



Procedure for Appointment, Training,
and Approval of Certification Body
Personnel involved in the assessment,
audit, and certification process

Document B2 – Version 3.0

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1. Introduction

As a third-party Certification Programme, the MarinTrust Secretariat, on behalf of the Governing Body Committee, appoints third party accredited Certification Bodies (CB) to carry out fishery and by-product assessment and facility audits, and certification activities.

To maintain the credibility, integrity, and consistency of the auditing process, the MarinTrust Secretariat stipulates key criteria, requirements, and appointment process that CB personnel must comply with to provide such services.

2. Purpose and scope

This document outlines key MarinTrust criteria, requirements and process for the appointment, training, and approval of CB personnel involved in the certification process including:

- MarinTrust factory auditors (including IP)
- MarinTrust Chain of Custody auditors
- Technical Reviewers
- Auditor trainers
- Fishery assessors
- Fishery Assessment Peer Reviewers
- Fishery assessor trainers

The requirements and procedures stipulated herein are applicable to both contracted and subcontracted personnel.

Note: *This document does not include criteria of personnel carrying out fishery assessments on behalf of a Fishery Improvement Project (FIP) for the Improver Programme as they are not required to be affiliated with a registered CB. Instead, they should be suitably qualified in line with guidance in Doc IP1 of the Quality Management System (QMS).*

3. CB Personnel criteria

All CB auditors, assessors, peer reviewers, and technical reviewers are required to meet with defined criteria and undergo the appointment, training, and approval process as outlined in this document.

All CB personnel shall be appointed, trained, and approved in line with ISO/IEC 17065 and 17021-1 requirements as well as the criteria, requirement, and process outlined herein.

The CB shall be responsible for maintaining all appointment, training, and approval records outlined herein and in accordance with ISO/IEC 17065 and 17021-1 requirements.

Table 1 below provides a visual overview of the criteria required of CB personnel providing services for the audit process on behalf of the MarinTrust programme **prior to applying for appointment:**

- MarinTrust factory auditors
- MarinTrust Chain of Custody auditors
- Technical Reviewers
- Approved auditor trainer

Table 2 below provides a visual overview of the criteria required of CB personnel providing services for the fishery assessment process on behalf of the MarinTrust programme **prior to applying for appointment:**

- Fishery and by-product assessor
- Peer Reviewers
- Approved fishery trainer

Table 1 – Audit Personnel Criteria

Auditing Personnel	Formal Qualifications	Technical skills, Qualifications, & experience							Communication Skills	Additional training	
		Food safety training & qualifications				Practical experience					
		Training, in HACCP principles	Successful completion of recognised training in auditing techniques based on Quality Management Systems or Food Safety Management Systems	3 years overall experience in the feed/foodstuff sector	Knowledge and experience of mass balancing and traceability over the production run.	Practical auditing experience of a minimum of 10 days in management systems (include traceability systems)	No less than: *3 audits across the MarinTrust Programme **5 witness / shadow audits against other relevant standards	Experience in the carrying out of technical reviews against other relevant standards		Attended relevant MarinTrust training course	Attended a train the trainer course (BSI/ILM)
Factory and CoC auditor	x	x	x	x	x	x			x		
**Technical reviewer	x	x	x	x	x	x	x	x	x	x	
*Auditor trainer	x	x	x	x	x	x	x		x	x	x

Table 2 – Fishery Assessment Personnel Criteria

Fishery assessment personnel	Formal Qualifications	Technical skills, Qualifications, & experience			Communication Skills	Additional training	
		Fishery knowledge – 3 years overall experience (<i>see fishery assessor criteria checklist</i>)	No less than 3 MarinTrust fishery assessments (<i>whole fish and by-products inclusive</i>)	Experience in conducting peer reviews against other relevant standards		MarinTrust assessment training	Attended a train the trainer course (BSI/ILM)
Fishery assessor	x	x			x	x	
Peer reviewer	x	x		x	x	x	
Fishery assessor trainer (not including FIPs)	x	x	x		x	x	x

4. Training and Appointment Process

4.1. Factory and Chain of Custody Auditors and Fishery and By-product Assessors

Stage 1 - Appointment

4.1.1 Select the personnel to be trained

Prior to requesting training, the CB scheme manager will select the personnel to be put forward for training.

The CB is responsible for ensuring that all CB personnel comply with the requirements outlined in ISO/IEC 17065 and 17021-1. In addition, the CB Scheme Manger shall review the candidates CV against the relevant criteria in accordance with Section 3, detailed in **Table 1**, to ensure the personnel put forward satisfy the criteria, using the following relevant checklists (see also list of templates **Annex 3**):

- Auditor criteria checklist
 - MarinTrust Standard
 - MarinTrust Chain of Custody Standard
- Fishery Assessor criteria checklist

This may be followed by an interview by the CB, if deemed necessary, to verify all the statements made on the candidates CV. If the criteria are satisfied the candidate shall proceed to Stage 2 - Training and Exams outlined below.

