Ecert Fisheries Manual

Your guide to using Ecert for MSC fisheries assessments

MSC Ecert database user manual for CABs v7.0
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Responsibility for this manual
The Marine Stewardship Council is responsible for this user manual. This is a living document and will be reviewed on an on-going basis. Readers should verify that they are using the latest copy of this (and other documents). Updated documents, together with a master list of all available MSC documents can be found on the MSC website.

Versions Issued

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Description of amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0</td>
<td>01 May 2013</td>
<td>N/A</td>
</tr>
<tr>
<td>5.1</td>
<td>12 June 2015</td>
<td>Other documents removed from assessments tab. Clearer way to start assessments.</td>
</tr>
<tr>
<td>6.0</td>
<td>01 Oct 2016</td>
<td>Update in line with implementation of MSC Track a Fishery.</td>
</tr>
<tr>
<td>6.1</td>
<td>22 March 2018</td>
<td>Updated screenshots and outlines of Ecert process, for update and facelift of fisheries Ecert.</td>
</tr>
<tr>
<td>7.0</td>
<td>28 March 2019</td>
<td>Updated with new Ecert functions, their use, and visual examples. Includes updated method for finishing assessments and creating certificate numbers (MSC issued). Added detail for extending certificates and making a certification decision from previous supplementary documents.</td>
</tr>
</tbody>
</table>
Introduction

How to use this manual

This manual is a user guide for certifiers and administrators to navigate and use Ecert whilst managing an MSC fisheries assessment process.

The manual is split into key sections based on your current situation:

- Let’s Get Started;
- Finding your way around;
- Entering assessment;
- During assessment;
- Certifying a fishery; and,
- Other processes.

Throughout the manual, key information is provided in red text boxes, and best practice highlighted in blue tip boxes.

If you have any questions on content from the manual, please contact EcertSupport@msc.org.

Track a Fishery

The MSC have launched the public-facing Track a Fishery web-pages in 2016, where stakeholders can search for information on fisheries in the MSC program. Lots of accessibility changes have been made to improve the user-friendliness of the site, as well as processes automated behind-the-scenes in Ecert.

If anything on your fishery pages appears incorrectly, please contact EcertSupport@msc.org or use the feedback form on the Track a Fishery site.
1. Let’s Get Started

1.1. Getting set-up on Ecert

1.1.1. System Requirements

The MSC Fishery Management System is based on the certification software Ecert and is fully internet-based. To work with it you will need an internet connection and a supported web browser installed. The MSC Fishery Management System is developed to support the following browsers –

<table>
<thead>
<tr>
<th>Browser</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Chrome</td>
<td>Most recent version and one back</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>Most recent version and one back</td>
</tr>
<tr>
<td>Microsoft Edge</td>
<td>Most recent version and one back</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>Version 9.0 or higher</td>
</tr>
<tr>
<td>Safari</td>
<td>Mac Operating Systems only</td>
</tr>
</tbody>
</table>

Working with other Internet browsers may result in some windows, forms and uploads not functioning correctly. It is recommended that you use the most up to date version of any browser.

1.1.2. Registering as a new user

To register as a new user in Ecert please contact Ecert Support EcertSupport@msc.org from the Conformity Assessment Body you are working for with your name, address and contact details.

A registration email will be issued that contains a link to generate your account.

Note
You should not share your password with anyone, even with other employees in your organisation.
1.1.3. Logging in to Ecet

<table>
<thead>
<tr>
<th>Logging in to Ecet</th>
<th><a href="https://cert.msc.org">https://cert.msc.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Training &amp; Testing</td>
<td><a href="https://cert.msc.org/mscdemo">https://cert.msc.org/mscdemo</a></td>
</tr>
</tbody>
</table>

Please ensure you do not use the demo version for actual assessment uploads.

1.1.4. Forgotten Passwords

If you have forgotten your password, please click on the link ‘Forgot your password?’ found on Ecert. A page will be opened where you can enter your username and e-mail address. Click ‘OK’. You will receive an e-mail containing further instructions.

1.1.5. How to receive emails from Ecert

The *CAB Staff Member* tab is used to manage email and Track a Fishery contacts. Select a Responsibility from the list, choose a name and click ‘Save’.

- The **Website contact** will appear on Track a Fishery as the main contact point for the fishery.
- The **Ecert contact** will receive automatic emails from Ecert. These will include changes to documents – accept, decline, and expiry of certificates.

