

CONDUCTING IFFO RS FISHERY/BY-PRODUCT FISHERY ASSESSMENTS BY APPROVED CERTIFICATION BODIES (CBs) or INSPECTION BODIES (IBs)

PURPOSE

The contents of this document are to ensure that all IFFO RS Fishery/By-product Fishery Assessments are conducted and reported in a consistent manner.

SCOPE

This document states the procedure to be applied to all IFFO RS Fishery/By-product Assessments carried out by all approved CBs and IBs

1. METHOD

1.1 The Pre-assessment Check

The CBs or IBs will be responsible for conducting the Pre-assessment check by contacting the Applicant directly to discuss the scope of the Fishery/By-product Fisheries that will need to be assessed to the IFFO RS Fishery/By-product Fishery approval criteria. The Applicant will be responsible for the collection and submission of all relevant information required. To aid this, there is a Data Gathering Guidance document for Fishery Assessments can be found by Applicants on the IFFO RS website ([click here](#)) and evidence should shall be submitted to the Certification Body directly.

The CBs or IBs may take the opportunity during this Pre-audit Check to explain and agree additional interpretation requirements of the Fishery/By-product Fishery Assessment with the Applicant. At this stage, the Applicant will be asked to supply additional information, or direct the CB/IB to the relevant references to allow them to assess the fishery/by-product fishery in accordance with the IFFO RS Fishery/By-product Fishery Approval Criteria as stated in the current, relevant version of the IFFO RS standard*.

If the Pre-assessment Check successfully obtains all the required information, the assessment of the Fishery/By-product Fishery will be confirmed in writing to the applicant from the CB or IB.

If the outcome of the Pre-assessment Check is unsatisfactory and the Applicant is unable to supply the relevant information required for the assessment, the Applicant will be informed in writing and their Fishery/By-product Fishery application to obtain approval for use as raw material for the IFFO RS standard will be suspended until this Fishery/By-product Fishery information can be provided.

Doc A3					
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Issue Date	January 2015	Issue	1	Revision	6
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1.2 The Assessment

CBs or IBs own registered Fishery Assessors shall be selected in accordance to IFFO RS Control Document B2 - Appointment of IFFO RS Fishery and By-product Fishery Assessors (current version).

The Assessment will be conducted against the current, relevant issue of the IFFO RS standard* and will be in compliance with the relevant IFFO RS Fishery Interpretation Document 2 (ID2) or with the IFFO RS By-product Interpretation Document 3 (ID3), or IFFO RS Fishery Assessment Interpretation Guidance Document (ID5). All Fishery and By-product Fishery Reports will use an Approved Fishery / By-Product Fishery Assessment Report format (FISH1, FISH2 or FISH3).

All Assessments will be recorded utilising a binary system of pass and fail against the current IFFO RS Fishery/By-product Approval Criteria and be substantiated with both positive and/or negative evidence to each Approval Criteria of the IFFO RS standard.

For all Assessments, including annual surveillance, the assessor shall ensure that all areas of the IFFO RS Fishery/By-product Fishery Approval Criteria are assessed.

On completion of the Assessment the Fishery Assessor shall rate each clause to determine its compliance with the IFFO RS Fishery/By-product Fishery Interpretation Documents and give an approval recommendation. The Assessment Report shall be submitted to the CB or IB for an internal peer review.

The recommendations from the Fishery Assessor are as follows:

- Approve the Fishery or By-product Fishery as raw material for use in IFFO RS certified factories as it has achieved a pass rating to the IFFO RS Fishery/By-product Fishery Approval Criteria.
- Do not approve the Fishery or By-product Fishery should it have a fail rating in one or more clause in the IFFO RS Fishery/By-product Approval Criteria

At this stage, the report shall be sent back to the Applicant as a “Client Draft” to ensure that all the evidence on the Fishery has been evaluated. A period of no longer than one calendar month or the time period the CB deems necessary shall be given to the Applicant to provide more evidence that may affect the compliance rating given to the IFFO RS Approval Criteria.

1.3 The CB or IB Internal Peer Review

The completed Fishery/By-product Fishery Assessment will need to be assessed by the CB or IB. The individual undertaking this task shall have Lead Auditor Status within the CB or IB to ensure that the Fishery or By-product Assessment has been conducted in accordance with this procedure. At this stage, the CB or IB will also confirm or not the approval recommendation of the Fishery/By-product Fishery from the Fishery Assessor from the evidence provided.

If the decision is to approve the Fishery Assessment Report and its recommendations the CB or IB will send the completed report to the IFFO RS Independent Fishery Peer Review

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Committee to review and concur or disagree with the decision. This process is governed by the Peer Review Committee Control Document PR3.