Please refer to **Annex 1** which includes a flow chart that provides a visual outline the main activities of the appointment stage.

Stage 2 – Training

4.1.2 Request or notification of training

Where the CB requires training to be provided by the MarinTrust Secretariat or approved representative, CB scheme manager shall:

4.1.2.1 Submit a training request form using the *‘Training requests / notification template’* to the Assurance Officer, or delegated person responsible, at least 2 months prior the requested training date, to the Assurance Officer, or delegated person responsible. This shall include:

- List of candidates: complete names and emails
- Appointment checklist of each candidate together with supporting evidence
- Required training: Auditor (and to which standard), fishery assessor, trainer
- Method of training: online/ face to face

4.1.2.2 The Assurance Officer, or delegated person, within 2 weeks of reviewing the request shall:

1. Review the training request, for final approval and countersigning by the Assurance and Risk Manager, or delegated person responsible, and request for further information and/or alternative training dates where applicable and provide the CB Scheme Manager with approval
2. Store the training request and individual candidate criteria
3. Update the master auditor and assessor log which shall include:
 - Full name
 - Affiliated Certification Body
 - Classification of personnel (auditor/assessor/trainer)

4.1.2.3 Upon approval of the request the Assurance Officer, or delegated person, shall coordinate the training and send the training invitation to all approved attendees via email at least 1 month prior the requested training date which shall include:

- All relevant training material (standard, guidance interpretation, etc.)
- Time and date of training
- Location of training (if remotely, they shall confirm which platform will be used)

Where an approved CB internal trainer is providing the training, the approved trainer or CB Scheme Manager shall:

4.1.2.4 Submit training notification using the *'Training requests / notification template'* to Assurance Officer, or delegated person responsible, at least 1 month prior to the requested training date, this shall include:

- List of candidates: complete names and emails
- Appointment checklist of each personnel together with supporting evidence
- Required training: Auditor (and to which standard), fishery assessor, trainer
- Date of training: at least 1 month in advance
- Method of training: online/ face to face

4.1.2.5 The Assurance Officer, or delegated person responsible, within 2 weeks of receiving the notification shall:

1. Review the training notification, for final approval and countersigning by the Assurance and Risk Manager, or delegate person responsible, and request for further information and/or alternative training dates where applicable, and provide the CB Scheme Manager with approval of the notification
2. Store the training notification and individual candidate criteria
3. Update the master auditor and assessor log which shall include:
 - Full name
 - Affiliated Certification Body
 - Classification of personnel (auditor/assessor/trainer)
 - Applicable Standard

4.1.2.6 Upon receiving approval of the training, the CB Scheme Manager or approved trainer shall:

1. Coordinate the training and send the training invitation to all approved candidates via email at least 2 weeks prior to the training date, which shall include:
 - All relevant training material (standard, guidance interpretation, etc.)
 - Time and date of training
 - Location of training (if remotely, they shall confirm which platform will be used)

Note: FIP/ IP training for assessors is carried out only by MarinTrust.

4.1.3 Provision of training

On the agreed training date, the approved trainer shall:

4.1.3.1 Conduct the training using the approved training materials provided by MarinTrust (refer to **Annex 4** for full list of approved materials) and make a note of all attendees

4.1.3.2 Where a candidate is absent, this shall be noted by the trainer as ‘absent’, and:

- The candidate may take the training at the next available date. Where there are 2 consecutive unexcused absences, the candidate may no longer apply to be trained.
- If the candidate is already MarinTrust approved against the relevant standard, they may watch the training video followed by completion of the exam. (Within 1 week of the original training date)

Note: *All candidates shall attend the full training session. Where attending a remote session all attendees shall have their camera on for the full duration of training (not including any allocated break times). Where a candidate does not have their camera on, they shall be noted as absent and will need to attend another training.*

4.1.3.3 Within 1 week of the training being completed, the approved trainer shall

1. Confirm the attendance of all **attendees only** via email, copying in the MarinTrust Assurance Officer, or delegated person responsible, for oversight and monitoring purposes, which shall include:
 - A PDF version of MarinTrust approved presentation
 - Relevant exam to be completed
 - Exam submission deadline, which shall be 2 weeks from the end training date
2. Complete and share the ‘Training record template’ with the Assurance Officer, or delegated person responsible, for record keeping within 1 week of the training date.

