



Friend of the Sea Sustainable Restaurants and Catering Chains Standard



REV	DATE	REASON	Issue by	Approved by
1	22/06/2018	First issue	Paolo Bray	
2	08/10/2019	Update	Paolo Bray	

Friend of the Sea non-seafood Standard

Foreword

Friend of the Sea (FOS) is a non-governmental organization, established in 2008, whose aim is to safeguard the marine environment and its resources by incentivising a sustainable market and implementing specific protection and conservation projects.

The Friend of the Sea **Sustainable Restaurants and Catering Chains Standard** requirements are classified as Essential, Important or Recommendations, according to their level of importance.

Essential Requirements: The organization shall be 100% compliant with Essential Requirements to be certified. Failure to comply with Essential Requirements is a **Major Non-Conformity**. To achieve certification, corrective actions shall be implemented within three months from the date of assessment of non-conformities. The organization shall provide with satisfactory evidence of correction of all major non-conformities, if necessary, with additional audits.

Important Requirements: Failure to comply with Important Requirements is a **Minor Non-Conformity**. To achieve certification, the organization shall first propose a corrective action plan within maximum three weeks from the date of assessment of the non-conformities. In the proposal, the organization shall include the timeframe for the implementation of each corrective action, considering that all minor non-conformities must be closed before the surveillance audit. The proposal shall be analyzed by the auditor regarding its consistency and feasibility. If accepted, the certificate can be granted. Then, in the surveillance audit, the organization shall be able to demonstrate that all minor non-conformities reported in the approved proposal were solved. If the approved proposal has not been fully implemented, the certificate is suspended until the resolution of any remaining minor non-conformities.

Recommendations: It is not compulsory for the organization to comply with Recommendations to achieve certification. Nonetheless, compliance with Recommendations shall be verified during the audit and any non-conformities shall be highlighted in the audit report as a “recommendation”. The organization shall inform the auditor, during the following audit, regarding any corrective measures implemented.

Requirements which are not applicable to the audited organization will be marked with ‘N.A.’

Description of the Organization

This document shall only be filled out by the auditor. It must be filled out in English, if spoken fluently, or in the auditor's mother tongue.

A. NAME OF THE ORGANIZATION TO BE AUDITED:

B. NAME OF THE ORGANIZATION REQUESTING THE AUDIT:

C. IS THE ORGANIZATION TO BE AUDITED PART OF A GROUP? IF SO, PLEASE SPECIFY THE NAME OF THE GROUP AND ALL THE GROUP MEMBERS:

D. ADDRESS OF THE ORGANIZATION TO BE AUDITED:

E. NAME AND CONTACTS OF THE PERSON WITHIN THE ORGANIZATION RESPONSIBLE FOR THE AUDIT AND CONTACTS WITH THE AUDITOR:

F. COMMON AND SCIENTIFIC NAME OF THE SPECIES TO BE AUDITED:

Common Name	Scientific Name

G. AUDITED SITES (*list name of the site and location*):

H. LIST OF SUPPLIERS OF SEAFOOD PRODUCTS:

Scientific Name	Supplier	Certification	% number/weight

I. DESCRIPTION AND LOCATION OF FREEZERS AND WAREHOUSES, IF ANY
(for product traceability purposes):

J. TOTAL NUMBER OF EMPLOYEES:

K. ENVIRONMENTAL CERTIFICATIONS AND AWARDS:

L. ADDITIONAL INFORMATION:

- The Friend of the Sea project was introduced** (If not, the Auditor must provide a short description)
- The organization was informed of the opportunity, in case of approval, of using the Friend of the Sea logo on promotional material associated with the enterprise's activities
- The organization has been provided with a document outlining the roles and qualifications of the staff carrying out the audit
- The duration of the audit was agreed upon
- The information included in the Preliminary Information Form (PIF) has been confirmed (in case of changes to the PIF, an updated version has to be promptly provided)

CERTIFICATION BODY:	AUDIT TEAM:	AUDIT START AND END DATE:
SIGNATURE OF AUDITOR:	NAME OF THE PERSON IN CHARGE OF THE ORGANIZATION AND ACCOMPANYING THE AUDITOR DURING THE AUDIT:	AUDIT CODE:
		TYPE OF AUDIT (Initial, Surveillance, Renewal and additional)

NOTES TO THE AUDITOR

1. The auditor must fill out all fields in the checklist.
2. Checklist compilation guidelines are highlighted in the blue boxes.
3. The Auditor must provide an explanation when requirements are not applicable.
4. The Auditor must write YES when the organization complies with a requirement and NO when it does not.
5. The Auditor must comment and explain the positive or negative answers. Simple "YES," "NO," or "N.A." are insufficient.
6. Each relevant document must be added to the final Audit Report in a separate and numbered attachment.
7. Photographic explanations added to the checklist or attached are appreciated.

