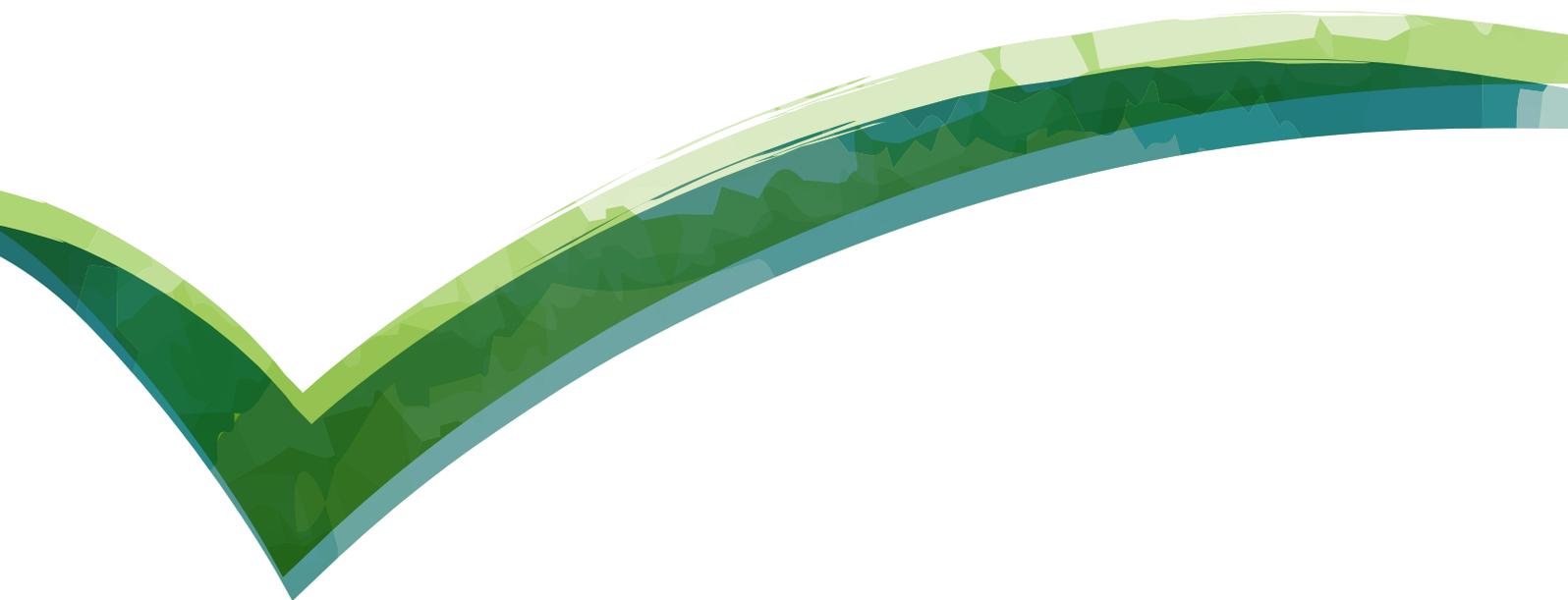


BIM Ireland's Seafood Development Agency

RESPONSIBLY SOURCED SEAFOOD STANDARD



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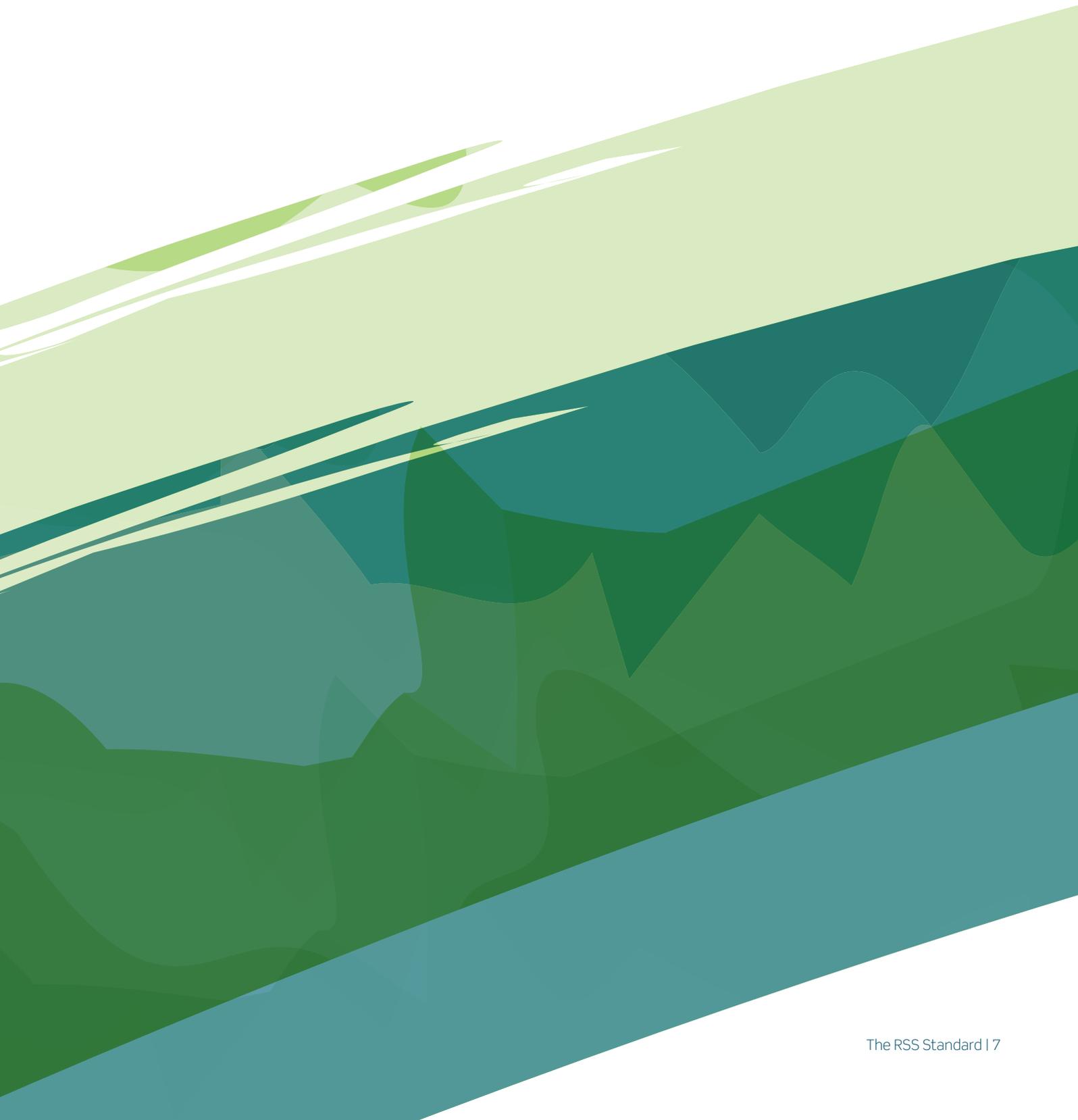
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SECTION 1

INTRODUCTION



1.1 Development

Bord Iascaigh Mhara's (BIM) Responsibly Sourced Seafood (RSS) scheme provides the fishing industry and the consumer of wild caught Irish seafood with a 'Certification of Good Practice'.

The system is designed to promote consumer confidence in the fishing practices used by Irish fishermen and those who handle Irish fish, from the time of capture to the point of sale.

The RSS Standard was developed by a Technical Advisory Committee (TAC) comprising representatives from BIM, the Marine Institute (MI), the Sea Fisheries Protection Authority (SFPA), industry representatives (fishermen, co-operatives, producer organisations and processors), Bord Bia, NGOs and standards and certification experts. The TAC was supported by a number of technical working groups.

1.2 Overview of the RSS scheme

BIM's Responsibly Sourced Seafood Standard comprises two integrated elements – a “Fishing Vessel Standard” for Irish fishing vessels and an “Onshore Handling & Quality Standard” for intermediaries such as co-operatives, processors and sales outlets through-out the supply chain.

Together, they comprise a product certification system that is accredited by the Irish National Accreditation Board (INAB) and audited by independent, third party certification bodies to the internationally recognized ISO/IEC 17065 standard. During the independent audit, the applicant's compliance with legal, quality and customer requirements that relate to fishing opportunities (fish quotas), fishing operations, health and safety, food safety and traceability is checked.

The Fishing Vessel Standard is built around four pillars – Responsible Fishing Practices, Care of the Catch, Traceability & Provenance and Training, Welfare & Social Sustainability. In the context of Irish registered fishing vessels these pillars are derived from the United Nations Food and Agriculture Organisations' Code of Conduct for Responsible Fisheries and from other European and international best practice initiatives.

The Onshore Handling & Quality Standard comprises certification criteria for onshore intermediaries such as fishing co-operatives and processors to demonstrate a commitment to the responsible sourcing of seafood and chain of custody through traceability back to certified vessels. Traceability and proof of provenance are the cornerstones of an assurance to buyers and consumers that products originate from vessels certified under the Responsibly Sourced Seafood Standard. The objective of the chain of custody is to preserve the identity of seafood that originates from a vessel certified to this standard throughout the supply chain, allowing it to be positively identified by the buyer and consumer.

Overview of the RSS Scheme



1.3 Objectives

The primary objectives of the Responsibly Sourced Seafood system are:

- To demonstrate stewardship of the marine environment and quality focused production;
- To demonstrate environmentally responsible fishing practices;
- To assure the quality and provenance of seafood in both the domestic and export markets;
- To advance the participation and co-operation of applicants in the provision of data towards a deeper understanding of the social and economic conditions of the fishing industry;
- To advance improved scientific knowledge;
- To further equitable, safe and appropriate working conditions on board fishing vessels and onshore intermediaries' in the supply chain.

Applicants are encouraged to have an operational Data/Environmental Management System (DMS or EMS) or equivalent at the time of audit. The DMS/EMS can be used:

- To provide a means to document environmental performance;
- To drive continual improvement in environmental practices;
- To demonstrate evidence for sustainability initiatives;
- To facilitate audits through documenting supporting information in an easily accessible format;
- To build up a time series of supporting information that shows continued compliance with the criteria of the standard.

1.4 Benefits of Certification

1.4.1 For Vessels

Today's consumers demand to know where their food comes from, how it is obtained and what has happened to it prior to purchase. Good practices by the fishing industry must be communicated to the wider public through a trustworthy and understandable scheme. The standard aims to achieve this by providing documented evidence of care for the product, consideration for the environment, evidence of the origin of the product and the creation of a safe working environment for the skipper and crew of fishing vessels. This raises the profile and reputation of Irish fishermen and fish products, both nationally and internationally.

For a vessel owner and crew, the standard allows their catch to be certified as responsibly sourced. The current trends in international retailing are to grow the range of products on offer to be obtained from responsible and sustainable sources. This system helps vessels to meet these retail demands, giving best possible market access for the products caught.

Certification options within the Irish Industry to achieve Sustainability Certifications include e.g. Marine Stewardship Council (MSC) as well as engaging with Fishery Improvement Projects (FIPs) or equivalent. The RSS Standard assists vessels meet their individual commitments as part of these schemes.

1.4.2 For Onshore Facilities

For onshore intermediaries, third party certification to recognised standards is becoming a pre-requisite in almost all food markets. Certification allows suppliers to demonstrate that they supply safe, legal products of consistent quality. Whilst international standards are recognised (e.g. BRC) they may not always suit small scale producers. The BIM Responsibly Sourced Seafood Onshore Handling & Quality Standard allows operators of all sizes to achieve internationally recognised third party certification. Through the standard, Irish seafood suppliers can demonstrate that their products are certified to internationally recognised accredited criteria from point of capture to finished product.

1.4.3 Linkages to Origin Green

Many international retail chains demand sustainability credentials as part of their supplier approval requirements. All food and drink companies, including seafood, can apply to Bord Bia's Origin Green Sustainability scheme. Origin Green applicants use this internationally recognised Bord Bia scheme to communicate their own sustainability initiatives.

BIM's Responsibly Sourced Seafood scheme compliments Origin Green. In developing Origin Green plans, seafood companies set targets around their raw material sourcing and operational impacts. As part of each plan, companies are asked to source from suppliers with recognised certifications such as the Responsibly Sourced Seafood Fishing Vessel Standard or broader sustainability measures. The RSS system provides an accredited, independently certified raw material supply source as part of these plans.

1.5 Normative References of the Standard

The standard incorporates the key legislative requirements relevant to commercial fisheries and food businesses. In addition to these documents it is recommended that applicants consult other best practices guidelines and legislation referenced in Appendix 1.