4.1.3.4. The Assurance Officer, or delegated person responsible, within 1 week of receiving the training record shall:

1. Review the training record for final approval and countersigning by the Assurance and Risk Manager, or delegated person responsible
2. Update the master auditor and assessor log as follows:
 - For attendees, the date of the training attended
 - For absentees, they shall be noted as ‘absent’
3. Store the training record

Where the CB required the training to be provided by the MarinTrust Secretariat or representative, the training invoice shall be raised and as follows:

1. MarinTrust Secretariat provides the training directly, the Assurance Officer, or delegated person responsible, shall raise the invoice with the CB Scheme Manager in accordance with MarinTrust invoicing procedures,
2. MarinTrust representative or approved consultant: the consultant shall raise the invoice directly with the CB Scheme Manager.

Stage 3 – Exam phase

4.1.4 Completion and marking of exams

4.1.4.1 All auditor and assessor candidates who have attended training sessions are required to complete and submit the relevant exam by the submission deadline directly to the CB Scheme Manger.

4.1.4.2 The CB Scheme Manager, or delegated person responsible, shall share all completed exams in a single file with the MarinTrust Assurance Officer, or delegated person responsible, via email by the submission deadline.

4.1.4.3 The MarinTrust Assurance Officer, or delegated person responsible, shall:

1. **Coordinate the marking of the exams:** All exams shall be marked by the Assurance Officer, or delegated person responsible, using the Exam Marking Guidance document within 2 weeks of exam submission deadline
2. **Communicate results:** Using the Exam Results Template, shall share the results, which shall be countersigned by the Assurance and Risk Manager, with the CB Scheme Manager via email within 1 week of marking the exams. This shall include:
 - Date of training
 - Type of exam (COC V2, MT VT, fishery assessor)
 - Name of candidate auditor / assessor
 - Individual exam results
 - Pass rate
 - Pass status (pass/fail)
3. **Storing and update of records:** Within 1 week of marking and communicating exam results
 - Update the master auditor and assessor log which shall indicate a ‘pass’ or ‘fail’ result
 - Store the exam record and individual candidate exams
 - Update the MarinTrust website ‘list of auditors and assessors’ with the names of those who passed the exams. This shall indicate ‘*pending shadow and witness*’, or, ‘*calibration ongoing*’, as applicable.

4.1.4.4 Where exams are not submitted to the MarinTrust Secretariat by the given deadline, they may:

1. Request an extension in advance, no less than 1 day prior to the submission deadline, which shall outline the justification to be accepted at the discretion of the MarinTrust Secretariat. Extensions of more than 2 weeks shall not be permitted, or:
2. The candidate auditor / assessor will be required to undergo the training process again in line with stage 2 herein.

4.1.5 Exam results

4.1.5.1 Where the exam result is **pass**, successful candidates shall proceed to the Approval Process as outlined in section 5, herein.

4.1.5.2 Where the exam result is **fail**, the following steps shall apply:

- Where the fail result is 10% or more below the pass rate the CB shall reassess the qualifications of candidate for completeness and may take the following options:
 1. Stop the process of the candidate to become an approved auditor or assessor, or:
 2. Propose the candidate retake the training process in full

- Where the fail result is less than 10% below the pass rate the candidate auditor may make the decision on a case by case basis from the following options:
 1. Retake the exam answering only those questions that were noted as partially incorrect or incorrect, within 2 weeks of the provision of exam results,
 2. Stop the process of the candidate to become an approved auditor or assessor, or:
 3. Propose the candidate retake the training process in full

Please refer to **Annex 1** which includes a flow chart that provides a visual outline the main activities of the training and exam stage.

5. Approval process

Upon the successful completion of stages 1, 2 and 3 outlined in Section 4, successful candidate auditors and assessors shall proceed through the final approval process as follows.

Stage 4 – practical evaluation

5.1. Factory and Chain of Custody Auditors

- 5.1.1 Candidate auditors shall undergo 1 shadow audit followed by 1 witness audit, for each applicable standard, within 6 months of receiving confirmation of a successful exam. The CB Scheme Manager shall be responsible for the coordination.
- 5.1.2 Shadow and witness audits shall be carried out in line with the CBs own guidance documents, which shall be compliant with ISO/IEC 17065, 17021-1 and applicable MarinTrust requirements.
- 5.1.3 Candidate auditors shall have a satisfactory shadow audit, as determined as part of the CB technical review process, prior to carrying out the required witness audit. Upon a satisfactory shadow audit, the candidate auditor shall undertake the required witness audit.
- 5.1.4 Where a shadow audit has been determined as unsatisfactory as part of the CB technical review process, the candidate auditor shall undergo an additional shadow audit.
- 5.1.5 Where there are 2 consecutive unsatisfactory shadow audits or witness audits, the candidate auditor shall repeat the training and appointment process in line with Section 4 herein.
- 5.1.6 Candidate auditors shall have both a satisfactory shadow audit and witness audit prior to being signed off as an approved auditor.

