

# MSC Ecert database user manual for CABs: Fisheries

Your guide to using Ecert for MSC fisheries assessments



**Version 9.0, 15 November 2022**

## 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 ongoing basis. Readers should verify that they are using the latest copy. Updated documents, together with a master list of all available MSC documents can be found on the MSC website ([www.msc.org](http://www.msc.org)).

### Versions issued

Version no.	Date	Description of amendment
5.0	1 May 2013	N/A
5.1	12 June 2015	Other documents removed from assessments tab. Clearer way to start assessments.
6.0	1 October 2016	Update in line with implementation of MSC Track a Fishery.
6.1	22 March 2018	Updated screenshots and outlines of Ecert process, for update and facelift of fisheries Ecert.
7.0	28 March 2019	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.
8.0	22 June 2020	Updated screenshots and formatting. Condensed and reorganised sections for clarity: Section 3.5, Section 4, and Section 5. Revised Section 4.2 to reflect that timelines should be created using the timeline creator in the assessment workflow. Added Sections 4, 4.5, 4.6, 5.2.3, 6.1.1, and 6.5. Revised Section 6.4 for new processes on entering catch data. Updated wording on certification decisions and certification actions (Section 5) for consistency with the GCR.
9.0	15 November 2022	Updated screenshots to reflect changes to the Fisheries Certification Process in version 3.0. Minor clarifications and additions throughout.

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# 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
- Performing certification actions
- Other processes
- General Ecert functionality

If you have any questions on content from the manual, please contact [EcertSupport@msc.org](mailto:EcertSupport@msc.org).

# Track a Fishery

MSC launched the public-facing Track a Fishery webpages in 2016, where stakeholders can search for information on fisheries in the MSC program. Many 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](mailto:EcertSupport@msc.org) or use the contact form on the Track a Fishery site (<https://fisheries.msc.org/en/fisheries/>).

# 1 Let's get started

## 1.1 Getting set up on Ecert

### 1.1.1 System requirements

The MSC Database 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 Database is supported by the following browsers:

- Google chrome
- Mozilla firefox
- Microsoft edge
- Safari (for Mac operating systems)

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 let your CAB admin contact Ecert Support ([EcertSupport@msc.org](mailto:EcertSupport@msc.org)) with "MSC fisheries Ecert access requested" in the subject or body of the email and the following details:

- Name
- Email address
- The name of the Conformity Assessment Body
- Any additional 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 Ecert

Logging in to Ecert	<a href="https://cert.msc.org">https://cert.msc.org</a>
Internal training & testing	<a href="https://cert.msc.org/mscdemo">https://cert.msc.org/mscdemo</a>

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 (login) or 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

For Ecert and Track a Fishery support contact [EcertSupport@msc.org](mailto:EcertSupport@msc.org)

## 2 Finding your way around

### 2.1 Fishery search

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



For a more in-depth search, select the magnifying glass icon. 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 MSC Fisheries Standard Manager, should you need to get in touch. Clicking on the document will quickly take you to the location of the document within Ecert.

The screenshot shows the 'Document updates' table in the fishery dashboard. The table has columns for 'Accept', 'Decline', 'Fishery name', 'Fishery number', 'Assessment', 'Document status', 'Visible on website', 'Update date', 'Document', and 'FAM'. The 'Document' column contains the text 'test', which is circled in red. On the left, there is a filter menu with options: 'Accept', 'Declined', 'Revised', and 'Uploads', which is also circled in red.

Accept	Decline	Fishery name	Fishery number	Assessment	Document status	Visible on website	Update date	Document	FAM
<input type="checkbox"/>	<input type="checkbox"/>	Alaska salmon	FI-0000000002	FA-01816	Accepted	<input type="checkbox"/>	07/02/2018	Test 2 RL	Megan Atcheson, Robert Lefebure
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aker Biomarine Antarctic krill	FI-0000000001	Fishery	Accepted	<input type="checkbox"/>	01/02/2018	test010218	Emily McGregor, Robert Lefebure, Peter Hair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alaska salmon	FI-0000000002	FA-01816	Accepted	<input type="checkbox"/>	31/01/2018	Test 1 RL	Megan Atcheson, Robert Lefebure
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alaska salmon	FI-0000000002	FA-01816	Accepted	<input type="checkbox"/>	31/01/2018	Test Subject	Megan Atcheson, Robert Lefebure

The documents can be filtered by status using the left-hand list. Alternatively, the documents can be filtered by column headers.

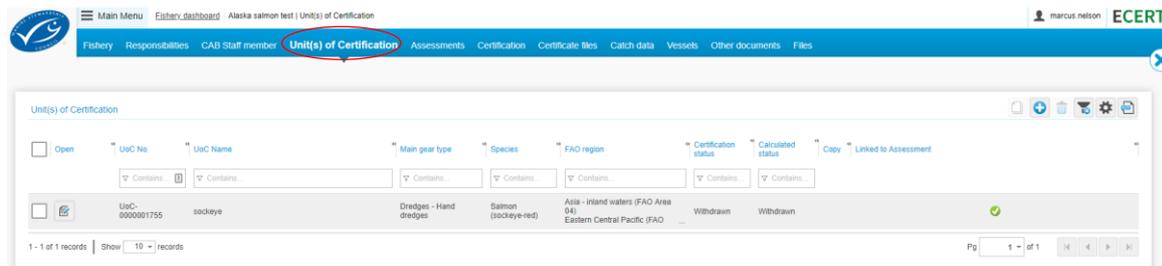
## 2.3 Ecert fishery tabs

This is a brief description of each tab available for fisheries. For details on processes conducted in each tab, see the relevant section further in the manual.

### 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.

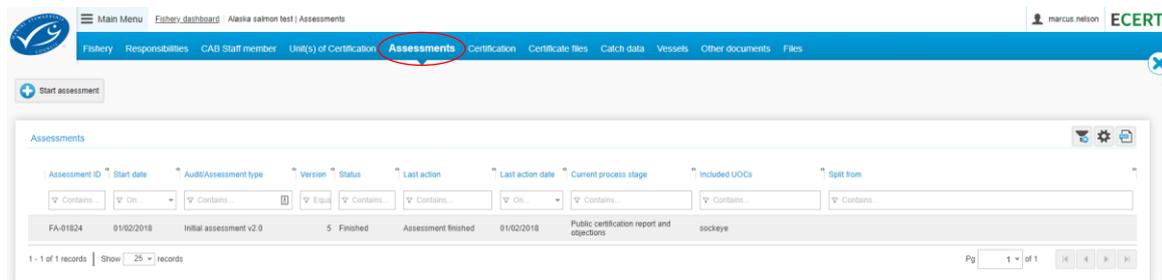
To add Unit(s) of Certification, see [Section 3.4](#).



### 2.3.2 Assessments

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

For assessment processes, see [Section 3](#), [Section 4](#), [Section 5](#), and [Section 6](#).



### 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 in the Certification tab; and, (2) a file manager for certificate PDFs in the Certificate files tab.



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

For certification actions and certificate processes, see [Section 5](#).

## 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 of associated UoC, including the species, gear types, and regions of the associated UoC.

To enter or edit catch data, see [Section 6.4](#).

Fishery catch data

Year	Total tonnage per year	Species	Gear type	Certified catch	Assessment catch	FAO regions
<input type="checkbox"/> 2018	2,000.00	Abalone jingle shell	Gillnets And Entangling Nets - Driftnets, Hooks And Lines - Drifting longlines	1,000.00		Northeast Atlantic (FAO Area 27), Southwest Atlantic (FAO Area 41)
<input type="checkbox"/> 2018	2,000.00	Abyssal spiderfish	Gillnets And Entangling Nets - Driftnets, Hooks And Lines - Drifting longlines	1,000.00		Northeast Atlantic (FAO Area 27), Southwest Atlantic (FAO Area 41)

1 - 2 of 2 records | Show  records

## 2.3.5 Archived Catch Data

The *Archived Catch Data* tab displays all catch data entered prior to the June 2020 Ecert Update. This data is read-only and cannot be edited. New or updated catch data shall be entered in the *Catch data* tab.

## 2.3.6 Vessels

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

To upload information to the *Vessels* tab, see [Section 6.5](#).

## 2.3.7 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's assessment. See below for a full list of 'Other documents'.

To upload 'Other documents', see [Section 4.3](#).

Name of document	Explanation
Certificate withdrawn	Certificate withdrawn
Change CAB	Change of Conformity Assessment Body
Change of Client	Change of Client
Change UoC	Change to the Unit(s) of Certification
Client group	List of client group members
Gap analysis	Gap analysis to determine if scope extension is needed
Intent to Suspend	Notice of Intent to suspend
Intent to Withdraw	Notice of Intent to withdraw certificate

Labour Template	Certificate Holder Forced and Child Labour Policies, Practices and Measures Template
New Information	Notice of intent to review new information
Other document	An alternative document type, please include subject.
Stakeholder Announcement	Stakeholder Announcement, please include subject.
Suspended	Notice of suspension
Variation Request	Variation Request, please include subject.
Vessel List	Vessel List

### 2.3.8 Files

This tab contains all the files associated with the fishery.