This standard is based on the requirements of existing legislation and standards including:

- European Fisheries Legislation (including Regulations (EU) No 1380/2013, (EU) 1379/2013, (EC) 850/98, (EC) 1224/2009);
- European Food Hygiene Legislation (including Regulations (EC) 178/2002, (EC) 852/2004 and 853/2004);
- ISO 17065 (2012) Conformity assessment - Requirements for certification bodies certifying products, processes and services;
- Other European and codes of practices as set out in Appendix 1.

Note: compliance with this standard does not guarantee compliance with relevant European or national legislation.

1.6 Definitions

The main definitions associated with the standard are provided in Appendix 2.

1.7 Cautionary Notes

BIM are owners of the BIM Responsibly Sourced Seafood Standard and scheme. The content is copyright of BIM. All rights reserved. BIM prohibits any modifications or changes to the content of this document whatsoever.

Although every effort has been made to ensure the accuracy of the standard, BIM cannot accept any responsibility for errors or omissions.

BIM is not liable for any costs or potential or estimated loss of earnings resulting from having to comply with any criterion of this system or in regard to the consequences of being found to be in breach of any legal requirement.

The official standard shall be the current standard. Members of the scheme should be aware of the current version and revision number of the standard. When future changes occur, updates will be issued as revision numbers in whole or in part to all applicants and certified members.



SECTION 2

SCHEME RULES & PROCEDURES

This section contains information on joining and becoming certified to the standard. It is important that applicants take sufficient time to read and fully understand this section.

2.1 Scope and Membership

The standard applies to the catching, handling and sale of wild seafood products. Membership of the scheme is open to all registered fishing vessels and onshore intermediaries registered with the competent authorities.

2.2 Database Information

A database indicating the status of all certified fishing vessels and onshore intermediaries will be maintained by the standard owner.

The Certification Body records all relevant/applicable data during the audit process. All data is maintained on a confidential basis on the database in accordance with the Data Protection Act.

The database performs a number of functions:

- To record details of the applicant that permits them to be contacted for audit purposes (name, address and phone numbers, operating port in the case of fishing vessels);
- To record the details of the applicant's activity (e.g. type of vessel, species targeted, gears used, species processed etc.) as relevant to the quality assurance criteria;
- To record the results of the audits carried out by appointed auditing personnel and communicating those results as needed to the applicant;
- To record metrics and/or measurable results of any of the audit criteria or voluntary objectives;
- To create an opportunity for aggregating data from the membership to communicate key messages on the competitiveness, sustainability and socio-economic value of the seafood sector.

It is envisioned that a selection of the above information, without compromising confidentiality, as well as certificates of verified members will be made available on the BIM webpage in the near future. The BIM online presence will aid RSS members in communicating successfully with markets.

2.3 Eligibility

Application for certification under the standard is open to all registered vessel owners and registered onshore intermediaries that are in compliance with the legislation relevant to commercial sea fisheries.

Where applicants have been convicted of an offence under legislation relevant to commercial fisheries, application for participation in the scheme may be denied and certification under the scheme may be terminated based on an evaluation by the Certification Body (see also Section 2.7 Complaints & Appeals).

In addition, if, during the period of validity of the certificate, a member is convicted of such an offence, they are obliged to advise BIM and the Certification Body. In such cases certification may be revoked after investigation. Failure to inform BIM and the Certification Body of a conviction will also be deemed as not having met the conditions of membership.

2.4 Control and Monitoring

BIM reserves overall rights on decisions affecting the content and operation of the scheme.

BIM have delegated responsibility for overseeing and maintaining the standard to a Technical Advisory Committee (TAC). The TAC comprises of industry, market, state and stakeholder parties providing a balance of expertise and interests that meets periodically to oversee the technical content of the standard and any proposed amendments.

Monitoring of compliance with the standard will be carried out by auditors appointed by BIM or its nominated agents. Independent auditors with relevant experience of the seafood sector will carry out these audits and a full report will be issued directly to the applicant or member.

After initial certification is awarded, each fishing vessel or onshore intermediary will be independently audited at determined intervals as detailed in Section 2.6.

BIM (or its appointed agents and Certification Body) reserves the right to carry out unscheduled audits for the purpose of verifying compliance with the standard or to determine that corrective/preventive actions identified during the audit are in place. Failure to allow access for such audits may result in the suspension of the vessel or onshore intermediary from the scheme.

The onus of responsibility for compliance with the standard is on the scheme applicants and members and not on BIM or the Certification Body.

2.5 Structure of the Standard

The standard is divided into background information, mandatory criteria that must be met in order to become certified and a series of Continual Improvement Objectives which follow the relevant audit area.

Over time, as appropriate, some of these may be made mandatory criteria as part of future updates to the system.

Mandatory criteria for the Fishing Vessel Standard are set out under points 3.1 to 3.5.

Mandatory criteria for the Onshore Handling & Quality Standard are set out under points 4.1 to 4.4.

Compliance with these criteria will be assessed and is required to be eligible for certification under the standard as a certified vessel/onshore facility.

For any Continual Improvement Objective chosen, a voluntary target can be identified. Applicants should set a target(s) to measure performance related to the objective chosen. The identification of targets will also help identify progress/performance that will be measured. Targets can define an overall desired result while letting the applicant determine how to achieve that result. A target is a detailed measurable indicator of performance, preferably quantifiable, related to that objective and time specific. Targets can help identify how progress/performance will be measured. A Continual Improvement template table containing examples can be found in Appendix 3.

All this information will be used to provide feedback to the applicant and can also be compiled at an aggregate level for benchmarking and communication purposes.

The Appendices give guidance and provide template formats for records and policies, identified throughout the standard, that can be signed or electronically verified. They also outline reference information of key Irish and EU legislation relating to applicants' responsibilities or signposted to the statutory authority with responsibility for updating legislation and monitoring industry compliance. This is not intended as a definitive list of all relevant legislation and does not replace any applicable statutory requirement. It is the duty of each applicant and/or member to keep fully up to date with all legislation and legislation changes relevant to their fishing activity and onshore responsibilities.

BACKGROUND

Text in the blue box sets out the context of the criteria in the sub-section and this is presented for information purposes only.

CONTINUAL IMPROVEMENT OBJECTIVES

The green text sets out a list of objectives identified as an overall list with an uppercase letter and number as follows: CI 1- CI 43 for fishing vessels and CI 1- CI 14 for onshore facilities. Data and information can be presented either during the visit or collated in a data management system which will permit aspects of Environmental Performance, Sustainability Initiatives or Best Practice to be monitored and measured by the applicant thus demonstrating continual improvement and information on the targets met. While compliance with these objectives is not required for certification, it is expected that at least 3 Continual Improvement Objectives are selected.

2.6 Application, Audit and Certification

Applicants to the RSS Fishing Vessel Standard are required to enter into a two year review process to achieve and maintain certification.

- Year 1 - All Vessel applicants undergo a full audit, upon successful certification a certificate with two year validity will be issued and the following applies;
- End of Year 1 - All Vessel applicants undergo a surveillance audit;
- End of Year 2 - All Vessel applicants re-apply and undergo a full audit.

The audit will involve, in every case, an inspection of the fishing vessel.

Applicants should note that the standard includes specific requirements of product quality that applicants must achieve. Therefore, the fishing vessel audit and surveillance audit will involve a review of the quality records for the vessel.

Applicants for the Onshore Handling & Quality Standard will be awarded a certificate valid for one year following successful certification.

All applicants are required to meet all mandatory requirements of the applicable standard before certification can be achieved.

Stage 1 - Request for Application

Applicants can request information from either BIM or the Certification Body. If applicants are considering seeking grant aid for certification, they must contact BIM directly for information on this process prior to audit.

An applicant can be a vessel or a group of fishing vessels or an onshore facility.

Applicants are advised to carry out a pre-assessment against the relevant standard with the assistance of an industry mentor (where appropriate) in order to ascertain their readiness for external audit.

Stage 2 - Application Submission

To progress to a full application interested parties will be requested formally to provide a completed application form to the Certification Body on their operation(s).

In the case of a fishing vessel or group of vessels the application shall include the scope of operations, including main species, for which they require certification.

For an onshore facility, the application shall include scope of operations comprising raw material sourced from registered vessels, or raw material sourced from first point of sale/agents for which they require certification.

Using the information provided, the Certification Body will construct an audit plan specific to each applicant.

The Certification Body will provide the applicant with an audit cost based on the information provided in the application form.

The application will move into the audit process once the audit date has been agreed by the applicant and full payment for the associated audit has been received. It is the applicant's responsibility to ensure that the information supplied during the application process is factually accurate and complete.

Stage 3 - Audit

The Certification Body will appoint an auditor who will carry out the audit.

Each audit will be carried out against the appropriate standard in line with the audit plan and audit checklist.

It is the applicant's responsibility to ensure that there is access to the vessel or premises, access to relevant crew or staff members and access to relevant documentation for the vessel or premises, including access to relevant compliance reports from regulatory authorities such as the Sea Fisheries Protection Agency.

The Certification Body's auditor will carry out the audit in an independent, impartial, professional and courteous manner.

For the Fishing Vessel Standard, an audit will be conducted on board every two years. In the intervening year, a surveillance audit will be conducted, which will include a review of relevant information such as seafood quality reports.

For the Onshore Handling & Quality Standard, the audit will be carried out annually.

Stage 4 - Audit Report

The auditor will complete an audit report setting out how each applicant does/does not meet the mandatory requirements of the relevant standard. Specifically, the audit report will identify any nonconformities specific to a requirement. These will be communicated to the applicant during the audit and summarised at the end of the audit.

Applicants will be required to close nonconformities through the submission of corrective actions within a specific timeline and these must, subsequently, be accepted by the auditor prior to the Certification Body awarding certification.

Stage 5 - Certification Decision

The applicant's audit report and any necessary corrective actions will be submitted to the Certification Body for a certification decision.

The certification decision is made by persons with similar competence to the auditor and with expertise in certification

Stage 6 - Certification process

Where certification is awarded, certificates will be issued within 10 working days after the decision date. In the event that this cannot be achieved, the Certification Body will formally notify the applicant with reasons for the delay.

The Certification Body maintains responsibility over the validity of the certificate. Figure 1 below summarises the certification process.

Stage 7 - Surveillance and audit review period (vessels only)

Under the terms of the requirements of the standard, a certified vessel is subject to a surveillance Audit at the end of year 1 at a pre-arranged date. If a certified vessel fails to provide sufficient evidence to satisfy the surveillance audit then the vessel may be subject to a full audit, and certification may be immediately suspended or withdrawn.

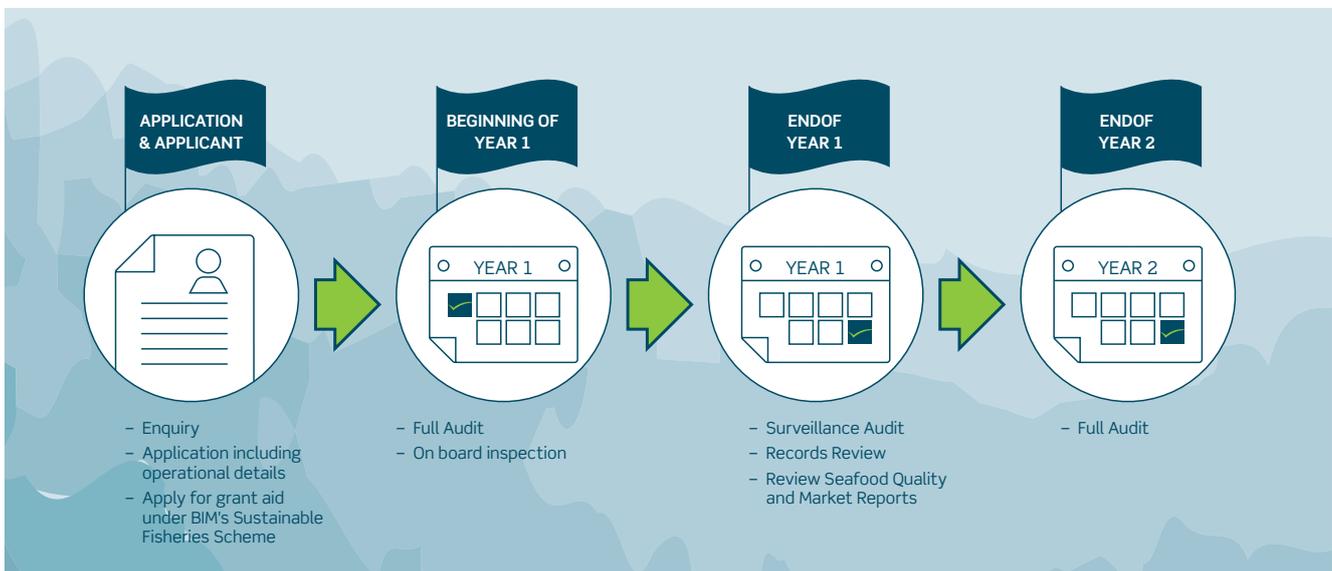
The following information shall be reviewed as a main part of the surveillance audit and a surveillance report subsequently provided to the certification committee:

- Operational details;
- Previous Certification Report;
- Records;
- Vessel Registration, and Licence;
- EU Approval number for freezer/factory vessels and
- Review of Seafood Quality Reports.