Note: All auditors shall have their first audit report, to each applicable standard, calibrated by the MarinTrust Secretariat for the purpose of ensuring full understanding and consistency of interpretation across the programme. The MarinTrust Secretariat will share any findings of calibrations conducted with the CB should any concerns be raised to discuss the issues and agree steps for them to be addressed accordingly. Where the MarinTrust Secretariat deems that have not been addressed accordingly and therefore the integrity and credibility of the programme are at risk, it reserves the right to withdraw the candidates from the approval process until otherwise stated.

5.2. Fishery and By-product Assessors

- 5.2.1. Candidate assessors shall be required to carry out 1 assessment of each kind (whole fish, by-product), within 12 months of receiving confirmation of a successful exam. The CB Scheme Manager, or delegated responsible person, shall be responsible for the coordination.
- 5.2.2. Upon the completion of an assessment by a candidate assessor and following internal peer review process, the CB Scheme Manager, or delegated person responsible, shall share the draft assessment with the both the MarinTrust Fisheries Science Manager and Assurance Officer, and shall indicate:
- The name of the assessor
 - The assessment submitted (whole fish or by-product)
 - Confirmation the assessment is part of the formal approval process
- 5.2.3. All fishery assessments submitted as part of the formal approval process shall be in line with Document A3 – Conducting MarinTrust Fishery or By-product Fishery Assessments by Registered Certification Bodies.
- 5.2.4. All by-product assessments submitted as part of the formal approval process shall also be shared with the Fishery Assessment Peer Review Group (FAPRG) for the purposes of ensuring understanding and consistency of interpretation across the programme.
- 5.2.5. Candidate assessors shall have both a satisfactory whole fish and by-product assessment prior to being signed off as an approved assessor.
- 5.2.6. Where a whole fish and/or a by-product assessment has been determined as unsatisfactory by the FAPRG and/or Fisheries Science Manager, the candidate assessor shall carry out an additional whole fish assessment.
- 5.2.7. Where there are 2 unsatisfactory assessment reports the candidate assessor shall repeat the training in line with Section 4 herein.

Note: Where the MarinTrust Secretariat, upon advice from the FAPRG, deems that issues raised have not been addressed accordingly, and therefore the integrity and credibility of the programme are at risk, it reserves the right to withdraw the candidate from the approval process until otherwise stated.

5.3. Final Approval of candidates

Stage 5 – Sign off

Upon the successful completion of Stage 4 – practical evaluation outlined above, the CB Scheme Manager shall:

5.3.1. Sign the candidate personnel off as ‘fully approved’

5.3.2. Inform the MarinTrust Assurance Officer, or delegated person responsible, within 1 week of sign off via email using the *Auditor/Assessor Sign off Approval Status Template*, which shall include:

Auditors

- Applicable MarinTrust Standard
- Shadow audit date
- Witness audit date
- Documentary evidence

Assessors

- Whole fish assessment
- By-product assessment
- Documentary evidence

5.3.3. Within 1 week of receiving the Auditor/Assessor Sign off Approval Status the Assurance Officer, or delegated person responsible, shall:

1. Review for approval by the Assurance and Risk Manager, store and share the sign off document, together with the relevant MarinTrust approval letter using the following templates:

- Auditor approval letter template
- Fishery Assessor approval letter template

Both the sign off and approval letter shall be countersigned by the Assurance and Risk Manager.

And;

2. Update the MarinTrust website to remove reference to ‘*pending witness/shadow audits*’, or ‘*calibration ongoing*’, as applicable

3. Update the master auditor and assessor log accordingly as follows:

Auditors

- Shadow audit date
- Witness audit date
- Date of sign off

Assessors

- Date of completion of whole fish assessment and by-product assessment
- Date of sign off

Please refer to **Annex 1** which includes a flow chart that provides a visual outline the main activities of the final approval process.

5.4. Technical and fishery assessment peer reviewers

All technical and peer reviewers that will conduct technical reviews of audit reports or fishery assessment peer reviews on behalf of the MarinTrust Programme shall:

- Meet with the criteria and requirements set out in Section 3, table 1 or 2 herein as applicable, have undergone the appointment and training process as outlined in Section 4 herein, and approval process Section 5.3 herein.
 - **Technical reviewers** shall:
 - have participated no less than 5 shadow and witness (inclusive) against other relevant standards (such GMP+, FEMAS, etc)
 - Experience in the carrying out of technical reviews against other relevant standards (such GMP+, FEMAS, etc)
 - **Peer reviewer** shall:
 - Have experience in conducting peer reviews against other relevant standards (such as Marine Stewardship Council (MSC))
- Meet requirements set out in ISO/IEC 17065 and be competent in the process of carrying out technical reviews or peer reviews as applicable.

