



# FRIEND OF THE SEA

Sustainable Seafood

## Preliminary evaluation and pre-assessment phase

### 1. AIM AND AREA OF APPLICATION

This procedure describes the processes related to the collection of the Preliminary Information Form (PIF) from the interested companies and the processes related to the pre-assessment evaluation.

### 2. REFERENCES

The content of this procedure refers to the following FoS documents:

- Friend of the Sea Preliminary Information Form
- Friend of the Sea criteria from Sustainable Fish and Aquaculture (FoS checklists)

### 3. TERMS AND DEFINITIONS

Principal terms and definition used are listed below:

FoS: Friend of the Sea

CB(s): Certification Body(ies)

Company: Company under audit

CL: Check list

PIF: Preliminary Information Form

ALA: Audit and Licensing Agreement

SA: Scientific and Technical Assistant

MC: International Marketing Coordinator

OA: Operational Assistant

### 4. RESPONSIBILITIES

FoS Director and Marketing Coordinator are responsible for sending the PIF to interested companies after the first contact. The Scientific Assistant is responsible for the evaluation of the information provided in order to check the sustainability of the company activity, especially for fishing activities.

The Operational Assistant is responsible for entering the company profile in webex database.

### 5. ACTIVITIES

#### 5.1 SENDING PIF

Director and Marketing Coordinator are responsible for collecting new contacts and for sending the preliminary information form to all potential new customers.

As soon as they receive a PIF it is forwarded to the Operational Assistant and the Scientific Assistant.

First of all SA has to check if all the requested information have been provided, otherwise further details are requested by email to the company.

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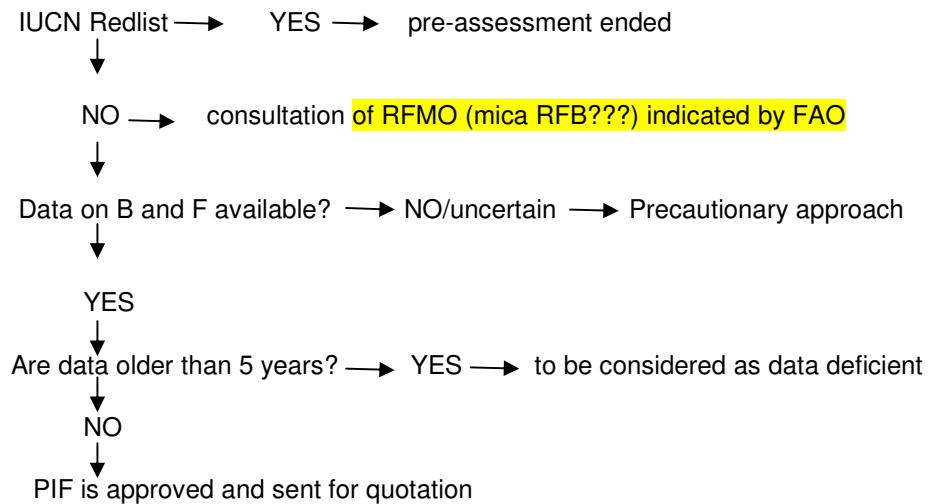
Sustainable Seafood

Once the complete PIF is received, the pre-assessment phase begins and the provided data is entered into webex database by the OA.

## 5.2 PRE-ASSESSMENT EVALUATION

Once FoS receives the completed PIF the scientific Assistant has to make a preliminary search to define the availability of data about Biomass and Fishing mortality in relation to the targeted species in the interested fishing area.

These data are expressed as Bmsy/Bcurr and Fmsy/Fcurr, and are collected by consulting the following sources and respecting this flow chart:



## 5.3 RENEWAL PROCESS

The inspection audit at both fisheries and aquaculture plants is run by the certification body once every three years. Before the renewal audit, a new PIF is asked for by the company to evaluate if any changes have occurred in the company structure which would need to be taken into consideration.

In this phase the pre-assessment evaluation is repeated as described above.

## 6 RELATED DOCUMENTS

Preliminary Information Form Wild catch Fishery  
Preliminary Information Form Aquaculture  
Preliminary information Form Fishmeal - Fishoil

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