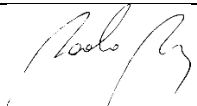


Friend of the Sea Sustainable Aquarium Standard



REV	DATE	REASON	VALIDATION	APPROVAL
1	17/04/2019	First issue	Paolo Bray	

Friend of the Sea non-seafood standard

Foreword

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

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

Essential Requirements: 100% conformity to essential requirements is mandatory in order to be certified. The company 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-conformities. This proposal shall also include a timetable concerning the implementation of each corrective measure. Each proposed corrective action shall be fully implemented within 3 months, where applicable, or 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 company 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 to be audited:

a) Name of the applicant organization

b) Is the organization part of a group? If yes, specify the name

c) Address of the applicant organization

d) Name, role and contact of the representative(s) of the organization accompanying the auditor during the inspection:

e) Number of employees

f) Certification(s) and awards

j) Certification Body or FOS

k) Date and type of the audit (initial audit, surveillance audit, recertification audit)

l) Other relevant information

- The Friend of the Sea project has been outlined to the company**
(If not, the auditor shall provide a short description to the organization)
- The organization was informed of the opportunity, in case of approval, of using the Friend of the Sea logo in association with its educations and conservation activities** (e.g. research actions, marketing material, and website)
- The duration of the audit has been agreed upon**
- The information included in the Preliminary Information Form (PIF) was confirmed** (in the case of changes to the PIF, an updated version has to be promptly provided).

CERTIFICATION BODY or FOS:	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:
		TYPE OF AUDIT (Initial, Surveillance, Renewal and additional)

NOTES TO THE AUDITOR

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

1. Environmental Management System

No.	Requirement	Level	Parameters and information	Y/N	Comments
1.1	The Aquarium has a written environmental policy.	Essential	Evidence to be provided: Signed Environmental Policy, on company letterhead.		
1.2	The Aquarium has identified a person in charge of the implementation of the Environmental Policy.	Essential	Name, Surname, Email and Telephone.		
1.3	Measures are in place to ensure implementation of the Environmental Policy principles.	Essential	Evidence to be provided: Describe measures in place, on company letterhead.		

2. Aquarium Species

No.	Requirement	Level	Parameters and information	Y/N	Comments
2.1	The Aquarium does not hold birds, mammals or reptiles in captivity. NOTE: Exceptions can be granted on case by case assessment, depending on evidence of animal welfare and sustainable sourcing.	Essential	Evidence to be provided: List of species held in the Aquarium.		
2.1.1	Animals unable to be released in the wild can be kept in captivity until the moment of their death.	Essential	Evidence to be provided: origin of the animal, disability reason, official authorization to trade and hold birds, mammals or reptiles in captivity from an accredited veterinary.		
2.2	All coral maintained by the Aquarium must originate from coral farms or farm by the Aquarium itself through proven sustainable matrices.	Essential	Evidence to be provided: Purchase documents providing origin and quantities.		
2.2.1	In case the Aquarium holds corals not in compliance with 2.2, it formally engages to source in the future only in compliance with 2.2.	Essential	Evidence to be provided: Formal engagement.		
2.3	The Aquarium holds only animals from closed-cycle farms or Friend of the Sea certified from sustainable fisheries.	Essential	Evidence to be provided: Purchase documents providing origin and quantities.		

2.3.1	In case the Aquarium holds animals not in compliance with 2.3, it formally engages to source in the future only in compliance with 2.3.	Essential	Evidence to be provided: Formal engagement.		
2.3.2	Animals are fed with fish sourced from fisheries certified sustainable.	Recommendation	Will become mandatory 3 years after first certification date. Evidence to be provided: Feed purchase documents.		
2.4	In case the Aquarium holds animals for recovery purposes, evidence must be provided of origin, reason for recovery, plan to release.	Essential	Evidence to be provided: official authorization to trade and hold the animal in captivity; reasons for recovery and plan to cure and release from an accredited veterinary.		

3. Animal Welfare

No.	Requirement	Level	Parameters and information	Y/N	Comments
3.1	The Aquarium's staff in charge of handling and feeding animals has undergone at least one informative course that guarantees the Animal Welfare of the species of the aquarium.	Essential	Evidence to be provided: Course presentation or content description, date of the course and list of participants.		
3.2	The Aquarium provides adequate nutrition for each species.	Essential	Evidence to be provided: nutrition plan produced by an accredited professional.		
3.3	The Aquarium provides adequate water quality for each species, also in consideration of presence of different species in the same tank.	Essential	Evidence of last 12 months records of water quality parameters.		
3.4	The Aquarium has a quarantine zone.	Essential	Evidence to be provided: map with location of quarantine zone.		
3.5	The Aquarium provides veterinary medical care.	Essential	Evidence to be provided: agreement with accredited veterinary in charge of medical care.		
3.6	Touch tanks and scuba diving, if any, are managed according to written rules and procedures to ensure animal welfare and visitor's safety.	Essential	Evidence to be provided: Procedure and/or written rules. On site information for visitors.		

4. Education and Conservation

No.	Requirement	Level	Parameters and information	Y/N	Comments
4.1	The Aquarium provides scientific information beside each display, including a description of the habitat, current status of the species and threats.	Essential	Evidence to be provided: Pictures of at least three displays with scientific information.		
4.2	The Aquarium has in place or engages to put in place in the next 12 months, at least two information/educational courses/events per year: one for younger and one for adult visitors.	Essential	Evidence to be provided: course brochure, invitation and images of the course held.		
4.3	The Aquarium has in place or engages to put in place in the next 12 months, a conservation program for aquatic species. This can be a supported/sponsored program or one managed by the Aquarium itself.	Essential	Evidence to be provided: Description of the conservation program, website if any.		

5. Pollution Prevention

No.	Requirement	Level	Parameters and information	Y/N	Comments
5.1	The Aquarium has a water recirculation system in place.	Essential	Evidence to be provided: recirculation system diagram.		
5.2	All Aquarium waste is treated in compliance with local laws.	Essential	Evidence to be provided: contract agreement with waste management provider; compliance with wastewater parameters according to local authorities.		
5.3	Waste is recycled.	Essential	Evidence to be provided: contract agreement with waste management provided.		
5.4	Measures are in place to improve energy efficiency.	Recommendation	Will become mandatory 3 years after first certification date. Evidence to be provided: Describe measures in place, if any.		

6. Social Accountability

No.	Requirement	Level	Parameters and information	Y/N	Comments
6.1	The Aquarium wages are in compliance with the national minimum legal wage.	Essential	Evidence to be provided: Sample contract.		
6.2	The Aquarium's employees' contracts include maximum number of hours of work and minimum number of hours of rest in compliance with national legislation.	Essential	Evidence to be provided: Sample contract.		
6.3	The Aquarium is in compliance with national laws on minimum working age and health care provision.	Essential	Evidence to be provided: Sample contract.		

CONCLUSIONS:

The Auditor shall fill out the following fields:

- The company COMPLIES with Sustainable Aquarium requirements**

- The company DOES NOT COMPLY with Sustainable Aquarium requirements**

ESSENTIAL NON-CONFORMITIES

List essential Non-conformities

RECOMMENDATIONS (to be communicated within the next inspection)

List recommendations