

Friend of the Sea

FOS

Criteria and indicators for sustainable sea salt certification



CATEGORIES OF REQUIREMENTS

1. SOCIAL AND ENVIRONMENTAL MANAGEMENT SYSTEM
2. LEGAL COMPLIANCE
3. CONSERVATION OF THE ECOSYSTEM
4. PROTECTION OF WILD FAUNA AND FLORA
5. USE OF HAZARDOUS SUBSTANCES
6. WATER RESOURCES
7. AIR EMISSIONS MANAGEMENT
8. WASTE MANAGEMENT
9. ENERGY MANAGEMENT
10. SOCIAL ACCOUNTABILITY
11. ECONOMIC SUSTAINABILITY / AWARENESS

Name of the Organization being audited	
---------------------------------------------------	--

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, only if fluent.

If the organization is a Co-operative of Producers, audits will be carried out annually on a verified homogeneous sample, equal at least to the total square root of the Co-operative member companies.

a) ADDRESS OF THE ORGANIZATION BEING AUDITED:

b) IS THE ORGANIZATION PART OF A GROUP OR ASSOCIATION?

c) SALT PANS:

Name of the location	Coordinates	Description

d) AREA/ADDRESS OF SALT PANS:

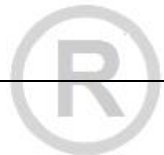
(Evidence to be provided: geolocation coordinates, extension, an official map of the site including areas descriptions)

g) TOTAL NUMBER OF EMPLOYEES:

Internal employees	External collaborators	Total

h) AVAILABLE ENVIRONMENTAL CERTIFICATIONS AND ACKNOWLEDGEMENTS:

i) ADDITIONAL INFORMATION:



Friend of the Sea project has been introduced

(If not, the Auditor shall provide a 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 organogram identifying the role of the staff involved in the audit

The duration of the Audit has been agreed upon.

Data of Preliminary Information Form have been confirmed: (in case of different information, please detail)



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

NOTES FOR THE AUDITOR

- 1) *The Auditor shall complete all the fields of the checklist*
- 2) *The Auditor shall read the notes in the blue boxes before filling in the fields*
- 3) *The Auditor shall provide an explanation when qualification requirements are not applicable*
- 4) *The Auditor shall write YES (Y) when the Organization complies with the requirement and NO (N) when it does not*
- 5) *The Auditor shall provide comments and explanations for positive or negative responses. Yes, No or Not Applicable are not sufficient. Any significant document shall be added to the final audit report in a separate and numbered attachment*
- 6) *Photographs added to the checklist and/or attached are appreciated*

As a first step of the audit, the Organization shall describe all aspects of the production system of the Salt pan

Essential requirements: 100% conformity to essential requirements is necessary in order for the Certification body to recommend the organization for certification. Any shortfall with regard to these requirements is considered as a Major Nonconformity and corrective actions are necessary to be carried out within a maximum term of three months from the date of the Nonconformity finding. The organization must provide the Certification body with satisfactory evidence of corrective actions for all the Major Nonconformities. Solely for the requirement 2.1, in consideration of the complexity of the information to be covered, the term allowed for assessing the nonconformity is extended to 6 months.

Important requirements: 100% conformity to important requirements is necessary in order for the Certification body to recommend the organization for certification. Any shortfall with regard to these requirements is considered as a Minor Nonconformity and corrective actions (declaration of intent and plan of action) must be proposed to the Assessing Entity to be submitted within a maximum term of three weeks from the date of the Nonconformity finding. In its proposal, the organization must include a timeline for the achievement of each corrective action. The maximum term for the complete implementation of each corrective action is one year.

Recommendations: conformity to recommendations is not a strict requirement in order to obtain the certification. However, as part of the assessment, all the aspects relating to such requirements will be inspected and each shortfall will be indicated in the Audit report under the form of a Recommendation. The organization must assess any possible corrective action and, no later than the subsequent inspection, must inform the Certification body about the decisions taken and the corrective actions carried out.

Where it is not applicable to the assessed Organization, this requirement should be marked N.A.