Certification is maintained where there is substantive and demonstrable evidence that the applicant remains in compliance with the criteria of the standard. Any non-conformity raised must be closed with objective evidence submitted within the specified timescales. At the end of a two year cycle a reapplication and full audit is required.

Note: For certified onshore facilities, a full audit every year is required in order to maintain certification.

Figure 1: BIM Responsibly Sourced Seafood Fishing Vessel Standard: Fishing Vessel Audit Frequency



2.7 Complaints and Appeals

The Applicant has the right to complain with regard to the audits or any other aspect of certification under the RSS system. All complaints must be made in writing or by email to the Certification Body. All such complaints will be acknowledged and investigated by the Certification Body.

The applicant has the right to appeal the certification decision. Appeals should be made in writing or by email within ten working days of the certification decision. Appeals should be made to the General Manager of the Certification Body.

The request to appeal will be acknowledged within ten working days and followed up by the General Manager of the Certification Body in accordance with their appeals procedure in conjunction with BIM, separate from the auditor and the original certification decision. The decision of the Certification Body on the appeal will be final. A full response will be provided by the General Manager of the Certification Body.

2.8 Notifications of Change of Application Status

The Certification Body is to be informed within 10 working days in writing or by email if any substantial changes occur to the applicant's vessel or onshore facility, product or management system, or if relevant enforcement orders are issued against them. Notifiable changes include, but are not limited to:

- New RSS contact person within the management team;
- New/additional certified species received;
- New/additional certified product received from certified supplier.

The Certification Body will then assess the status of the certification against these changes and may request further information, evidence of conformity or request that a re-audit is conducted. The certification will only be withdrawn if the applicant is unable to meet the relevant standard or conditions of the scheme. The applicant will be notified within 10 working days of a decision to withdraw certification.

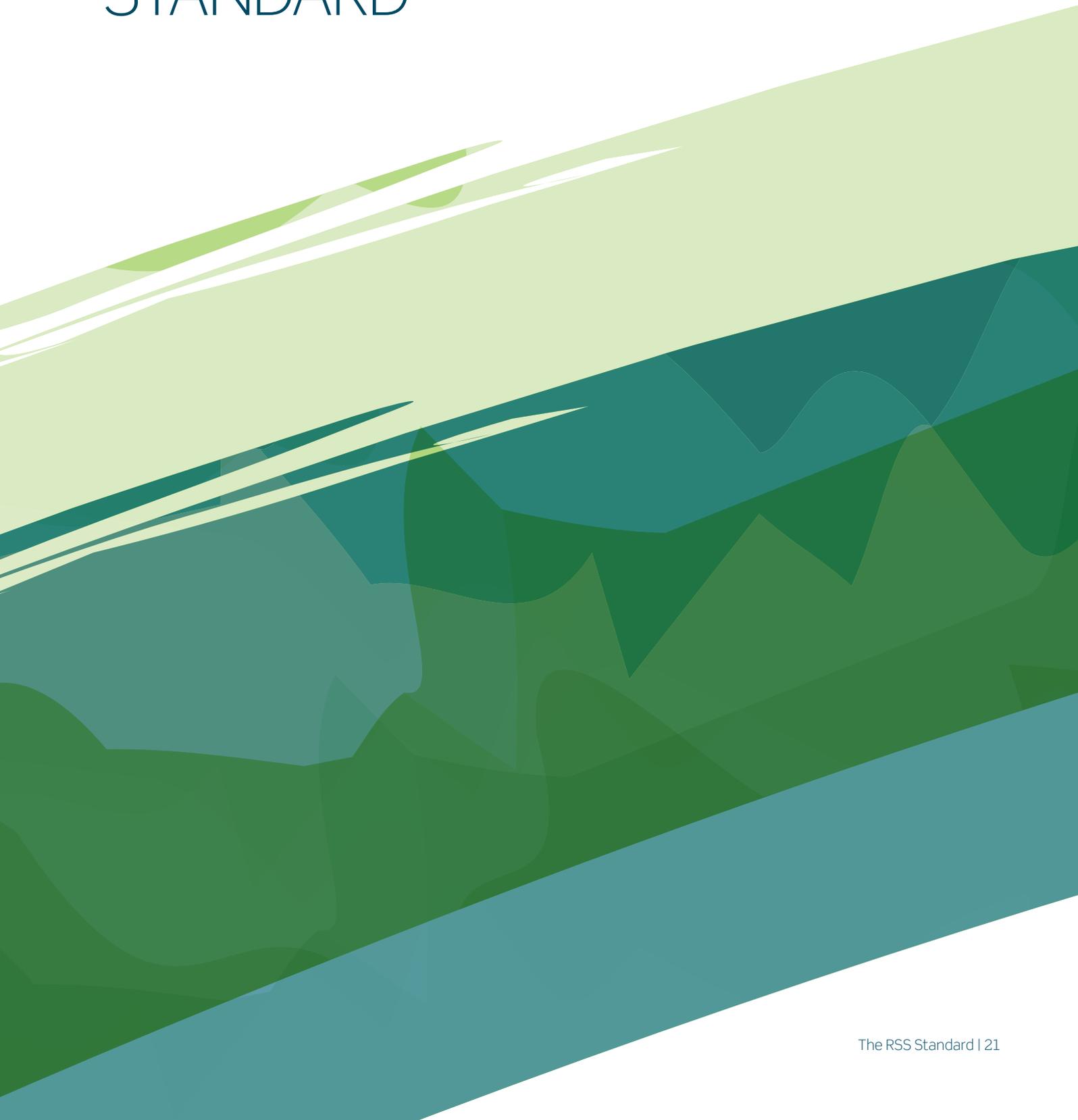
In the event that an applicant requests an extension to the scope outside that previously established in the operational plan and the audit plan, then another application with revised operational details will be required. The Certification Body will then formulate a revised audit plan. This may be used at the surveillance auditor in the event of a full audit. Notifiable changes in scope include, but are not limited to:

- Introduction of a new activity in relation to the certified product, which is not already covered by the scope of certification;
- Outsourcing activities, e.g. processing, packing/repacking, for the certified product to a new subcontractor.



SECTION 3

FISHING VESSEL STANDARD



3.1 Prerequisite Requirements

3.1.1 Vision Statement of the Standard

- a. Applicants shall commit to the Vision Statement of the standard as set out in Appendix 4.

3.1.2 Profile

- a. Applicants shall provide a short profile of their operations outlining:
 - Vessel length;
 - Home port;
 - Licence type;
 - Number of crew and
 - Approval number if applicable.

3.1.3 Product List

Applicants shall provide a product list detailing:

- Main species categories (e.g. whitefish, pelagic, shellfish);

3.1.4 Management

- a. Applicants shall provide details of the manager implementing the standard and key point of contact.
- b. Applicants shall appoint an individual member of the crew as the single point of contact in relation to implementation and managing of the RSS Standard.

3.1.5 Quality, Environmental and Sustainability Policy

- a. Applicants shall provide a Quality, Environmental and Sustainability Policy Statement, that outlines the applicant's objectives in relation to managing their business, environmental and sustainability impacts. A sample Policy Statement is shown in Appendix 5.

3.1.6 Record keeping

- a. Applicants shall keep and retain records for a two year period.
- b. Applicants, who have HACCP plans in place, shall maintain records for a period of three years.

3.1.7 Eligibility Criteria

For applicants to the standard, the following requirements are mandatory:

- a. Applicants shall have a valid Sea-Fishing Boat licence for the relevant vessel.
- b. Applicants shall ensure all crew have completed Basic Safety Training pursuant to The Fishing Vessel (Basic Safety Training) Regulations, 2001.
- c. Applicants not on the Irish register will have to provide equivalent documentation to demonstrate compliance with the above requirements.

3.2 Responsible Fishing Practices

BACKGROUND

This section allows fishing vessel operators to demonstrate their commitment to responsible fishing practices, sustainability initiatives, care of the environment and to demonstrate how they are managing risks to the ecosystem from their operations and activities. It also establishes a commitment for Responsibly Sourced Seafood Standard certified fishermen to assist in the gathering of biological data collection and research programmes to help generate a better picture of the state of fish stocks.

Please refer to Appendix 1 for legislation, reference information, publications and websites for guidance and the current BIM Fisheries Management Chart available directly from BIM.

3.2.1 Fisheries Management

- a. Applicants shall demonstrate knowledge, responsibilities and compliance with the following:
 - EU and national fishery management measures in respect of annual fishing opportunities (TACs and quotas);
 - Requirements in respect of control, monitoring and reporting provisions set out in Regulation (EC) No 1224/2009;
 - Requirements of the landing obligations as set out in Article 15 of Regulation (EU) No 1380/2013 and Commission Delegated Regulations (EU) No 1394/2014 and (EU) No 2015/2438;
 - Requirements and responsibilities in accordance with relevant EU and National Environmental Legislation where applicable to sensitive species as set out in Annexes II and IV to Directive 92/43/EEC and Directive 2009/147/EC and Annex I of Directive 92/43/EEC in respect of relevant sensitive habitats.
- b. Applicants shall participate in Fishery Improvement Projects (FIPs) pertinent to their appropriate fisheries and implement voluntary technical measures where agreements for the use of such measures are in place within the fishery or for the species concerned.

3.2.2 Fishing Gear(s) and Operations

- a. Applicants shall demonstrate knowledge, responsibilities and compliance with relevant technical conservation measures legislation in respect of:
 - Measures that regulate the operation of the gear(s);
 - Measures that regulate the design characteristics of the gear(s) that are deployed;
 - Minimum conservation reference sizes;
 - Measures that establish spatial and temporal closed areas;
 - Measures that mitigate the impacts of fishing gear(s) on sensitive species and sensitive habitats.
- b. Applicants shall have a signed declaration for their gear(s) indicating the gear deployed is in compliance with the requirements of European and National legislation. A sample Fishing Gear Declaration Form can be found in Appendix 6.
- c. Applicants fishing for lobster shall demonstrate participation in the National V-Notching Scheme.
- d. Applicants fishing for shrimp shall use appropriate graders to return juveniles live.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 1: To participate in the use of modern data collection technologies.

CI 2: To use fishing gear that is above minimum requirements and that minimises catches of fish below minimum conservation reference size (MCRS), as far as is practically possible.

CI 3: To avoid or move away from areas where high concentrations of juvenile and spawning fish are observed.

CI 4: When fishing for mackerel, to record details of actions (e.g. avoidance procedures, hook size) taken by the vessel to avoid the capture of fish below MCRS as well as non-commercial fish species.

CI 5: To carry out catch sampling to determine the size and composition of fish within a shoal of pelagic fish and allow action to be taken to prevent the capture of fish below the MCRS; a record of such catch sampling operations to be maintained.

CI 6: To have a signed declaration that no fish aggregation devices (FADs) are used in the course of trawling for albacore tuna.

CI 7: To maintain records of gear inspections by the Fishery Protection Services or Sea Fisheries Protection Officers.

CI 8: To verify that gear specifications provided by the manufacturer meet legal requirements.

3.2.3 Recovery of Lost Fishing Gear(s)

- a. Applicants shall make every attempt to recover lost fishing gear(s).
- b. Applicants shall have access to appropriate equipment to assist in the recovery of lost fishing gear(s).
- c. Applicants shall record the last known position of lost gear(s) that cannot be recovered and inform the relevant authorities where appropriate of the last known position and detail of such gear(s). A sample Lost Gear Record can be found in Appendix 7.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 9: To maintain a record of gear replacement.

3.2.4 Waste Management and Marine Litter and Debris

- a. Applicants shall comply with relevant waste management and pollution control legislation relevant to the vessel type and harbours in which the vessel normally berths, unloads or carries out maintenance.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 10: To conduct a baseline audit of waste generated.