1.1.6. General Support

<table>
<thead>
<tr>
<th>Ecert</th>
<th><a href="mailto:EcertSupport@msc.org">EcertSupport@msc.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Track a Fishery feedback</td>
<td>Form at top of Track a Fishery website</td>
</tr>
</tbody>
</table>
2. Finding your way around

2.1. Fishery search

The fishery search is the main landing page for searching fisheries. From here it is possible to quickly filter the columns and also export the results to an Excel spreadsheet.

For a more in-depth search, select the magnifying glass icon, where it is then possible to filter by additional fields. The plus icon enables the creation of a permanent filter that can be added to the fishery search homepage for easy access to a specific list of fisheries.

2.2. Fishery dashboard

The fishery dashboard displays the latest document updates. This enables quick viewing of the fishery assessment information, document statuses and the Fisheries Assessment Manager (FAM), should you need to get in touch. Clicking on the document will quickly take you to the location of the document within Ecert.

The documents can be filtered by status using the left hand list. Alternatively, the documents can be filtered by column headers.
2.3. **Ecert fishery tabs**

2.3.1. **Units of Certification**

The *Unit of Certification (UoC)* tab details all UoCs for each fishery and allows you to add, copy or remove units. You can also export all UoCs to an Excel spreadsheet.

![Unit of Certification](image1)

2.3.2. **Assessments**

The *Assessments* tab shows you each full, surveillance and scope extension assessments that have been completed for the specified fishery. Here, you are able to view any previous assessments and start a new assessment.

![Assessments](image2)

2.3.3. **Certification information and certificates**

Certification information is stored at two levels: (1) data behind certification which affects how the fishery appears on the MSC website; and, (2) a file manager for certificate PDFs.

![Certification](image3)

After an initial certification decision, UoCs can be removed from an assessment. This feature should be used to apply suspensions or withdraw UoCs from the
MSC program. Select ‘Perform certificate action’ from the Certification tab, amend the UoC and ‘Save’. This will generate a new version in the Certification history.

The history of certification decisions for all UoC is contained in the Certification tab. Under the history it is possible view all changes made by date occurred and user who made them.

2.3.4. Catch Data

The Catch data tab displays all the catch data entered for each year and the breakdown of the total catch in terms both species and gear type.

**Step 1:** In the Catch Data tab, select 'Add catch data', then enter the catch year for the data.

**Step 2:** The second page allows the entry of catch details. Click 'Add new row', then select a species and a gear type for that particular species. If no gear type is entered, it is assumed the total catch is for all gear types. If you need to delete a row, click 🗑️. If possible, enter one row for each species and gear type combination that is known.
Please enter the green weight catch per species and where known by gear.

<table>
<thead>
<tr>
<th>Species</th>
<th>Gear type</th>
<th>Certified catch</th>
<th>Assessment catch</th>
<th>Weight unit</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abyssal spiderfish</td>
<td>Gillnets And Entangling Nets - Drifts</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abyssal spiderfish</td>
<td>Grappling And Wounding - Harpoons</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abalone jingle shell</td>
<td>Falling Gear</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the species’ catch cannot be separated by gear type, then select all gear types applicable to the data entered.

**Step 3:** If the catch is currently under assessment, catch weight should be entered into the ‘Assessment catch’ column. If the catch has been certified or is suspended, it should be entered in the ‘Certified catch’ column.

When catch becomes certified, data entered into ‘Assessment catch’ should be deleted and re-entered into ‘Certified catch’ for the relevant year.

Select the Weight unit (kg, lb, or mt) of the catch data entered. If catch weight is entered in kg or lb, Ecet will automatically convert the weights to metric tons (mt).

Verify the ‘Total catch’ calculation is correct, then click ‘Save’.

<table>
<thead>
<tr>
<th>Species</th>
<th>Gear type</th>
<th>Certified catch</th>
<th>Assessment catch</th>
<th>Weight unit</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abyssal spiderfish (Bathypterois longipes)</td>
<td>Gillnets And Entangling Nets - Drifts</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abyssal spiderfish (Bathypterois longipes)</td>
<td>Grappling And Wounding - Harpoons</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abalone jingle shell (Pododesmus cepio)</td>
<td>Falling Gear</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total catch (metric tons):**

- Total catch (certified): 35.00
- Total catch (in assessment): 10.00
- Total catch: 45.00
2.3.5. Vessels

The Vessels tab allows the upload of details pertaining to the vessels connected with the fishery.

The initial page allows comments to be made that will be published on the fishery search. Existing vessels can be edited or deleted from the table.

Selecting ‘New’ enables the manual entry of the details for a new vessel within the fleet.