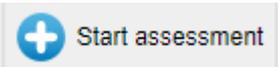
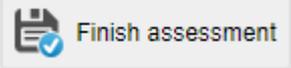
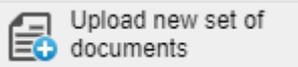
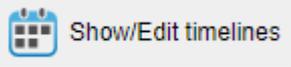
**Note:**

- 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

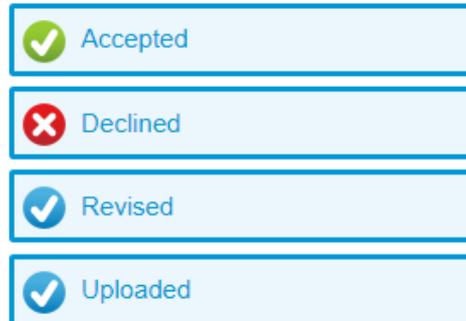
Below is the list of icons used in Ecert to perform main actions.

Task	Button
Create an assessment Assessments	
Excel export Assessments	
Navigate between assessment stages Assessments	
Finish assessment Assessments	
Upload other documents Other documents	
Show/Edit timelines Assessments	
Certification decision Assessments - available after final stage assessment documents are accepted	
Add a Record Located in many forms and tables	
Upload document(s) Assessment Workflows	
Revise document(s) Assessment Workflows	

## 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 MSC Fisheries Standard Manager.



## 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

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.

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

Correct	Incorrect
South Africa hake trawl	South African hake trawl
Faroe Islands queen scallop	Faroe Islands Queen Scallop
Alaska pollock	Alaska Pollock
Hastings fishing fleet Dover sole	Hastings Fishing Fleet Dover Sole
Gulf of St Lawrence northern shrimp	Gulf of St Lawrence Northern shrimp

If a fishery name is changed after publication of the Announcement Comment Draft Report, the CAB shall publish a stakeholder announcement.

### 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.



**Aker Biomarine** ✎ 🗑

Oksenøyveien 10  
P.O. Box 74 1366 Lysaker NO  
+47 21 08 90 00

### 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.

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

#### Note:

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

### 3.3.2 Add fishery co-ordinates

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 [contact form at the bottom 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. Provide a name to align with that given in assessment reports; name should include defining characteristics of the UoC e.g., client, vessel group, stock area, gear, species.

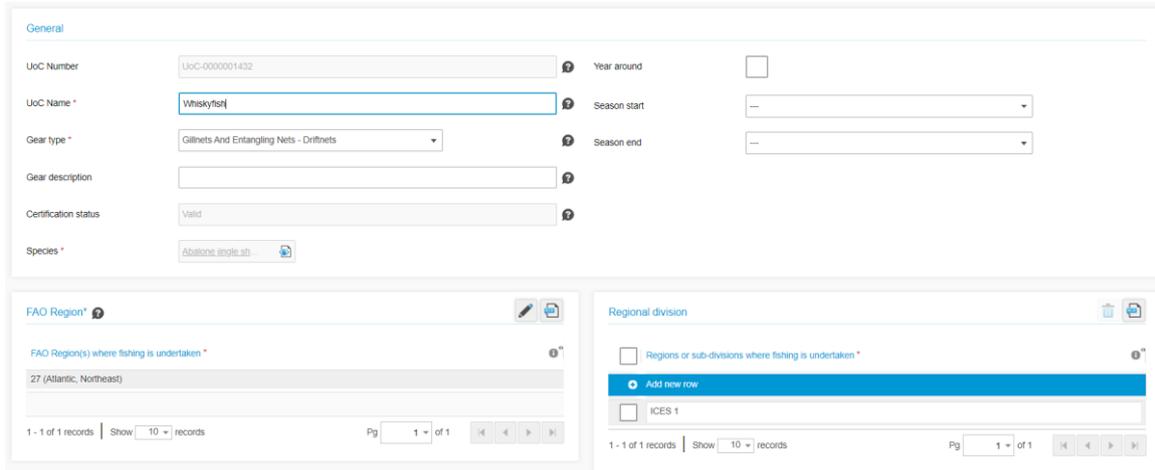
**Step 1:** Click  on the right of the “Unit(s) of Certification” table. A resulting screen contains a blank UoC form for all UoC data.

**Step 2:** Enter the “Gear type” from the drop-down list.

The “Gear description” should also be added if gear type is not sufficient to distinguish between similar UoC names. The gear description is a free-text box for further detail on the gear.

**Step 3:** Add the “Species” by clicking the search  icon. The list can be filtered by 3A-Code, common name and/or Latin name.

**Step 4:** Add the “FAO Region” by selecting the  in the top right of the “FAO Region” table. One or multiple FAO Regions may be selected for the UoC. A “regional division” should be added where FAO region is insufficient to describe the geographic area of the unit. Click ‘Add new row’ within the Regional division section to provide further text detail on the location, such as the ICES sub-area.



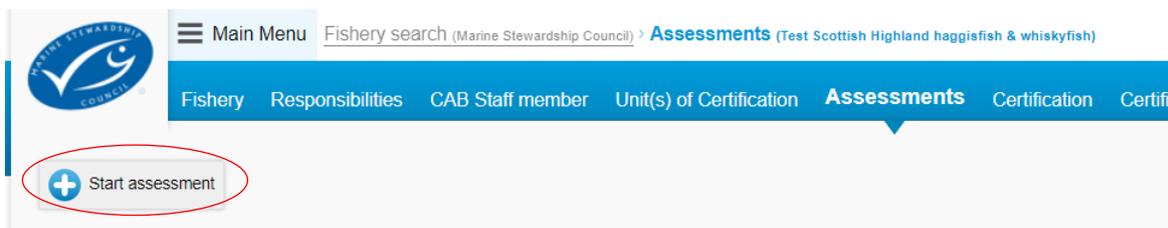
The screenshot shows a web form for creating a Unit of Certification (UoC). It is divided into three main sections: General, FAO Region, and Regional division. The General section includes fields for UoC Number (UoC-000001432), UoC Name (Whiskyfish), Gear type (Gillnets And Entangling Nets - Driftnets), Gear description, Certification status (Valid), and Species (Abalone single sp). The FAO Region section shows a table with one entry: 27 (Atlantic, Northeast). The Regional division section has an 'Add new row' button and a table with one entry: ICES 1. Navigation and pagination controls are visible at the bottom of each section.

**Step 5:** Any seasonality of the fishery should also be recorded in the ‘Year start’ and ‘Year end’ fields, then click “Save and Close” to save the UoC and exit the form.

### 3.5 Start an assessment

All assessments are started in the *Assessments* tab of the specific fishery.

**Step 1:** Click the ‘Start Assessment’ icon in the toolbar. This will open a list of possible assessment processes.



**Step 2:** Select the appropriate assessment from the list available. The list will change over time as more versions of assessment processes are created, and others become superseded. Hover over the tooltip icon  to see more details on the assessment type.

## New assessment

 Please select the assessment type

Initial Assessment	Initial Assessment v2.2	
	Initial Assessment v2.3	
	Initial Assessment v3.0	
Surveillance Audit	Surveillance Audit	
	Expedited Audit	
Re-Assessment	Re-Assessment v2.2	
	Reassessment v2.3	
	Reassessment v3.0	
Scope Extension	Scope Extension v2.2	
	Scope Extension v2.3	
	Scope Extension v3.0	
	Early application of Section SE	
Pre-Assessment	Pre-Assessment	
ITM	ITM Preparation and Entry	
	ITM Progress Verification	
	ITM Expedited Progress Verification	

### Note:

- Make sure you check the version of the assessment process the fishery is being assessed against (for example, v2.2, v2.3 or v3.0).
- It is not possible to start an assessment without a Unit of Certification. See Section 3.4 for creating UoC(s).

**Step 3:** Select the assessed Units of Certification and click 'Create assessment and continue'.

Please select the Unit of Certifications you want to include in the assessment/audit.

<input type="checkbox"/>	UOC Name	* Species	* Gear Type
<input checked="" type="checkbox"/>	Test1	Krill (Antarctic)	Trawls - Midwater trawls: Gear Test
<input checked="" type="checkbox"/>	Test2	Cod (Atlantic)	Dredges - Boat dredges

1 - 2 of 2 records | Show  records

**Step 4:** You will have the option of entering catch data if it exists. In initial assessments, re-assessments, and scope extensions, the user will be asked to enter or edit catch data at the beginning and end of the assessment. This is optional at the beginning of the process but is required by the FCP to be uploaded within 10 days of uploading the Public Certification Report. It is useful for the MSC to have this information in Ecert as early as possible. Please see [Section 6.5](#) 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'.



As documents are uploaded and accepted by the MSC Fisheries Standard Manager, the next steps and stages will become available. Users can navigate through the assessment data entry steps using the options at the top. Users can also navigate through stages within the 'Assessment' step, using the stages on the left.