The CB shall be responsible for maintaining all appointment, training, and approval records of technical and fishery assessment peer reviewers in accordance with ISO 17065 and 17021-1 requirements and shall maintain MarinTrust informed and make information and relevant evidence available upon request.

6. Internal CB Trainers for Factory and CoC Auditors and Fishery Assessors

To facilitate the appointment, training, and approval process of auditor and assessors, the CB may nominate internal personnel for approval as trainers on behalf of the MarinTrust Programme.

The CB Scheme Manager, or delegated responsible person, shall identify suitable candidates to be nominated as approved auditor and/or assessor trainer and shall:

6.1. Verify that the candidate auditor and/or assessor trainer has:

- Successfully completed the appointment, training, and approval requirements as outlined in Section 3, 4, and 5 herein.
- Attended and successfully completed a train the trainer course (such as BSI, ILM)
- For auditor trainers only – have conducted no less than 3 audits across the MarinTrust Programme. For those who will provide training for both Standards, this shall be inclusive. For those who will provide training to one standard, this shall be 3 audits against the relevant standard.
- For fishery assess trainers only – have conducted no less than 3 MarinTrust fishery assessments (whole fish and by-products inclusive)

6.2. Submit a 'Trainer Approval Request' form at least 2 months prior to any scheduled training sessions they wish to conduct, to the Assurance Officer, or delegated person responsible, which shall include:

- Name and contact information of the nominated as approved auditor and/or assessor trainer
- Confirmation of compliance with criteria and requirements (see Section 5.3, stage 5 sign off, together with supporting evidence, outlined in Section 4 and train the trainer course attendance certificate or letter., herein)
- Classification of trainer (auditor and/or assessor)

6.3. The Assurance Officer, or delegated person responsible, shall:

- Review for approval by the Assurance and Risk Manager 'Trainer Approval Request' and , and share the 'Trainer Approval Request' document within 2 weeks with the CB Scheme Manager and update the master auditor and assessor log accordingly which shall include:

- Name of approved trainer
- Approval date

Trainer approval requests shall be approved and countersigned by the Assurance and Risk Manager.

- Store/update the master auditor and assessor list which shall include:
 - Name of approved trainer
 - Approval date
- the 'Trainer Approval Request', supporting documents, and evidence

6.2.1. Provide the CB Scheme Manager with approval of the request, request for further information and/or evidence where applicable within 2 weeks.

6.2.2. Within 2 weeks of approval of the 'Trainer Approval Request', the Assurance Officer shall:

- end the applicable approved training material (refer to **Annex 4** for full list of approved materials) via email to the newly approved trainer

Please refer to **Annex 2** which includes a flow chart that provides a visual outline the main activities of the approval process of CB internal trainers.

Note: All approved trainers are required to use the approved training materials

7. Ongoing training, maintenance, and monitoring of approved CB personnel

It is the responsibility of the CB to ensure processes are in place for the monitoring of performance and maintenance of the competence of all personnel involved in the assessment, audit, and certification activities under the MarinTrust Programme in accordance with ISO/IEC 17065 and 17021-1 requirements and to the level required by MarinTrust as outlined herein.

The CB shall inform the Assurance Officer, or delegated responsible person, within 1 week of being aware of any changes.

In the interest of safeguarding the robustness and credibility of the standard, to maintain approved auditor, assessor, reviewer, trainer status and to ensure their ongoing knowledge, experience, CB personnel must:

7.1. Auditors

To maintain approved auditor status, approved auditors shall:

- 7.1.1.** Undertake a minimum of 1 audit (to each applicable standard under the MarinTrust Programme) within each 12-month period from the date of sign off (see section 5, stage 5). If an auditor does not meet this minimum requirement the CB Scheme Manager, or delegated person responsible, shall remove the auditor's approval status and notify MarinTrust of this occurrence within 1 week. Should the auditor wish to regain approved auditor status they shall be considered a 'new candidate auditor' and required to undergo appointment, training, and approval as outlined in sections 4 and 5.
- 7.1.2.** Participate in all relevant MarinTrust Training conducted by an approved trainer and pass the written exam for each new or revised standard revision within no more than 6 months of the launch of a new or revised standard, and no less than 1 month prior to their next audit.
- 7.1.3.** Shall be witnessed (as a minimum) conducting no less than 1 MarinTrust audit (to either the MarinTrust Standard or Chain of Custody Standard) no less than once every three years by an already qualified auditor, and in accordance with requirements outlined in ISO/IEC 17065 and 17021-1.