1. Traceability

No.	Requirement	Level	Parameters and information	Y/N	Comments
1.1	The organization identifies each product and each batch uniquely.	Essential			
1.2	The organization ensures the existence of a specific traceability system that ensures the products audited respect all the requirements of this standard and that there is no possibility of mixing with non-certified products.	Essential			
1.3	The organization provides detailed identification of the origin of products, including fishing area and fishing method, or aquaculture site.	Essential			
1.4	The organization carries out a training course at least once a year for the employees involved in the maintenance of the Chain of Custody, to achieve and maintain an appropriate knowledge.	Important			
1.5	The organization checks the functionality of the system at least once a year.	Important			
1.6	There is a product recall procedure that is tested at least once a year.	Important			
1.7	The organization must keep records documenting compliance to all Chain of Custody requirements for a period that exceeds the shelf life of the certified product and the periodicity between audits.	Important			

1.8	<p><u>Only applicable to groups:</u></p> <p>There is documentation that clearly demonstrates that all the group members belong to the same management system.</p> <p>The auditor must collect the documental evidence.</p>	Essential			
1.9	<p>A minimum of 90% of the total number (or in alternative, the total weight) of seafood products served is certified by any of the following: Friend of the Sea (FOS), Global Gap, Marine Stewardship Council (MSC), Aquaculture Stewardship Council (ASC), Best Aquaculture Practice (BAP), Organic.</p>	Essential			
1.10	<p>A minimum of 60% of the total number (or in alternative, the total weight) of seafood products served is certified either Friend of the Sea or Global Gap, whereas at least 1 species must be Friend of the Sea certified.</p>	Essential			

2. Social Accountability

No.	Requirement	Level	Parameters and information	Y/N	Comments
2.1	The Organization must respect human rights, complying with the following requirements:				
2.1.1	Compliance with national regulations and ILO on child labour.	Essential	Refer to ILO: https://www.ilo.org/global/standards/introduction-to-international-labour-standards/language/index.htm		
<p><i>The 1973 Minimum Age Convention (No. 138) establishes "the minimum general age for admission to work at 15 (13 for light work) and the minimum age for dangerous work at 18 (16 under certain strict conditions.) It provides for the possibility of initially setting the general minimum age at 14 (12 for light work) where the economy and educational facilities are not sufficiently developed "</i></p>					
2.1.2	Pay the employees adequate salaries compliant at least with minimum legal wages.	Essential	Refer to ILO: https://www.ilo.org/global/standards/introduction-to-international-labour-standards/language/index.htm		
<p><i>Minimum wages vary depending on the country. The Auditor must verify that the organization knows the minimum wage in its country.</i></p>					
2.1.3	Grant employees' access to healthcare.	Essential	Refer to ILO: https://www.ilo.org/global/standards/introduction-to-international-labour-standards/language/index.htm		
<p><i>The organization shall have workers' compensation insurance to cover their employees when an illness or injury happens at work. The auditor shall verify that the organization provides, where necessary, measures to deal with emergencies and accidents, including adequate first-aid arrangements.</i></p>					
2.1.4	Apply safety measures required by the law. Nonetheless, compliance with the minimum safety requirements are mandatory, even if not required by local law.	Essential	Refer to ILO: https://www.ilo.org/global/standards/introduction-to-international-labour-standards/language/index.htm		
<p><i>To assess the minimum safety requirements, the auditor shall verify and collect evidence of hazards and risks in the work environment, dangers to life, safe drinking water, health and safety training and use of Personal Protective Equipment (PPE).</i></p>					

2.1.5	Keep track of any accidents or injuries may occur to employees.	Recommendation	Refer to ILO: https://www.ilo.org/global/standards/introduction-to-international-labour-standards/lang-en/index.htm		
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The records shall be used to take corrective action and to identify the causes of accidents, preventing future events.