If the decision is not to approve, the Fishery Report and its recommendation the CB or IB can either; ask the Fishery Assessor to investigate more evidence to provide more assurance to the compliance rating given, or they can stop the Fishery or By-product Fishery Approval at this stage until further evidence is available. Fishery/by-product Fishery Assessments that are stopped at this stage will be given a total period of 12 months or the time period the CB deems necessary from the Initial Assessment to provide more evidence. If this time period elapses the Applicant will have to resubmit the Fishery/By-product Fishery for a completely new Assessment.

1.4 Records

A copy of the final Fishery/By-product Fishery Assessment Report, conditions for approval and correspondence conveying the IFFO RS Fishery Peer Review Committees decision will be held in the Applicant’s file for a period of 5 years or the duration of the approval period if this is longer.

The final Fishery/By-product Fishery Assessment Report shall also be sent to IFFO RS Secretariat for record keeping and research purposes, and it shall be placed on the IFFO RS website under Fishery/By-product Fishery Assessment.

1.5 Annual Surveillance and Full Re-assessments

The CB or IB will be responsible for scheduling Assessments and notifying their registered Fishery Assessor. The Fishery Assessor will be responsible for the carrying out of the Assessment within an agreed time period with the Applicant. Where an Assessment cannot be conducted in the agreed time period, the CB or IB shall inform the Applicant and IFFO RS Secretariat to ensure that the Assessment timing is rescheduled to ensure that the Fishery/By-product Fishery Approval Status is not compromised.

1.6 Assessor Conduct

All Fishery Assessors whether for Initial Assessment, Annual Surveillance or Re-assessment are required to declare to the CB or IB any situation, which may give rise to a conflict of interest with respect to the Fisheries they have been requested to assess. Each Fishery Assessor must confirm that they will notify the CB or IB should such a situation arise through a signed Conflict and Confidentiality Declaration Form.

**Current, relevant issue refers to IFFO RS standard Version 1.6 and IFFO RS standard Version 2.0 as both versions are running whilst the transition period from Version 1.6 to Version 2.0 is in process. More information about the transition period can be found [here](#).*

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AMENDMENT LOG

DATE	ISSUE	AMENDMENT	AUTHORISED BY
13/11/2015	1.1	Introduction of IFFO RS logos, IFFO RS Ltd.	Francisco Aldon
21/01/2016	1.5	Addition of wording in 1.1, first paragraph <i>“To aid this there is a Data Gathering Guidance document for Fishery Assessments where Applicants can find and submit information and evidence via the IFFO RS website.“</i>	Francisco Aldon
28/01/2016	1.5	Updating of document names in 1.2 second paragraph <i>“IFFO RS Fishery Interpretation Document 2 (ID2) IFFO RS Fishery Assessment Detailed interpretation Document (current version) or with the IFFO RS By-product Interpretation Document 3 (ID3) – By-products Fishery Assessment Detailed Interpretation Document (current version).“</i>	Francisco Aldon
12/09/2017	1.6	Updating of <i>“for Fishery Assessments can be found by Applicants on the IFFO RS website (click here) and evidence should shall be submitted to the Certification Body directly.“</i> On page 1, first paragraph	Francisco Aldon
12/09/2017	1.6	Updating document reference to align with the changes due to the launch of version 2.0 <i>“current, relevant version of the IFFO RS standard*“</i> on page 1, second paragraph	Francisco Aldon
12/09/2017	1.6	Updating of document references to align with the changes due to the launch of V2.0 <i>“The Assessment will be conducted against the current, relevant issue of the IFFO RS standard* and will be in compliance with the relevant IFFO RS Fishery Interpretation Document 2 (ID2) or with the IFFO RS By-product Interpretation Document 3 (ID3), or IFFO RS Fishery Assessment Interpretation Guidance Document (ID5). All Fishery and By-product Fishery Reports will use an Approved Fishery / By-Product Fishery</i>	Francisco Aldon

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		<i>Assessment Report format (FISH1, FISH2 or FISH3)."</i>	
12/09/2017	1.6	Rewording of the third paragraph in section 1.2 on page 2 from 'All assessments will be recorded as Highly Compliant, Medium Compliant, or Low Compliant' to read 'All assessments will be recorded utilising a binary system of pass and fail against	Francisco Aldon
12/09/2017	1.6	Updating of the recommendations from the Fishery Assessor to align with version 2.0 in section 1.2 page 2	Francisco Aldon
12/09/2017	1.6	Addition of the wording 'or the time period the CB deems necessary' to the final paragraph in section 1.2 on page 2	Francisco Aldon
12/09/2017	1.6	Addition of the wording 'or the time period the CB deems necessary' to the final paragraph in section 1.3 on page 3	Francisco Aldon
12/09/2017	1.6	Addition of <i>"*Current, relevant issue refers to IFFO RS standard Version 1.6 and IFFO RS standard Version 2.0 as both versions are running whilst the transition period from Version 1.6 to Version 2.0 is in process. More information about the transition period can be found here."</i> On page 3	Francisco Aldon



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