Show/Edit timelines

FA-02075 (Initial assessment v2.1), Test Scottish Highland haggisfish & whiskyfish

Assessment steps

- Announcement and Announcement Comment Draft Report
- Peer review
- Public Comment Draft Report
- Final Draft Report
- Public Certification Report

Workflow

Status	View or Add	Document name	Last submit date
✓		Client document checklist*	28/01/2019
✓		Fishery announcement template*	28/01/2019
		Use of the RBF	28/01/2019

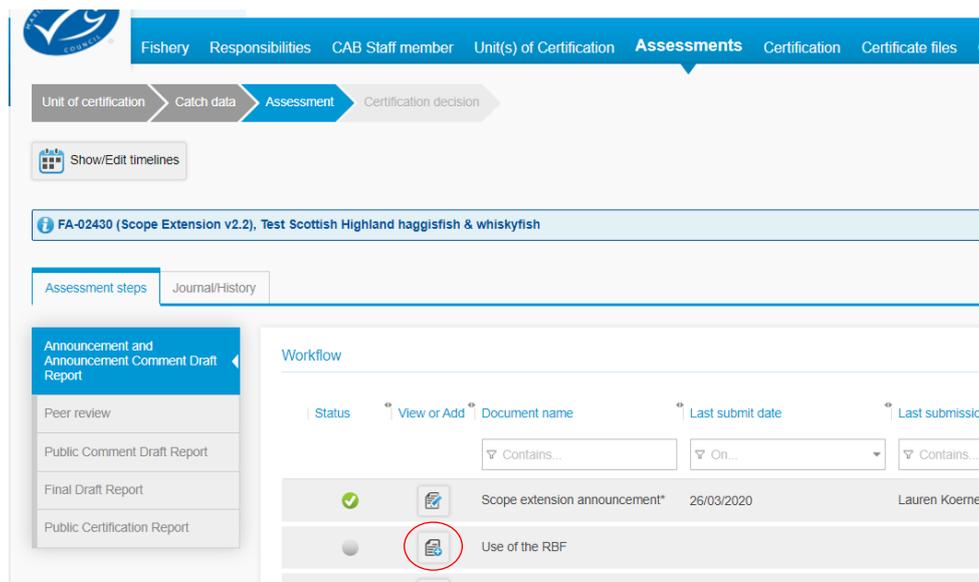
## 4 During assessment

### 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.

**Step 1:** In the “View or Add” column, click on the  icon to open the submission window.



**Step 2:** 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.



**Step 3:** Enter any additional information required, marked with red asterisks (e.g., consultation date, publish date, RBF used, site visit start).

**Step 4:** When complete, click ‘Submit and Close’.

The documents will show online after they are accepted, the publish date has been met, and the next sync has occurred which takes place at 4pm GMT Monday to Friday (3.30pm Ecert deadline). Turnaround time for MSC document acceptance can take 2-10 working days depending on the document.

#### Note:

- Some documents do not require MSC acceptance and will auto approve. These are automatically set to show on the MSC website by default.

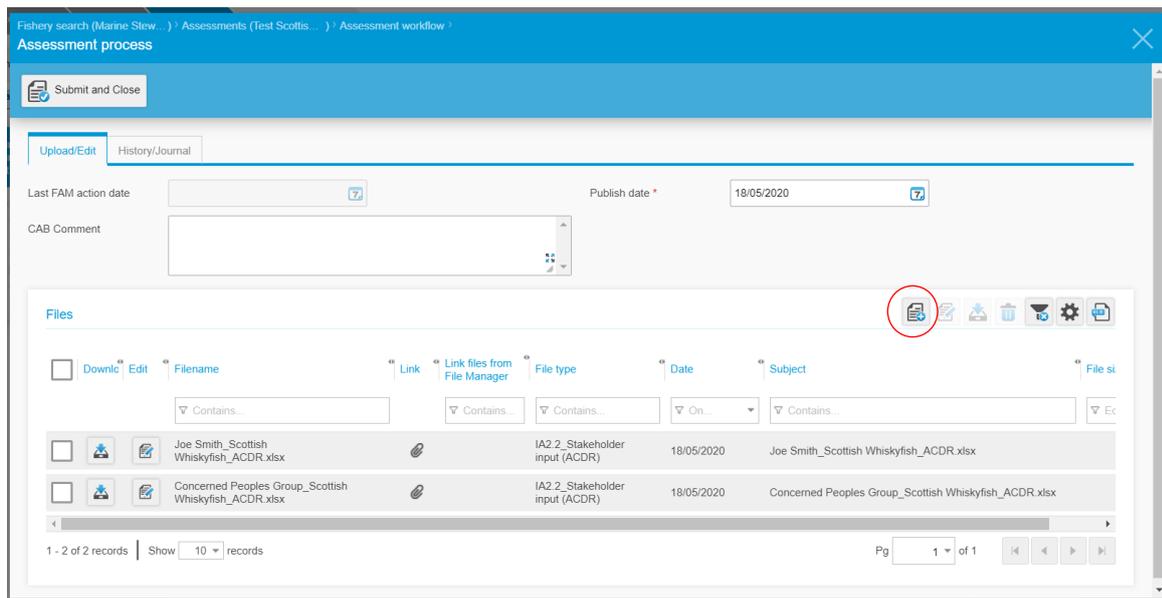
### 4.1.2 Upload stakeholder input documents

Stakeholder input documents are uploaded to their relevant 'stakeholder input' assessment steps in the assessment workflow. The Excel documents shall be uploaded with the following naming convention for the file name:

**[Stakeholder organisation or name]\_[Short fishery name]\_[Assessment stage]**

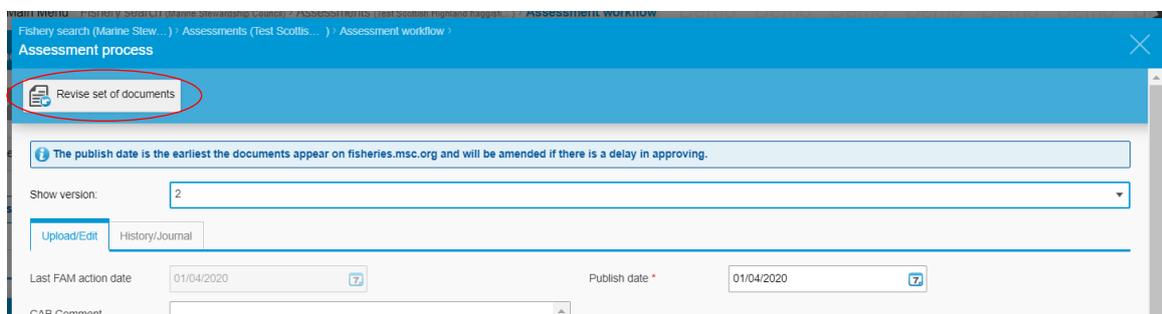
For example, input from a stakeholder group called 'Concerned Peoples Group' for the 'Scottish fish' fishery at the Announcement Comment Draft Report stage would have the file name "Concerned Peoples Group\_Scottish fish\_ACDR".

In the Stakeholder input assessment step, use the add files icon  to add as many stakeholder input files as necessary. One file shall be uploaded for each stakeholder.



### 4.1.3 Revise an assessment document

To submit a revised document, for example 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.

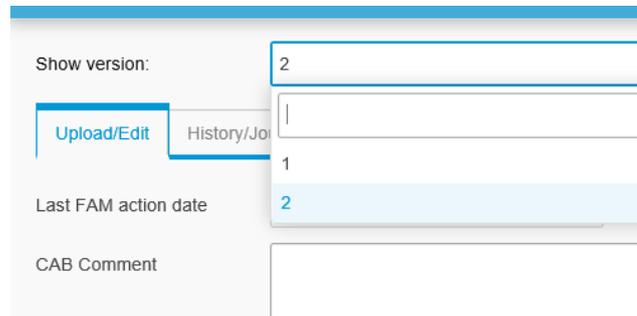


If an assessment has been 'finished', contact the MSC Fisheries Standard Manager and [fisheries@msc.org](mailto:fisheries@msc.org) if a document needs revising.

Whenever a significant change is made to an assessment document (i.e., changes in dates, condition outcomes/milestones, changes made in response to ASI incidents), the CAB should upload a stakeholder announcement explaining the change to Other Documents.

#### 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.



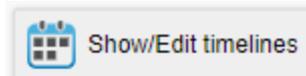
## 4.2 Submitting a timeline for an assessment

Timeline information is required during Initial Assessment, Re-Assessment and Scope Extensions, and is entered directly in Ecert.

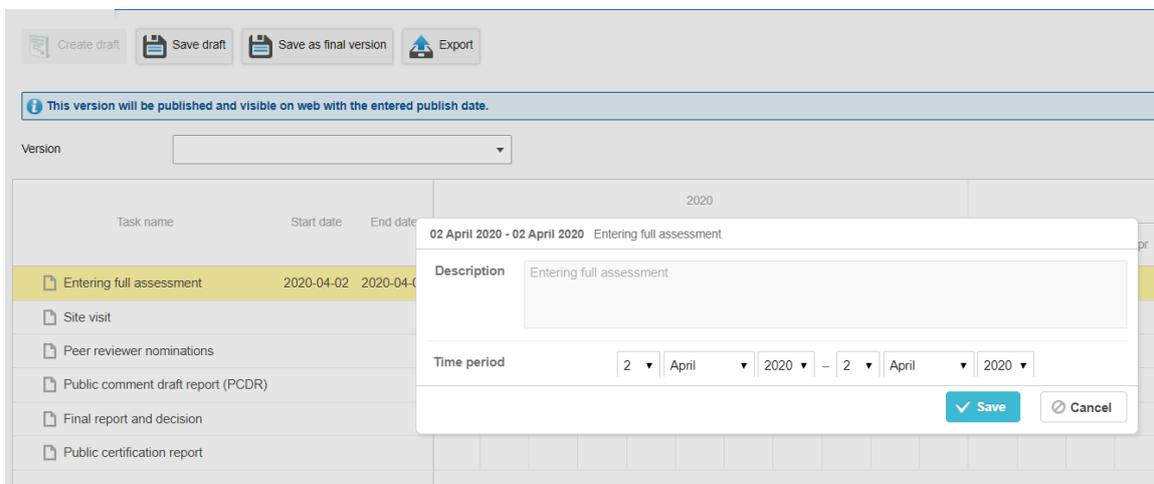
### 4.2.1 Creating a timeline

Timelines are created and saved within the assessment workflow in Ecert.