Use ‘Excel Upload’ to upload details of multiple vessels at once. Download the template to ensure the data aligns with the requirements of Ecert.

Once the data has been uploaded, selecting ‘Check data’ will highlight any issues with particular rows that cannot be accepted into the system. The rows can be edited individually and then imported.
2.3.6. Other Documents

‘Other documents’ are files which do not fit into the regular workflow of a fisheries assessment process but may affect the status of a fishery. See below for a full list of Other Documents.

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate withdrawn</td>
<td>Certificate withdrawn</td>
</tr>
<tr>
<td>Change of Client</td>
<td>Change of Client</td>
</tr>
<tr>
<td>Change CAB</td>
<td>Change of Conformity Assessment Body</td>
</tr>
<tr>
<td>Change UoC</td>
<td>Change to the Unit(s) of Certification</td>
</tr>
<tr>
<td>Suspended</td>
<td>Fishery Suspended</td>
</tr>
<tr>
<td>Labour Template</td>
<td>Certificate Holder Forced and Child Labour Policies, Practices and Measures Template</td>
</tr>
<tr>
<td>New Information</td>
<td>Notice of intent to review new information</td>
</tr>
<tr>
<td>Intent to Suspend</td>
<td>Notice of Intent to suspend</td>
</tr>
<tr>
<td>Intent to Withdraw</td>
<td>Notice of Intent to withdraw certificate</td>
</tr>
<tr>
<td>Other document</td>
<td>An alternative document type, please include subject.</td>
</tr>
<tr>
<td>Stakeholder Announcement</td>
<td>Stakeholder Announcement, please include subject.</td>
</tr>
<tr>
<td>Variation Request</td>
<td>Variation Request, please include subject.</td>
</tr>
<tr>
<td>Vessel List</td>
<td>Vessel List</td>
</tr>
<tr>
<td>Client group</td>
<td>List of client group members</td>
</tr>
</tbody>
</table>

2.3.7. Files

This tab contains all the files associated with the fishery.

**Note**

Files should never be uploaded directly to this area. Files should be uploaded to the appropriate tab e.g. Assessment, Certificate Files or, Other Documents.
# 2.4. Buttons and Icons

## 2.4.1. Task Buttons

Below is the list of icons used in Ecert to perform main actions:

<table>
<thead>
<tr>
<th>Task</th>
<th>Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create an assessment</td>
<td><img src="start_assessment.png" alt="Start assessment" /></td>
</tr>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>Excel export</td>
<td><img src="excel_export.png" alt="Excel export" /></td>
</tr>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>Navigate between assessment stages</td>
<td><img src="navigate_stages.png" alt="Navigate stages" /></td>
</tr>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>Finish assessment</td>
<td><img src="finish_assessment.png" alt="Finish assessment" /></td>
</tr>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>Upload other documents</td>
<td><img src="upload_documents.png" alt="Upload documents" /></td>
</tr>
<tr>
<td>Other documents</td>
<td></td>
</tr>
<tr>
<td>Show/Edit timelines</td>
<td><img src="show_edit_timelines.png" alt="Show/Edit timelines" /></td>
</tr>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>Certification decision</td>
<td><img src="certification_decision.png" alt="Certification decision" /></td>
</tr>
<tr>
<td>Assessments - available after final stage assessment documents are approved</td>
<td></td>
</tr>
<tr>
<td>Add a Record</td>
<td><img src="add_record.png" alt="Add a Record" /></td>
</tr>
<tr>
<td>Located in many forms and tables</td>
<td></td>
</tr>
<tr>
<td>Upload document(s)</td>
<td><img src="upload_document.png" alt="Upload document(s)" /></td>
</tr>
<tr>
<td>Assessment Workflows</td>
<td></td>
</tr>
<tr>
<td>Revise document(s)</td>
<td><img src="revise_document.png" alt="Revise document(s)" /></td>
</tr>
<tr>
<td>Assessment Workflows</td>
<td></td>
</tr>
</tbody>
</table>
2.4.2. Document Status Icons

For all documents in Assessments and Other Documents, an icon shows the status of the document.

Documents also have an icon indicating whether the file has been accepted by the Fisheries Assessment Manager.

- Accepted
- Declined
- Revised
- Uploaded
3. Entering assessment

3.1. Create a new fishery in Ecert

Open the Fishery Search or Fishery Dashboard and click ‘Create New Fishery’.

Note
You must save the new fishery to add client data.

