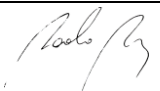



Friend of the Sea Sustainable Restaurants and Catering Chains Standard



Friend of the Sea non Seafood Standard

REV	DATE	REASON	VALIDATION	APPROVAL
1	01/12/2016	First Issue	Paolo Bray	
2	22/06/2018	Update	Paolo Bray	

Foreword

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

The certification scheme of Friend of the Sea assesses fisheries and fish farms against sustainability criteria and indicators. To ensure compliance with the sustainability requirements, certification is granted by an independent body following a third party audit.

The following standards are intended to the certification of all seafood products produced with wild-caught and/or farmed seafood sourced from multiple FOS-approved producers. Please refer to fishery and aquaculture standards for the certification of raw materials.

In order for a Restaurant or Catering Chain to be Friend of the Sea certified, it must comply with the following:

- **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.**
- **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: FOS, Global Gap, MSC, ASC, BAP, Organic.**

Requirements are classified as Essential, Important or Recommendations, according to their level of importance.

Essential Requirements: 100% conformity to essential requirements is mandatory in order for the certification body to certify the organization's product. Any lack of compliance with these requirements will generate a Major Non-Conformity and the organization has to undertake effective corrective actions, to be implemented within three months from the issuing of the Non-Conformity. The organization shall provide satisfactory evidence to the certification body of correction of all major non-conformities. Six months are allowed exclusively for correction of requirements 2.1 and 2.2, in consideration of their more complex nature.

Important Requirements: 100% conformity to important requirements is mandatory in order for the certification body to certify the organization's product. Any lack of compliance with these requirements is to be considered as a Minor Non-Conformity and the organization has to propose effective corrective actions (declaration of intents and implementation plan), to be submitted to the certification body within three weeks from the issuing of the non-conformity. This proposal must also include a timetable concerning the implementation of each correction measure. Each proposed corrective action must be fully implemented within the following 12 months.

Recommendations: Compliance with recommendations is not mandatory for the product to be certified. However, compliance with recommendations will be verified during the audit and any deficiency will be included in the Audit Report as a recommendation. The organization shall inform the certification body, 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 personnel of the certification body in charge of the audit. It must be filled out in English, if spoken fluently or in the auditor's mother tongue.

a) NAME OF THE ORGANISATION TO BE AUDITED:

b) NAME OF THE ORGANISATION REQUESTING THE AUDIT:

c) IS THE ORGANISATION 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 ORGANISATION TO BE AUDITED:

e) NAME AND CONTACTS OF THE PERSON WITHIN THE ORGANISATION 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:

i) DESCRIPTION AND LOCATION OF FREEZERS AND WAREHOUSES, IF ANY (For product traceability purposes):

j) TOTAL NUMBER OF EMPLOYEES:

k) ENVIRONMENTAL CERTIFICATIONS AND AWARDS:

j) 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 organisation 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 ORGANISATION AND ACCOMPANYING THE AUDITOR DURING THE AUDIT:	AUDIT CODE:

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 Check

No.	Requirement	Level	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 product audited respects 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 vessel name, fishing area and fishing method, or aquaculture plant and site.	Essential		

1.4	The organisation carries out at least once a year a training course for the employees involved in the maintenance of the Chain of Custody, to achieve and maintain an appropriate knowledge.	Important		
1.5	The organisation 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 organisation demonstrates that all Chain of Custody requirements reported in this document are met by all its subcontractors	Important		
1.8	The organisation 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		
1.9	<u>Only applicable to groups:</u> There is documentation that clearly demonstrates that all the group members belong to the same management system. The auditor must collect the documental evidence	Essential		

2 SOCIAL ACCOUNTABILITY

No.	Requirement	Level	Parameters and information	Y/N	Comments
2.1	The Organisation 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: http://www.ilo.org/global/standards/introduction-to-international-labour-standards/language/index.htm		
2.1.2	pay the employees adequate salaries compliant at least with minimum legal wages	Essential	Minimum wages vary depending on the country. The Auditor must verify that the organisation knows the minimum wage.		
2.1.3	grant employees access to healthcare	Essential			
2.1.4	apply safety measures required by the law	Essential			
2.2	The organisation should be SA8000 certified.	Recommendation			

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

Traceability Test

Audits must include a traceability test at the beginning and at the end of a minimum of one batch of the finished product, including suitable mass budgets, bills, invoices and relevant documents to prove the origin of the product and its conformity to the standard.

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

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

Further comments:

CONCLUSIONS:

The Auditor must fill out the following fields

The company COMPLIES with Friend of the Sea requirements

The company 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