



IFFO RS Governance Board Raw Materials (Fisheries) Peer Review Committee (FPRC)

Introduction

The IFFO RS Certification Programme is a third party, independent and accredited certification programme owned by IFFO RS. The programme certifies that marine ingredients such as fishmeal and fish oil are manufactured responsibly and produced from fishery material supplied from responsibly managed fisheries.

The programme consists of a set of two Standards applicable for marine ingredient producers and for the chain of custody of certified material through the supply chain. A pivotal component of this standard is that all the raw material shall be approved to the key requirements of the FAO Code of Conduct for Responsible Fisheries as stated in the current version of the IFFO RS standard before any applicant can be certified to the programme.

This document describes the IFFO RS approval mechanism that shall need to be complied with by the approved Certification Bodies that undertake the fishery and by product fishery assessments on behalf of the IFFO RS applicants and clients.

Fishery Approval Mechanism

The decision for approval of the raw material for use in the IFFO RS certification programme is done by the approved certification bodies in consultation with the Fisheries Peer Review Committee and has a number of distinctive steps and these are described in this document.

Stage 1 Application

On application to the IFFO RS Standard the applicant in their application form shall highlight the fisheries and by products that shall need to be assessed by the Certification Body in order to gain approval as a compliant raw material. This information is to be sent initially to the IFFO RS Secretariat and they shall discuss with the applicant which certification body shall be best suited to conduct this work.

Stage 2 Raw Material Assessor Appointment

The certification body that has been contracted shall assign an assessor or a team of assessors to conduct this work and shall ensure that they are in compliance with the IFFO RS control document.

APPOINTMENT OF IFFO RS FISHERY AND BY PRODUCT FISHERY ASSESSORS (IFFORSDOC6bVER1)

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Stage 3 Raw Material Assessment

The certification body shall ensure that the raw material assessment is conducted to be in compliance with the following IFFO RS control documents depending on the nature of the raw material.

Whole Fishery

WHOLE FISH FISHERY ASSESSMENT INTERPRETATION DOCUMENT (IFFORS DOC9VER2)

By product Fishery

BY PRODUCT FISH FISHERY ASSESSMENT INTERPRETATION DOCUMENT (IFFORSDOC10VER2)

CONDUCTING IFFO RS FISHERY/BY PRODUCT FISH ASSESSMENTS BY APPROVED CERTIFICATION BODIES (CBs) (new document)

If the raw material assessment from the certification body does not comply with these control documents stated in this document the subsequent assessment shall not be in compliance with the IFFO RS standard and the IFFO RS secretariat shall instruct the certification body to redo the affected raw material assessment at a cost to be borne by themselves.

Step 4 Client Draft

On completion of the raw material assessment it shall be submitted initially to the applicant/client so that any gaps in information, or if further clarification is required before a section can be rated can be conducted. The certification body should also highlight any areas that shall need to be confirmed by the approved IFFO RS auditor when they conduct the on site assessment of the applicant.

Note- *the on-site audit of the applicant can be conducted prior to the raw material being approved as this mechanism shall allow more evidence to be collected on the raw material , which could assist in the raw material approval process. However, the CB shall inform the applicant that they cannot be officially certified to the IFFO RS standard without the raw material being approved through this documented mechanism first.*

Step 5 Raw Material Rating

All sections of the raw material assessment shall be rated, guidance on what rating shall be applied are stated in the IFFO RS control documents

Whole Fishery

WHOLE FISH FISHERY ASSESSMENT INTERPRETATION DOCUMENT (IFFORS DOC9VER2)

By product Fishery

BY PRODUCT FISH FISHERY ASSESSMENT INTERPRETATION DOCUMENT (IFFORSDOC10VER2)

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If an anomaly arises from the assessment the certification body should highlight this in the assessment report to be discussed with the IFFO RS Fisheries Peer Review Committee.

The certification body in this raw material report shall at this stage recommend if the raw material can be;

- approved for use in the IFFO RS Standard
- or if it can be approved with conditions attached
- or if it should be deferred approval until more information is gathered
- or finally it should be rejected

Step 6 Peer Review Committee Set Up

The raw material assessment will be sent to the IFFO RS Secretariat who will inform the chairperson of the Peer Review Committee to instigate a review of the raw material assessment report with the other approved members on this committee. The requirements of members on this committee shall be documented in a dedicated **terms of reference document**.

