Member's Training and Processors Inspection (sites)

1. OBJECTIVES:

To provide specific guidelines and criteria for the training and approval of members (processors and exporters) who can handle, process, and export MSC-certified lobsters, from the FIA PNG Lobster certified fishery.

2. SCOPE

The procedure lays down the guidelines for the proper training of all personnel, handling, processing, and exporting MSC certified Lobster, as well as the criteria for the approval of these personnel who will be allowed to supervise and monitor MSC certified Lobster.

3. RESPONSIBLE PERSONS & RESPONSIBILITIES:

3.1 FIA PNG MSC Group CoC coordinator shall ensure to transfer the know-how to Lobster processing factories, Lobster' transporters and export's companies in order to apply this procedure in their internal controls as well.

3.2 FIA PNG Lobster processors and exporters shall ensure that all personnel monitoring and handling PNG certified Lobster are duly approved prior taking an MSC certified Lobster.

3.3 Lobster processor and export company's (site) MSC CoC Manager is responsible in holding the trainings for any supervisor, packer and any person handle certified Lobster. He/She shall also ensure that only approved personnel are allowed to supervise, monitor and handle MSC certified Lobster.

3.4 Lobster processor and export company's MSC CoC Manager is responsible in overseeing that training and it is fully implemented to comply with MSC Group CoC regulations.

3.5 Lobster processor and export company's MSC CoC Manager is the contact person for the FIA PNG Group CoC coordinator and CAB auditors.

4. Document Control:

Document version control. *This is a live document and will be updated regularly; modifications are to be recoded below:*

Date of issue:	Prepared / Review by:	Checked/Approved	Review #:
20 December 2023	Marcelo Hidalgo	Seafoodmatter / FIA PNG Sustainability & CSR Director	Initial Draft
30 January 2024	FIA PNG TWG	FIA PNG MSC Group CoC team	Whole document, responsibilities, and members

5. GENERAL PROCEDURES

Any member of the FIA PNG MSC Lobster Group CoC is required to undergo prescribed training modules. The Site MSC CoC Manager should assign their responsible person(s). Evaluations tests are taken after the training sessions and only personnel who have passed shall be allowed to participate in an MSC fishing trip:

5.1 Training Modules

- Training materials updated are provided by FIA PNG Office as necessary to the Company's MSC CoC Manager (after revision of the FIA PNG MSC Group CoC coordinator).
- To date, there is a set of presentations, study cases, and evaluation tests for company's Training (see training program – presentation)
- Training materials are translated by the company MSC CoC Manager into the language being used by processors and export workers to ensure an effective understanding of all policies (Pisin, Tagalog, etc).
- Evaluation tests are periodically reviewed and revised to meet strict requirements of MSC Group CoC compliance.
- Full training takes one (1) day of training + evaluation test.

    FIA PNG Office is responsible for training sessions and FIA PNG MSC Group CoC team members are qualified to train sites.

PNA MSC CoC training session control: (below)

Date of issue:	Prepared / Review by:	Checked/Approved	Review #:
01 June 2023	Seafoodmatter/ Marcelo Hidalgo	FIA PNG Office	V1

5.2 Training and Evaluation

- Training is undertaken as a prerequisite for companies' members both processors and exporters, to be able to join the FIA PNG MSC Lobster Group CoC and handle FIA PNG MSC-certified Lobster.
- The initial transfer Knowledge MSC CoC session is held by the FIA PNG MSC Group CoC team member (Coordinator or Director)
- Later, training sessions are held by the company's MSC CoC Manager and assistant following the materials provided by FIA PNG-MSC Group CoC coordinator (PNA office).
- Prior to holding the training, the names of all the participants are listed in a logbook for ease of reference. This logbook is properly maintained by FIA PNG office, site MSC CoC Manager, and immediately made available for MSC Group CoC, and FIA PNG-MSC audits.
- Presentation of the training materials is held in the language used by the participants and questions are encouraged from the trainees to ensure full understanding.
- At the end of the training, an evaluation test is given and trainees are given ample time to complete the test questions.
- The test is checked and only personnel passing the test will be issued an internal code of Attendance as a proof of completing the training. (Minimum score 75%)
- A complete list of personnel issued with internal code are submitted to FIA PNG office for record-keeping purposes.
- FIA PNG MSC Group CoC evaluation test control: (below)

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27 January 2024	Marcelo Hidalgo	FIA PNG office	V1

5.3 Sites (Processor and Exporter) Inspection

- FIA PNG MSC Group CoC Coordinator shall evaluate and inspect any new sites (Processors and exporters) that will be added to the FIA PNG MSC Group CoC.
- FIA PNG MSC Group CoC Coordinator and/or a team member shall audit the new applicant or site using the FIA PNG MSC Group CoC audit checklist V2.0 for evaluation.
- Only Sites (Processors and exporters) that have been evaluated, will be allowed and authorized to join and handle FIA PNG MSC-certified Lobster.
- Audit records and results for regular audits and new applicants will be kept and saved at the Site office and the FIA PNG office, available for MSC and FIA PNG-MSC audits.
- The company's MSC CoC Manager shall after evaluating and approving immediately send the updated list of workers and supervisors to the FIA PNG.
- MSC Group CoC audit checklist control: (below)

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28 March 2019	Marine Stewardship Council Chain of Custody program	FIA PNG office	V2.0 (2019)

6.   FORMS/ATTACHMENT

- FIA PNG MSC Group CoC Lobster training V1.0
- MSC Group default audit checklist V2.0
- FIA PNG MSC Group CoC test V1.0 (to be developed still)
- MSC Group CoC Version 2.1, 15 May 2023