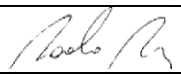


Friend of the Sea Sustainable Ports Standard



REV	DATE	REASON	VALIDATION	APPROVAL
1	25/04/2022	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 incentivizing a sustainable market and implementing specific conservation projects. 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 a maximum of 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 to be audited:

a) Name of the organization under audit:		
b) Is the organization under audit part of a group? If yes, specify the name:		
c) Address of the organization under audit:		
d) Name, role and contact of the representative(s) of the organization under audit accompanying the auditor during the inspection:		
e) Port(s) name		
Port name	Address	Type of traffic

f) If the owner of the port(s) is different from the company, please specify:

g) Port(s) type (e.g.: commercial, industrial, passenger, fishing, tourism, pleasure)

h) List of main port routes connections:

l) Port(s) inspected by the auditor:

n) Other relevant information:

- The Friend of the Sea project has been outlined to the company under audit** *(If not, the auditor shall provide a short description to the company)*
- The organization was informed of the opportunity, in case of approval, of using the Friend of the Sea logo in association with its activity** *(e.g., Ports, marketing material and website)*
- The duration of the audit has been agreed upon**
- The information included in the Preliminary Information Form (PIF) has been confirmed as valid** *(in the case of changes to the PIF, an updated version must 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:
		TYPE OF AUDIT (Initial, Surveillance, Renewal and additional)

NOTES TO THE AUDITOR

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

1. Port Data and Compliance

No.	Requirement	Level	Y/N/ N.A.	Comments
1.1	Port has full information available for consultation on geographic position and kind of traffic by type and volume	Essential		
1.2	Port has all safety and environmental Management System (EMS) – ISO, EMAS or PERS certification requirements valid and fully in compliance	Essential		
1.3	Port has environmental monitoring indicators in place and records are available for consultation	Essential		
1.4	Port publishes an annual report providing details of the participant's environmental performance	Important		

2. Greenhouse Gases and Air Pollutants

No.	Requirement	Level	Y/N/ N.A.	Comments
2.1	Complete a port-wide inventory of GHGs and air pollutants emitted by all port sectors: marine vessels (Fishing vessels, Pleasure craft, ocean-going and harbour crafts), cargo handling equipment, rail, truck, and administrative within the last 5 years. Inventory should include key GHGs: CO ₂ , CH ₄ , and N ₂ O and criteria air pollutants, such as NO _x , SO _x , VOC, and PM.	Essential		
2.2	Publicly disclose GHG and air pollutants reduction targets and timeframe.	Essential		
2.3	Achieve an annual average reduction in GHG intensity of ≥1% based on the inventory	Important		

3. Underwater Noise

No.	Requirement	Level	Y/N/ N.A.	Comments
3.1	Complete a port-wide inventory of Underwater Noise sources affecting marine biodiversity	Essential		
3.2	Promotion of underwater noise awareness and side effects campaigns on marine environment including mammals	Important		
3.3	Development and Implementation of Underwater Noise Mitigation Management Plan, with monitoring activities and data collection	Important		
3.2	Setting up incentive scheme for port users and shipping lines implementing Underwater Noise mitigation action	Important		

4. Community Relations and Impact

No.	Requirement	Level	Y/N/ N.A.	Comments
	Noise			
4.1	Continuously sample noise and/or air emissions (dust and/or odors) in the problem areas (e.g., areas located close to residences, subject to frequent complaints or particularly exposed to wind, etc.) and have a data monitoring process in place.	Important		
4.2	Create screens against sound with the help of sound-reducing trees or walls if appropriate.	Important		
4.3	Install silencer (muffler), catalysts or other device to reduce noise from noisy equipment or cover with sound insulating material.	Essential		
	Dust			
4.4	Implement mitigation measures (e.g., canvas, tarpaulins, curtains, or other equivalent control barriers) during spray painting and blasting operations to prevent dispersal of dust and aerosol particles by the wind.	Essential		
4.5	Collect and confine spent abrasives and debris (after blasting to dock-bottom/yard grounds) to avoid dispersion by wind and storm water (e.g. cover piles or use covered containers).	Essential		
	Light			
4.6	Install fixtures that optimize lighting and reduce light pollution when replacing fixtures or during new projects.	Important		
4.7	Evaluate existing lighting plans and take effective measures to optimize lighting and reduce impacts	Important		
	Nuisance mitigation			
4.8	Install green corridors (e.g., dune system), vegetated or recreational areas (e.g., tree alley, parks) between operating site and residential area if appropriate.	Important		