3.2. Name a fishery correctly

The name is set by the client and certifier when the fishery enters assessment and should follow these guidelines –

- All species names are lower case (e.g. salmon, herring) unless the species name includes a proper name (e.g. Dover sole, Patagonian toothfish)
- Other words such as gear type are always lower case except for proper nouns
- Regional names should follow standardised use of cases (e.g. Southern Africa, North Atlantic, north Greenland)
- Place names should refer to the location, not the nationality (unless it is part of the species name)

3.2.1. Fishery name examples

<table>
<thead>
<tr>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Africa hake trawl</td>
<td>South African hake trawl</td>
</tr>
<tr>
<td>Faroe Islands queen scallop</td>
<td>Faroe Islands Queen Scallop</td>
</tr>
<tr>
<td>Alaska pollock</td>
<td>Alaska Pollock</td>
</tr>
<tr>
<td>Hastings fishing fleet Dover sole</td>
<td>Hastings Fishing Fleet Dover Sole</td>
</tr>
<tr>
<td>Gulf of St Lawrence northern shrimp</td>
<td>Gulf of St Lawrence Northern shrimp</td>
</tr>
</tbody>
</table>

Note
Consistency in fishery names is important as this is how stakeholders refer to fisheries on Track a Fishery and how Certifiers update scope in the MSC Ecert Chain of Custody module.
3.3. Add a client company

To add a client company, go to the Fishery tab, and select on the right of the “Fishery clients” table. If the client is new click and enter the contact details. A fishery can have one or many client companies.

3.3.1. Add a client contact person

To add a client contact person, go to the Fishery tab, scroll down to the “Fishery clients” section and click the for the corresponding client. From the pop up window, select the Client contact persons tab. You can add an existing contact person from the database, or create a new contact person from this screen.

Tip
You will be prompted for the correct client relationship.
- ‘Fishery Clients’ will display on Track a Fishery.
- ‘Private’ contacts will not display on Track a Fishery.

This will be displayed on the ‘Contacts’ page on Track a Fishery.

3.3.2. Add fishery co-ordinates

Fishery co-ordinates are added by MSC staff. The longitude and latitude co-ordinates entered will be the central point of the fishery area or an approximation. The coordinates will be plotted on Track a Fishery and you should notify the MSC of any amendments required by using the feedback form at the top of the Track a Fishery website.
3.4. Add a new Unit of Certification (UoC)

To add a new UoC go to the Unit(s) of Certification tab and click on the right of the “Unit(s) of Certification” table.

A resulting screen contains a blank UoC form for all UoC data. The “Gear type” is a mandatory field, where the gear type is selected from the drop down list. The gear description is a free-text box for further detail on the gear.

Select the icon to add a species, where the list can be filtered by 3A-Code, common name and/or latin name. Select in the top right of the “FAQ Region” table to add the FAO Region(s) from the list. Click ‘Add new row’ within the Regional division section to provide further text detail on the location, such as the ICES sub-area. Any seasonality of the fishery should also be recorded.

3.5. Start an assessment

All assessments are started in the Assessments tab of the specific fishery by clicking the ‘Start Assessment’ icon in the toolbar. This will open a list of possible assessment processes.

Please select the appropriate assessment from the list available. This will change over time as more versions of assessment processes are created, and others become superseded.
Once an assessment is picked, you will be asked to select what is being assessed: the Units of Certification. See Note below.

Click ‘Start Assessment’ to continue.

**Tip**
Make sure you check the version of the assessment process the fishery is being assessed against. For example, v2.0 or v2.1.

**Note**
It is not possible to start an assessment without a Unit of Certification. See Section 3.4 for creating UoC(s).

The Fisheries Assessment Manager (FAM) will approve all initial assessments, ensuring that they are correctly formatted and in scope, before approving publication to the website.

As documents are uploaded and accepted, the next steps and stages will become available. Users can navigate through the assessment data entry steps using the options at the top. Users also navigate through stages within the ‘Assessment’ step, using the stages on the left.
3.5.1. Select a Unit of Certification (UoC)

When an assessment is selected a user is first prompted to indicate the UoC(s) being assessed in the ‘Unit of certification’ step. Select the appropriate UoC(s) and ‘Create assessment and continue’ to proceed.

Note
It is not possible to start assessments without UoC. Please see 6.3.1 for creating UoC.
3.5.2. Enter catch data

In initial, re-assessments, and scope extensions, the user will be asked to enter catch data. Please see Section 2.3.4, for details on how to correctly enter catch data. After this data is entered, or if you choose to enter it later, you may proceed by clicking ‘Assessment’.

