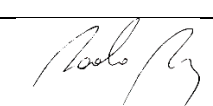


# Friend of the Sea Sustainable Snorkeling Standard



## Friend of the Sea non Seafood Standard

REV	DATE	REASON	ISSUED BY	APPROVAL
1	01/07/2020	First issue	Mario Passoni	

## Foreword

Friend of the Sea is a non-governmental organization, which was 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 conformity. This proposal shall also include a timetable concerning the implementation of each corrective measure. Each proposed corrective action shall be fully implemented within the following 12 months and verified during the surveillance audit.

**Recommendations:** Compliance with recommendations is not mandatory for the company 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 company will be marked with 'N.A.'

## **Description of the company to be audited**

<b>a) Name of the company under audit</b>
<b>b) Is the company under audit part of a group? If yes, specify the name</b>
<b>c) Address of the company under audit</b>
<b>d) Name, role and contact of the representative(s) of the company under audit accompanying the auditor during the inspection:</b>

**e) Snorkeling boat(s) and their registration number, horse power, people capacity (crew included) and home port**

Name of the boat	Registration number	Horse power (Kw)	People capacity	Home port

**f) If the owner of the boat(s) is different from the company, please specify**

**g) Boat(s) inspected by the auditor**

<b>h) Coordinates of the snorkeling target area</b>
<b>i) Number of employees (specify seasonal or permanent employees)</b>
<b>j) Certification and awards</b>
<b>k) Date and type of the audit (initial audit, surveillance audit, recertification audit)</b>
<b>l) Other relevant information</b>

- 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 snorkeling activity** (e.g. boats, 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 has to be promptly provided).

### ***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. Mere "YES," "NO," or "N.A." are not considered as sufficient and additional certification will be requested.
- 5)** Each relevant document shall be added to the final audit report in a separate and numbered attachment.
- 6)** Photographic and videos added to the checklist or attached can represent valid onsite evidence.

## 1 - Authorisations and permits

No.	Requirement	Level	Parameters and information	Y/N	Comments
1.1	Snorkeling operations are authorised by a permit granted by the responsible authority, for a given area, where applicable.	Essential	Image of the permit		
1.2	All vessels used in snorkeling operations are authorised under the national legislation, where applicable.	Essential	Image of the authorization		

## 2 – Crew and snorkeling guides

No.	Requirement	Level	Parameters and information	Y/N	Comments
2.1	The captain and crew of the boat must always pay attention to avoid collisions with marine animals during the cruise phase. If the boat has to anchor, care must be taken to avoid damaging marine organisms.	Essential			

<b>2.2</b>	Snorkeling guides must have undergone training on how to snorkel sustainably.	Essential			
<b>2.3</b>	The company must ensure that tour participants know how to snorkel. If some people do not know how to do it, the company will hold a course on how to snorkel and provide participants with life jackets to use during the excursions.	Essential			
<b>2.4</b>	The company must ensure that tour participants have all the snorkeling equipment and that they wear it appropriately during snorkeling activities. If the tour participants do not have the equipment or some components, the company will provide it.	Essential			
<b>2.5</b>	The company has enough life jackets on-board for all the tour participants, crew and snorkeling guide(s) and additional snorkeling equipment to be used in the case of necessity.	Essential			



<b>2.6</b>	The company shall always ensure that the weather and sea conditions are suitable for snorkeling activities.	Essential			
<b>2.7</b>	The snorkeling guide will provide the tour participants with a complete briefing on the tour.  This shall happen at the beginning of the tour.	Essential			
<b>2.7.1</b>	Accurate information is provided to tour participants on how to behave while snorkeling.	Essential			
<b>2.7.2</b>	Accurate information is provided to tour participants about environmental issues related to the marine habitat and how everybody can contribute to reduce the impact.	Essential			
<b>2.8</b>	At the end of the excursion, a final debriefing will be carried out to increase the awareness of the participants and receive the necessary feedback to improve snorkeling activities.	Essential			