CI 11: To participate in BIM's net recycling programme and where possible old/used fishing gear shall be recycled.

CI 12: To keep records or receipts of waste services and where possible segregate clean waste recyclables.

CI 13: To participate in BIM's Fishing for Litter Scheme.

CI 14: To participate in a marine litter programme.

3.2.5 Vessel Maintenance

- a. Applicants shall ensure refrigeration is working and maintained efficiently.
- b. Applicants shall only utilise products for use in maintenance operations that are approved for purpose and are used, stored and disposed of correctly.
- c. Applicants shall have supplier communication in the form of Material Safety Data Sheets (MSDS) for all substances that show cleaning and maintenance products are marine friendly.
- d. Applicants shall have a preventative maintenance schedule for fish and food handling equipment applicable to their vessel.
- e. Applicants shall service engines routinely and the retain records of maintenance schedules

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 15: To maintain a log of on board equipment (e.g. winches, haulers) and food safety equipment maintenance, upkeep replacement (e.g. services on chillers and freezers, ice machines and conveyor belts) and to carry out pre-production checks. A sample of a Foreign Body Policy can be found in Appendix 8.

CI 16: To fit a fuel monitoring/consumption system.

CI 17: To fit a fine filtration and water separation system and have fuel analysed on a regular basis.

CI 18: To install solar panels or use wind turbines for the generation of electrical power to charge batteries.

CI 19: To replace all light fittings with LED lights.

CI 20: To use new technologies to improve fuel efficiency (e.g. fuel saving lubricant, fuel additives, anti-fouling procedures).

CI 21: To investigate technical improvements in anti-fouling and adopt new technologies where appropriate.

CI 22: To commit to a plan to improve fuel efficiency commensurate to their fishing method.

3.2.6 Scientific Data Collection and Research

- a. Applicants shall co-operate with scientific data collection programmes carried out by scientific agencies and government research bodies and research projects when requested.
- b. Applicants shall, where possible and safe, carry scientific observers on board when requested.
- c. Applicants shall maintain an Endangered, Threatened and Protected (ETP) species log during fishing operations. A sample Endangered, Threatened and Protected Species Log can be found in Appendix 9.
- d. Applicants shall contribute to scientific data collection as agreed in the context of Fishery Improvement Projects (FIPs).

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 23: To identify appropriate scientific data programmes relevant to their fisheries.

3.3 Care of the Catch

BACKGROUND

This section details the obligations of applicants with regard to the handling and storage of fish and fish products at sea and during landing. It also sets out a range of criteria to ensure seafood are maintained at the correct temperature from catching until it reaches the consumer, thus ensuring optimum freshness and quality. Specific handling requirements for Nephrops, Crustaceans, Molluscs and Pelagic species are also included. Refer to Appendix 1 for legislation, reference information, publications, websites for guidance and links to the current BIM Handling and Quality Guides.

3.3.1 Vessel Hygiene

- a. Applicants shall demonstrate knowledge, responsibilities and compliance with all regulatory food safety requirements for the safe handling and sale of seafood.
- b. Applicants shall ensure that the layout of fish handling or storage areas are constructed and designed to prevent the contamination of fish from bilge water, sewage, smoke, foreign bodies and food or any contamination sources.
- c. Applicants shall ensure there are provisions for crew sanitation and washing facilities.
- d. Applicants shall ensure only clean seawater or potable (drinkable) water is used for care of the catch.
- e. Applicants shall ensure that areas, surfaces and equipment (including knives) used to handle, clean, gut, sort and store fish are made from durable, non-toxic material and be kept clean at all times.
- f. Applicants shall ensure that only fresh, good quality, flake, crushed or slush ice (for appropriate species) made from clean seawater or potable freshwater is used.
- g. Applicants shall ensure that ice is stored on board in a manner that protects it from contamination.
- h. Applicants shall ensure that cleaning schedules and records applicable to the activity of the vessel operations are maintained.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below

CI 24: To consider fitting non hand operated taps.

CI 25: To consider installing equipment that allows the capture of cleaning activities data and allows it to be stored electronically.

CI 26: To test the water quality from tanks on board.

3.3.2 Handling and Storage

- a. Applicants shall ensure that fishery products are stored and maintained in hygienic conditions on board the vessel.
- b. Applicants shall ensure that crew have appropriate, clean and washable protective clothing.
- c. Applicants shall ensure that crew keep gloves and hands clean when handling seafood.
- d. Applicants shall ensure that plastic fish boxes and baskets are clean and in good condition.
- e. Applicants shall ensure that where other containers or packaging are used (e.g. waxed cartons), there is documentation from the supplier that such containers are food grade for fish handling.
- f. Applicants shall ensure that where required for product protection purposes, procedures and facilities for the segregation of seafood products for on board operations are in place.
- g. Applicants shall ensure that cleaning products and chemical substances are stored securely away from fish handling areas.
- h. Applicants shall ensure that Material Safety Data Sheets (MSDS) are available for inspection for cleaning products and chemical substances and recommended methods, use and personal protective equipment requirements are followed.
- i. Applicants shall ensure that storage areas/systems (e.g. hold/holding tanks, vivier tanks) are maintained and cleaned to avoid contamination and ensure hygienic conditions.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 27: To minimise use of chemicals; and use biodegradable/non-toxic products where possible.

CI 28: Use packaging made from FSC certified sources.

3.3.3 Cold Chain Management

- a. Applicants shall ensure that fishery products are maintained at appropriate temperatures and re-icing is carried out as often as necessary.
- b. Applicants shall ensure that unloading is carried out in such a way that cold chain management of the catch is maintained and contamination and loss in quality is prevented.
- c. Applicants shall ensure that a temperature recording system (e.g. temperature probe sensor, loggers, electronic system) is used on a regular and routine basis applicable to fishing operations, to include where applicable:
 - Chilled fish e.g. in plastic fish boxes, insulated bins;
 - Temperature of chilled storage;
 - Freezer temperature;
 - Freezer temperature of frozen storage;
 - RSW (Refrigerated Seawater) temperature;
 - Product temperature.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 29: To fit automated temperature recording device(s).

3.3.4 Fish Quality

- a. Applicants shall adhere to all regulatory requirements and guidelines for the safe handling and sale of seafood, as described in the relevant BIM fish handling & quality guides.
- b. Applicants shall ensure that quality reports from factories, buyers and Co-ops are maintained. Where no quality reports exist, these shall be available by the surveillance audit, i.e. 1 year. AA sample of Quality Report Contents can be found in Appendix 10.
- c. Applicants shall implement a specific product specification or use the BIM handling and quality guides for their fishery products.
- d. Applicants shall have a recording system in place to document enquiries, complaints and incidents associated with the activities, practices and products landed by the vessel.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 30: To obtain market reports containing information on sales and market performance.

CI 31: To retain all Health Certificates available for exported catch for inspection.

3.3.5 Specific Handling Requirements for Certain Fishery Products

3.3.5.1 *Nephrops* (Dublin Bay Prawns)

- a. Applicants shall demonstrate knowledge of BIM's handling and quality guides for Dublin Bay Prawns that provide best practice for the handling and storage of this species.
- b. Applicants shall ensure that products (sulphite/non sulphite) used to dip *Nephrops* are used in accordance with the manufacturer's specifications.
- c. Applicants shall ensure that allergens are communicated through compliance with legal labelling requirements.
- d. Applicants shall ensure that Material Safety Data Sheets (MSDS) are available for the dipping products used.
- e. Applicants shall ensure that Personal Protective Equipment (PPE) is supplied to crew carrying out dipping of *Nephrops* as specified by the manufacturer (e.g. respirator and gloves).
- f. Applicants shall ensure that a documented procedure for mixing solutions and dipping *Nephrops* is made available and crew involved in this activity are trained in this procedure.
- g. Applicants shall ensure that sulphite level reports or 4-hexylresorcinol level reports from factories, buyers, Co-ops are available for inspection.
- h. Applicants shall ensure that all crew on board freezer vessels are trained in the glazing procedure.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 32: To limit sulphite residue levels to no more than 100ppm.

3.3.5.2 Pelagic Species

- a. Applicants shall demonstrate knowledge of BIM's Handling and Quality Guides for pelagic species.
- b. Applicants shall ensure that a cold chain management system is in place to reduce the risk of scombroid poisoning (often called "histamine poisoning") as outlined in the SFPA's Histamine in Seafood-Industry Advice.
- c. Applicants shall ensure that histamine reports from factories, buyers, Co-ops are available for inspection.
- d. Applicants shall ensure that pelagic species caught using lines are stored in insulated bins and properly iced.

3.3.5.3 Crustaceans

- a. Applicants shall demonstrate knowledge of BIM's Handling and Quality Guides for Brown Crab and European Lobster that provide best practice for the handling and storage of these species.
- b. Applicants shall ensure that Crustacea are handled with care at all times including removing them carefully from pots to ensure limbs and claws entangled in netting are not pulled off or damaged.
- c. Applicants shall ensure that when transferring crustaceans from pots to other containers they are handled with care to prevent damage to the Crustacea or other Crustacea.
- d. Applicants shall ensure that if brown crabs are "nicked" on board only the French nick is used as detailed in the BIM guide.

3.3.5.4 Molluscs – Razor Clams

- a. Applicants shall adhere to all regulatory requirements and guidelines for the safe handling and sale of Bivalve Molluscs as described in the SFPA's Code of Practice for the Microbiological Monitoring of Bivalve Mollusc Production Areas and other relevant guidance documents.
- b. Applicants shall use correct Harvest Location Codes (HLC) (available from the Marine Institute web site).
- c. Applicants shall check the bio toxin status/shellfish report which indicates if their fishing area/HLC is open or closed.
- d. Applicants shall ensure that there have been 2 consecutive clear test results of bio toxin analysis prior to harvesting. Failure to comply will prevent that harvest from being cleared for human consumption.
- e. Applicants shall bundle clams using elastic bands at both ends to ensure they are firmly secured with siphons in the same direction.
- f. Applicants shall bundle clams to be stored horizontally when boxed to prevent damage to feet.
- g. Applicants shall keep clams in running clean sea water or chilled with damp, clean sacking to protect from the elements.
- h. Applicants shall switch water off when pumping water before entering a 'B' classified area;
- i. Applicants shall not use harbour water or water from a source of lower classification than the harvest area.
- j. Applicants fishing in A classified areas and B classified areas simultaneously, will result in a Classification B status for all produce regardless, as vessels are prohibited from fishing in more than one class of classified production area on any one day.

3.4 Traceability and Provenance

BACKGROUND

This section sets out requirements in relation to traceability and proof of provenance of seafood. It identifies the requirements to assure buyers and consumers that products originating from an applicant's vessel are certified against the requirements of the Responsibly Sourced Standard. These requirements, based on record keeping, are the first link in the Chain of Custody of Certified Fish that ultimately reaches the consumer. Please refer to Appendix 1 for reference information, publications and websites for guidance for traceability, labelling and provenance.

3.4.1 Traceability and Labelling

- a. Applicants shall ensure that there is a system in place on board for the recording and reporting of catch information as per regulatory requirements.
- b. Applicants shall ensure that each batch of fish landed is identifiable by the vessel name and/or lot/identifier for the purpose of tracking and tracing of fishery products from the vessel to the first point of sale.
- c. Applicants shall ensure that fish landed, sold direct to market only, each batch is traceable back to the vessel of capture and presented for first sale with the following information:
 - Vessel name;
 - Lot number;
 - Fish species;
 - Grade sizes and
 - Freshness grades.
- d. Applicants shall ensure that frozen fishery products sold in waxed carton or cardboard boxes are labelled with the following additional information:
 - Commercial Designation (common name) and Scientific name;
 - Production method and area caught, including sub area;
 - Fishing gear category;
 - Net weight;
 - Production date;
 - Best before date;
 - Food operator (business name and address), or in the case of approved freezer vessel the vessel name and approval number will suffice;
 - Storage conditions;
 - Identification mark and
 - Additives or preservatives used.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

- CI 33:** To divide the catch of a given trip into a number of lots, for example to indicate “days on ice”.
- CI 34:** To use labels with additional information that adds to consumer confidence and gives more information of the product attributes, higher resolution of catch methods, provenance and traceability to responsible fishing or sustainability initiatives.

3.5 Training, Welfare & Social Sustainability

BACKGROUND

This section allows applicants to demonstrate their commitment to providing a safe working environment for the skipper(s) and employed crew or share fishermen. It details the minimum training requirements for crew working on fishing vessels while committing applicants to reviewing annual training needs and requirements for their crew.

