



A guide to completing the MSC Chain of Custody Labour Self-Assessment Form

DECEMBER 2022

Using this guide

This document provides guidance for MSC Chain of Custody (CoC) certificate holders completing the [MSC Labour Self-Assessment Form V2.0](#).

On October 26 2022, the MSC published the [MSC Labour Eligibility Requirements](#) for implementation on 01 May 2023. This update expands MSC labour requirements to all global regions and consolidates existing requirements into a single scheme document. As described in the next section, certain Chain of Custody certificate holders are required to either undertake a third-party audit or complete a self-assessment and allow the MSC to commission an audit.

Who needs to complete the self-assessment?

All Chain of Custody (CoC) certificate holders who include the following activities in scope must complete the self-assessment unless they are completing a third-party audit:

- Contract processing
- Manual off-loading
- Packing or repacking
- Processing primary
- Processing secondary
- Processing preservation
- Processing other
- Use of subcontractor

Certificate holders who do not include these activities within the scope of their CoC certificate do not need to complete the form.

Further information

- Certificate holders must use the [Labour Self-Assessment Form version 2.0](#)
- The form shall be completed annually at a minimum.
- The form shall be resubmitted to the CAB following an extension to scope request which includes: any non-certified subcontractor or sites with the activities listed above in scope.
- The information shall cover all sites in the certificate. The exception is where a subcontractor may complete a separate self-assessment.
- The form should be completed by the organisation in good faith and be based on information known and available to the certificate holder at the time of completion. It should be representative of the range of measures known to the certificate holder or applicant.
- The completed form will be uploaded to MSC and/or ASC CoC database by your certification body at the same time as the CoC audit report, however, will not be published on the MSC/ASC website.

Contact Us

Contact your local MSC Outreach representative or email socialpolicy@msc.org with any questions

Question 1

Do the sites hold any third-party social certification or hold any other types of approval or certification on labour practices, including second-party buyer audits?

If you answered **yes**, please provide a description of any labour audits or similar work you have undertaken, as well as certificate/audit status, audit frequency and any other relevant information.

You should include details of any of the following carried out on-site in the past two years:

- Labour or social audits
- Assessments
- Inspections
- Gap analyses

If you answered **no**, please provide any other information on efforts that you feel are relevant to this question in the self-assessment form.

Question 2

Does the certificate holder engage with migrant and/or worker rights groups?

If you answered **yes**, please include a description of any organisations you engage with, including name and type of organisation, and describe your relationship with them.

Examples of workers' or migrants' rights groups can include:

- Non-governmental organisations
- Civil society groups

You can also describe any engagement with **embassies or consulates**, or any other entities where migrants' rights may be described.

If you answered **no**, please provide any other information on efforts that you feel are relevant to this question in the box provided in the self-assessment form.

Question 3

Does the certificate holder publicly disclose their efforts to mitigate the risk of forced and child labour in their operations and/or supply chains?

If you answered **yes**, please provide a description of any publicly declared statements, such as:

- Corporate social responsibility (CSR) report
- Modern slavery statement
- Any other publicly declared risk-assessments to address and reduce the risk of forced and child labour.

Remember: You can provide a link to the relevant documents if they are publicly available.

If you answered **no**, please provide any other information on efforts that you feel are relevant to this question in the box provided in the self-assessment form.

Question 4

Does the certificate holder or site, as appropriate, provide all workers (permanent/temporary/contract) with contracts that describe terms of payment, overtime, ID documents?

Please describe the nature of the contracts or legal work agreements for all workers involved in the handling of seafood, including:

- The types of employment contracts currently in use at the certificate holder’s site(s)
- The issues addressed in such agreements, including those listed in the question above
- How contracts differ, if at all, between the different types of worker groups. Contracts can differ in content, by length or term of service or any special conditions of work that may apply to a type or types of work.
- If recruitment agencies are used, please note whether the contract and payroll is with the agency or with the certificate holder

Different worker groups may include those employed on contracts such as:

- Permanent
- Temporary
- Fixed term Contracts
- Seasonal
- Migrant

If you do not provide any type of contract for seafood workers then please state this on the self-assessment form.