<b>2.9</b>	<p>The company promote the no-touch and no-take policy, also by avoiding to expose organisms or part of organisms in their internal or external spaces.</p> <p>Exceptions are allowed only if those organisms or part of the organisms are used for educational purposes.</p>	Essential			
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### 3 - How to behave into the water

No.	Requirement	Level	Parameters and information	Y/N	Comments
<b>3.1</b>	Snorkeling groups are made by maximum 8 tour participants plus a professional guide.	Essential			
<b>3.2</b>	Snorkelers must stay no more than 10-15 meters (32,8 to 49 ft) from the guide without ever passing the guide or swimming slower than the guide that closes the group, where present.	Essential			

<b>3.3</b>	Tour participants must enter the water in a gentle way, trying to reduce the noise as less as possible.	Essential			
<b>3.4</b>	Tour participants shall swim gently, keep their fins under the top of the surface while swimming, in order to reduce the noise.	Essential			
<b>3.5</b>	Use a life buoy to prevent snorkelers from getting tired or in an emergency from standing on corals or similar.	Essential			
<b>3.6</b>	The guide(s) and / or captain of the boat shall always be aware of the position of the snorkelers and monitor that they have no problems.	Essential			
<b>3.7</b>	The guide(s) into the water and the crew on board the boat are always ready to help any person who is in difficulty during the snorkeling activity.	Essential			
<b>3.8</b>	Snorkellers are invited to collect any type of garbage found during the snorkeling and bring it back on board the boat. The company will take care to properly dispose of this waste.	Recommendation			

## 4 – Interaction with marine life

No.	Requirement	Level	Parameters and information	Y/N	Comments
4.1	<p>Always keep a minimum distance of 3 meters (10 ft) from the marine megafauna, including manta rays, sharks, whale sharks, sea eagles, stingrays, dugongs, manatees, seals.</p> <p>In the case of sea turtles, the minimum distance is 2 meters (6,5 ft).</p>	Essential			
4.2	<p>Snorkeling with cetaceans (whales and dolphins) is prohibited. If, however, fortuitous encounters occur, always keep a minimum distance of at least 3 meters (10 ft) and do not touch the cetaceans.</p>	Essential			
4.3	<p>Do not touch any marine organism.</p>	Essential			
4.4	<p>It is strictly forbidden to remove any marine organism from where it is found to show it to the participants.</p>	Essential			

<b>4.5</b>	It is strictly forbidden to take any object (i.e.: shells, corals, ...), animal or plant from the sea as souvenir.	Essential			
<b>4.6</b>	Do not use the flash of cameras near the eyes of marine megafauna, especially at night. Always keep a distance of at least 3 meters (10 ft) (except for sea turtles, where 2 meters (6,5 ft) are allowed) to use the flash.	Essential			
<b>4.7</b>	Avoid using the flash multiple times on the same subject.	Essential			
<b>4.8</b>	Avoid moving marine organisms to obtain a better photography.	Essential			

<p><b>4.9</b></p>	<p>If used, the selfie stick shall be considered as an extension of the arm, therefore it shall be kept at a minimum of 3 meters (10 ft) from marine megafauna (except for sea turtles, where 2 meters (6,5 ft) are allowed) and at a suitable distance from any marine organism present in the excursion site.</p>	<p>Essential</p>			
<p><b>4.10</b></p>	<p>It is forbidden to feed any animal.</p>	<p>Essential</p>			
<p><b>4.11</b></p>	<p>It is forbidden to chase any marine organism. Fishing activities are prohibited.</p>	<p>Essential</p>			
<p><b>4.12</b></p>	<p>Marine megafauna shall be approached never from the front nor from the rear, from above or from below, but always from the side.</p>	<p>Essential</p>			

<b>4.13</b>	If marine megafauna should spontaneously approach one or more snorkelers, they will have to try to make very slow movements, to avoid frightening the creature that is approaching.	Essential			
<b>4.14</b>	Do not touch the corals, sponges, or anything else, do not stand on the reef. To do not damage the reef, keep a minimum distance of 1 meter (3,2 ft) from it.  <b>Only applicable to coral reef areas.</b>	Essential			

