

FOS-FOE Sustainable Restaurants and Catering Chain Standard



REV	DATE	REASON	Issue by	Approved by
0	01/12/2016	First Issue	Paolo Bray	<i>Paolo Bray</i>
1	22/06/2018	Update	Paolo Bray	<i>Paolo Bray</i>
2	20/09/2019	Update	Mario Passoni	<i>Paolo Bray</i>
3	17/06/2020	Update	Paolo Bray	<i>Paolo Bray</i>

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 incentivising a sustainable market and implementing specific protection and conservation projects.

Friend of the Earth (FOE) is an international certification scheme for sustainable agriculture and breeding. It was developed on the basis of the SAFA (Sustainability Assessment of Food and Agriculture systems) guidelines set by the FAO (United Nations Food and Agriculture Organisation) and its principles are based on the safeguarding and protection of the entire ecosystem within which certified companies carry out their activities.

FOS-FOE Organization and Catering Chain 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 OR AGRO PRODUCTS:

Scientific Species name	Supplier	Certification	% number/weight

i) DESCRIPTION AND LOCATION OF ORGANIZATION'S RESTAURANTS AND/OR DISTRIBUTION PLATFORMS, IF ANY (For product traceability purposes):

j) TOTAL NUMBER OF EMPLOYEES:

k) ENVIRONMENTAL AND SOCIAL CERTIFICATIONS AND AWARDS:

j) ADDITIONAL INFORMATION:

- The Friend of the Sea / Friend of the Earth 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 / Friend of the Earth 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 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 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	Only applicable to groups: 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			
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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/en/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 organization knows the minimum wage.		
2.1.3	Grant employees' access to healthcare	Essential	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. Refer to ILO: https://www.ilo.org/global/language/en/index.htm		

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	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). Refer to ILO: https://www.ilo.org/global/lang-en/index.htm		
2.1.5	No discrimination	Essential	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. Refer to ILO: https://www.ilo.org/global/lang-en/index.htm		

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	Vegan dishes are listed and highlighted on the menu	Important			
3.2.3	At least one fruit dish choice is listed on the menu	Important			
3.3	Source food only from sustainable or organic origins.				
3.3.1	TO BE APPLIED ONLY IN CASE OF APPLICATION FOR FRIEND OF THE SEA SUSTAINABLE RESTAURANT CERTIFICATION: 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.	Essential			
3.3.2	TO BE APPLIED ONLY IN CASE OF APPLICATION FOR FRIEND OF THE SEA SUSTAINABLE RESTAURANT CERTIFICATION: 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.	Essential			

3.3.3	<p>TO BE APPLIED TO ALL APPLICANTS:</p> <p>The organization sources only tuna certified Dolphin-Safe by the Earth Island Institute is sourced.</p>	Essential			
3.3.4	<p>TO BE APPLIED ONLY IN CASE OF APPLICATION FOR FRIEND OF THE EARTH SUSTAINABLE RESTAURANT CERTIFICATION:</p> <p>A minimum of 90% of the total number (or in alternative, the total weight) of agriculture/farming products served is certified by any of the following: Rainforest Alliance RFA, Organic, Integrated pest management, Global GAP, Friend of the Earth or equivalent,</p>	Essential			
3.3.5	<p>TO BE APPLIED ONLY IN CASE OF APPLICATION FOR FRIEND OF THE EARTH SUSTAINABLE RESTAURANT CERTIFICATION:</p> <p>At least 1 product must be Friend of the Earth certified</p>	Important			
3.6	Water and Energy management				
3.6.1	The organization records water and energy usage over the months and it implements strategy to improve efficiency.	Important			
3.6.2	The organization uses renewable energy with a program to increase its use in the future.	Important			
3.6.3	The organization trains front and back of house staff to use energy and water efficiently.	Important			
3.6.4	The organization uses ecological detergents	Important			

3.7	Reduce – Reuse - Recycle				
3.7.1	The organization prevents plastic to exit the organization without appropriate recycling	Essential			
3.7.2	Waste facilities are clearly labelled for the separation of recyclable materials	Essential			
3.7.3	Mono-use plastic is forbidden	Important			
3.8	Food Waste Prevention				
3.8.1	The organization manages what comes in and goes out of its business to reduce food waste and eliminate waste-to-landfill.	Important			
3.8.2	The organization has in plan, within the next 12 months, to develop partnership with NGOs delivering not used food to people in need	Important			

4. Healthy Food Requirements

No.	Requirement	Level	Parameters and information	Y/N	Comments
4.1	Feed people well				
4.1.1	Offering balanced menu options, reasonable portions and healthy cooking options to cater for customers needed.	Recommendation			
4.1.2	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 FOS/FOE requirements

- The organization **DOES NOT COMPLY** with FOS/FOE 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