It also describes social sustainability initiatives that applicants should commit to under the Standard including the promotion of the Standard, involvement in local community initiatives and also health and wellbeing on board. Please refer to Appendix 1 for reference information, publications, websites for guidance and links health and safety, working conditions and Welfare.

3.5.1 Crew Documentation

- a. Applicants shall ensure that all crew have completed training in Personal Survival Techniques (1 day), Elementary First Aid (1 day), Fire Prevention (½ day) and Safety Awareness & Risk Assessment (½ day).
- b. Applicants shall ensure that crew have certificates of completion or BIM Safety Cards available for inspection.
- c. Applicants shall ensure that any non EU crew have work permits available for inspection.

3.5.2 Training

- a. Applicants shall ensure that records are available to demonstrate that relevant crew have read and understood the BIM fish Handling & Quality guides for the relevant species.
- b. Applicants shall ensure that crew are aware of procedures for use and handling of chemicals on board.
- c. Applicants shall ensure that an annual review of the competencies of the crew is completed and identify and implement new training requirements as necessary.
- d. Applicants shall ensure that a training log is maintained for the crew. A sample Training Log can be found in Appendix 11.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 35: To support crew participation in workshops and training programmes to support professional development.

CI 36: To support crew participation in courses to enhance seafood safety, fish handling and added value.

3.5.3 Welfare & Social Sustainability

- a. Applicants shall develop a policy for Crew Wellbeing, that supports a culture of mutual respect, interest, mental and physical health and overall wellbeing among crew. An example Crew Health & Wellbeing Policy Statement can be found in Appendix 12.
- b. Applicants shall ensure they have a valid Health and Safety Policy Statement under the Safety, Health and Welfare at Work Act for their vessel.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 37: Applicants shall demonstrate knowledge of nutritional benefits of their catch.

CI 38: To highlight the positive role of fishermen in wider coastal communities.

CI 39: To participate in local events promoting the seafood industry in the local community.

CI 40: To promote awareness to the crew of the merits of using UV protection.

CI 41: To improve healthy eating /nutrition in the provisions on board.

CI 42: To instigate wellbeing initiatives.

CI 43: To participate in local community initiatives.



SECTION 4

ONSHORE HANDLING & QUALITY STANDARD

4.1 Food Business Operator Requirements

BACKGROUND

This section covers the legal responsibilities of applicants as a food business operator and sets out a management commitment to comply with the requirements of the Standard. Applicants shall have procedures in place to manage product nonconformities, procedural nonconformities, and complaints as well as procedures in circumstances where products have to be withdrawn or recalled.

Documented specifications must exist for raw materials and finished products. Specifications of products must be detailed and accurate to ensure compliance with relevant safety and legislative requirements.

4.1.1 Legal Compliance Rules and Regulations

- a. Applicants shall ensure they have a valid EU Approval Number or relevant registration as a food business operator for their business.
- b. Applicants shall ensure continuous compliance with food safety and environmental legislation.

4.1.2 Management Team

- a. Applicants shall provide details of the management team implementing the standard.
- b. Applicants shall appoint an individual member of the management team as the single point of contact in relation to implementation and management of the RSS Standard.
- c. Applicants shall provide key communications points to facilitate creating a publicly available company profile (e.g. photo of facility, name of owner, key species, key markets) for the RSS Standard and associated media communication campaigns.

4.1.3 Food Safety Management Systems, including HACCP

- a. Applicants shall establish a Food Safety Management System (FSMS), including a Hazard Analysis Critical Control Point system (HACCP) specific to their own premises and appropriate to the nature, scope and volume of the production in accordance with the RSS Standard and statutory legislation.

4.1.4 Records

- a. Applicants shall ensure that all records required by this standard are kept for a minimum period of three years.

4.1.5 Nonconformity and Corrective Actions

- a. Applicants shall ensure a documented procedure for handling nonconformity is in place, including effective corrective actions.
- b. Applicants shall ensure that records of nonconformities are maintained and include:
 - Details of product nonconformities;
 - Details of procedural nonconformities;

- Identification of the authorised person responsible for addressing nonconformities and
- Details of the corrective actions taken.
- c. Applicants shall ensure that any nonconforming product is not sold as certified.

4.1.6 Complaints

- a. Applicants shall investigate any complaints made and retain a documented record of customer complaints and associated corrective actions taken to manage complaint resolution.

4.1.7 Product Withdrawal or Recall

- a. Applicants shall ensure that a documented product withdrawal/recall procedure is in operation which includes the requirement that the Certification Body shall be notified within 72 hours in the event of product withdrawal/recall.
- b. Applicants shall ensure that the product withdrawal/recall system can be activated immediately if non-conforming product is released into the supply chain.
- c. Applicants shall ensure that the product withdrawal/recall system is tested annually with the results from these tests retained for inspection.

4.1.8 Subcontractors/Partner Companies/Joint Ventures

- a. Applicants who employ the services of a subcontractor/partner company, or who are members of joint ventures that process RSS certified raw material, shall ensure that the subcontractor/partner company and/or all relevant members of the joint venture are certified to the RSS Onshore Handling & Quality Standard.

4.2 Seafood Quality and Management

BACKGROUND

This section allows applicants to demonstrate their commitment to maintaining seafood quality through provision of hygienic facilities and to have in place documented cleaning and maintenance schedules. It also highlights the necessity for applicants to have a cold chain management system in place to ensure the maintenance of the quality of the fishery products sourced from fishing vessels certified under the standard.

4.2.1 Facility Hygiene and Management

- a. Applicants shall ensure that the design and construction of the site, buildings and facilities shall be suitable for the intended purpose and maintained to prevent the risk of product contamination.
- b. Applicants shall implement and document housekeeping and cleaning procedures to ensure good standards of hygiene are maintained at all times and the risk of product contamination is minimised.
- c. Applicants shall ensure that all food processing equipment shall be suitable for the intended purpose and shall be used in a manner to minimise the risk of product contamination.
- d. Applicants shall have a preventative maintenance schedule in place, commensurate to the scale of their facility.

4.2.2 Seafood Quality and Handling of Fishery Products

- a. Applicants shall demonstrate knowledge of the BIM Quality and Handling Guides and use these to monitor the consistency of raw material quality to develop and document their own commercial specifications.
- b. Applicants shall have a documented procedure and monitoring records for the acceptance of certified raw materials, in-process materials and product at dispatch to ensure that they conform to relevant legal requirements in addition to the requirements of this standard. This procedure shall include where appropriate:
 - Confirmation of quantities of and certification status receipt;
 - Visual inspection on receipt;
 - Temperature inspection on receipt;
 - In-process checks that demonstrate quality control and food safety;
 - End product inspection of finished product according to BIM Guides or commercial specifications being used at dispatch.
- c. Applicants shall ensure that both raw materials, in-process and dispatch of products are monitored for consistency with this standard (including BIM Guides and/or commercial specifications), as well as approved product following intake identified under the standard, meet the requirements and be handled in accordance with the BIM Quality Guides or their own commercial specifications.
- d. Applicants shall ensure that in the event of finished product specifications being used at dispatch, product conforms to these specifications and specifications are understood by relevant staff.

- e. Applicants shall clearly identify how certified and uncertified product is handled to ensure only certified product carries the BIM RSS logo.
- f. Applicants shall maintain records of certified product intake checks and have these available for inspection. The records shall include or reference products originating from vessels certified under the RSS Standard.
- g. Applicants shall provide quality reports on RSS certified raw materials to the relevant raw material supply vessels. A sample of Quality Report Contents can be found in Appendix 10.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 1: To provide market reports containing information on sales and market performance.

4.2.3 Cold Chain Management

- a. Applicants shall ensure that products are maintained at the appropriate temperatures of their presentation (i.e. live, fresh, and frozen) between each product handling stage from intake through to dispatch.
- b. Applicants shall ensure a temperature recording system is in place (e.g. temperature probe, loggers and electronic system) which is maintained on a regular and routine basis. Records shall be maintained of (where applicable):
 - Product Temperature;
 - Temperature of chilled storage;
 - Blast Freezer temperature;
 - Freezer temperature of frozen storage.
- c. Applicants shall ensure where temperature control is required that transport or logistic arrangements (e.g. group haulage) are capable of maintaining the cold chain management of products.
- d. Applicants shall ensure that Crustacea and Molluscs intended for live sale are kept at a temperature and in a manner that does not adversely affect food safety or their viability.
- e. Applicants shall ensure that where an area is required to be temperature controlled, that a system is in place and operational that is capable of maintaining product temperature within product specifications.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 2: To install electronic recording technologies.

CI 3: To install remote temperature alarms on chilled and frozen storages.

CI 4: To install equipment to monitor the efficiency and environmental performance of refrigeration equipment.

4.3 Sourcing Policy, Traceability and Provenance

BACKGROUND

This section allows applicants to demonstrate their commitment to sourcing of seafood products from vessels certified under the Standard. It requires applicants to have a robust sourcing policy in place that allows differentiation of seafood coming from certified vessels, companies or fisheries and other products not certified under the RSS but that may be certified under other standards.

This section allows applicants to demonstrate their compliance with food law that requires all food business operators to be able to trace the seafood they receive back to the immediate supplier of that seafood. It sets out the traceability requirements as defined by the Standard. Applicants at each step in the supply chain must be able to identify the seafood that originated from certified vessels and to handle the product according to the requirements of the Standard. Please refer to Appendix 1 for reference information, publications and websites for guidance regarding traceability, labelling and provenance.

4.3.1 Food Safety, Quality and Responsible Sourcing

- a. Applicants shall have food safety & quality and responsible sourcing policies, signed by the person with overall responsibility for the facility and communicated to all staff. An example Food Safety & Quality Policy can be found in Appendix 13, an example Sustainable Sourcing Policy can be found in Appendix 14.

4.3.2 Responsible Sourcing Practices and Supplier Approval

- a. Applicants shall maintain an up to date list of raw material suppliers including a list of certified supplier vessels.
- b. Applicants shall carry out and update at least annually a mapping exercise showing where their raw material is sourced from.
- c. Applicants shall ensure that effective supplier approval and monitoring systems for BIM certified products are in place.
- d. Applicants shall have an effective supplier approval and monitoring system to ensure that incoming certified raw materials are traceable and/or come from a BIM RSS certified vessel.
- e. Applicants shall participate in Fishery Improvement Projects (FIPs) pertinent to their appropriate fisheries and implement voluntary technical measures where agreements for the use of such measures are in place within the fishery or for the species concerned.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

- CI 5:** To set targets under raw material sourcing (e.g. 20% of Irish raw material from BIM certified vessels or 30% from imported raw material).

CONTINUAL IMPROVEMENT OBJECTIVES

CI 6: To develop sustainability initiatives in cooperation with raw material suppliers.

CI 7: To develop sustainability initiatives in cooperation with service providers or other input suppliers.

4.3.3 Traceability and Labelling Criteria

- a. Applicants shall ensure that all seafood products are labelled in accordance with relevant legislation.
- b. Applicants shall ensure that systems of traceability, (back to supply and forward to next point in chain) identification and segregation of raw materials, intermediate and finished products dispatches are in place to ensure that all products identified as certified can be traced back to vessels certified under the Standard.
- c. Applicants who are First Point of Sale purchasers shall ensure that a system is in place for recording and reporting of transfers of each vessel's consignment of seafood by companies who are at first point of sale (e.g. Fishing Co-ops acting on behalf of fishing vessels) or buyers who purchase directly from a fishing vessel. The accompanying reports shall record the following:
 - Date of landing;
 - Quantity handled or purchased for each species;
 - FAO Area of capture;
 - Method of capture by species;
 - Size and freshness grade and
 - Vessel name and registered number.
- d. Applicants shall ensure that a system of segregating certified seafood products from non-certified seafood products throughout each step in production is in place.
- e. Applicants shall ensure that there is no substitution of certified product with non-certified product.
- f. Applicants shall ensure when product is sold as RSS certified, this shall be identified on the line item of the related invoice.
- g. Applicants shall maintain records of the quantity of certified raw material batches purchased and certified raw materials sold from those batches allowing for mass balance reconciliation taking consideration of processing yield and other production factors that affect volume.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 8: Applicants shall employ electronic traceability systems such as E-Locate.

4.3.4 Traceability Test

- a. Applicants shall ensure the traceability systems across the range of certified products produced can track product from the raw material supplier to finished product and immediate customer and vice versa.
- b. Applicants shall ensure the traceability system is tested at least annually, which includes a check on traceability in both directions in the chain. The results of these tests shall be retained for inspection.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

CI 9: Applicants as part of the annual traceability test shall conduct a mass balance on certified raw material. An example Mass Balance Sheet can be found in Appendix 15.