## 5 – Sustainable equipment

No.	Requirement	Level	Parameters and information	Y/N	Comments
<b>5.1</b>	The company supplies wetsuits made of sustainable material to tour participants.	Recommendation			
<b>5.2</b>	The company uses eco-friendly anti-fog to avoid fogging the snorkelers' masks.  Alternatively, the company will recommend using saliva to avoid tarnishing the masks.	Recommendation			

<b>5.3</b>	The company uses sustainable and environmentally friendly products to wash snorkeling equipment.	Recommendation			
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## 6 – Sustainable sunscreen

No.	Requirement	Level	Parameters and information	Y/N	Comments
<b>6.1</b>	It is requested to use only sustainable sunscreen cream, where applicable.	Recommendation	For further information regarding sustainable sunscreen refer to: <a href="https://friendofthesea.org/sustainable-standards-and-certifications/sustainable-omega-3-oil-and-uv-creams/">https://friendofthesea.org/sustainable-standards-and-certifications/sustainable-omega-3-oil-and-uv-creams/</a>		
<b>6.2</b>	The company promotes the use of rash guards or lycra swim wear from sustainable brands.	Recommendation			



## 7 – Waste management

No.	Requirement	Level	Parameters and information	Y/N	Comments
7.1	The company recycles all waste when recycling option is provided locally. In alternative, it appropriately disposes waste.	Essential	Procedure and evidence of conformity by means, as an example of recycling bins		
7.2	The company implements measures to prevent dispersion of waste at sea (including fuels, lubricants and plastic materials).	Essential	Procedure and evidence of conformity.		
7.3	The company uses non-toxic alternatives available in order to avoid the use of toxic, persistent or bio-accumulating substances.	Recommendation	Procedure and purchase orders evidence.		
7.4	Where applicable, the company does not use CFC, HCFC, HFC or other refrigerants that cause ozone depletion.	Essential	Procedure and evidence of conformity.		
7.5	If spotted, crew must collect floating fishing gear and equipment lost from other boats.	Recommendation	Procedure and evidence of conformity.		
7.5.1	All material collected shall be properly disposed of at port. If appropriate disposal facilities are not available, the company shall endeavour to work with port operators to provide adequate, affordable and accessible disposal facilities.	Recommendation	Procedure and evidence of conformity.		

<b>7.5.2</b>	Where applicable, the company shall work with ports to implement gear collection and/or recycling programs for end-of-life gear.	Recommendation	Procedure and evidence of conformity.		
<b>7.6</b>	The company does not hold or handle mono-use plastic (e.g.: drinks plastic bottles; straws; cutlery; plates, etc.) on the boat(s).	Essential	Procedure and onsite inspection. Received invoices review.		

## 8 – Energy management

No.	Requirement	Level	Parameters and information	Y/N	Comments
<b>8.1</b>	The company shall keep a file of energy consumed per use and type of sources (e.g.: gasoline, solar, other), updated at least once a year.	Recommendation	File to be included in the audit report.		

<b>8.2</b>	The company shall set yearly objectives to improve its energy efficiency.	Recommendation			
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## 9 – Social accountability

No.	Requirement	Level	Parameters and information	Y/N	Comments
9.1	The company shall comply with the following requirements:				
9.1.1	Compliance with International Labor Organization and National Laws on child labor.	Essential	<p>The Minimum Age Convention 1973 (No. 138) sets “the general minimum age for admission to employment or work at 15 years (13 for light work) and the minimum age for hazardous work at 18 (16 under certain strict conditions). It provides for the possibility of initially setting the general minimum age at 14 (12 for light work) where the economy and educational facilities are insufficiently developed”.</p> <p>Refer to ILO:  <a href="https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/child-labour/lang-en/index.htm">https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/child-labour/lang-en/index.htm</a></p>		