**Step 1:** Open the assessment in the Assessments tab and select 'Show/edit timelines'.



**Step 2:** Click on a task name to start editing. Enter the start and end dates against the events. This can be done by double-clicking on the task name and entering the dates in the pop out window, or by dragging the bar in the timeline window.



**Step 3:** Enter the 'Publish date' for the earliest the timeline should appear on Track a Fishery. A rationale may also be entered if needed.

ⓘ This version will be published and visible on web with the entered publish date.

Version:

Task name	Start date	End date	2020													
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	J				
Entering full assessment	2020-04-02	2020-07-01	Entering full assessment													
Site visit	2020-10-01	2021-04-01														Site visit
Peer reviewer nominations	2021-04-01	2021-05-01														
Public comment draft report (PCDR)	2021-06-01	2021-10-01														
Final report and decision	2021-10-01	2022-03-01														
Public certification report	2022-03-01	2022-05-01														

Rational:   
 Publish date\*:

April 2020

MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Step 4:** Complete and submit the version by clicking ‘Save as final version’. Alternatively, save the timeline as an unpublished draft by clicking ‘Save draft’.

Once a timeline is saved, a report can be generated by selecting ‘Export’. This same layout will appear on the website. Do not upload the document back into Ecert. As soon as ‘Save as final version’ has been clicked, the timeline will be saved and submitted.

**Note:**

- Make sure you have saved and submitted the timeline by clicking ‘Save as final version’.

## 4.2.2 Revise a timeline for an assessment

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.

### Note:

- Do not upload initial or revised timelines to Other Documents. They should be created and finished using the 'Show/Edit Timelines' step.

Task name	Start date	End date	2020										
			Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Entering full assessment	2020-04-02	2020-07-01			Entering full assessment								
Site visit	2020-10-01	2021-04-01											
Peer reviewer nominations	2021-04-01	2021-05-01											

## 4.3 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 ; these include:

- Assessment to link the document to (the 'other document' will only be published after a normal assessment document of this assessment is published)
- Phase of the assessment
- Document type
- Subject
- 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 2.3.7](#) for a list of other documents. The document will appear on the MSC website within the 'Assessment' and 'Phase' selected.

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.

**Note:**

- Make sure you have selected the correct 'Assessment' and 'Phase'. An 'Other document' will not be published to Track a Fishery if it is linked to an assessment which does not have published documents
- Some documents (such as Variation Requests and responses) will be reviewed by MSC Fisheries Standard Managers – for these documents, 'upload to website' will need to be selected by the MSC in order to appear on Track a Fishery.

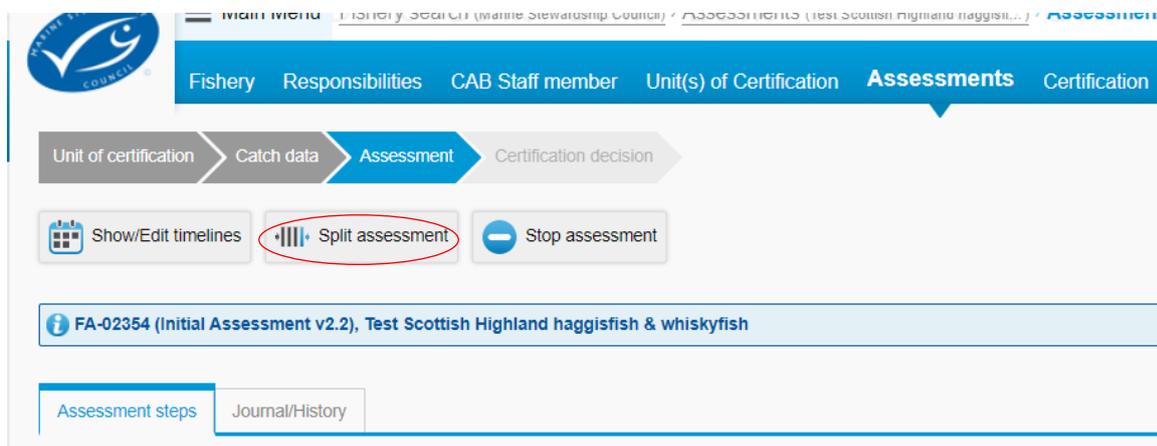
## 4.4 Split an assessment

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.

**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.



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.

## 4.5 Stopping an assessment

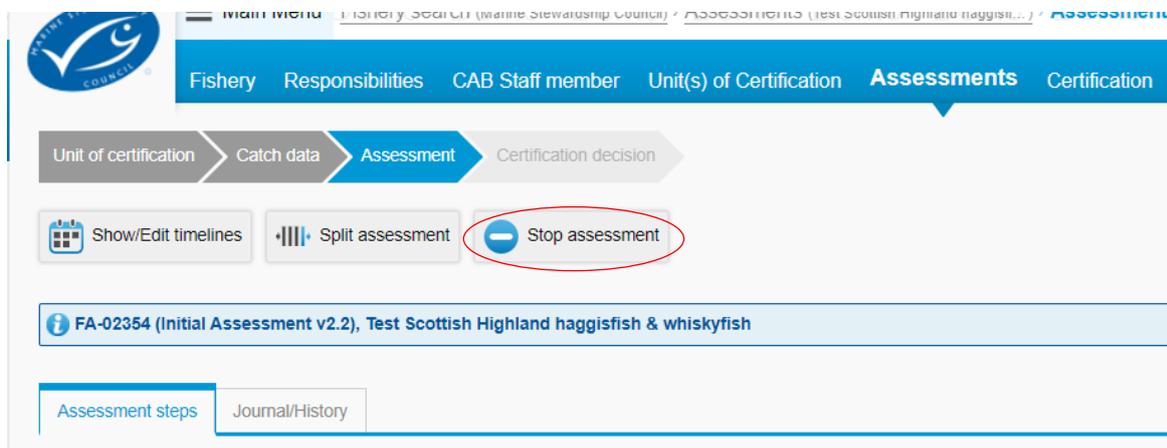
If it has been decided that an assessment will not continue to the last step, the assessment shall be stopped. If the UoC has finished the assessment but did not pass, continue to the Certification Decision step (Section 5.1.1) – do not stop the assessment.

This should not be used for assessments created accidentally. If an assessment has been created accidentally and needs to be deleted, contact Ecert Support as noted in Section 1.1.6.

To stop an assessment, go to the assessment in the Assessments tab, then click 'Stop assessment'. Verify the UoC status is correct in the Certification tab. If the UoC needs to be withdrawn or suspended, follow Section 5.3.

### Note:

- If an assessment is stopped, you will not be able to reverse this decision or continue the assessment. The UoC can, however, be assessed in a future assessment.

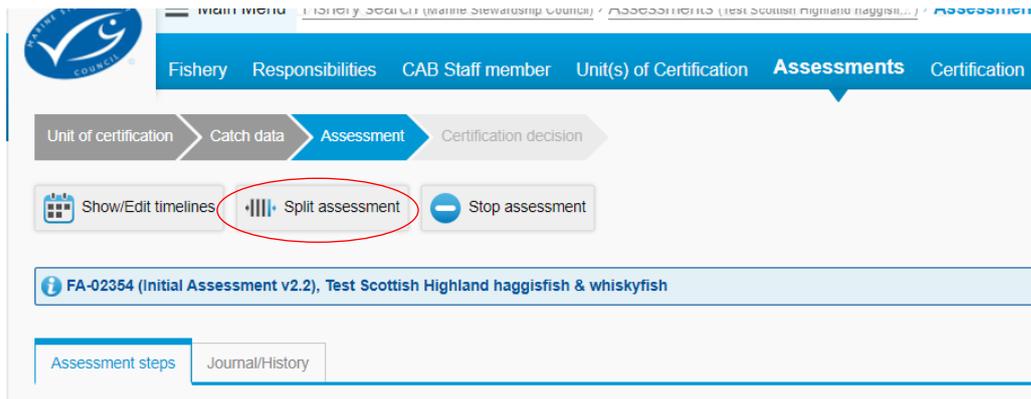


## 4.6 Withdrawing some UoC from an assessment

Assessments that start with multiple UoC may have some UoC withdraw from the assessment while others continue to be assessed. When this is the case, the assessment shall be split and the assessment with withdrawn UoC shall be stopped. This process should not be used where an assessment of a UoC is completed and the UoC fails.