4.4 Training, Welfare & Social Sustainability

BACKGROUND

This section allows applicants to demonstrate their commitment to providing a safe working environment for employees. It details the minimum training requirements for employees while committing applicants to reviewing annual training needs and requirements for their staff. This section also describes social sustainability initiatives that applicants should commit to under the standard including the promotion of the standard, involvement in local community initiatives and also health and wellbeing of employees.

4.4.1 Training

- a. Applicants shall ensure that staff members are aware of the company's policies in relation to this standard.
- b. Applicants shall ensure that training records are maintained for relevant staff. These shall include as a minimum the provision of training or other actions to ensure staff members have the necessary competencies to meet the requirements of this standard. A sample training log can be found in Appendix 11.
- c. Applicants shall conduct an annual review of staff competencies. As appropriate relevant training shall be provided in the form of formal training, refresher courses, and coaching, mentoring or on the job experience.

CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

- CI 10:** To support staff participation in workshops and training programmes to support professional development.
- CI 11:** To support staff participation in courses to enhance seafood safety, fish handling and added value.

4.4.2 Welfare & Social Sustainability

- a. Applicants shall develop a policy for Crew Wellness, that supports a culture of mutual respect, interest, mental and physical health and overall wellbeing among crew. An example Crew Health & Wellbeing Policy Statement can be found in Appendix 12.

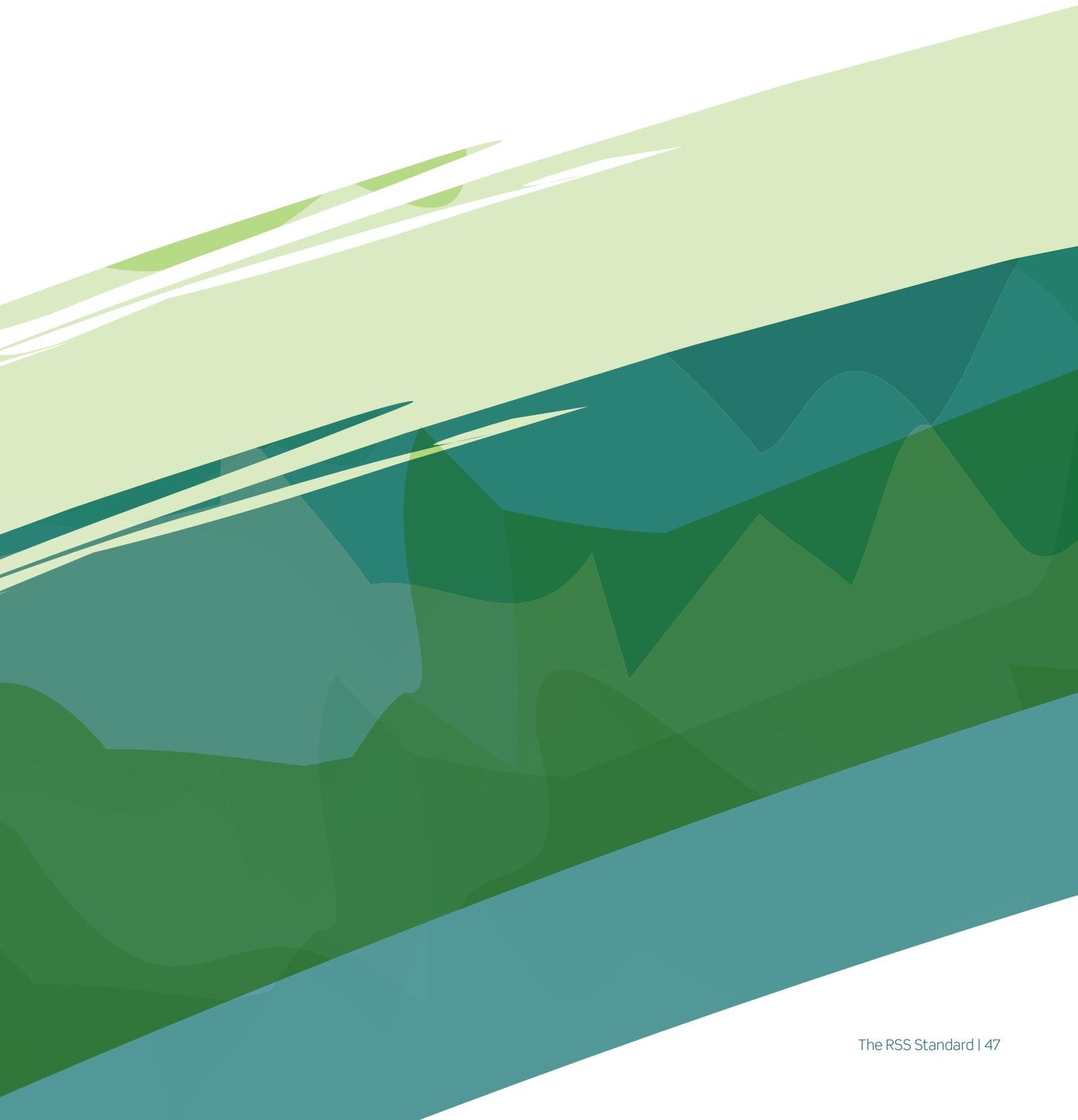
CONTINUAL IMPROVEMENT OBJECTIVES

Consider setting a target(s) to measure performance related to any objective(s) below:

- CI 12:** To demonstrate knowledge of nutritional benefits of key products.
- CI 13:** To actively highlight the positive role of the fishing sector in wider coastal communities.
- CI 14:** To participate in local events promoting the seafood industry in the local community.
- CI 15:** To improve healthy eating/nutrition in their facility.
- CI 16:** To plan health initiatives for staff.



SECTION 5 APPENDICES



APPENDIX 1: REFERENCE INFORMATION

Note: This is a list of the main Irish and European legislation, guidance or publications relating to fisheries.

It is not intended as a definitive list of all relevant legislation and does not replace any applicable statutory requirements. It is the duty of the Scheme members to keep fully up to date with all legislation and legislation changes relevant to their operations.

Legislation

Fisheries Management

- <http://www.sfpa.ie/Sea-FisheriesConservation/Legislation/Acts.aspx>
- <http://www.sfpa.ie/Sea-FisheriesConservation/Legislation/StatutoryInstruments.aspx>
- <http://www.sfpa.ie/Sea-FisheriesConservation/Legislation/EURegulations.aspx>
- <http://www.sfpa.ie/Sea-FisheriesConservation/Legislation/FisheriesManagementNotices.aspx>
- <http://www.sfpa.ie/Sea-FisheriesConservation/VMSandERS.aspx>
- <http://www.sfpa.ie/Sea-FisheriesConservation/Natura/Natura2000.aspx>
- <http://www.sfpa.ie/Sea-FisheriesConservation/Natura/NaturaDeclarations.aspx>
- European Commission Information on the landing obligation
<http://ec.europa.eu/fisheries/cfp/fishingrules/landingobligation/indexen.htm>
- FAO Code of Conduct for Responsible Fisheries
<http://www.fao.org/docrep/005/v9878e/v9878e00.htm>

Environmental

- <http://www.sfpa.ie/Portals/0/Legislation/Fisheries%20Conservation/EU%20Regulations/2014/EU%20597-2014%20amdt%20812-2004%20Accidental%20catches%20of%20Cetaceans.pdf>
- <http://www.sfpa.ie/Sea-FisheriesConservation/Natura/Natura2000.aspx>
- <http://www.sfpa.ie/Sea-FisheriesConservation/Natura/NaturaDeclarations.aspx>
- FAO Technical Paper on Abandoned, lost or otherwise discarded fishing gear
http://www.unep.org/regionalseas/marinelitter/publications/docs/marine_litter_abandoned_lost_fishing_gear.pdf

- COM(2012) 665 final Communication from the Commission to the European Parliament and the Council Action Plan for reducing incidental catches of seabirds in fishing gears
- http://ec.europa.eu/environment/marine/eu-coast-and-marine-policy/marine-strategy-framework-directive/index_en.htm
- The National Parks Wildlife Service(NPWS) website for information on Biodiversity and Protected Sites
<http://www.npws.ie/protected-sites>
- Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora
- Directive 2009/147/EC of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds
- S.I. No. 397 of 2010 European Communities (Habitats and Birds) (Sea-Fisheries) (Amendment) Regulations
- S.I. No. 346 of 2009 European Communities (Habitats and Birds) (Sea fisheries) Regulations
- S.I. No. 240 of 1982 Whale Fisheries Act, 1937 (Extension to Mammals of the Order Cetacea) Order

Waste Management and Fuel Efficiency

- <http://www.dttas.ie/maritime/english/ship-source-pollution-prevention-0>
- Waste Management Act, 1996 - Number 10 of 1996
- Litter Pollution Act, 1997 - Number 12 of 1997
- MARPOL Annex I Regulations for the Prevention of Pollution by Oil (entered into force 2 October 1983)
- MARPOL Annex II Regulations for the Control of Pollution by Noxious Liquid Substances in Bulk (entered into force 2 October 1983)
- MARPOL Annex V Prevention of Pollution by Garbage from Ships (entered into force 31 December 1988)
- MARPOL Annex IV Prevention of Pollution by Sewage from Ships (entered into force 27 September 2003)
- MARPOL Annex VI Prevention of Air Pollution from Ships (entered into force 19 May 2005)
- The Environmental Protection Agency (EPA) website for information on environmental liability, waters, waste and emissions
<http://www.epa.ie/licensing/#.VuBEXE32bcs>

- BIM User-friendly Guide to improving fuel efficiency on fishing vessels
[http://www.bim.ie/media/bim/content/publications/Improving%20Fuel%20Efficiency%20on%20Fishing%20Vessels%20\(User%20Friendly%20Guide\).pdf](http://www.bim.ie/media/bim/content/publications/Improving%20Fuel%20Efficiency%20on%20Fishing%20Vessels%20(User%20Friendly%20Guide).pdf)
- The Sustainable Energy Authority of Ireland (SEAI) Website for information on energy use and management
<http://www.seai.ie>

Health, Safety and Welfare

- http://www.hsa.ie/eng/Your_Industry/Fishing/Legislation_and_Enforcement/
- http://www.hsa.ie/eng/Your_Industry/Fishing/Legislation_and_Enforcement/Maritime_Legislation/
- Safe maintenance of fishing vessels
<https://osha.europa.eu/en/tools-and-publications/publications/e-facts/efact55>
- The Safety, Health and Welfare at Work Act 2005;
- The Safety, Health and Welfare at Work (General Applications) Regulations 2007
- The Safety, Health and Welfare at Work (Fishing Vessels) Regulations 1999
- ILO Work in Fishing Convention (ILO 188)
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312333
- Directive 89/391/EEC on the introduction of measures to encourage improvements in the safety and health of workers at work
- EC (Minimum Safety and Health Requirements for Improved Medical Treatment on Board Vessels) Regulation 1997
- Health and Safety Authority Guidance document on Managing Health and Safety in Fishing
http://www.hsa.ie/eng/Publications_and_Forms/Publications/Fishing/Managing_Health_and_Safety_in_Fishing.pdf;
- European handbook for the prevention of accidents at sea and the safety of fishermen
<http://www.bim.ie/media/bim/LR-Pages-EN.pdf>
- European Agency for Health and Safety at work factsheet on Risk assessment for small fishing vessels
<https://osha.europa.eu/en/tools-and-publications/publications/factsheets/38>
- Chemical Safety
<http://www.hsa.ie/eng/Topics/Chemicals/> (under consolidated EU legislation on SFPA website)

Care of the Catch and Food Hygiene

- Directive 2006/52/EC of the European Parliament and of the Council of 5 July 2006 amending Directive 95/2/EC on food additives other than colours and sweeteners and Directive 94/35/EC on sweeteners for use in foodstuff
- European Parliament and Council Directive No 95/2/EC of 20 February 1995 on food additives other than colours and sweeteners
- https://www.fsai.ie/legislation/food_legislation/fish_and_fishery_products.html
Through the FSAI, access to legislation and guidance for fish and fishery products in the following areas of hygiene requirements, and microbiological criteria
- Food Safety Authority of Ireland Food Information on Prepacked Foods
<file:///C:/Users/odwyer/Downloads/Labelling%20Leaflet%202014%20FINAL%20ACCESSIBLE.pdf>