<p><b>9.1.2</b></p>	<p>Pay the employees adequate salaries compliant at least with the minimum legal wages.</p>	<p>Essential</p>	<p>The minimum wages vary depending on the country. The Auditor shall verify that the company is aware of the minimum wages of the countries in which it operates.</p> <p>Refer to ILO: <a href="https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/wages/lang-en/index.htm">https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/wages/lang-en/index.htm</a></p>		
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<p><b>9.1.3</b></p>	<p>Grant employees access to health care.</p>	<p>Essential</p>	<p>The company shall have workers' compensation insurance to cover their employees when an illness or injury happens at work.</p> <p>The auditor shall verify that the company provides, where necessary, measures to deal with emergencies and accidents, including adequate first-aid arrangements</p> <p>Refer to ILO:  <a href="https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm">https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm</a></p>		
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<p><b>9.1.4</b></p>	<p>Apply safety measures required by the National Law. Nonetheless, compliance with the minimum safety requirements are mandatory, even if not required by local law.</p>	<p>Essential</p>	<p>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).</p> <p>Refer to ILO: <a href="https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm">https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm</a></p>		
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<p><b>9.1.5</b></p>	<p>Keep records of accidents or injuries.</p>	<p>Recommendation</p>	<p>These records shall be used to take corrective measures and identify the causes of the incidents, preventing future occurrences.</p>		
<p><b>9.1.6</b></p>	<p>No forced or compulsory labor.</p>	<p>Essential</p>	<p>All work, including overtime, must be voluntary.</p> <p>The hours worked in excess of the normal working hours must be remunerated at the rates prevailing in the case of overtime for voluntary labour.</p> <p>Refer to ILO:  <a href="https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/forced-labour/lang-en/index.htm">https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/forced-labour/lang-en/index.htm</a></p>		



<p><b>9.1.7</b></p>	<p>No discrimination.</p>	<p>Essential</p>	<p>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.</p> <p>Physical, verbal or sexual abuse, bullying or harassment are prohibited.</p> <p>Refer to ILO: <a href="https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/equality-of-opportunity-and-treatment/lang--en/index.htm">https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/equality-of-opportunity-and-treatment/lang--en/index.htm</a></p>		
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<b>9.1.8</b>	Rights on board.  <b>Only applicable to safari boat tour.</b>	Essential	The auditor shall verify if the boats are maintained in a clean and habitable condition and check if regular periods of rest of sufficient length are given to the crew.  Refer to ILO: <a href="http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C188">www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C188</a>		
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## 10 - Sustainability commitment

No.	Requirement	Level	Parameters and information	Y/N	Comments
10.1	The company introduce to all its tour participants Friend of the Sea Sustainable Snorkeling project.	Essential	Procedure and evidence of conformity.		
10.2	In order to continuously improve, the company shall recommend all its tour participants to report Friend of the Sea ( <a href="https://friendofthesea.org/contact-us/">https://friendofthesea.org/contact-us/</a> ), in case they perceive that the company does not comply with some of these requirements.	Essential	Feedback forms available.		

## 11 – Other recommendations

No.	Requirement	Level	Parameters and information	Y/N	Comments
11.1	The company cooperates with universities, research groups and NGOs, providing data on local marine life.	Recommendation			
11.2	At least one marine or natural sciences biologist is part of the company's team.	Recommendation	CV must be attached to the audit report.		
11.3	The company is carrying on citizen science project(s). Data collected is shared with universities, and/or research groups, and/or NGOs that are working on local marine life.	Recommendation	Project description.		
11.4	Where applicable, the use of boats without engine is encouraged.	Recommendation	Without engine means, in example, kayaks, sail boats, etc.		

**CONCLUSIONS:**

The Auditor shall fill out the following fields:

**The company COMPLIES with Sustainable Snorkeling requirements**

**The company DOES NOT COMPLY with Sustainable Snorkeling requirements**

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

*List essential Non-conformities*

**RECOMMENDATIONS (to be communicated within the next inspection)**

*List recommendations*