussion at a training workshop.
- 2.4.4 Where available, reference standards should be used to aid in defining an attribute or a specified level of a given attribute.

## **2.5 Facilities**

See Subject 1 of this Chapter, Section 4.5.

## **3. PROCEDURES**

### **3.1 General**

The steps which follow will be included in all Regional and National training workshops.

- 3.1.1 The procedures used in sensory evaluation should be reviewed with all participants prior to the session.

This includes the procedures for assessing appearance, odour, taste and texture characteristics, methods of sample handling, rinsing procedures and general and special conditions needed for evaluation.

- 3.1.2 Trainers will familiarize participants with the characteristics of the fish or fish product.

This may be accomplished using photographs, slides, overheads, literature or textbooks, by observing establishments processing/packing the product, by pilot-scale processing, and/or by demonstrating a variety of samples of product.

- 3.1.3 Coordinators/trainers will introduce the standard which applies to the fish or fish product of interest.

Each requirement of the standard will be defined and explained through discussion, in conjunction with the requirements of 3.1.2 (describing/demonstrating the characteristics of the product) and 3.1.4 (demonstrating the range of qualities). Other appropriate information, such as any special sampling or examination requirements, should be included.

- 3.1.4 Trainers will demonstrate to the participants, and discuss the attributes of, a range of acceptable and unacceptable product.

Where possible, the variation in quality found under normal circumstances will be represented. Samples of known quality should be used. These may be derived from previously inspected lots, previous workshops, controlled-spoilage exercises, reference standards or offshore projects.

- 3.1.5 Trainers will examine individual samples at the same time as the participants. The objective is to give the participants the opportunity to independently examine and render a decision on the samples and compare their results with those of the trainers and the other participants.

This part of the workshop should include at least three sets of samples with a complete evaluation of one set before the next set is begun.

The samples should be blind-coded and presented in random order. The trainers and participants should individually examine the samples during the same period of time. A decision should be rendered on each sample and the observations recorded on the appropriate worksheet. There should be no communication whatsoever among the trainers or participants until all samples in a set have been examined and all worksheets have been passed to the coordinator.

The decisions of both the trainers and participants should be tabulated and presented to everyone. The worksheets should be photocopied and the originals returned to the participants. A copy of each worksheet should be retained by the coordinator. Open discussion of the results should be encouraged during which the trainers should review and justify their decisions. Samples that exhibit characteristics of particular relevance to the exercise should be pointed out. These samples should be discussed and re-examined. Any information pertaining to the samples, including previous inspection results or the results of chemical analysis, should be provided to the trainers and participants.

A decision to include additional sample sets should depend on the overall results of those receiving the training.

- 3.1.6 In order to assess the success of the training and determine if additional training is warranted, new sets of samples will be evaluated. Trainers will again examine individual samples at the same time as the participants.

As in part 3.1.5, this should include at least three sets of samples with a complete evaluation of one set before the next set is begun.

The samples should be blind-coded and presented in random order. The trainers and participants should individually examine the samples during the same period of time. They should render a decision on each sample and record their observations on the appropriate worksheet. There should be no communication whatsoever among the trainers or participants until all samples in all sample sets have been examined and all worksheets have been passed to the coordinator.

The coordinator should examine the individual results with the trainers to determine the performance of each participant. This is calculated from the number of correct responses to the samples presented. A correct response is one that is in agreement with the decision of the trainers (consensus decision if there are two trainers or a majority decision if there are three trainers). When determining each participant's result, the number of individual correct accept and correct reject decisions must be considered as well as the overall number of correct decisions.

Trainers will discuss the results of the training

individually with each participant, and where appropriate recommend further training (e.g. working with a qualified inspector of the product in question).

- 3.1.7 Participants should be encouraged to provide comments on any and all aspects of the workshop, both during and at the end of the workshop. Additional comments may be submitted (either written or verbally) to the workshop coordinator after the workshop. Any additional comments should be provided as soon as possible after completion of the workshop since a summary of the comments will be included in the workshop report.
- 3.1.8 The coordinator will provide a written report to NHQ outlining the results of the workshop (if a National Training Workshop) or to the Regional Director of Inspection (if a Regional Training Workshop).

For National Training Workshops, NHQ will forward a copy of the report on the workshop, as well as a copy of a report on each inspector's performance, to the appropriate Regional Directors of Inspection.

In addition to the results, workshop reports should include recommendations for additional training and/or formal evaluation. Workshop results should be retained for future reference.

### 3.2 **Comments**

The steps in the training process may or may not occur as a continuous series. Each step may range in duration from several hours to a series of sessions occurring over weeks or months. The time taken by the trainer(s) to complete each step of the process is dependent on the participants' progress and the results of evaluation workshops.

When a participant has successfully completed all steps of the training process for a particular product or product type, the coordinator will recommend the individual concerned for an official evaluation to qualify him/her as an analyst for that product.