Question 5

Does the certificate holder or site, as appropriate, have policies or measures in place for staff voices to be heard, and to report and remediate any instances of forced or child labour?

If you answered **yes**, please describe the methods and tools to inform and report on any incidents related to child and forced labour, or risks of it occurring, and the policies in place to address issues if/when they arise.

Examples of reporting measures can include:

- A staff hotline
- Procedures for reporting issues to the certificate holder or on-site representative.
- Company Grievance Mechanism

If you answered **no**, please provide any other information on efforts that you feel are relevant to this question in the box provided in the self-assessment form.

Question 6

Does the certificate holder, or site, as appropriate, employ migrant labour to handle seafood products?

If you answered **yes**, please provide the percentage of migrant workers who are:

- Employed annually to handle seafood products
- On temporary contracts

You only need to give an estimated percentage of the number of migrant workers employed.

You may describe the percentage employed annually or specify when and how they are used. e.g., *“temporary migrant workers are brought in during peak seasons to support the large volumes of seafood being processed. During peak seasons, they represent the majority of workers (around 70%) handling seafood”*.

Migrant workers can refer to both foreign or regional migrant workers and can include:

- Seasonal workers
- Those hired through contractors

If you answered **no**, please provide any other information on efforts that you feel are relevant to this question in the box provided in the self-assessment form.

Question 7

Does the certificate holder or site, as appropriate, use recruitment agencies?

Please describe the typical methods used to recruit workers.

If you answered **no**, please describe the typical methods used to recruit workers **directly**.

This can include hiring through:

- Job advertisements
- National apprenticeship schemes
- Word-of-mouth/ recommendations from existing or previous employees
- Temporary labour contractors

If you answered **yes**, please describe:

- The typical methods used to select recruitment agencies
- How credibility of the agency is ensured
- How recruitment agencies typically recruit workers, (see hiring methods list above for examples).

Question 8

Does the certificate holder or site, as appropriate, have a process in place to ensure no debt bondage or costs are imposed on workers related to their employment?

If you answered **yes**, please describe the policies and practices in place, including:

- Comprehensive service level agreements
- Commitments to initiatives like the Employer Pays Principal

Remember: Foreign or migrant workers are at a higher risk of debt bondage (payment of debt through a worker’s services) and costs relating to employment.

If you employ such workers it is particularly important that you provide details of the policies that ensure these practices do not occur

Costs relating to employment can include:

- Placement or brokerage fees
- Travel to the workplace
- Visa relating
- Medical costs
- Safety gear
- Clothing/protective gear
- Food at the workplace
- Communications access
- Remittance fees
- Repatriation

You may also provide details of any **legally permitted contractual costs** paid by foreign or other migrant workers to gain employment at the site.

If you answered **no**, please provide any other information on efforts that you feel are relevant to this question in the box provided in the self-assessment form.

Question 9

Does the certificate holder or site, as appropriate, retain identity documents of workers?

If you answered **yes**, please provide a description of how identity documents are held and the policies and practices in place to ensure that workers have easy, free and timely access to their documents.

Examples of identity documents include:

- National ID
- Passport
- Visas
- Original experience certificates
- Educational certificates
- Training certificates
- Any other original personal documents

If you answered **no** and do not retain identity documents of any staff at any time, no further information is needed.

Question 10

Are there policies and systems in place to ensure that all staff meet national minimum age requirements?

If you answered **yes**, please describe:

- National minimum age requirements for the site(s) in the certificate
- How national minimum age requirements are verified when appointing workers

You should also confirm that there are policies and procedures in place to meet national legal requirements for minimum age.

If you answered **no**, please provide any other information on efforts that you feel are relevant to this question in the box provided in the self-assessment form.

Contact us

If you have any questions on the self-assessment template or guidance, please contact your local MSC Outreach representative or email socialpolicy@msc.org

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