3.6. Enter a timeline for an assessment

Timeline information is required during Initial Assessment and Re-Assessment and is entered directly in Ecert. There are two methods to submit a timeline, the method to create a timeline within Ecert, or the method to upload your own timeline document. Choose one method and use only that method. Using both methods on the same assessment will result in multiple timeline documents appearing online.

3.6.1. Creating a timeline in Ecert (preferred)

The preferred method to submit a timeline is to create the timeline within Ecert.

**Step 1:** Open the assessment and select ‘Show/edit timelines’.

**Step 2:** Enter the start and end dates against the events. This can be done by using the date picker or by dragging the bar in the timeline window. When the start and end date are the same the timeline will display a milestone image, as opposed to a long bar.

**Step 3:** Enter the ‘Publish date’ of the earliest the timeline should appear on Track a Fishery.

**Step 4:** A user can choose to save the timeline as a draft for further editing before publishing by clicking ‘Save draft’, or complete and submit the version by clicking ‘Save as final version’. 
Once a timeline is saved, a report can be generated by selecting ‘Export as PDF’. This is what will appear on the website. If you would like your logo to be on this document please send it to EcertSupport@msc.org. Do not upload the document back into Ecert. As long as ‘Save as final version’ has been selected and a publish date entered, the timeline will be saved, submitted, and appear online.

3.6.2. Uploading a timeline document

As an alternative to creating a timeline within Ecert, a pre-existing timeline document may be submitted in the same way as other assessment documents. Clicking the ‘View or Add’ button next to ‘Timeline’ in the assessment steps. Do not use this option if a timeline has already been created in the ‘Show/Edit timelines’ timeline creator as in Section 3.6.1.

3.6.3. Revise a timeline for an assessment

The timeline must be revised using the same method that was used to create the original, whether it was using the timeline creator within Ecert or uploading your own document.

If the timeline has been created with the Ecert timeline creator ‘Show/Edit timelines’ option (Section 3.6.1), first open the timeline by clicking ‘Show/Edit timelines’. Select ‘Create draft’ in the toolbar. This will copy over the previously specified dates into a new version for editing. A rationale for the revision can be provided into the ‘Rationale’ box at the bottom of the page. Enter a ‘Publish date’, then click ‘Save as final version’ to complete the revision.

If a timeline document was uploaded to the ‘Timeline’ step in the workflow (Section 3.6.2), click ‘View or Add’ then ‘Upload new set of documents’ to upload a revised document.
4. During assessment

4.1. Upload assessment documents

4.1.1. Initial upload

To submit documents, first open the assessment from the Assessments tab and then select the correct phase from the options on the left. In the “View or Add” column, click on the ~ icon to open the submission window and click ‘Upload New Set of Documents’. This will allow the user to upload one or more documents for the specified document type at a time.

When complete, click ‘Submit and Close’. If the specified document type requires additional information the user will be prompted by an error icon, please see Section 4.1.2 on adding additional information.

The documents will show online after they are approved, the publish date has been met, and the next sync has occurred which takes place at 4pm GMT Monday to Friday.

4.1.2. Adding information

Each document contains different attributes that require the user to provide additional data (e.g. consultation date, publish date, RBF used, site visit start).

When documents are uploaded they can only be submitted once the required additional data fields, marked by red asterisks, have been completed.

4.1.3. Revise an assessment document

To submit a revised document, like a new site visit announcement, open the assessment, select the ~ symbol in the “View or Add” column next to the
document to be revised, then select ‘Revise set of documents’. This will create a new version.

### 4.1.4. Control versions of an assessment document

When a revised document is uploaded, Ecert creates a new version. When viewing these items it is possible to move between versions using the ‘Show version’ drop down menu.

### 4.2. Upload other documents

To submit a document outside the regular workflow, click the ‘Other Documents’ and ‘Add other documents’ in the toolbar.

You will be asked to provide some details before you are able to select the file you wish to upload using the add file button.

- Assessment to link the document to;
- Phase of the assessment;
- Document Type;
- Subject; and,
- Publish date, the earliest date the document will appear on the website.

The type of other document should be clear, as it will be published on the MSC website. See Section 2.3.6. for a list of other documents. If the document is not specific to an assessment, but applies to the fishery as a whole, select “Apply document to whole fishery” in the ‘Assessment’ dropdown list.
4.3. Split an assessment

If an assessment that contains multiple UoCs separates into different timelines, the assessment can be split. Selected UoC(s) will be moved to a new assessment, and any documents uploaded thus far will be copied to the separated assessment. This will show as a separate assessment on the website.