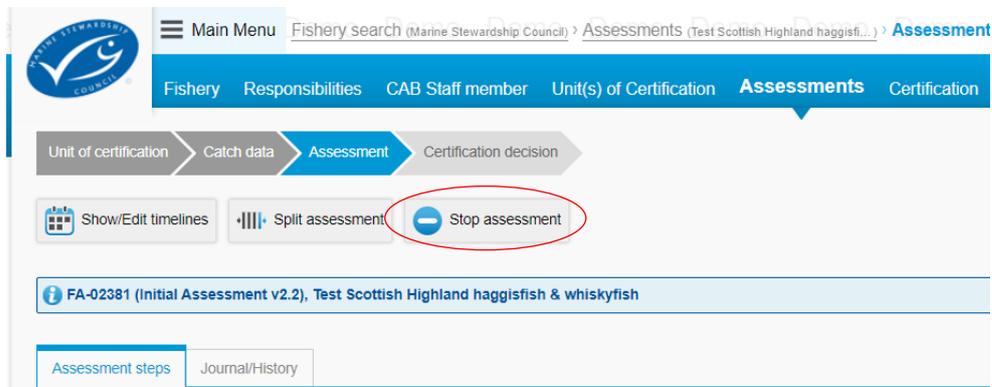
**Step 1:** In the Assessments tab, click on the relevant assessment that some UoC will be withdrawing from.

**Step 2:** Click 'Split assessment'.



**Step 3:** Select the UoC that are withdrawing from the assessment then click 'Save'. Both the original and the separated assessments will now appear in the Assessments tab.

**Step 4:** Click on the separated assessment with the UoC that are withdrawing and click 'Stop assessment'.

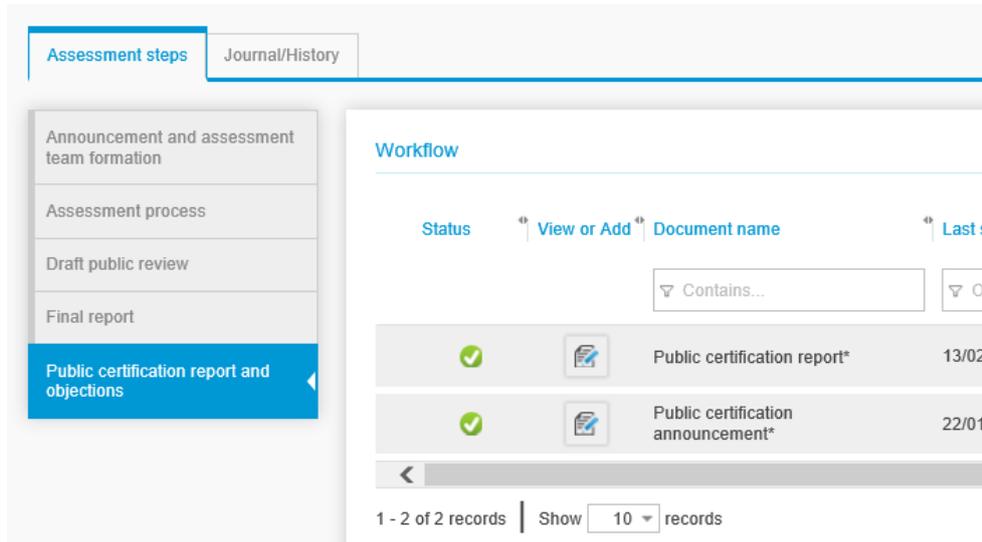


**Step 5:** Verify the UoC status is correct in the Certification tab. If the UoC need to be withdrawn or suspended, follow [Section 5.3](#).

## 5 Performing certification actions

### 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 MSC Fisheries Standard Manager will need to accept these documents before the certification decision can be made.

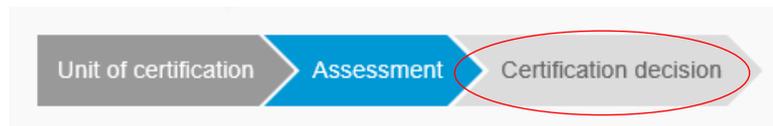


The screenshot shows a web interface with two tabs: 'Assessment steps' and 'Journal/History'. The 'Assessment steps' tab is active, showing a vertical list of steps: 'Announcement and assessment team formation', 'Assessment process', 'Draft public review', 'Final report', and 'Public certification report and objections' (highlighted in blue). To the right, the 'Workflow' section displays a table of documents:

Status	View or Add	Document name	Last s
✓		Public certification report*	13/02
✓		Public certification announcement*	22/01

Below the table, there is a search bar with 'Contains...' and a dropdown menu. At the bottom, it shows '1 - 2 of 2 records' and a 'Show 10 records' dropdown.

At the end of an initial, re-assessment or scope extension, when all mandatory documents are accepted, '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 UoC. Then, the user may create an MSC certificate number if needed and upload a certificate file.

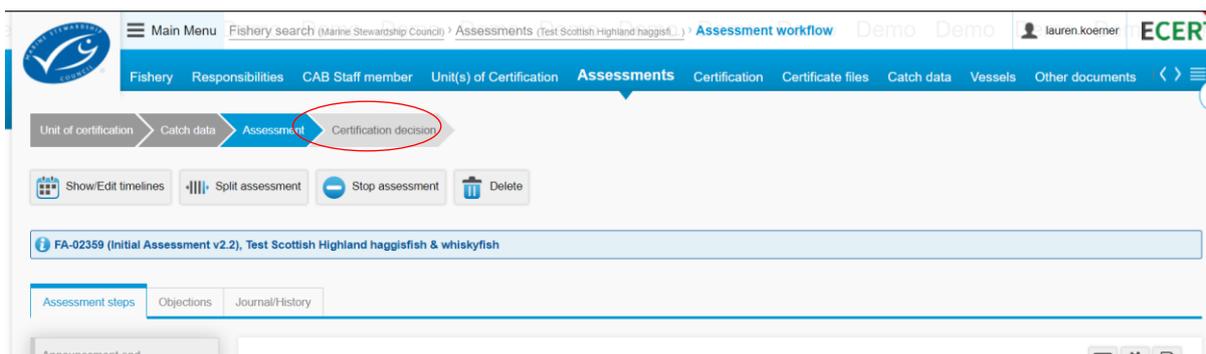


#### Note:

- All certificate numbers must be generated in Ecert by following Section 5.12 after 'Certificate decision' becomes available

#### 5.1.1 Complete the Certification decision wizard

To finish the assessment and make a certification decision, click on 'Certificate decision' in the assessment timeline.

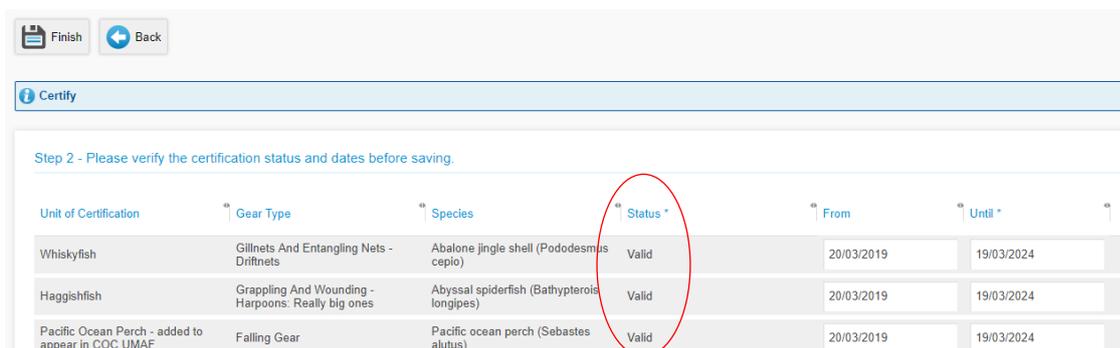


**Step 1:** Choose the outcome of the assessment, choosing either:

- Certify – All Units of Certificate have passed the assessment.
- Mixed results – Not all Units of Certification passed the assessment. You will be given the option to select a status for each UoC.
- Fail – All Units of Certification failed the assessment.

**Step 2:** Select the UoCs you want to include in this particular action. At least one UoC must be selected in order to continue. Press 'Continue'.

**Step 3:** Verify the certification status and add the correct certification dates.



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

**Step 4:** Click 'Finish', and then confirm that you will proceed to the Certificate files tab to upload a certificate. Then, if an MSC certificate number does not already exist for the fishery, proceed to [Section 5.1.2](#) to create a certificate number and upload a certificate. If a certificate number does already exist, such as after a Re-assessment, proceed to [Section 5.2.1](#) to create a new certificate version.

**Note:**

- When a UoC/UoCs fail, leave the certification dates blank.
- If the fishery does not have an MSC certificate number, follow Section 5.1.2 to create an MSC certificate number and upload a certificate. If a certificate number already exists for the fishery, such as after a Re-assessment, proceed to Section 5.2.1 to create a new certificate version.

