

Friend of the Sea Standard

FOS – Sustainable cleaner products requirements

Friend of the Sea non Seafood Standard

REV	DATE	REASON	Issued by	APPROVAL
1	16/12/2020	First issue	Mario Passoni	



Friend of the Sea is a non-governmental organisation founded in 2008 whose mission is the conservation of the marine habitat and its resources by means of certification and promotion of certified products from sustainable fisheries and aquaculture.

Friend of the Sea has created a certification program for products from both fishing and sustainable aquaculture. Audits are carried out by independent certification bodies and ensures that the product conforms to the sustainability requirements.

The use of the logo is authorized only following a positive outcome of an audit carried out by the certification body:

Friend of the Sea sustainable cleaner certification covers the following criteria:

1. **Management system**
2. **Production**
3. **Chemical composition**
4. **Environmental impact**
5. **Packaging**
6. **Energy management**
7. **Social accountability**

Each of these criteria include essential or important requirements, or recommendations.

Essential Requirements: Conformity to essential requirements is mandatory for certification. Any shortfall with regard to these requirements is considered as a Major Non-Conformity. Corrective actions must be implemented and compliance to the requirements must be proved within three months from receipt of the Audit Report.

Important Requirements: Conformity to important requirements is mandatory for certification. Any shortfall with regard to these requirements is considered as a Minor Non-Conformity. Corrective Actions (declaration of intent and plan of action) must be proposed to the Certification Body within three weeks from the date the Audit Report is received. The Organization must include in its proposed Corrective Action a deadline for compliance. The maximum term for the complete implementation of each Corrective Action is one year.

Recommendations: recommendations are not mandatory for certification. Nevertheless, compliance will be verified and non conformity will be reported by the auditor.

In case a requirement is not applicable to the audited unit of certification this will be defined as not applicable (N/A).

This document may only be compiled by the Certification body and by the Auditor responsible for the inspection. The form must be compiled in the Auditor's mother tongue or in English if fluent.

a) NAME OF THE COMPANY UNDER AUDITED:
b) IS THE COMPANY PART OF A GROUP?
c) ADDRESS OF THE COMPANY UNDER AUDITED:
d) NAME AND CONTACT DETAILS OF THE PERSON AT THE COMPANY RESPONSIBLE FOR THE AUDIT AND CONTACTS WITH THE AUDITOR:
e) SITES INCLUDED IN THE AUDIT SCOPE: <i>(list names of sites and location)</i>
f) SITES VISITED BY THE AUDITOR:
g) LIST OF THE PRODUCTS UNDER AUDIT:
h) DESCRIPTION OF THE PRODUCTS UNDER AUDIT:

i) FINISHED PRODUCT BRANDS:

j) TOTAL NUMBER OF EMPLOYEES:

k) ENVIRONMENTAL CERTIFICATIONS AND ACKNOWLEDGEMENTS:

l) ADDITIONAL INFORMATION:

Friend of the Sea project has been introduced
(If not, auditor should provide short description)

The audited company has been informed that in case of approval confirmation, it can use the Friend of the Sea logo on its certified products

The company has handed over a copy of the company chart identifying the role of the staff involved in the audit

Audit timing has been agreed upon

Data of Preliminary Information Form have been confirmed: (In case of different info please detail)

CERTIFICATION BODY:	AUDIT TEAM:	AUDIT START AND END DATE:
SIGNATURE OF AUDITOR:	NAME OF THE PERSON IN CHARGE OF THE COMPANY AND ACCOMPANYING THE AUDITOR DURING THE AUDIT:	AUDIT CODE:
		TYPE OF AUDIT:

NOTES FOR THE AUDITOR

- 1) *The Auditor must complete all fields of the checklist.*
- 2) *The Auditor must justify in case requirement is Not Applicable*
- 3) *The Auditor must answer Yes (Y) when the company is compliant with the requirement and No (N) when it is not compliant*
- 4) *The Auditor must provide comments and explanations for positive or negative responses. Yes, No or Not Applicable are not sufficient*
- 5) *Any significant documental evidence must be attached to the final audit report in a separate and numbered appendix*
- 6) *Photographs should be added to the checklist and/or as an annex*