In the assessment you wish to split click ‘Split assessment’ in the toolbar.

On the next screen, select the UoC that will constitute the separate assessment then click ‘Save’. Both the original and the separated assessment will now appear in the Assessments tab and can be completed separately.

Note
If an assessment is split this cannot be reversed and the assessment cannot be merged; However, the UoCs can be assessed together in a future assessment.
5. Certifying a fishery

5.1. Finish an assessment with a certification decision

Once the appropriate documents have been uploaded they will appear with a yellow status. Whilst the status is yellow, the Certification Decision button will remain grey. The Fisheries Assessment Manager (FAM) will need to accept these documents before the certification decision can be made.

At the end of an initial, re-assessment or scope extension, when all mandatory documents are approved, ‘Certification decision’ becomes available in the assessment timeline. At this time, the user may follow the Certification decision wizard. The Certification decision wizard will guide the user to make a decision against the assessed Units of Certification. Then, the user may create a certificate number and upload a certificate file.

Note
All certificate numbers must be generated in Ecert by following Section 5.1.2 after ‘Certification decision’ becomes available.
5.1.1. Complete the Certification decision wizard

After clicking on 'Certificate decision' in the assessment timeline, choose the outcome of the assessment, choosing either:

- Extend certificate – Should not be chosen at this stage
- Certify – All Units of Certificate have passed
- Mixed results – Some of all Units of Certification have not passed

**Step 1:** Select the Unit of Certifications you want to include in this particular action. At least one UoC must be selected in order to continue. Press ‘Continue’.

**Step 2:** Verify the certification status and add the correct start and end dates.

<table>
<thead>
<tr>
<th>UoC Status</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid</td>
<td>The UoC meets the MSC standard and is certified.</td>
</tr>
<tr>
<td>Failed</td>
<td>The UoC does not meet the MSC standard and has failed.</td>
</tr>
<tr>
<td>Suspended</td>
<td>The UoC has had its certificate suspended. Not applicable as a certification decision.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>The UoC has been withdrawn from the program. Not applicable as a certification decision.</td>
</tr>
<tr>
<td>Applicant</td>
<td>The UoC is under MSC assessment. Not applicable as a certification decision.</td>
</tr>
</tbody>
</table>

**Note**
When a UoC/UoCs fail, please leave the certification dates blank.
**Step 3:** Click ‘Finish’, and then confirm that you will proceed to the *Certificate files* tab to upload a certificate. Then, proceed to the steps in **Section 5.1.2.** to create a certificate number and upload a certificate.

---

**Note**
Follow **Section 5.1.2.** to create a certificate number and upload a certificate file.

---

**5.1.2. Create a certificate number and upload a certificate file**

A certificate number will need to be created in Ecert before a certificate file can be uploaded.

**Step 1:** Go to the *Certificate files* tab and click ‘Create new certificate number’ to open a new certificate file window.
**Step 2:** Enter the ‘Issue date’ and ‘Expiry date’ of the certificate, select the correct UoC(s), then click ‘Save and close’. These dates and UoC(s) may be changed later when a file is uploaded.

Upon saving, a Certificate number will be generated and viewable in the ‘Certificate No.’ column in the Certificate files tab. Do not upload a file at this time, you will do that in the next step.

---

**Tip**
A user can create a certificate number for, and upload, any combination of certificates and UoC(s) as required.

<table>
<thead>
<tr>
<th>Name</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>Date UoC(s) is valid from</td>
</tr>
<tr>
<td>Expiry Date</td>
<td>Date UoC(s) is valid until</td>
</tr>
<tr>
<td>Select UoC</td>
<td>Please tick the UoC(s) that form part of the certificate</td>
</tr>
</tbody>
</table>
**Step 3:** You may now upload a certificate file with the generated certificate number on it. Click on the row in the *Certificate files* tab with the correct certificate number. In the ‘Files’ grid, click to add files. Add the certificate file.

**Step 4:** Verify the dates and UoC(s), then click ‘Finish and publish on website’ to finish the process and publish the certificate file. Clicking ‘Save’ or ‘Save and close’ will mark the certificate as an unpublished draft and will show grey.

*Tip*
If a revised version of the certificate (with the same certificate number) needs to be uploaded, then follow the steps for adding a new certificate version in Section 5.2.1.
5.2. Create a new version or disable a certificate file

Certificate files can be marked as finished or disabled, they may appear as an unfinished draft. Finished files show with 🎉 under ‘Certificate status’ and will show on the Track a Fishery webpages. Disabled certificates show with 🕰️ and appear gray. Unpublished drafts will show with no icon in ‘Certificate status’ and appear gray.