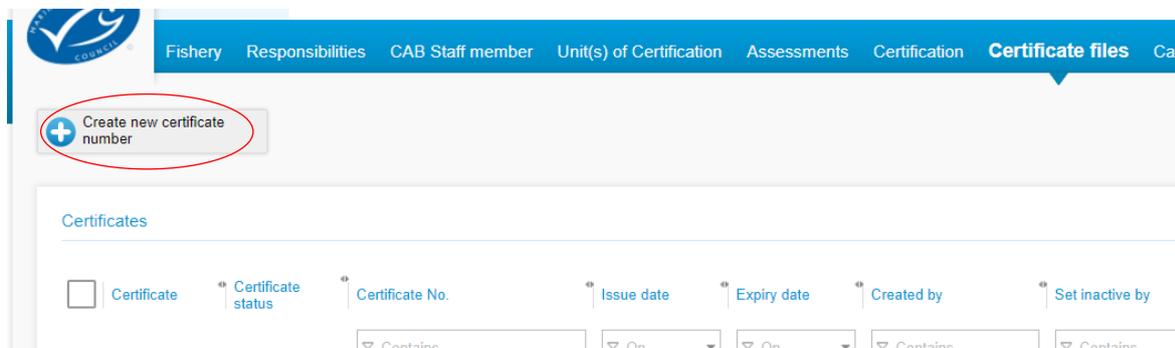
## 5.1.2 Create a certificate number and upload a certificate file

If the fishery has not had an MSC certificate number generated, such as after the Initial assessment, the certificate number will need to be created in Ecert before a certificate file can be uploaded.

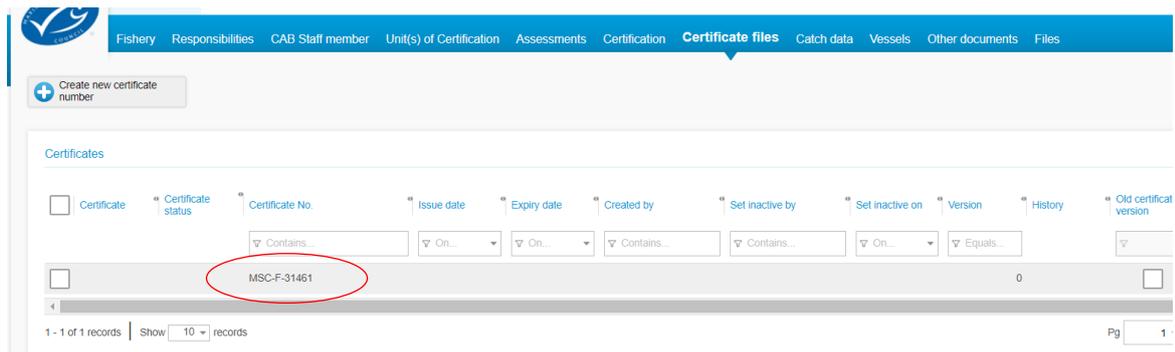
**Note:**

- If the fishery has already been issued an MSC certificate number in Ecert, follow Section 5.2.1 to create a new certificate version with the same number.
- A user can create a certificate number for, and upload, any combination of certificates and UoC as required but only one certificate file may be active per number.

**Step 1:** Go to the Certificate files tab and click 'Create new certificate number' to open a new certificate file window.



**Step 2:** Click 'Save and close'. The new number will be generated, saved, and appear in the certificates grid as an unpublished draft.



**Step 3:** When you are ready to upload a file, go back to the Certificate files tab and click on the certificate number.

**Step 4:** Enter the details of the certificate as in the table below and add the certificate file using

the  icon.

Name	Application
Issue Date	Date UoC is valid from
Expiry Date	Date UoC is valid until
Unit of Certification	Select the UoC that form the certificate

**Certificate details**

Certificate No.  Version

Issue date \*  Created by

Expiry date \*  Set inactive by

Set inactive on

Comment

---

**Files**

Downk | Filename | Link | Link files from File Manager | File type | Date | Subject | File size (K)

Contains... Contains... Contains... On... Contains... Equals

**No records found**

0 - 0 of 0 records | Show 10 records | Pg 1 of 1

---

**Unit of certifications**

Select	UoC	UoC number	Species	Gear type	Certification status	Expiry date
<input checked="" type="checkbox"/>	Whiskyfish	UoC-0000001432	Abalone jingle shell (Pododesmus cepio)	Gillnets And Entangling Nets - Driftnets	Valid	19/03/2024
<input checked="" type="checkbox"/>	Haanishfish	UoC-.....	Abyssal spiderfish (Bathypterois)	Grappling And Wounding - Harpoons Reality bin	Valid	19/03/2024

**Step 5:** Click 'Finish and publish on website' to finish the process and publish the certificate file. The certificate file will be visible on the website with the next sync.

If you would like to save the certificate as an unpublished draft to publish later, click 'Save' or 'Save and close'. The certificate will not be published until 'Finish and publish on website' is clicked.

A  icon will appear in the 'Certificate status' column when the certificate has been finished.

Certificates

Certificate	Certificate status	Certificate No.	Issue date	Expiry date	Created by
<input type="checkbox"/>		MSC-F-31277	28/11/2016	27/11/2021	Lauren Koerner

## 5.2 Certificate file actions

Certificate files can be marked as finished, disabled, or 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 grey. Unpublished drafts will show with no icon in 'Certificate status' and appear grey.

Certificates

Certificate	Certificate status	Certificate No.	Issue date	Expiry date	Created by	Set inactive by	Set inactive on	Version	History	Old certificate version	Comment
<input type="checkbox"/>		MSC-F-30006	22/01/2019	22/01/2024	Lauren Koerner			1		<input type="checkbox"/>	
<input type="checkbox"/>		MSC-F-30003	04/01/2019	04/01/2024				0		<input type="checkbox"/>	
<input type="checkbox"/>		MSC-F-30002	05/01/2019	05/01/2024	Lauren Koerner		29/01/2019	2		<input type="checkbox"/>	

### 5.2.1 Create a new certificate version

A new certificate version may be created for the existing certificate number of the fishery, such as after Re-assessment. It is important to note that the Certificate files and Certification data are independent and need to be updated separately, see [Section 2.3.3](#).

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

If the certificate you need to revise has been cancelled and is not active, first issue the certificate to make it active as in [Section 5.2.3](#).

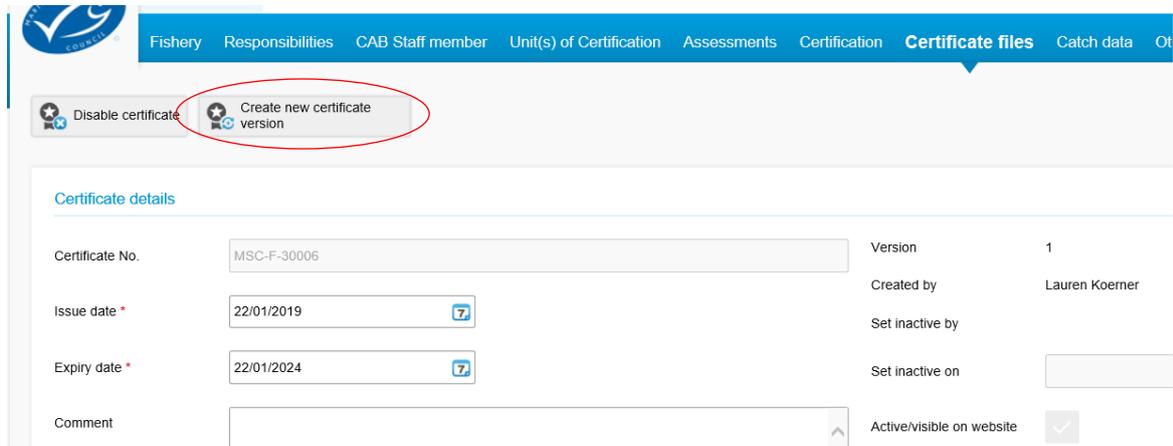
#### Note:

- New certificate versions can only be created for active certificates.

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

**Step 2:** Click on the MSC certificate number 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.

If there is no 'Create new certificate version' button, there may already be a saved draft. Go back to the certificates grid and look for a draft with the same MSC certificate number.



**Step 3:** Add the 'Issue date' and 'Expiry date', amend the selected UoC if necessary to include only those included on the certificate, 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 grey in the Certificate files tab with no icon in the 'Status' column until it is finished and published as above.

## 5.2.2 Cancel a certificate

Cancelling a certificate disables the certificate, making the certificate number and certificate file inactive. Cancelled certificates will not show on the Track a Fishery website. For example, when a fishery is transferred, the certificate is cancelled by the current CAB using this process.

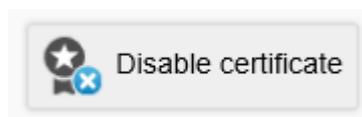
It is important to note that the Certificate files and Certification data are independent and need to be updated separately, if necessary, see [Section 2.3.3](#).

If a certificate has been cancelled, it will appear with a  icon in the 'Certificate status' column. There are two ways to cancel a certificate that is no longer required:

- Open the Certificate Files tab, select one or more certificates to be cancelled and click the disable certificate icon  in the top right of the table

OR

- Open the Certificate Files tab, click on the certificate number to be cancelled and click 'Disable certificate'.