1 - MANAGEMENT SYSTEM

No.	Requirement	Level	Y/N	Comments
1.1	A sustainable management system must include the following:			
1.1.1	a manager of the environmental and social management system, with formally defined authority and responsibilities;	Important		
1.1.2	a set of written procedures to ensure compliance with the requirements of this checklist;	Important		
1.1.3	a yearly internal review report.	Important		

2 - PRODUCTION

No.	Requirement	Level	Y/N	Comments
2.1	Products must not be tested on animals.	Essential		
2.2	Products do not contain ingredients and derivatives of animal origin.	Essential		

3 – CHEMICAL COMPOSITION

No	Requirement	Level	Y/N	Comments
3.1	Products must respect the following parameters:			
3.1.1	More than 95% of ingredients of natural origin;	Essential		
3.1.2	100% surfactants of vegetable origin;	Essential		

No	Requirement	Level	Y/N	Comments
3.1.3	Quantity of Nickel, Chromium and Cobalt lower than 0.00004%;	Essential		
3.1.4	Without parabens;	Essential		
3.1.5	Without SLES (sodium laureth sulfate);	Essential		
3.1.6	Without non-natural dyes;	Essential		
3.1.7	Without Isothiazolinones in paper.	Essential		

4 – ENVIRONMENTAL IMPACT

No	Requirement	Level	Y/N	Comments
4.1	The company reduces its environmental impact according to the Critical Dilution Volume which considers the following factors:			
4.1.1	Biodegradability of formulations on aquatic systems;	Important		
4.1.2	Toxicity of formulations on aquatic systems.	Important		

5 - PACKAGING

No	Requirement	Level	Y/N	Comments
5.1	The company shall use packaging materials that are biodegradable or recyclable.	Recommendation		
5.2	The dyes used in the labelling process must also be environmentally friendly and must not contain toxic substances.	Recommendation		

5.3	Products must have a minimal packaging to reduce the possibility of waste dispersion.	Recommendation		
5.4	Products must include on its packaging clear instructions for users on how to dispose of the packaging in order to minimize its impact.	Recommendation		

6 - ENERGY MANAGEMENT

No	Requirement	Level	Y/N	Comments
6.1	The company must maintain a record of energy consumption updated at least annually.	Important		
6.2	The company should calculate its non-renewable energy consumption per unit of product and undertake to reduce it annually.	Recommendation		
6.3	The company and its suppliers shall, by preference, use renewable energy sources.	Recommendation		

7 - SOCIAL ACCOUNTABILITY

No	Requirements	Level	Y/N	Comments
7.1	The company shall respect human rights, complying with the following requirements:			
7.1.1	Compliance with national regulations and ILO on child labour.	Essential		
7.1.2	Pay the employees adequate salaries compliant at least with the minimum legal wages according to the international legal framework.	Essential		
7.1.3	Grant employees access to health care.	Important		
7.1.4	Apply safety measures required by the law. Nonetheless, compliance with the minimum safety requirements are mandatory, even if not required by local law.	Essential		
7.1.5	Keep records of accidents or injuries.	Important		

7.1.6	Freedom of association and collective bargaining.	Essential		
7.1.7	No forced or compulsory labour.	Essential		
7.1.8	No discrimination.	Essential		

CONCLUSIONS:

It is important that the Auditor also completes the following fields:

- The company's products CONFORM to Friend of the Sea requirements.**
- The company's products DO NOT CONFORM to Friend of the Sea requirements.**
The Auditor has found the following nonconformities:

MAJOR NONCONFORMITY (to conform within 3 months)

Specify

MINOR NONCONFORMITY (proposal within 3 weeks and conformity within 1 year)

Specify

RECOMMENDATIONS (notification before the subsequent inspection)

Specify