1 – SOCIAL AND ENVIRONMENTAL MANAGEMENT SYSTEM

N°	Requirement	Evidence	Level	Y/N	Comments
1.1	The Organization has an environmental and social management system in place consisting of policies and procedures which ensure compliance with the requirements of this standard.	PDF Manual file or procedures files.	Essential		
1.2	The Organization relies on qualified professionals for the implementation of the environmental management plan.	Organigram and CVs.	Important		
1.3	The Organization hires and dedicates a person responsible for the implementation of the environmental and social management system.	CV and evidence of official role designation	Essential		
1.4	All relevant documents related to the implementation of the environmental and social management system and providing evidence of compliance to this standard, are filed for at least three years.	Pictures of filed documents in bulk and at least three copies of sample of three years old documental evidence, when available.	Important		
1.5	The Organization has carried out an Environmental Life Cycle Analysis or equivalent assessment on its own production system.	LCA document file.	Recommendation		
1.6	Personnel management				
1.6.1	The Organization has identified practices preventing unauthorised people access to the production site.	Files and pictures of available evidence, such as signposts and barriers.	Important		
1.6.2	The Organization's personnel involved in aspects related to the implementation of the Environmental Managements System and compliance to this Standard has been trained on related matters. Record completed training activities.	Record of trainings carried out (eg PPT, attendance certificates)	Important		
1.7	Emergency procedures				
1.7.1	Emergency procedures are in place, including at least the following: <ul style="list-style-type: none"> • map or address of salt pan; • contact person/people; • list of emergency telephone numbers; • position of the nearest telephone; • position of fire-extinguishers; • centralized electrical switch points 	Files and on site evidence (eg: maps indicating meeting point in case of emergency, telephone numbers available, electrical	Important		

	<ul style="list-style-type: none"> areas with taps for turning off water and gas. 	switches, etc).			
1.7.2	Procedures are in place to ensure the effective implementation of corrective actions in case of accidents,	Files and examples of implementation (when available).	Important		
1.8	Machinery and equipment				
	All machineries are maintained periodically according to a written procedure to prevent accidents which could impact the environment.	Procedure file and evidence of periodical maintenance	Essential		



2 – LEGAL COMPLIANCE

N°	Requirement	Evidence	Level	Y/N	Comments
2.1	The Organization provides evidence of compliance of production with all the applicable local, federal, national and international environmental laws and regulations.	Official files confirming evidence of compliance.	Essential		
2.2	Medical approval The Organization is authorized to operate by the local authorities.	Authorization document.	Essential		

3 – CONSERVATION OF THE ECOSYSTEM

N°	Requirement	Evidence	Level	Y/N	Comments
3.1	No natural ecosystem was destroyed for the development or expansion of the salt pans and processing site since the 1 st of January 1950.	Historical documents. Site video covering the whole area and/or a satellite Google map with explanations.	Essential. 3.2 is inn alternative, in case of NC		
3.2	Mitigation measures in case of NC to 3.1:				
3.2.1	In case a natural ecosystem was destroyed for the development or expansion of the salt pans and processing site, since the 1st of January 1950, the Organization has estimated the consequent environmental impact.	Environmental impact study file-	Essential		
3.2.2	A mitigation plan has been implemented in compliance with the legislation in force and offsetting negative impact.	Mitigation plan study document file and evidence of implementation, including on site video and images.	Essential		

3.3	All natural ecosystems, both aquatic and terrestrial, within the Organization's site area must be identified, protected and restored through a conservation programme.	Map identifying natural ecosystems when available. Conservation programme file.	Essential		
3.4	In case the Organization's site is located within national or international parks or reserves, the Organization must have an appropriate official permit to operate.	Official authorization file.	Essential		
3.5	The Organization shall implement a plan to maintain and/or restore the interconnection of natural ecosystems incurring within its borders, in order to enhance biodiversity	Conservation / restoration plan document.	Important		
3.6	Protection of aquatic ecosystems:				
3.6.1	The Organization protects aquatic ecosystems from the possible contamination of chemicals of different types used in the production process.	Documental and onsite video and pictures evidence.	Essential		
3.7	Development and recovery of company locations not intended for production (buildings, sheds, etc.) provide for the assessment of the impact on landscape, and of the impacts dealt in the points 3.1 and 3.2.	Impact studies and onsite video and pictures evidence.	Important		


4 – PROTECTION OF WILD FAUNA AND FLORA

N°	Requirement	Evidence	Level	Y/N	Comments
4.1	The Organization has recorded and updates an inventory of wild fauna and flora occurring in the farm.	Inventory document and onsite video and pictures	Essential		
4.2	The Organization has identified those species occurring in the site and listed as 'vulnerable' or worse in IUCN's Red List (www.redlist.org) and a consequent conservation plan has been produced and implemented	List of red listed species occurring in the site. Conservation plan file. On site video and pictures evidence.	Essential		
4.3	The Organization protects and restores ecosystems which constitute habitats for wild fauna and flora next to salt pan by means of (where applicable):	Documental and onsite video and pictures evidence.	Important		
4.3.1	underground cables;				
4.3.2	crash barriers for the protected flora;				