7.2. Assessors

To maintain approved assessor status, approved auditors shall:

- 7.2.1.** Undertake a minimum of 1 whole fish and 1 by-product assessment within each 12-month period starting from the date of sign off (see section 5, stage 5). If an assessor does not meet this minimum requirement the CB Scheme Manager shall remove the auditor's approval status and notify MarinTrust of this occurrence within 1 week. Should the assessor wish to regain approved assessor status they shall be considered a 'new candidate auditor' and required to

undergo appointment, training, and approval as outlined in sections 4 and 5.

- 7.2.2.** Participate in all relevant MarinTrust Training conducted by an approved trainer and pass the written exam for each new or revised standard revision within no more than 6 months of the launch of a new or revised standard, and no less than 1 month prior to their next audit.
- 7.2.3.** for each standard revision XXXX months prior to their next assessment. Shall have a minimum of 1 whole fish and 1 by-products assessment calibrated no less than once every three years by an already qualified assessor/peer reviewer and in accordance with requirements outlined in ISO/IEC 17065.

7.3. Peer reviewers

To maintain peer reviewer status, peer reviewers shall:

- 7.3.1.** Not required to be an active fishery assessor peer reviewer status
- 7.3.2.** Maintain up to date with the fishery assessment criteria and methodology
- 7.3.3.** Conduct no less than 3 peer reviews of assessments, which shall comprise of no less than 1 whole fish assessment, conducted under the MarinTrust Programme within each 12-month period starting from appointment as peer reviewer

7.4. Technical Reviewers

To maintain technical reviewer status, technical reviewers shall:

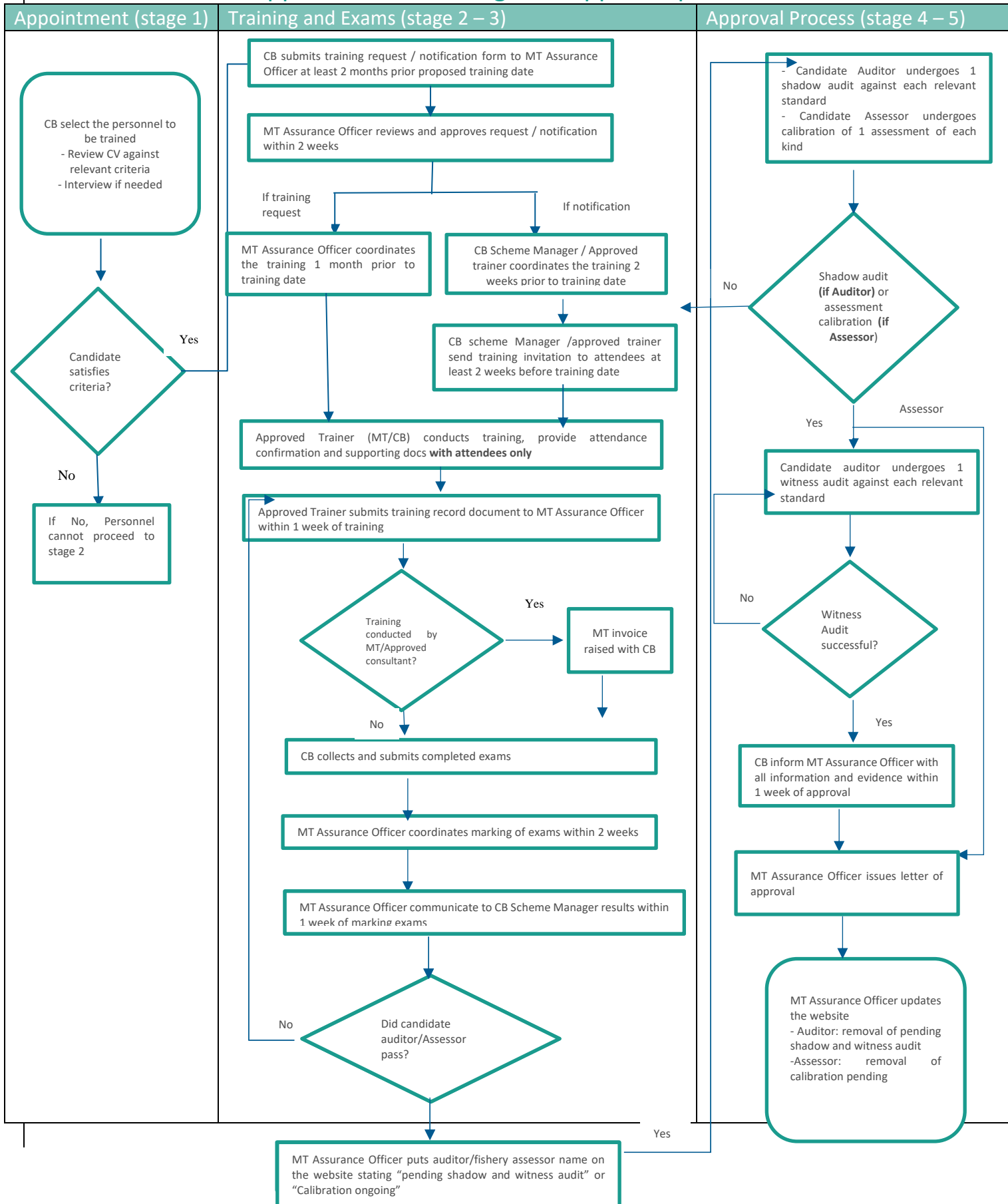
- 7.4.1.** Not be required to be active auditors to maintain technical reviewer status
- 7.4.2.** Maintain up to date with the standard requirements by attending relevant training
- 7.4.3.** Conduct no less than 3 technical reviews of audits conducted under the MarinTrust Programme within each 12-month period starting from appointment as technical reviewer