Note- *The chair of this committee can and may invite into this peer review of the raw material assessment report the services of independent and experienced fishery scientists to establish if the science discussed in the report can be validated. However these scientist appointments shall also be in compliance with the IFFO RS control document.*

APPOINTMENT OF IFFO RS FISHERY AND BY PRODUCT FISHERY ASSESSORS (IFFORSDOC6bVER1)

Step 7 Peer Review Assessments

Each member of this committee shall be asked by the chair person to read the report and assess its compliance to the IFFO RS control documents

Whole Fishery

WHOLE FISH FISHERY ASSESSMENT INTERPRETATION DOCUMENT (IFFORS DOC9VER2)

By product Fishery

BY PRODUCT FISH FISHERY ASSESSMENT INTERPRETATION DOCUMENT (IFFORSDOC10VER2)

A period of up to 2 weeks to undertake this assessment should be allowed for each whole fishery and a period of up to 1 day for a by-product fishery assessment.

Note- *The time highlighted shall not all be used to review the raw material reports but shall give an indication to the applicant how long the peer review phase of this approval mechanism shall be.*

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At the end of the peer review stage a review of the raw material assessment shall be documented which shall either recommend agreement with the certification body raw material report or shall seek further clarification prior to a decision being given.

If further information is required a formal meeting to discuss the report shall be held between the Peer review committee and a representative from the certification body that conducted the raw material assessments to discuss and agree the areas that had required further clarity and to agree if enough evidence had been produced to ensure that the raw material was in compliance with the IFFO RS standard.

If a final decision cannot be made on a raw material assessment within a period of 12 months from the initial assessment, this initial assessment will be deemed invalid and the raw material will need to be fully assessed again if it is to gain its approved status.

Step 8 Final Decision

Upon agreement with the Peer Review Committee the Certification body shall submit the decision to the applicant. The decision shall either be one of the following;

- approved as compliant for use in the IFFO RS Standard
- or it can be approved with conditions attached as agreed with the peer review committee
- or finally it should be rejected as not enough evidence provided to ensure compliance can be established.

The approval period for either a whole fish fishery or a by-product fishery shall have a duration of three years with an annual surveillance assessment. On expiry of the approval period the applicant shall have to resubmit the raw material for a full re-assessment.

If it is a decision to reject the raw material at this stage, the applicant shall be asked if they wish to apply for acceptance into the IFFO RS Improver Programme. To gain acceptance in this improver programme the applicant shall need to follow the dedicated acceptance mechanism that is in operation for this programme.

IFFO RS IMPROVERS PROGRAMME ACCEPTANCE MECHANISM DOCUMENT (IFFORS DOCXXVERXX)

If the decision is to accept the raw material the applicant shall be informed and the on-site audit can now commence or if already completed the audit report can, with this raw material report, be submitted to the certification body’s certification committee to certify the applicant to the IFFO RS standard.

If the decision is to accept the raw material with conditions the applicant shall be informed and asked to sign a commitment that they agree with these conditions and shall have the duration of the approval period, 3 years, to rectify these points if the raw material is to be reapproved. The applicant will need to provide evidence to the CB, on an annual basis, that work to conform to these conditions

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have been completed as requirement for the continued approval of the raw material. The CB will provide information in the form of a tracker to show this continued improvement to meet the approved condition will be submitted to the IFFO RS secretariat on an annual basis to make publically available on the IFFO RS website.

Step 9 Annual Surveillance

Once a raw material has been approved the fishery or by product fishery shall be subject to an annual surveillance check to ensure that all the key requirements needed for IFFO RS approval are still being adhered to.

The mechanism to assure that the raw material maintains its approval is as follows;

- I. The certification body that conducted the original assessment shall conduct a sample review of the fishery to ensure that the key requirements are still being adhered to and if conditions of approval are imposed that evidence of continuous improvement can be provided.
- II. A report is composed with the recommendation from the certification body or inspection on if it is to maintain its approval status
- III. The report is submitted to the Peer Review Committee for a review to either agree or to challenge this certification body recommendation
- IV. If all parties agree the raw material shall maintain its approved status

If a raw material annual surveillance highlights issues that it is in contravention with the requirements of IFFO RS approval the applicant shall be informed and a formal investigation to establish the cause shall be conducted. At this point the raw material approval status may be suspended and any marine ingredient made from it at this time shall also not be allowed to use the IFFO RS logo until the investigation has been completed.