4.3.3	stabilize water levels to ensure nesting of aquatic bird species;				
4.3.4	submerge islets at least for a month in winter in order to avoid the presence of colonies of rats or other rodents;				
4.3.5	maintain different degrees of salinity in the different basins in order to keep the levels of biodiversity as high as possible;				
4.3.6	fill all the basins used for productive purposes before the migration period to prevent the settlement of bird colonies on their bottom;				
4.3.7	control annually local islets and vegetation;				
4.3.8	create new islets for restoring over-reduced basins and replacing those which are eroded or covered by vegetation to encourage the presence of nesting birds (install basins in order to meet various species' needs);				
4.3.9	set nets of at least 30 cm down the embankments, where birds nest near salt extraction basins, in order to prevent that chicks fall into over-salty water;				
4.3.10	preserve marginal areas for halophilous species through ordinary management activities for embankment and basin maintenance every second year, without changing more than 30 percent of colonised marginal areas;				
4.3.11	preserve eternal halophilous habitats on top of shores, without ever managing more than 10 percent of colonised marginal areas;				
4.3.12	maintain water connections between storage basins and the sea to allow the return of migrating fishes;				
4.3.13	maintain a high salt concentration of water basins (at least 70 percent), to encourage the presence of extreme halophilous invertebrates;				
4.3.14	maintain polyhaline, sometimes moderately hyperhaline, waters of marginal areas and channels, and the submerged rich vegetation, the ideal habitat for the spawning of euryhaline fishes;				
4.3.15	prevent airplanes, ultra-lightweight planes and drones from flying over the Salt pans;				
4.3.16	implement a monitoring of weather conditions;				
4.3.17	monitor the nesting specimens, the most relevant wintering birds, the extent and structure of the most				

	important habitats, and the environmental evolution of Salt pans.				
--	-------------------------------------------------------------------	--	--	--	--

5 – USE OF HAZARDOUS SUBSTANCES

N°	Requirement	Evidence	Level	Y/N	Comments
5.1	The Organization regularly checks possible presence of asbestos and it has followed the recommendations for eventual disposal.	Monitoring reports and video and picture evidence (when applicable)	Essential		
5.2	The Organization does not use chemical pesticides for flies and mosquitoes. It's allowed to use biological pesticides (e.g. Bacillus Thuringiensis)	Documental and onsite video and pictures evidence.	Essential		
5.3	The Organization does not use poison baits for unwanted rats and mammals.	Documental and onsite video and pictures evidence.	Essential		
5.4	The Organization does not use PVC and its monomer, Vinyl Chloride.	Company engagement	Recommendation		
5.5	Chemicals, fuels, oils and other substances which are potentially hazardous to the environment and health and used in the production process are handled in compliance with the legislation and to avoid salt or environmental pollution and to prevent risks for humans.	Official confirmation fo compliance to legislation and onsite video and pictures evidence.	Essential		
5.3	Purchase, storage, transport, use and disposal of these products must be carried out in compliance with the legislation.	Official confirmation of compliance to legislation and onsite video and pictures evidence.	Essential		

6 – WATER RESOURCES

N°	Requirement	Evidence	Level	Y/N	Comments
6.1	The Organization provides for the periodic maintenance of hydraulic system and it files interventions reports.	Maintenance reports. Onsite video and pictures.	Essential		
6.2	The Organization protects and restores natural environments and ecological water connections between salt pans and the sea.	Map of water connections and documents related to their protection and restoration. Onsite video and pictures evidence.	Important		
6.3	The Organization provides for quality improvement of the released water and	Procedures and reports of implementation	Essential		

	indicates the proper times for water flows into the sea and into the field.				
6.4	The Organization has phytodepuration systems for water emissions.	Map, documents, onsite pictures and video	Recomm endation		
6.5	The Organization constantly monitors water quality. It carries out at least an annual check for types of water different from those which remain inside the pans.	Procedures and water quality tests	Essential		
6.6	The Organization has implemented a daily monitoring system of evaporation and sedimentation during the summer and production time.	Procedures and reports. Pictures, when applicable	Important		
6.7	The Organization has plans in place for the adaptation to coastal erosion and the control of the sea-level rise.	Plan file. On site video and pictures.	Recomm endation		