5.2.1. Create a new certificate version

Most Certificate files should be provided at the end of the Initial Assessment or Re-Assessment, but in some circumstances they need to be revised. It is important to note that the Certificate files and Certification data are independent and need to be updated separately, see Section 2.1.3.

In the Certificate files tab, certificate version numbers are noted in the ‘Version’ column. When a certificate has had more than one finished version, certificate history may be viewed by clicking 📅 in the ‘History’ column.

**Step 1:** To update a certificate and create a new certificate version with the same certificate number, first open the Certificate Files tab.

**Note**
New certificate versions can only be created for active certificates.
**Step 2:** Click on the certificate file you would like to revise. Then, click ‘Create new certificate version’. The new certificate version will automatically open, which you can verify with the new ‘Version’ number.

**Step 3:** Confirm the ‘Certificate no.’ is correct, add the ‘Issue date’ and ‘Expiry date’, then click to upload the revised certificate file.

**Step 4:** To finish revising the new version and publish the certificate to the website, click ‘Finish and publish on website’. The earlier version will be automatically disabled and only viewable by clicking in the ‘History’ column.

Alternatively, to save the revised version as an unpublished draft, click ‘Save’ or ‘Save and close’. The draft will appear in gray in the *Certificate files* tab with no icon in the ‘Status’ column until it is finished and published as above.

### 5.2.2. Disable a certificate file

There are two ways to disable a certificate that is no longer required:

- Open the *Certificate Files* tab, select one or more certificates and click in the top right of the table;

OR

- Open the *Certificate Files* tab, open the certificate and click ‘Disable certificate’.
5.3. Withdrawing or suspending - edit certification history of a fishery

After an initial certification decision, a Unit of Certification can be removed from an assessment. This feature should be used to apply suspensions or withdrawn UoC from the MSC program. Go to the Certification tab then select ‘Perform Certification action’ in the toolbar and choose from the following actions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift suspension</td>
<td>Available when 1 or more UoC are Suspended</td>
</tr>
<tr>
<td>Extend certificate</td>
<td>To extend the valid date of 1 or more UoC. Only relevant on MSC acceptance</td>
</tr>
<tr>
<td>Reinstate certificate</td>
<td>When 1 more UoC are not valid and need to be valid.</td>
</tr>
<tr>
<td>Withdraw</td>
<td>Remove 1 or more UoC from a fishery. The From and Until dates for the UoC remain the same.</td>
</tr>
<tr>
<td>Suspend</td>
<td>Suspend 1 or more UoC. The ‘From’ and ‘Until’ dates for the UoC remain the same. The suspension will show at the next Track a Fishery sync time.</td>
</tr>
</tbody>
</table>

**Step 1:** Select the Unit of Certifications you want to include in this action. Press Continue.

**Step 2:** Verify the certification status and confirm that the start and end dates are correct. When done, press ‘Save and close’. If the action leads to a change in dates or scope you may need to upload a new version of the certificate file. See Section 5.2.1.

**Note**

If the action leads to a change in dates or scope you may need to upload a new version of the certificate file following steps in...
5.4. Extending a certificate

If the validity dates of Unit(s) of Certification are not maintained, they will auto expire and show as withdrawn on Ecert and Track a Fishery.

A certificate can only be extended with extenuating circumstances and a variation request submitted for the fishery, and accepted by the MSC Fisheries Assessment Manager (FAM). To submit a variation request, see Section 6.2.

Any granted extension must be reflected in the Certification tab in Ecert with correct dates and certificate files to cover exact validity dates. To update the Unit of Certification dates, open the Certification tab and select ‘Perform certificate action’.

Choose ‘Extend Certificate’ and follow these steps:

**Step 1:** Select the Units of Certification you want to extend the dates for and select ‘Continue’.

---

<table>
<thead>
<tr>
<th>Unit of Certification</th>
<th>UOC number</th>
<th>Gear type</th>
<th>Species</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barents Sea cod</td>
<td>UOC-0000000086</td>
<td>Trawls - Bottom trawls - other trawls</td>
<td>Cod (Atlantic) (Gadus morhua)</td>
<td>Valid</td>
</tr>
<tr>
<td>Barents Sea haddock</td>
<td>UOC-0000000574</td>
<td>Trawls - Bottom trawls - other trawls</td>
<td>Haddock (Melanogrammus aeglefinus)</td>
<td>Valid</td>
</tr>
<tr>
<td>Barents Sea pollock</td>
<td>UOC-0000001155</td>
<td>Trawls - Bottom trawls - other trawls</td>
<td>Pollock (Pollachius virens)</td>
<td>Valid</td>
</tr>
</tbody>
</table>
**Step 2:** Verify the certification status, and confirm that the start and end dates are correct, adjusting as needed. When done, press ‘Save and close’.