4.9	Have a procedure or system in place that optimizes truck movements to manage congestion and mitigate other associated issues.	Important		
	Community relations			
4.10	Be actively involved in local community organizations (e.g., watershed committee, local NGOs, etc.).	Important		
4.11	Implement permanent communication channels (e.g., website, distribution of pamphlets, etc.) to inform the community, on a regular basis, on major projects and construction work, their impacts and mitigation measures taken.	Important		
4.12	Have a documented and communicated procedure to consult the community (e.g., public information session) before implementing new projects that can have an impact on the environment and/or the community.	Important		
4.13	Lead a permanent consultative committee which is open to citizens.	Essential		

5. Waste Management and Aquatic Invasive Species

No.	Waste Management	Level	Y/N/ N.A.	Comments
5.1	Adopt an environmentally preferable buying policy that encourages sustainable purchasing practices	Essential		
5.2	Conduct a waste audit every five (5) years to identify the types and amount of waste being generated during the participant's direct activities (administrative and/or site operations).	Important		
5.3	Based on the results from the waste audit, adopt and implement a Waste Management and Reduction plan that describes the participant's waste management practices and procedures	Important		
5.2	Adopt and implement formal procedures for reducing, reusing, recycling, and valorizing and/or properly disposing waste generated during construction, excavation, and demolition work.	Important		
5.3	Demonstrate continual achievement in waste diversion and reduction at source in line with the objectives established in the Waste Management and Reduction plan.	Important		
	Aquatic Invasive Species			
5.4	Carry out sampling activities to launch and fill out a registry of invasive species found on port territory.	Important		
5.5	Produce a management plan to prevent and remove invasive species in the port area.	Important		
5.6	Inform stakeholders of the steps to be taken to prevent the spread of invasive species once relevant scientific information is available.	Essential		

6. Spill Prevention, Stormwater Management, Dry Bulk Handling and Storage

No.	Requirement	Level	Y/N/ N.A.	Comments
6.1	Have secondary containment in place for all fixed and portable outdoor above ground storage tanks and containers (permanent and in transit) that are located within 30m (100 ft) from the water and 15 m (50 ft) from any ditch, sewer system, underground stream, etc. This requirement applies to all hazardous products.	Essential		
6.2	Perform a spill response exercise on a regular basis (at least annually in case of a tabletop exercise, at least every two years for a simulated site-specific drill, including the post-mortem of a spill incident).	Important		
6.3	Develop and adopt a Storm Water Management plan.	Important		
6.4	Sample and analyze treated stormwater routinely to ensure proper functioning of treatment equipment and infrastructure. Samples must be collected following a recognized/approved procedure and analyzed by an accredited laboratory	Important		
6.5	Implement a documented Inspection and Preventive Maintenance program targeting dry cargo handling equipment and dust suppression technologies.	Essential		
6.6	Adopt a procedure framing the management of loading and unloading operations in cases of abnormal dust emissions due to wind.	Important		
6.7	Conduct a detailed analysis of the loading, unloading, and handling process to identify critical stages, situations or areas causing dust dispersal and establish a protocol for preventative measures.	Important		

7. Environmental Leadership

No.	Requirement	Level	Y/N/ N.A.	Comments
7.1	Port provides incentives for shipping and fishing vessels which are Friend of the Sea and/or Whale Safe certified	Essential		
7.2	Port provided incentives for shipping vessels, cruise ships and ferries which have the provision or utilization for: <ul style="list-style-type: none"> Onshore Power Supply (OPS), Liquefied Natural Gas (LNG) / Hydrogen(N₂) bunkering facilities. Environmentally differentiated port fees, rewarding front-runners going beyond regulatory standards. 	Essential		
7.3	Use 1% or more of annual operating revenues in financing environmental and/or social projects linked to the participant's environmental footprint (including Whale Safe / Dolphin Safe / Biodiversity project)	Essential		
7.4	Convert at least 50% of the participant's fleet of road vehicles to more environmentally friendly technologies.	Important		
7.5	Implements Slow-down areas to reduce Whales Ship Strikes, if applicable and engages in advocating with schools and public audience / institutions on importance of avoiding whale ship strikes by means of whale detection measures	Important		

8. Research & Development (R&D)

No.	Requirement	Level	Y/N/ N.A.	Comments
8.1	The Port Authority or the Management Authority is actively engaged, through collaboration with research organizations, in developing new technologies to reduce the impact of maritime transport on the marine environment (e.g., alternative fuel, fuel consumption reduction, heat recycling, alternative energy generator, innovative hull design, etc.).	Important		

CONCLUSIONS:

The Auditor shall fill out the following fields:

- The company COMPLY with Friend of the Sea Sustainable Ports Requirements**
- The company DOES NOT COMPLY with Friend of the Sea Sustainable Ports Requirements**

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

List essential 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