Traceability and Labelling

- Access to legislation and guidance for fish and fishery products in the area of labelling of fishery products can be found at:
- https://www.fsai.ie/legislation/food_legislation/fish_and_fishery_products/labelling_of_fish_and_fishery_products_EU_legislation.html
- Regulation (EU) No 1169/2011 of the European Parliament and of the Council of 25 October 2011 on the provision of food information to consumers
https://www.fsai.ie/uploadedFiles/Reg1169_2011.pdf

APPENDIX 1: REFERENCE INFORMATION (CONTINUED)

Publications and Guidance

Traceability and Provenance

- BIM User Friendly Guide to Food Safety Requirements for Vessels. Series No. 4, 2007
- BIM User Friendly Guide to Filling in the EU Logbook. Series No. 1, 2007
- VMS (Vessel Monitoring Systems) & ERS (Electronic Recording Systems)
<http://www.sfpa.ie/Sea-FisheriesConservation/VMSandERS.aspx>
- European Commission's guide: A pocket guide to the EU's new fish and aquaculture consumer labels
https://ec.europa.eu/fisheries/sites/fisheries/files/docs/body/eu-new-fish-and-aquaculture-consumer-labels-pocket-guide_en.pdf
- Food Safety Authority of Ireland Guidance Note No. 10 - Product Recall and Traceability. This can be accessed at www.fsai.ie/resources_publications.html

Vessel Safety and Crew Training and Welfare

- Design, Construction, Equipment and Operation of Small Fishing Vessels of less than 15m Length overall Code Practise
<http://www.dttas.ie/sites/default/files/corporate/Revision%20of%20Code%20of%20Practice%20for%20Fishing%20Vessels%20of%20less%20than%2015m%20in%20length%20overall.pdf>
- Organisation of Working Time Workers on Board Sea-Going Fishing Vessels
<http://www.irishstatutebook.ie/eli/2003/si/709/made/en/print>
- EC (Minimum Safety and Health Requirements for Improved Medical Treatment on Board Vessels) Regulation 1997
- BIM Guides : Safety Awareness; Fire Prevention; Basic First Aid; Personal Survival Techniques
<http://www.bim.ie/media/bim/content/downloads/BIM%20PST%20Manual%202013.PDF>
- European Handbook for the Prevention of accidents at sea and the Safety of fishermen
<http://www.bim.ie/media/bim/LR-Pages-EN.pdf>
- Report of the Government Task Force on Non-EEA Workers in the Irish Fleet December 2015
<https://www.agriculture.gov.ie/media/migration/publications/2015/TaskForceReport141215.pdf>
- Health and Safety Authority - Managing Health and Safety in Fishing
http://www.hsa.ie/eng/Publications_and_Forms/Publications/Fishing/Managing_Health_and_Safety_in_Fishing.pdf
- LO- Accident prevention on board ship at sea and in port
http://www.ilo.org/wcmsp5/groups/public/@ed_protect/@protrav/@safework/documents/normativeinstrument/wcms_107798.pdf
Regulation (EU) No 1169/2011 of the European Parliament and of the Council of 25 October 2011 on the provision of food information to consumers
https://www.fsai.ie/uploadedFiles/Reg1169_2011.pdf

Care of the Catch

- The BIM Whitefish Handling Guide
- The BIM Quality Guides for megrim-witch, monkfish, cod-haddock-whiting, hake, plaice-black sole-lemon sole, brill-halibut-turbot
- The BIM Handling and Quality Guide for European lobster, brown crab, Dublin Bay prawn
- The BIM Quality Guides for blue whiting, herring, horse mackerel, mackerel
http://www.bim.ie/our-services/your-environment/for_fishermen/fish-handling-nd-quality-guid/
- The BIM Pelagic Handling Guide
<http://irishpelagic.com/uploads/handling%20guide.pdf>
- ACRUNET European Brown Crab Guide
http://acrUNET.eu/images/ACRUNET/Technical_Reports/Activity_4/ACRUNET_BIM_European_brown_crab_guide_EN.pdf
- SFPA "Guide to Good Practice for Hygiene on Fishing Vessels"
<http://www.sfpa.ie/Portals/0/Corporate%20Affairs/Information%20Leaflets//Industry%20Advice%20Hygiene%20on%20Fishing%20Vessels.pdf>
- SFPA "Histamine in Seafood- Industry Advice"
<http://www.sfpa.ie/Portals/0/Corporate%20Affairs/Information%20Leaflets//Industry%20Advice%20Histamine%20in%20Seafood.pdf>
- FSAI training guides
https://www.fsai.ie/food_businesses.html

- BIM Guidance Note for Retailers Cold Chain Management for Seafood
http://bim.ie/media/bim/content/downloads/BIM%20Retailers%20Guide%20to%20Cold%20Chain%20Management%20for%20Seafood_4.pdf
- SFPA Shellfish Guidance Documents
<http://www.sfpa.ie/SeafoodSafety/Shellfish/GuidanceDocuments.aspx>
- SFPA List of Classified Bivalve Mollusc Production Areas in Ireland
<http://www.sfpa.ie/SeafoodSafety/Shellfish/ClassifiedAreas.aspx>
- Marine Institute Shellfish Safety Data
<http://www.marine.ie/Home/site-area/data-services/interactive-maps/latest-shellfish-safety-data>

Onshore Seafood Business Operators

Applicants should refer to the following publications for guidance:

- The BIM Seafood Handbook
http://www.bim.ie/media/bim/content/BIM_Seafood_Handbook.pdf
- BIM Guidance Note for Retailers Cold Chain Management for Seafood
http://www.bim.ie/media/bim/content/downloads/BIM%20Retailers%20Guide%20to%20Cold%20Chain%20Management%20for%20Seafood_4.pdf
- BIM Guidance Note for Retailers Labelling Requirements for Sale of Seafood
<http://www.bim.ie/media/bim/content/downloads/Labelling%20Requirements%20for%20Sale%20of%20Seafood.pdf>
- BIM Guidance Note for Seafood Retailers Allergen Information for Consumers
<http://www.bim.ie/media/bim/content/downloads/BIM%20Guidance%20Note%20For%20Seafood%20Retailers%20Allergens%20Informatio%20for%20Consumers.pdf>
- A Guide for Retailers The Benefits of Eating Fish
http://bim.ie/media/bim/content/newsandevents/BIM_Benefits_of_Eating%20Fish-A_Guide_for_Retailers.pdf
- Integrated Food Safety Manual for Seafood premises (available to businesses who sign up for BIM's Food Safety programme for Seafood Retailers)
- Food Safety Authority of Ireland (FSAI) training guides
https://www.fsai.ie/food_businesses.html

Useful Websites

- BIM
<http://bim.ie>
- SFPA
<http://www.sfpa.ie/>
- Marine Institute
<http://www.marine.ie/Home/>
- Department of Agriculture, Food and the Marine
<https://www.agriculture.gov.ie/seafood/>
- Bord Bia
<http://www.bordbia.ie/Pages/Default.aspx>
- Food Safety Authority of Ireland
<https://www.fsai.ie/>
- European Commission
http://ec.europa.eu/fisheries/index_en.htm
- North Western Waters Advisory Council
<http://www.nwwac.org/english>
- Department of Communications, Climate Action & Environment
<http://www.dccae.gov.ie/en-ie/Pages/home.aspx>
- National Parks & Wildlife Service
<https://www.npws.ie/marine>
- Department of Transport, Tourism and Sport
<http://www.dttas.ie/maritime>
- Health and Safety Authority
<http://www.hsa.ie/eng/>

APPENDIX 2: DEFINITIONS

Applicant: A vessel, company or group of companies in the supply chain that has formally applied to meet BIM's Responsibly Sourced Seafood standard through the formal application form.

BIM: Bord Iascaigh Mhara, Ireland's Seafood Development Agency, is the Irish state agency that aims to develop the Irish Seafood Industry by providing technical expertise, business support, funding, training and promoting responsible environmental practice.

Bord Bia: Bord Bia (the Irish Food Board) is the Irish state agency tasked with promoting, assisting and developing the marketing of Irish food and livestock and the production, marketing and consumption of horticultural product both abroad and in Ireland itself.

Certification Body: The third party, independent body to which BIM has devolved responsibility and authority for audit and certification decisions with regard to the membership of the RSS Standard.

Certification Committee: The person or persons who shall make the final determination as to whether an applicant should be certified or not.

Certification Period: The validity period of an issued certificate as defined under the scheme regulations.

Certified Applicant: A vessel, company or group of companies formally certified by the Certification Body as meeting the requirements of the relevant BIM Responsibly Sourced Seafood standard.

Certified Vessel: A fishing vessel that has been independently certified as meeting the requirements of BIM's Responsibly Sourced Seafood Fishing Vessel Standard.

Chain of Custody: The set of measures which is designed to guarantee that the seafood product is really a product of designated origin and coming from the certified vessel concerned. These include measures that both the tracking/traceability of the product along the processing, distribution and marketing chain, as well as the proper tracking of the documentation and control of the quantity concerned.

Corrective Actions: Improvements to an applicant's processes taken to eliminate causes of nonconformities.

E-Locate: A system designed to promote the efficient and secure collection, management and sharing of product information, through the adoption of global standards and best practices for weighing, labelling and data exchange.

EMS (Environmental Management System):

A system to manage an applicant's environmental programmes in a comprehensive, systematic, planned and documented manner. It includes the organisational structure, planning and resources for developing, implementing and maintaining policy for environmental protection.

ETP species: Endangered, Threatened and Protected species which include seabirds, marine mammals, marine reptiles and rare fish species.

FAO: The Food and Agriculture Organisation is an agency of the United Nations that helps developing countries and countries in transition modernise and improve agriculture, forestry and fisheries practices, ensuring good nutrition and food security.

FIP: A fishery improvement project (FIP) is an alliance of stakeholders – retailers, processors, producers, and/or catchers – that comes together to resolve problems within a specific fishery or to improve some specific aspect of the fishery that requires attention.

Fishing for Litter: Fishing for Litter is an initiative that aims to reduce marine litter by encouraging the fishing industry to bring fishing waste ashore and to highlight the importance of good waste management amongst the fleet.

FSAI: Food Safety Authority of Ireland is the statutory body responsible for ensuring food produced, distributed or marketed in Ireland complies with food safety and hygiene standards, best practice codes and legal requirements.

FSC: The Forest Stewardship Council is an independent, non-governmental, not for profit organization established to promote the responsible management of the world's forests.

FSMS: A Food Safety Management System is a network of interrelated elements that combine to ensure that food does not cause adverse human health effects. These elements include programs, plans, policies, procedures, practices, processes, goals, objectives, methods, controls, roles, responsibilities, relationships, documents, records, and resources.

HACCP: Hazard Analysis Critical Control Point (HACCP) is an internationally recognised system for the identification and control of hazards relating to food safety.

Identification Number: A certificate number issued to each certified applicant.

ILO: The International Labour Organization (ILO) is a United Nations agency dealing with labour issues, particularly international labour standards, social protection, and work opportunities for all.

INAB: The Irish National Accreditation Board (INAB) is the national body with responsibility for Accreditation in Ireland.

Member: a fisherman or onshore intermediary that is certified under the relevant RSS Standard.

MI: The Marine Institute (Foras na Mara) is the national agency responsible to the Irish government for advice on and implementation of marine research, technology, development and innovation (RTDI) policy and marine research services that critically inform policy objectives, management and sustainable development strategies for marine resources.

MSC: The Marine Stewardship Council (MSC) is an international non-profit organisation established to address the problem of unsustainable fishing, and safeguard seafood supplies for the future.

MSO: The Marine Survey Office is part of the Irish Maritime Administration (IMA) and regulates the safety, security, pollution prevention and living and working conditions of all Irish ships and crews and foreign flagged ships and crews in Irish ports. The MSO also regulates the security of Irish ports.

MSDS: A Material Safety Data Sheet (MSDS) is a document that gives detailed information about the nature of a chemical, such as physical and chemical properties, health, safety, fire, and environmental hazards of a chemical product.

NGO: A non-governmental organization (NGO) is any non-profit, voluntary citizens' group which is organized on a local, national or international level.

Non-EEA Worker: A worker who is not a citizen of the European Economic Area (EEA) or Switzerland. The EEA consists of the 28 EU member states, Iceland, Norway and Liechtenstein.

Nonconformity: A deviation from an aspect of the Standard. Nonconformities are classified as critical, major, or minor.

Origin Green: Origin Green is a sustainability programme developed by Bord Bia to market the commitment of Irish food and drink manufacturers, farmers, and most recently, retail and foodservice operators, to producing in a sustainable manner.

PPE: Personal protective equipment (PPE) refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.