The investigation can have two outcomes

- I. Further evidence on the raw material shall be required which could mean that a full re-assessment is required
- II. Further evidence is submitted that assures the certification body and the peer review committee that the raw material is still in compliance with the IFFO RS Standard

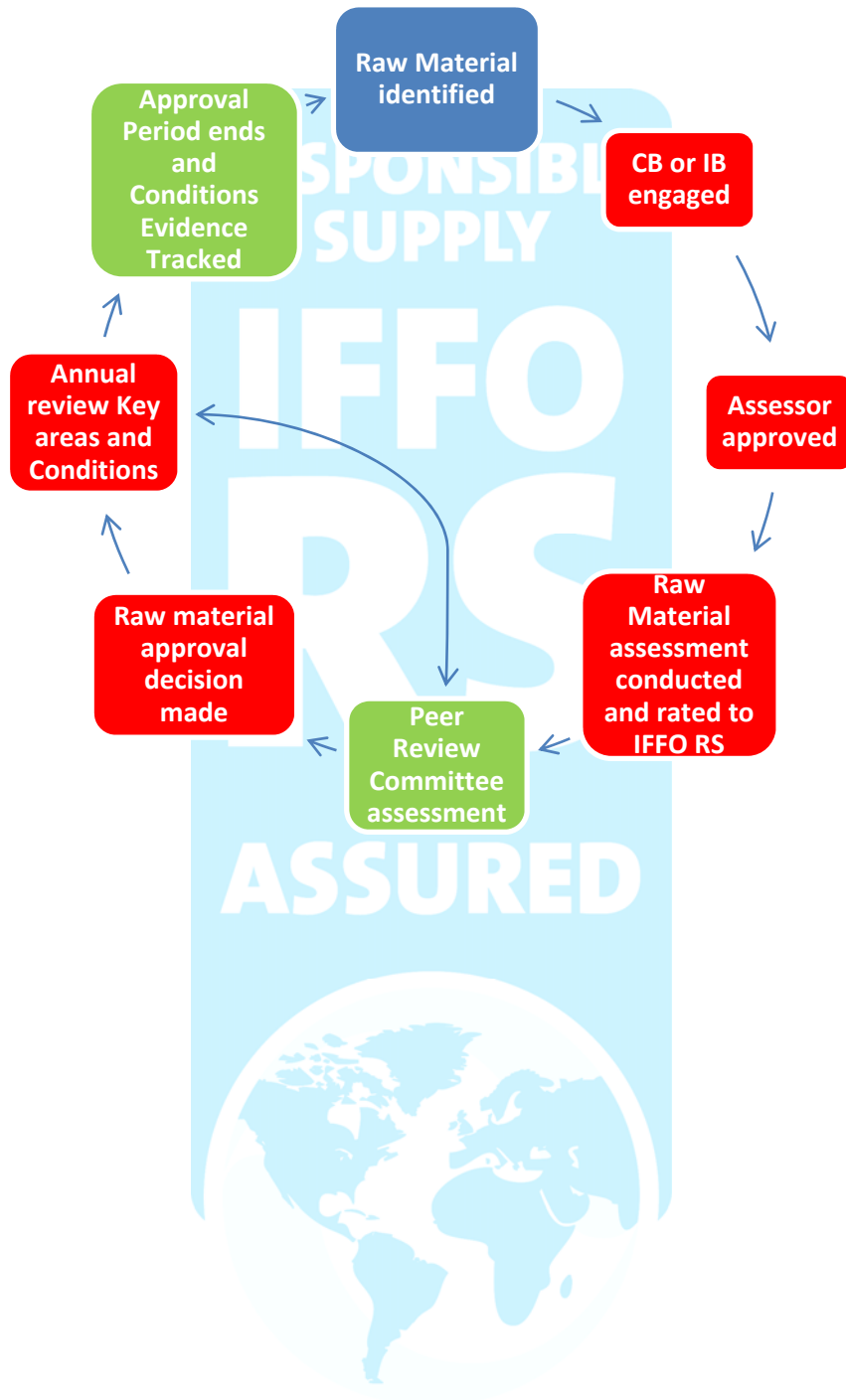
Stage 10 Approval Status Ends

After a period of 3 years the applicant’s raw material approval status shall expire and it shall need a full re-assessment to ensure that it still fully complies with the IFFO RS Standard.

In addition, if any conditions were attached to the raw material the applicant shall need to provide evidence in the form of a tracker to highlight that these areas have been fully acted upon before the raw material can be accepted into a plan to re-assess it for approval into the IFFO RS programme.

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Raw Material Approval Cycle



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