**Note:**

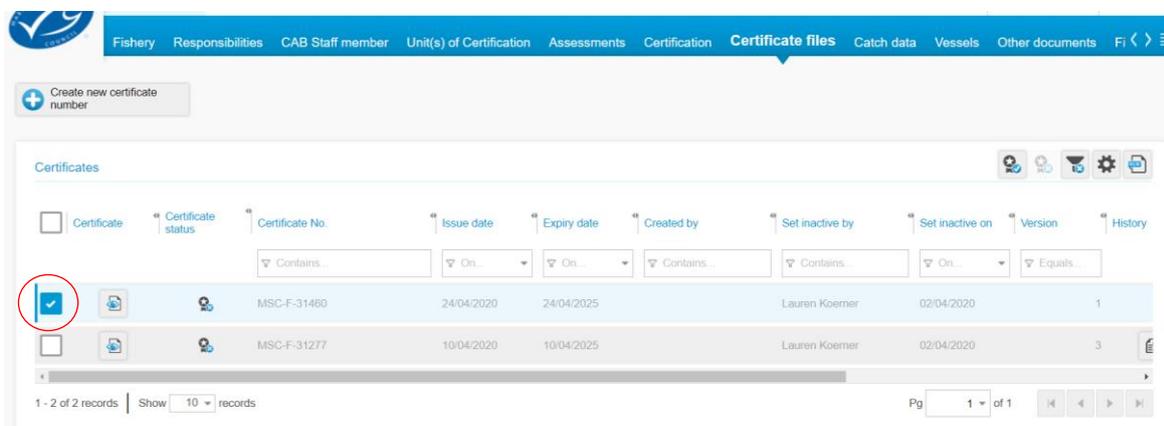
- A cancelled certificate can be issued again by following [Section 5.2.3].
- To create a new version of a certificate with the same certificate number, see [Section 5.2.1].

### 5.2.3 Issue a cancelled certificate

A cancelled certificate may be re-issued so that the certificate is active again, for example by the succeeding CAB after a CAB transfer. A new certificate version can then be created with the same MSC certificate number.

It is important to note that the Certificate files and Certification data are independent and need to be updated separately, if necessary, see [Section 2.3.3](#).

**Step 1:** Open the Certificate Files tab, and select the certificate(s) to be issued. Cancelled certificates will appear with a  icon. There may have been multiple certificates cancelled through the fishery's history, so make sure the correct number is selected.



**Step 2:** Click the finish certificate icon . The certificate will now be issued again and will appear on the Track a Fishery webpage with the next sync.

If the details of the certificate need to be revised, for example the expiry date or certificate file, continue by following [Section 5.2.1](#) to create a new certificate version. If this is completed before the Track a Fishery sync, then the new version will be the version published on the website.

## 5.3 Withdrawing or suspending – edit certification history of a fishery

After an initial certification decision, a UoC can be suspended or withdrawn from the MSC program. Go to the Certification tab then select 'Perform Certification action' in the toolbar and choose from the following actions:

Name	Application
Reinstate certificate after suspension	Re-instate a suspended certificate. Available when one or more UoC are Suspended.
Extend certificate	To extend the valid date of one or more UoC. Only relevant on MSC acceptance of a variation request.
Withdraw	Remove one or more UoC from a fishery. The Issue and Expiry dates for the UoC remain the same.
Suspend	Suspend one or more UoC. The 'Issue' and 'Expiry' dates for the UoC remain the same. The suspension will show at the next Track a Fishery sync time.

**Step 1:** Select the UoC(s) you want to include in this action. Press Continue.

**Step 2:** Verify the certification status and confirm that the Issue and Expiry 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 [Section 5.2.1](#).

## 5.4 Extending a certificate

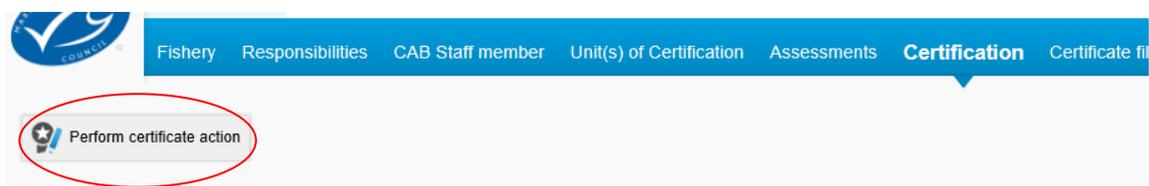
If the validity dates of UoC(s) are not maintained, they will auto expire and show as withdrawn on Ecert and Track a Fishery.

A certificate can only be extended with extenuating circumstances and a variation request submitted for the fishery and accepted by the MSC Fisheries Standard Manager. 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 UoC dates, open the Certification tab and select 'Perform certificate action'.

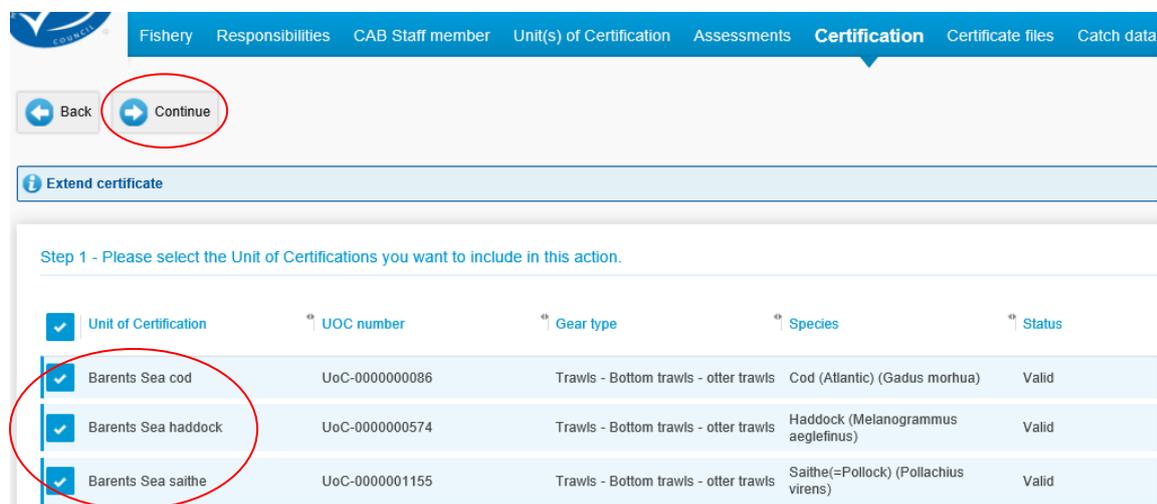
### Note:

- If successful, the details of the certificate extension must be logged in Ecert to finalise the process.



Choose 'Extend Certificate' and follow these steps:

**Step 1:** Select the UoC you want to extend the dates for and select 'Continue'.



**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'.



Save and Close Back

Extend certificate

Step 2 - Please verify the certification status and dates before saving.

Unit of Certification	Gear Type	Species	Status *	From	Until *
Barents Sea cod	Trawls - Bottom trawls - otter trawls	Cod (Atlantic) ( <i>Gadus morhua</i> )	Valid	20/09/2016	19/09/2021
Barents Sea haddock	Trawls - Bottom trawls - otter trawls	Haddock ( <i>Melanogrammus aeglefinus</i> )	Valid	20/09/2016	19/09/2021
Barents Sea saithe	Trawls - Bottom trawls - otter trawls	Saithe(=Pollock) ( <i>Pollachius virens</i> )	Valid	20/09/2016	19/09/2021

## 6 Other processes

### 6.1 Completing a re-assessment, surveillance, scope extension, or early application of Section SE.

This occurs in the same way as when 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.

For surveillance, scope extensions and early application of Section SE, you will be asked to select the main assessment that this assessment links to. These will then be linked on the public facing website.

For early application of Section SE, the process is the same as for a scope extension, except that there is no ACDR and PCR.

Select the UoC undergoing reassessment, surveillance, scope extension, or early application of Section SE.

Follow the Start Assessment section of this manual in [Section 3.5](#) to continue the assessment workflow.

All assessments, including surveillance audits, shall be either stopped or finished appropriately. To finish assessments that include a 'Certification decision' step, such as a re-assessment, see [Section 5.1](#). To finish an assessment that does not include a 'Certification decision' step, such as a surveillance audit, see [Section 6.1.1](#). To stop an assessment, see [Section 4.5](#).

## New assessment

 Please select the assessment type

Initial Assessment	Initial Assessment v2.2	
	Initial Assessment v2.3	
	Initial Assessment v3.0	
Surveillance Audit	Surveillance Audit	
	Expedited Audit	
Re-Assessment	Re-Assessment v2.2	
	Reassessment v2.3	
	Reassessment v3.0	
Scope Extension	Scope Extension v2.2	
	Scope Extension v2.3	
	Scope Extension v3.0	
	Early application of Section SE	
Pre-Assessment	Pre-Assessment	
ITM	ITM Preparation and Entry	
	ITM Progress Verification	
	ITM Expedited Progress Verification	

## 6.1.1 Finish a surveillance or expedited audit

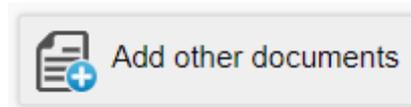
Once all documents have been submitted and accepted for a surveillance or expedited audit, the 'Finish' button will become available. Click 'Finish' to complete the assessment.

The screenshot shows the 'Assessments' page in the MSC Ecert database user manual. The page is titled 'Assessments' and is part of the 'Fishery' section. The main content area displays the assessment details for 'FA-02382 (Surveillance Audit), Test Scottish Highland haggisfish & whiskyfish'. The 'Assessment steps' tab is active, showing a 'Workflow' section with a table of documents. The table has columns for 'Status', 'View or Add', 'Document name', and 'Last submit date'. A single record is shown: 'Surveillance audit announcement\*' with a green checkmark status. The page also shows a search filter for 'Contains...' and 'On...'. At the bottom, it indicates '1 - 1 of 1 records' and 'Show 10 records'.

