

**APPOINTMENT OF IFFO RS FISHERY AND BY PRODUCT FISHERY
ASSESSORS**

PURPOSE

To ensure that Assessors carrying out work on behalf of the CB meet the requirements specified.

1. SCOPE

All Personnel engaged to conduct Assessments against Programme Requirements for the award or maintenance of the CBs Certificate for:

- IFFO RS Factory Standard

2. METHOD

2.1 Appointment

Each Assessor will be required to meet the criteria detailed (as a minimum) in Appendix A enclosed in B2.

Prior to appointment an Assessor must submit a detailed CV covering professional qualifications, training and experience in the area of expertise required for Fishery related Assessments for the IFFO RS Standard. A copy of each certificate shall be obtained from each potential Assessor to verify and confirm their qualifications and experience.

Approval of a new Fishery Assessor to the IFFO RS Programme will be carried out in two stages:

Stage 1

The CBs Programme Manager/Administrator or suitable individual nominated by the CB's Chief Executive Officer, or equivalent, will review the Applicant Assessor's C.V. against the relevant Assessor Criteria stated in Appendix A enclosed in B2. This may be followed by an interview, if deemed necessary, to verify all the statements made on their CV. If the criteria are satisfied the Applicant Assessor will proceed to stage two of the Approval Process.

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Stage 2

The Applicant Assessor will be required to:

- Attend an Approved IFFO RS Training Course. The Applicant Assessor shall be required to successfully complete the Training Course and pass the Written Exam.
- To establish the Fishery Assessor’s competence the CB shall determine this through an interview and professional experience review, all such reviews will be documented and approved.

If the Applicant Assessor completed all the steps in stage 2 successfully the CB will be able to sign them off as an Approved Fishery Assessor for the IFFO RS Standard. Information on all New Approved Assessors shall be communicated to IFFO’s Head of Operations by their CB within 5 working days and their details submitted, on request.

The Programme Manager/Administrator for the IFFO RS Programme will maintain a master list of Approved Fishery Assessors.

For individual Subcontracted Assessors who have successfully completed the Approval Process a formal contract shall be drawn up on appointment by the CB which is signed by both parties.

On appointment, each Assessor will sign the CB’s own specific Conflict of Interest and Confidentiality Undertaking Criteria.

Maintenance of Assessor Approval Status

An Approved Assessor shall complete **a minimum of one IFFO RS Fishery Assessment or Surveillance Assessment in a calendar year** to maintain their Approval Status. If an Assessor does not meet this minimum requirement the CB shall remove the Assessor’s Approval Status and shall treat them as a New Applicant Assessor to the IFFO RS Programme.

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2.2 Controls

The performance of each Assessor will be systematically reviewed by the following means:

- (a) Assessment Reports – shall be continuously reviewed by the CB Programme/Administrator and the Certification Committee to ensure that the Fishery Assessment Requirements meet each clause to the IFFO RS Standard;
- (b) Assessors may also be required to attend the CB’s Certification meetings as requested to provide information to assist the Committee on Certification Decisions, however the Assessor shall not be part of the Certification Decision-making Process;
- (c) Assessment Performance – For Programmes such as the IFFO RS, Assessor Performance will be determined through continuous review by the CB’s Staff. If an Assessor does not complete the Assessment with the due diligence and expert incite required their Approval Status may be revoked.

3. RECORDS

The Programme Manager/Administrator will maintain an Approved Assessor File for each Assessor. A copy of the Approved Assessor’s CV and evidence of training against the IFFO RS standard shall be sent to IFFO RS Ltd. Having gained Approval there will be evidence of the following held on file:

General

- Contract ;
- CV;
- External Training/Qualification Certificates;
- Evidence of Training against the IFFO RS Programme;
- Assessor Criteria Requirement Record ;
- Date of Approval ;
- Signed copies of Confidentiality Agreements;
- Assessor Performance Review;
- Record of number of Fishery and By-product Fishery Assessments conducted annually;
- Internal Assessment Reports;

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Appendix A

**Criteria Required For:
IFFO RS Fishery Approval, Assessment Team Member/Assessor and Peer Review
Assessor.**

1.	FORMAL QUALIFICATIONS	YES/NO
	<p>Post-high School Diploma</p> <p>At least a post-high school diploma or equivalent (minimum course duration of 2 years) must have been obtained in a discipline related to Fishery Studies.</p>	
2.	Technical Skills and Qualifications	YES/NO
	<p>2.1 IFFO RS</p> <ul style="list-style-type: none"> • Training on IFFO RS Programme Criteria for Responsible Sourcing. • Training on IFFO RS Fisheries and By-product Fishery Approval Methodology. 	
	<p>2.2 Experience – Demonstrate experience in at least one of the following:</p> <ul style="list-style-type: none"> • Fish Stock Assessment - must have experience as a leader in the production of Peer Reviewed Stock Assessment(s) for relevant Fishery(ies), and Stock Assessment Technique(s) being used in the Fishery Under Assessment. • Fish Stock Biology/Ecology – must have 5 years’ experience in research expertise in biology and ecology of the target of similar species. • Fishing Impacts on Aquatic Ecosystems - at least 5 years’ experience in research into, policy analysis for, or management of, Fisheries Impacts on Aquatic Ecosystems, and/or Marine Conservation Biology. • Fishery Management and Operations - must have at least 5 years’ experience as a practicing Fishery/Aquatic Natural Resource Manager and/or Fishery/Aquatic Natural Resource Management Policy Analyst. Must also have a good understanding of the Management System(s) used in the Fishery Under Assessment. • Local Knowledge Current knowledge of the country, language and local Fishery context that is sufficient to support meaningful Assessment of the Fishery. 	
3.	Communication Skills	YES/NO
	<ul style="list-style-type: none"> • “Working Language” Skills in the corresponding Native/Working Language. This must include the locally used Specialist Terminology in this Working Language. 	

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4.	On-going Training	YES/NO
	<ul style="list-style-type: none"> The Assessor shall participate in IFFO RS Training conducted by the CB's IFFO RS Approved Trainer and pass the written exam for each new Standard Version within 3 months after its release 	

AMENDMENT LOG

DATE	ISSUE	AMENDMENT	AUTHORISED BY
26/01/2015	1	Lead assessor training – ISO 19011 criteria removed	Andrew Jackson
27/01/2016	2.1	Addition of text in section 3: Records 'A copy of the Approved Assessor's CV and evidence of training against the IFFO RS Standard shall be sent to IFFO RS Ltd.'	Francisco Aldon
12/04/2016	2.1	Addition of section 4 – Ongoing Training in Appendix A "The Assessor shall participate in IFFO RS Training conducted by the CB's IFFO RS Approved Trainer and pass the written exam for each new Standard Version within 3 months after its release."	Francisco Aldon

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