



# Certification and Accreditation Procedure

## 1. OBJECTIVES

Friend of the Sea recognized certification for sustainable seafood, relies on international certification and accreditation procedures as defined in the documentation of the International Standardization Organization (ISO) and the European co-operation for Accreditation (EA) as well as in the International Accreditation Forum (IAF).

This document defines the certification and accreditation procedures for sustainable seafood certification adopted by FOS Advisory Board. The FOS Advisory Board is not involved in the certification process. Rather, it defines the requirements for certification bodies and certification processes for the purposes of FOS recognition of certificates.

## 2. SCOPE OF THE DOCUMENT

This document was adopted by the General Assembly of FOS on 22nd of November 2007.

This document specifies the general competence requirements and tasks of certification bodies when applied to sustainable seafood certification.

## 3. CERTIFICATION BODIES

### 3.1 Competence of Certification Bodies

FOS certifications shall be carried out by impartial, independent third parties that cannot be involved in the standard setting process as governing or decision making bodies, or in the seafood business and are independent of the certified entity. Certification bodies considered competent by FOS to carry out sustainable seafood certification, shall fulfill the following qualifications:

- 1) The certification body carrying out sustainable seafood certification shall fulfill requirements defined in ISO 45 011 and ISO Guide 65.
- 2) The certification body carrying out sustainable seafood certification shall have the technical competence in fisheries and aquaculture products procurement, processing and material flows.
- 3) The certification body shall have a good understanding of the FOS system against which it carries out sustainable seafood certification.

Compliance of the certification body with the above requirements shall be verified by an accreditation as described in chapter 5.

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### 3.2 Inspectors

Certification bodies are responsible for the use of competent inspectors that have adequate technical know-how on the certification process and issues related to fisheries and aquaculture management and chain of custody certification .

The inspectors shall fulfill general criteria for inspection personnel as defined in ISO 17020.

Inspectors of products from aquaculture production need to fulfill at least one of the following requirements:

- Degree in Marine Biology or Biology or Chemistry or Veterinary
- Participation as part of Audit Team to at least 2 Aquaculture sites Audit
- Worked at least one year in Technical or Production department of an Aquaculture company.

Inspectors of products from fisheries need to fulfill at least one of the following requirements:

- Degree in Marine Biology or Biology or Chemistry or Veterinary
- Participation as part of audit Team to at least 2 Fisheries Audit
- Worked at least one year in Technical or Production department of a Seafood company or Company managing a Fleet of vessels.

The compliance of inspection personnel with the above requirements is verified by an accreditation as described in chapter 5.

### 4. CERTIFICATION PROCEDURES

The applied certification procedures for sustainable seafood certification shall fulfill or be compatible with the requirements defined in ISO Guide 65 (EN 45 011).

The applied inspection procedures shall fulfill or be compatible with the requirements of ISO 17020.

In addition to the above requirements the certification body carries out control of FOS logo usage if the certified entity is a FOS logo user.

The maximum period for surveillance inspection is one year and maximum period for reassessment inspection is three years.

The inspection evidence to determine the conformity with the sustainable seafood standards shall include relevant information from external parties (FAO, Regional Fishery Bodies, National Fisheries Authorities, IUCN Redlist).

Compliance of the certification body's procedures with the above requirements shall be verified by accreditation according to chapter 5.

### 5. ACCREDITATION

Certification bodies carrying out sustainable seafood certification, shall be accredited by a national accreditation body so as to ensure the credibility of the certification work and to facilitate mutual recognition. An accreditation certificate shall bear an accreditation symbol of the relevant accreditation body.

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Accreditation bodies shall be members of the International Accreditation Forum (IAF) or a member of IAF's special recognition regional groups and implement procedures described in ISO/IEC 17011:2004 and other documents recognized by the above organizations.

The certification body shall undertake sustainable seafood certification as "accredited certifications".

The certification body carrying out sustainable seafood certification shall be accredited based on ISO Guide 65 and the provisions of this document. Relevant sustainable seafood standards/scheme shall be covered by the accreditation scope.

Non-conformance with the accreditation requirements, results in the certification bodies not being regarded as having met FOS requirements and their certifications not be considered as certified for FOS purposes.

In exceptional circumstances, the FOS General Assembly can approve a time limited exemption from the above requirements based on a written application from the above requirements. The application shall state (i) reasons for requesting the exemption, (ii) description of how the credibility of the certification process will be assured including a list of measures currently undertaken to ensure the credibility.

## 6. FOS NOTIFICATION OF CERTIFICATION BODIES

Certification bodies accredited according to this Procedure shall be notified by FOS on the website [www.friendofthesea.org](http://www.friendofthesea.org)

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