<table>
<thead>
<tr>
<th>Unit of Certification</th>
<th>Gear Type</th>
<th>Species</th>
<th>Status</th>
<th>From</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barents Sea cod</td>
<td>Trawls - Bottom trawls - otter trawls</td>
<td>Cod (Atlantic) (Gadus morhua)</td>
<td>Valid</td>
<td>20/09/2016</td>
<td>19/09/2021</td>
</tr>
<tr>
<td>Barents Sea haddock</td>
<td>Trawls - Bottom trawls - otter trawls</td>
<td>Haddock (Melanogrammus aeglefinus)</td>
<td>Valid</td>
<td>20/09/2016</td>
<td>19/09/2021</td>
</tr>
<tr>
<td>Barents Sea saithe</td>
<td>Trawls - Bottom trawls - otter trawls</td>
<td>Saithe (Pollack) (Pollachius virens)</td>
<td>Valid</td>
<td>20/09/2016</td>
<td>19/09/2021</td>
</tr>
</tbody>
</table>
6. Other processes

6.1. Completing a re-assessment, surveillance or scope extension

This occurs in the same way as when entering a new fishery and starting an initial assessment. In the Assessments tab click the 'Start Assessment' icon in the toolbar. This will open a list of possible assessments broken down into a category and version.

Please select the appropriate assessment from the list available and select the UoC(s) undergoing reassessment, surveillance, or scope extension.

View the Start Assessment section of this manual in Section 3.5.

6.2. Submit a variation request

The variation request needs to be submitted through the Other Documents tab.

Step 1: Select “Add other documents” to open the pop out window.

Step 2: Use the drop down menus to select the ‘Assessment’, ‘Phase’, and then “Variation Request” in the drop down menu for ‘Document Type’.
Step 3: After Document details are completed, the Add files button will appear on the ‘Files’ table. Click this to upload the file. After uploading a File and choosing a publish date, select the ‘Submit and Close’ button.

After a variation request is received, the Fisheries Assessment Manager (FAM) will approve or decline before publication to the Track a Fishery webpages along with the variation response.

Step 4: If the variation request relates to a certificate extension and is approved, the extension must then be performed. See how to extend the certification of a fishery in Section 5.4.

6.3. Manage objections documents

Documents pertaining to objections will be uploaded manually by the MSC Fisheries Project Officer and Fisheries Assessment Managers (FAMs).

MSC will communicate with the individual CAB the email address all objection documents should be sent.
7. General Ecert Functionality

7.1. Ecert column organisation

The columns in any table of data within Ecert can be rearranged into the most suitable display for each users’ requirements. All columns can simply be dragged into the desired position. To permanently save the table so that it is loaded in the same layout when next viewed, select the settings icon (onald) in the top right right of the table and select “Save”.

The settings pop up window also allows for further table layout editing. Within the pop-up window, the “Visible columns” list displays those columns that will be shown in Ecert. The “Available columns” list are those columns that will not be currently displayed but can be if the user desires. Use the left and right arrows to display only the relevant columns to you. The width of the columns and number of rows per page can also be adjusted as required. Select “Save” to finish.
7.2. **CAB staff management and notifications**

It is important to ensure that the CAB staff members are kept up-to-date for each fishery. This will ensure that the Ecert notification emails are sent to the correct individual, and the contact shown on Track a Fishery is correct. To update the records, select the CAB Staff Member tab and select “Add” to add an existing member of staff. Select the correct staff member responsibility and name from the drop down menus.

**Note**

- The **Website contact** will appear on Track a Fishery as the main contact point for the fishery.
- The **Ecert contact** will receive automatic emails from Ecert. These will include changes to documents – accept, decline, and expiry of certificates.

To add a new member of staff, select “New”. Choose “Fishery CB Staff Member” to create the link between CAB and fishery in the pop up window and then choose the category of the contact.

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**Website contact:** These contact details will be displayed on fisheries.msc.org as the contact person for this fishery.

**Ecert contact:** This contact will receive emails related to this fishery from no-reply@msc.org.