7.5. Trainers

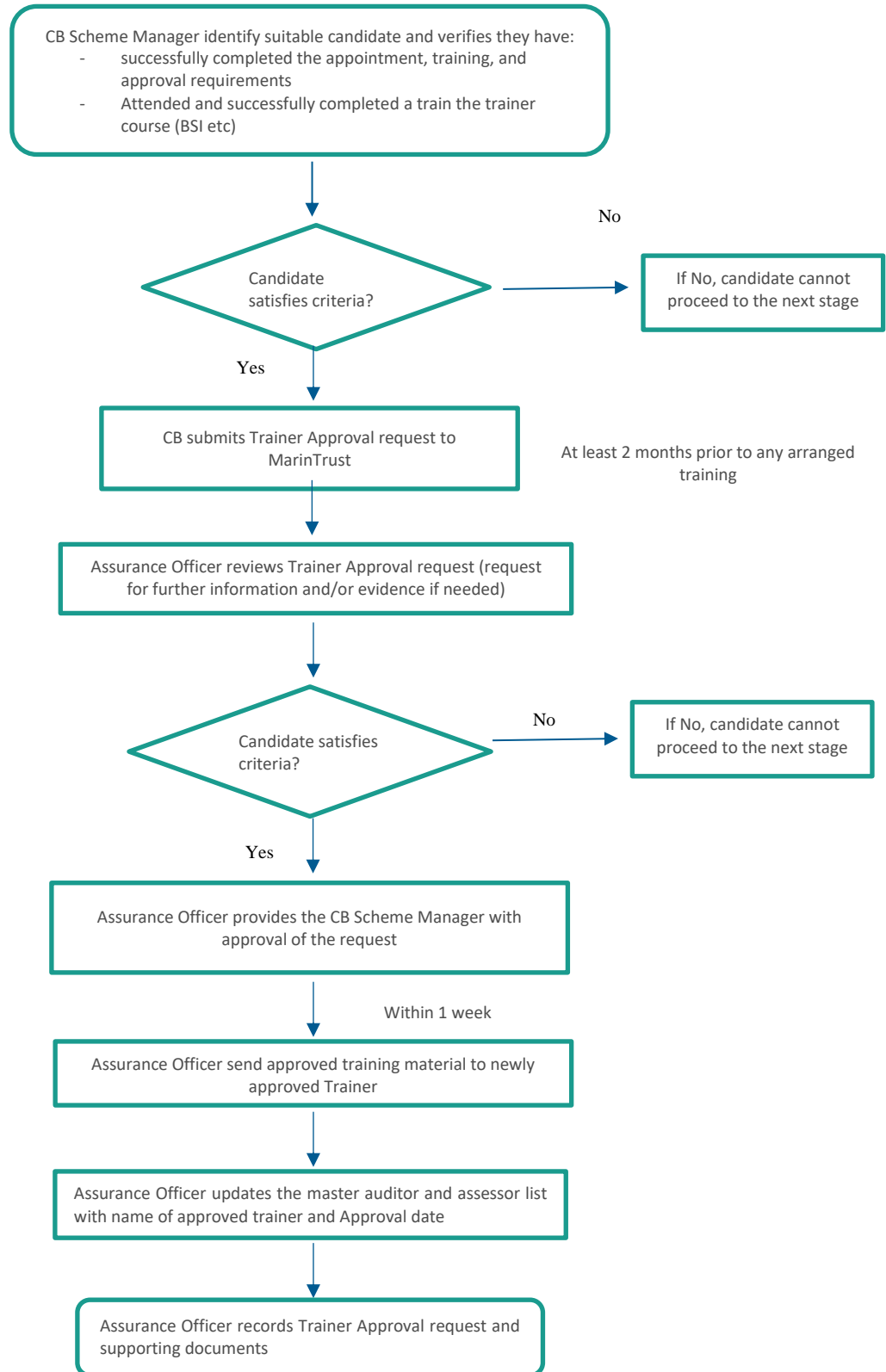
To maintain approved trainer status, approved trainers shall:

- 7.5.1.** Not be required to be active auditors or assessors to maintain approved trainer status
- 7.5.2.** Maintain up to date with the standard requirements by attending relevant training
- 7.5.3.** Conduct, witness, or shadow, no less than 3 audits conducted under the MarinTrust Programme within each 12-month period starting from appointment as an approved auditor trainer or:
- 7.5.4.** Conduct or peer review no less than 3 whole fish assessments within each 12-month period starting from appointment as an approved fishery assessor trainer

Annex 1 – Appointment, training, and approval process flow chart



Annex 2 - Internal CB trainer appointment and approval flow chart



Annex 3 – List of supporting documents

- Auditor criteria checklist
- Fishery assessor criteria checklist
- Training request/ notification form
- Training record template
- MarinTrust V2 Standard Exams:
 - Option 1
 - Option 2
 - Option 3
- MarinTrust Chain of Custody V2 Standard Exams:
 - Option 1
 - Option 2
 - Option 3
- Fishery Assessor exams:
 - Option 1
 - Option 2
- Exam marking guidance
- Exam results template
- Auditor approval status letter template
- Fishery Assessor approval status letter template

Annex 4 – Approved training materials

- MarinTrust Standard V2 Auditor Training Presentation
- MarinTrust Standard V2 Auditor Training Outline
- MarinTrust Standard Chain of Custody Auditor Training Presentation
- MarinTrust Standard Chain of Custody Auditor Training Outline
- MarinTrust Standard V2 Fishery Assessor Training Presentation
- MarinTrust Standard V2 Fishery Assessor Training Outline

Amendment Log

DATE	ISSUE	AMENDMENT	AUTHORISED BY
July 2022	3.0	<p>The appointment, training and approval of auditors, fishery assessors, and internal CB trainer procedures have been consolidated into this single procedure herein.</p> <p>This document supersedes the following procedure versions:</p> <ul style="list-style-type: none"> • Appointment of MarinTrust Factory and Chain of Custody Auditors - Doc B3 - Issued January 2020 – Version 2.0 • Appointment of MarinTrust Fishery and By-product Fishery Assessors - Doc B2 - Issued March 2021 – Version 2.2 • Appointment of IFFO RS factory auditor trainers – Doc B6 – Issued December 2017 version 1.0 	Governing Body Committee
August	3.0	<p>The scope of the procedure has been extended to include further guidance on the appointment of key CB personnel directly involved in the assessment and audit processes, including:</p> <ul style="list-style-type: none"> o Technical Reviewers o Peer Reviewers o CB internal fishery assessor trainers 	Governing Body Committee
August	3.0	<p>The criteria for all personnel within the new defined scope have been updated to ensure the ongoing relevancy of the requirements and accessibility of the Programme through the alignment and/or recognition of other standards such as Best Aquaculture Alliance (BAP), Marine Steward Council (MSC), BRCGS Food etc.</p>	Governing Body Committee
August	3.0	<p>Inclusion of more detailed and clearly defined step by step processes from the appointment to approval of CB personnel which includes:</p> <ul style="list-style-type: none"> o Defined time frames for key elements of the process o Defined responsibilities for MarinTrust and CB personnel o Clear guidance on the requirements for the recording and communication of key information o Requirements for the ongoing training, maintenance, and monitoring of CB personnel o Tables and process flows for additional guidance and support 	Governing Body Committee

August	3.0	Information has been consolidated to improve navigation of process requirements across the Programme and ensure alignment with ISO/IEC 17065 accreditation and 17021-1 conformity requirements	Governing Body Committee
August	3.0	Inclusion of additional guidance on the criteria and process requirements to become an approved internal CB trainer	Governing Body Committee
August	3.0	Removal of a specific requirement outlining prescriptive details of the ongoing monitoring requirements of approved auditors and assessors and aligned with ISO 17065 and 17021-1 requirement	Governing Body Committee