7 – AIR EMISSIONS MANAGEMENT

N°	Requirement	Evidence	Level	Y/N	Comments
7.1	The Organization has identified potential sources of GHG emissions and it has set reduction targets and strategies to be implemented in order to achieve them.	Documents. On site video and pictures	Essential		
7.2	The Organization has identified sources of dust and emissions of particulate. It has set reduction targets and strategies to be implemented in order to achieve them.	Documents On site video and pictures	Essential		
7.3	The Organization does not use ozone-depleting products/substances.	Documensl. On site video and pictures	Essential		

8 – WASTE MANAGEMENT

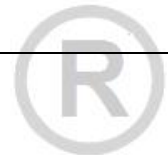
N°	Requirement	Evidence	Level	Y/N	Comments
8.1	Organic and inorganic waste storage does not have a negative impact on surrounding structure or environment (e.g. causing dispersion).	Documents. On site video and pictures	Essential		
8.2	Possible residues of the production activities in the salt pan and potential organic waste, contaminated by biological or chemical sources, are not subject to compost or mulch and are not reused.	Documents. On site video and pictures	Essential		

8.3	Procedures are in place to separate organic and inorganic waste in order to ensure their reuse /recycling /composting.	Documents. On site video and pictures	Essential		
8.4	The Organization reuses or recycles all the waste resulting from inorganic materials, which can be reused or recycled in compliance with the local regulations on separate collection.	Documents. On site video and pictures	Essential		
8.5	Containers and other non-recyclable materials:				
8.5.1	Specialised companies are involved in this business.	Documents. On site video and pictures	Important		
8.6	The Organization uses recyclable materials for packaging.	Documents. On site video and pictures	Important		
8.7	The Organization uses biodegradable materials for packaging.	Documents. On site video and pictures	Recommendation		

9 – ENERGY MANAGEMENT

N°	Requirement	Evidence	Level	Y/N	Comments
9.1	<p>The total amount of net energy consumption resulting from the operations is calculated annually by including:</p> <ul style="list-style-type: none"> • direct consumption of external energy (both renewable and non-renewable), • internal renewable energy production and consumption, • fuels used for transportation and functioning of the equipment of Salt pan, • grey energy use and production (e.g. input, packaging, equipment) 	Energy balance document	Important		

9.2	The Organization has outlined the objectives for the reduction of energy resources and the implementation of strategies and assessment methods to achieve these goals.	Objectives document.	Important		
9.3	The Organization undertakes to draw the energy needed using renewable energy systems. If not all the energy needed comes from renewable sources, the Organization undertakes to purchase "green credits" on the market.	Engagement document.	Important		



10 – SOCIAL ACCOUNTABILITY

N°	Requirement		Level	Y/ N	Comments
10.1	The Organization shall respect human rights, complying to the following requirements:				
10.1.1	compliance with national regulations and ILO on child labour	Documents. On site video and pictures	Essential		
10.1.2	pay the employees adequate salaries compliant at least at minimum legal wages	Documents, payroll. Employment contracts.	Essential		
10.1.3	grant employees access to health care	Documents. On site video and pictures	Essential		
10.1.4	apply safety measures required by the law	Documents. On site video and pictures	Essential		
10.1.5	The Organization should have SA8000 certification.	Document, SA8000 or similar certificate.	Recommendation		

11 – ECONOMIC SUSTAINABILITY /AWARENESS

N°	Requirement	Evidence	Level	Y/N	Comments
11.1	Environmental awareness initiatives are carried out at the site	Communications, pictures	Recommendation		
11.2	Salt pans allow for birdwatching activities.	Communications, pictures	Recommendation		
11.3	Ecotourism activities are put in place	Communications, pictures.	Recommendation		
11.4	Local communities are not negatively impacted and their rights are respected	Documents.	Essential		



Additional comments:

CONCLUSIONS:

It is important that the Auditor also completes the following fields

- The Production of Salt CONFORMS to Friend of the Sea requirements.**
- The Production of Salt DOES NOT CONFORM to Friend of the Sea requirements.**
The Auditor has found the following nonconformities:

MAJOR NONCONFORMITIES (to conform within 3 months)

Specify

N°	Requirement	Level	YES/NO	Comment

MINOR NONCONFORMITIES (proposal within 4 months and conformity within 1 year)

Specify

N°	Requirement	Level	YES/NO	Comment

RECOMMENDATIONS (notification before the subsequent inspection)

Specify

N°	Requirement	Level	YES/NO	Comment