2.1.6	No forced or compulsory labor	Recommendation	Refer to ILO: https://www.ilo.org/global/standards/introduction-to-international-labour-standards/lang-en/index.htm		
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All work, including overtime, must be voluntary. The hours worked over than normal working hours should be remunerated adequately.

2.1.5	No discrimination.	Essential	Refer to ILO: https://www.ilo.org/global/standards/introduction-to-international-labour-standards/lang-en/index.htm		
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Opportunities for recruitment, access to training, promotion, compensation, termination and retirement shall not be made based on race, colour, sex, religion, political opinion, national extraction or social origin. Physical, verbal or sexual abuse, bullying or harassment are prohibited

The Auditor shall verify the compliance with the requirements through documental evidence (work contract samples) and on-site observation.

2.2	Support global farmers				
2.2.1	Sourcing fairly-traded produce to ensure farmers in the developing world access to a trade system based on justice and fairness.	Recommendation			
2.3	Support the community				
2.3.1	The organization will develop, in the following 12 months, an engagement program with the local community, schools or charities for social support programs.	Recommendation			

3. Environmental Management Criteria

No.	Requirement	Level	Parameters and information	Y/N	Comments
3.1	A sustainability management policy manual, which covers all the criteria present in the section 3, is in place and accessible from the organization's website.	Recommendation			
3.2	Vegetable and fruit				
3.2.1	Veg-led dishes are listed and highlighted on the menu.	Recommendation			
3.2.2	At least one fruit dish choice is listed on the menu.	Recommendation			
3.3	Source food only from sustainable or organic origins.				
3.3.1	The organization offers only food certified from sustainable origin, by Friend of the Earth or other sustainability or organic certifications.	Recommendation	Such as: Global Gap, Organic, Rainforest Alliance, SAC, etc...		
3.3.2	Only tuna certified Dolphin-Safe by the Earth Island Institute is sourced.	Important			
3.4	Water and Energy management				
3.4.1	The organization records water and energy usage over the months and it implements strategy to improve efficiency.	Important			
3.4.2	The organization uses renewable energy with a program to increase its use in the future.	Recommendation			

3.4.3	The organization trains front and back of house staff to use energy and water efficiently.	Important			
3.4.4	The organization uses ecological detergents.	Recommendation			
3.5	Reduce – Reuse - Recycle				
3.5.1	The organization recycles all recyclable plastics.	Essential			
3.5.2	Waste facilities are clearly labelled for the separation of recyclable materials.	Essential			
3.5.3	Mono-use (single-use) plastic, if provided, is managed by the organization in order to be 100% recycled. Measures are in place to prevent the plastic to be carried outside the organization's site.	Important			
3.5.4	In order to reduce waste, the organization has agreements with entities / associations with a social purpose (that is, waste is donated or sold at lower prices to associations for poor and needy people).	Recommendation			
3.6	Food Waste Prevention				
3.6.1	The organization manages what comes in and goes out of its business to reduce wastage and eliminate waste-to-landfill.	Important			
3.6.2	The organization has in plan, within the next 12 months, to develop partnership with NGOs delivering not used food to people in need.	Recommendation			

4. Healthy Food Requirements

No.	Requirement	Level	Parameters and information	Y/N	Comments
4.1	Offering balanced menu options, reasonable portions and healthy cooking options to cater for customers needed.	Recommendation			
4.2	The organization makes information available about dishes calories and nutritional facts.	Recommendation			

Traceability Test

The audit must include a traceability test on at least one product, confirming that the product itself is derived from one of the certified sustainable suppliers, including relevant invoices (certificates, invoices, bills, statements, etc.)

Please report the traceability test performed, specifying the relevant data collected.

Further comments

CONCLUSIONS:

The Auditor must fill out the following fields

- The organization COMPLIES with Friend of the Sea requirements**

- The organization DOES NOT COMPLY with Friend of the Sea requirements**

MAJOR NON-CONFORMITIES (to be corrected within 3 months)

List major non-conformities

MINOR NON-CONFORMITIES (corrective plan to be produced within 3 weeks and correction within 1 year)

List minor non-conformities

RECOMMENDATIONS (to be communicated within the next inspection)

List recommendations