Pre-Assessment: An initial assessment to ascertain an applicant's readiness for external audit against the relevant RSS standard.

SEAI: The Sustainable Energy Authority of Ireland (SEAI) is an Irish government agency set up to promote and advise on sustainable energy policy and practice.

Scheme: The certification process whereby all the data collected is evaluated for compliance with the relevant standard.

SFPA: The Sea Fisheries Protection Authority (SFPA) is Ireland's competent authority for Seafood Safety and Sea-Fisheries Protection.

Standard: The list of requirements that the applicant must meet to claim certification to the relevant standard and /or use the certified claim.

TAC (Technical Advisory Committee): A Committee comprising representatives from BIM, Marine Institute, Sea Fisheries Protection Agency (SFPA), industry (fishermen, co-operatives, producer organisations and retailers), NGOs and other technical experts set up to develop the RSS Standard.

APPENDIX 3: CONTINUAL IMPROVEMENT (CI) TEMPLATE TABLE

CI	Target	Objectives	Responsibility	Mile Stone	Record	Status Update
CI 16	Reduce vessel fuel consumption by 5% over 2 years	Establish a Vessel Carbon Navigator in conjunction with BIM Fisheries Development	Mick Mackerel	12/2019	Vessel Carbon Navigator records	
CI 22	Reduce electricity consumption by 10% over 5 years	Installation of energy efficient lighting system (LED) throughout building	Ciara Crab	12/2021	Contractor bills for lighting installation; electricity bills	
CI 99	Increase the value of fish by 5% over 12 months	Quality improvement implement measure 1. Ensure gut cavity is empty and clean 2. Reduce core temperature to 2°C within 4 hours 3. Consistent weight in fish boxes to avoid crushing	1. Willy Whiting 2. Barney Brill 3. Barney Brill	1. 12/2018 2. 12/2018 3. 12/2018	Quality report, sales report	
CI 30	To reduce landfill waste generated	1. Review/analysis of waste generated 2. Identify waste operator for disposal of recycling material 3. Establish a waste separation system	1. Mick Mackerel 2. Harriet Herring 3. Mick Mackerel	1. 06/2018 2. 06/2018 3. 06/2018	1. Report 2. Contract 3. Contractor Bills	
CI 12	Increase employee wellbeing	1. Participate in Blessing of the Boats 2. Christmas party for all staff	1. Mick Mackerel 2. Harriet Herring	1. Ongoing 2. Ongoing	1. Photographic evidence 2. Internal accounts	

The contents of this table are an example only, demonstrating potential target areas and objectives. All names are fictional and do not relate to any actual members of the industry

APPENDIX 4: VISION STATEMENT

GENERIC EXAMPLES:

For members of the Fishing Vessel Standard

We contribute to the sustainability of fish stocks through responsible fishing practices, while we fish profitably, supporting employment and economic development in the coastal communities where we live.

For members of the Onshore Handling & Quality Standard

We proactively adopt initiatives aimed at protecting the environment, encourage sustainable fishing practices through responsible sourcing whilst producing seafood to the highest food safety & quality standards and supporting employment and economic development in the coastal communities where we live.

Specific examples of existing businesses involved in the fishing industry in Ireland:

'To be a world class provider of high quality, high value, sustainable seafood. To actively maintain the environment in which we operate at sea and ashore.'

'A sustainable industry - with low impacts on the natural environment and a positive market image - supported by robust business management systems for continual improvement.'

'Our vision is Sustainable and Profitable Fishing. Each Co-operative member strives to catch the best quality crab for our processors. We believe that our seafood is caught and handled in the most responsible way by experienced and well-trained fishermen, using methods and fishing gear that have a low impact on marine ecosystems. It is our aim to harvest this crab resource to sustain the economic viability of ourselves and our community while continuing to work with others for the protection of the stock from over-exploitation. This SEMS is not an extra thing the Co-op members do, it is what we do.'

APPENDIX 5: QUALITY, ENVIRONMENTAL AND SUSTAINABILITY POLICY STATEMENT

QUALITY, ENVIRONMENTAL AND SUSTAINABILITY POLICY

We, the crew of the (name of vessel/company) respect the environment we work in, support sustainable development and are committed to environmentally sound business practices.

To fulfill this commitment, we agree:

1. To operate in a legal, profitable and sustainable manner taking full account of all relevant regulations, laws and industry standards.
2. To work in a pro-active manner and co-operate fully with other industry, regulatory, scientific and stakeholder interests.
3. To implement best practice in terms of product quality, minimisation of waste and marketability of product to improve the utilisation of and return from the available resource.
4. To operate in a responsible manner taking full cognisance of the interaction with the marine environment and its constituent components.
5. To minimise unintended by-catch and discards through the development of the target species fishing procedure.
6. To engage fully with the scientific field in supporting improved scientific assessment, through data collection and to support improved stakeholder involvement in decision making, and to take full note of scientific advice provided by ICES.
7. To adhere to best practice with regard to interacting with the marine environment, minimisation of pollution and conservation of biodiversity and marine habitats.
8. To use the latest machinery and modern technology to improve fuel efficiency of vessels and reduce the carbon foot print of activities.
9. To support both current and future initiatives in the removal of debris and waste from the marine environment; and to support research into new technology for slippage survival rates.
10. To improve the general knowledge base on and public image of the fishing industry by active promotion of the responsible and sustainable practices adopted by the industry.

.....
Signatures of Management

.....
Date

APPENDIX 6:
SAMPLE FISHING GEAR DECLARATION FORM

FISHING VESSEL STANDARD

Gear Declaration/Verification Form

Areas of operation where the vessel fishes:

.....

Mesh size of nets used:

.....

.....

I the Skipper of the

.....

MFV

solemnly declare that nets used in the various areas of operation, within which we work, are in keeping with all legal requirements.

.....

Signatures of Management

Date

APPENDIX 8: FOREIGN BODY POLICY

GLASS, BRITTLE PLASTIC, CERAMICS AND SIMILAR MATERIALS

- All crew are prohibited from putting glass or hard plastic items onto the sorting/packing tables.
- All glass and hard plastic items, such as lights, are examined for cracks and breakages at the beginning of each trip as part of the pre-production check. Any breakages and corrective actions are recorded on the back of the trip record.
- If breakages are noted, the skipper/owner is notified immediately and repairs carried out.
- If breakage happens during production all work ceases immediately. Stop personnel from operating in the contaminated area.
- The product is checked and if contaminated, must be isolated and discarded. All stock is quarantined until decision is made by the skipper.
- The entire area including work surfaces and utensils must be thoroughly cleaned and free from debris before production can recommence.
- If staff are close to site of breakage, they must check all clothing for signs of debris and change if necessary.

METAL CONTROL

- All crew are responsible for keeping track of their own knives.
- Staples and paper clips shall not be used on any packaging on-board the vessel.

WOOD CONTROL

- All wooden pallets must be checked to ensure that they are sound prior to use. Damaged pallets must be removed and either disposed of or repaired, as appropriate.
- Where wooden pallets are in close proximity to fishery products, the fish or shellfish must be in a box and not in direct contact with the wood.

.....
Signatures of Management

.....
Date

APPENDIX 10:
 SAMPLE OF QUALITY REPORT CONTENT

Area	Details
Date	
Vessel Name	
Species	
Temperature Record	
Quality assessment:	
Skin	
Touch	
Damage	
Eyes	
Gills	
Gutting	
Presentation and Packing:	
Washing	
Boxing	
Condition of Box	
Comments/Observations	
Checked by:	

APPENDIX 11: SAMPLE TRAINING LOG

Course Details	Crew	Trainer	Date
BIM Basic Safety Training	Mick Mackerel	BIM B. Walsh	01/05/2013
BIM Basic Safety Training	Ciara Crab	BIM B. Walsh	01/05/2013
BIM Basic Safety Training	Willy Whiting	BIM B. Walsh	01/05/2013
HACCP Training	Mick Mackerel	M. Early	13/02/2014
HACCP Training	Ciara Crab	M. Early	13/02/2014
BIM Basic Safety Training	Harriet Herring	BIM B. Walsh	15/03/2014
Induction	Harriet Herring	In house	01/04/2014

APPENDIX 12: CREW/STAFF HEALTH & WELLBEING POLICY STATEMENT

CREW HEALTH & WELLBEING POLICY

Workplace Health can be defined as the “combined efforts of employers, employees and society to improve the health and well-being of people at work”.

Social wellbeing is defined as: “A state of being with others, where human needs are met, where one can act meaningfully to pursue one’s goals and where one enjoys a satisfactory quality of life”.

I, the owner of the (name of vessel/company) am committed to providing a positive workplace environment and a culture of integrity and respect which values crew/staff health and wellbeing. To fulfil this commitment, I agree:

1. To clarify the working arrangements by communicating a crew members position on the vessel (e.g. mate, skipper, deck hand), the capacity in which employed (e.g. share fisherman, contracted, employed) and the pay arrangement (e.g. % share, fixed income) if pay arrangement by % share, method of share calculation. Also the pay settlement terms (e.g. weekly, monthly, within “x” days of landing);
2. To provide healthy eating choices at sea through food provisioning food and education;
3. To promote awareness of key health issues for crew (including social and emotional wellbeing);
4. To encourage the crew/staff, individually and collectively, to participate in social activities in the community;
5. To encourage crew/staff to provide input into health and wellbeing initiatives on-board and onshore.

.....
Signatures of Management

.....
Date

APPENDIX 13: FOOD SAFETY & QUALITY POLICY STATEMENT

FOOD SAFETY & QUALITY POLICY

We, the crew of the (insert vessel name), are committed to providing our customers with safe, legal seafood products of the highest quality which comply with the current food safety legislation.

We achieve this by:

1. Complying with all relevant laws, regulations and standards and cooperating with all industry stakeholders and regulatory authorities;
2. Adopting and developing best practice to maintain the vessel and equipment fit for the purpose of catching, handling and storing seafood;
3. Producing safe, quality seafood, and improve its marketability to maximise the financial return of the natural capital harvested;
4. Reporting and reviewing operational performance regularly;
5. Ensuring all staff members are adequately trained and are familiar with this Food Safety & Quality Policy.

.....
Signatures of Management

.....
Date

APPENDIX 14: SUSTAINABLE SOURCING POLICY STATEMENT

SUSTAINABLE SOURCING POLICY

We at (insert company name) recognise the importance that the seafood sector plays in supporting thriving coastal communities. We also recognise that sustainable fishing depends on careful use of fishery resources, good science and responsible practices. As a company, we seek to progressively promote sustainable development throughout our supply chain.

Thus, we commit to:

1. Only using suppliers that fully comply with legislative requirements.
2. Maintaining a supplier selection process that includes asking questions related to the sustainability of their practices.
3. Sourcing where possible from local/domestic suppliers, thus reducing the carbon footprint of the products sold and boosting the socio-economic well-being of our local area.
4. Sourcing from vessels, companies or fisheries that are certified to a third party standard.
5. Prioritising our engagement in improvement of the fisheries appropriate to our influence and resources.
6. Using our relationship with suppliers as a positive influence for their activities and processes to contribute to the preservation of the marine environment.
7. Building lasting partnerships with suppliers to encourage planning and investments appropriate to their businesses.
8. Ensuring full compliance with legislation and any other agreements or requirements we subscribe to, as well as increasing our voluntary efforts to go beyond mere compliance with legal requirements.

.....
Signatures of Management

.....
Date

APPENDIX 15: SAMPLE MASS BALANCE SHEET

Species (certified species only) :	Input / Output Kg
Period (day or batch):	
A. Raw material - Stock at start date	
B. Raw material - Stock purchased in period	
C. Raw material - Stock sold during period	
D. Raw material - Stock used for processing	
E. Raw material - Stock at end date	
F. Processing - Stock of processed product at start date	
G. Processing - Processed product produced during period	
H. Processing - Processed product sold during period	
I. Processing - Stock of processed product at end date	
J. Processing - Stock of partially processed product	
K. Processing - Weight increase due to processing (Added ingredients salt, water...) Record weight impact - record ingredient type in "Description" box	
L. Processing - Weight loss due to processing (i.e. defrosting, drying...) Record weight impact - record cause of weight loss in "Description" box	
M. Raw material: Total in = (A + B)	
N. Raw material: Total out = (C + D + E)	
O. Raw material: Difference = (M - N)	
P. Processing: Total in = (F + G + J + K)	
Q. Processing: Total out = (H + I + L)	
R. Processing: Difference = (P - Q)	
Yield May be calculated as: G/D. Record as percentage	
Mass Balance Description / Description of how yield is determined	

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