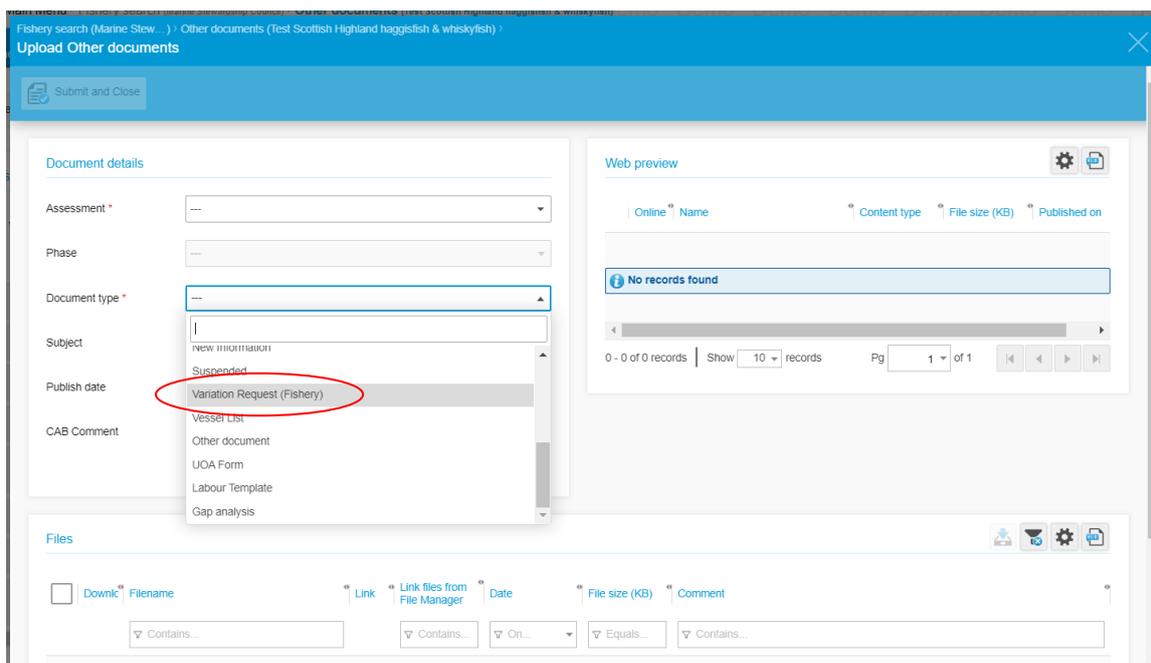
## 6.2 Submit a variation request

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 MSC FSM will accept or decline the request, and then publish the request and response to the Track a Fishery webpage.

**Step 4:** If the variation request relates to a certificate extension and is accepted, 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 members of the MSC Science and Standards team.

The MSC will communicate to the individual CAB the email address all objection documents should be sent to and the lead contact for the fishery at the MSC (usually the FSM).

## 6.4 Entering or editing catch data

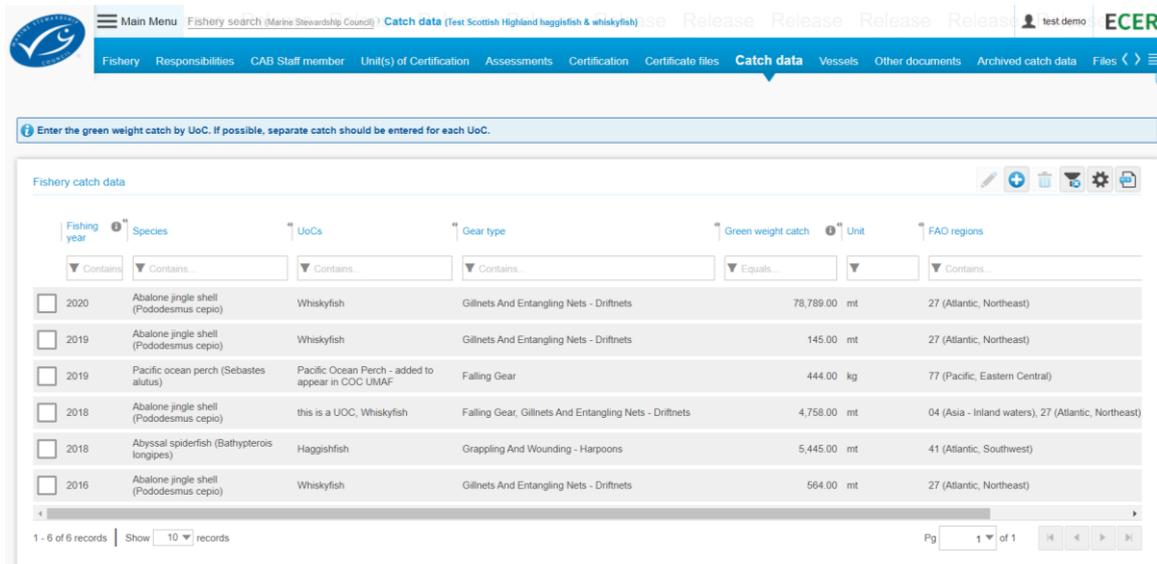
Catch data may be entered within the assessment workflow, or by navigating to the Catch Data tab.

To delete an incorrect catch data entry, select the row and click the delete icon . To edit or add new catch data, follow the steps below.

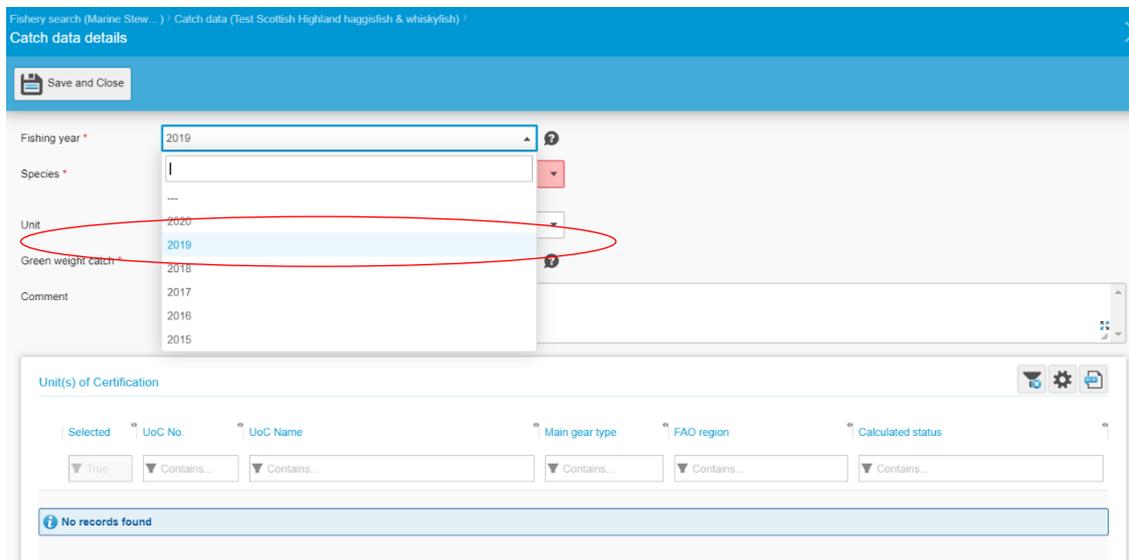
**Step 1:** To add catch data, click the 'Add catch data' icon . To edit an existing catch data entry, select the row to edit and then click the 'edit' icon . If separate catch data is available for each UoC, then separate rows should be entered for each catch.

**Note:**

- If separate catch data is available for separate UoC, separate rows should be entered for each catch weight.



**Step 2:** Select the fishing year of the catch. If the season spans two years, choose the end-year of the fishing season of the catch. For example, if the catch is for the 2018/2019 fishing season, choose 2019 for the fishing year.



**Step 3:** Select the species of the UoC that the catch applies to. Once a species is chosen, the 'Unit(s) of Certification' table will populate with UoC of this species.

Fishery search (Marine Stew...) > Catch data (Test Scottish Highland haggfish & whiskyfish)

Catch data details

Save and Close

Fishing year \* 2019

Species \* Abalone jingle shell (Pododesmus cepio)

Unit

Green weight catch \*

Comment

Unit(s) of Certification

Selected	UoC No.	UoC Name	Main gear type	FAO region	Calculated status
<input type="checkbox"/>	UoC-000001432	Whiskyfish	Gillnets And Entangling Nets - Driftnets	27 (Atlantic, Northeast)	Certified
<input type="checkbox"/>	UoC-000002349	this is a UOC	Falling Gear	04 (Asia - Inland waters)	

1 - 2 of 2 records | Show 10 records | Pg 1 of 1

**Step 4:** Select the 'Unit(s) of Certification' that the catch applies to. The table will populate with the UoC of the selected species that have been linked to an assessment and do not yet have catch entered for the selected fishing year. If a UoC does not appear, it either has not been linked to an assessment or already has a catch data entry for the selected year.

If separate catch values are available for separate UoC, select only the UoC for which this catch weight applies. At least one UoC must be selected.

Fishery search (Marine Stew...) > Catch data (Test Scottish Highland haggfish & whiskyfish)

Catch data details

Save and Close

Fishing year \* 2019

Species \* Abalone jingle shell (Pododesmus cepio)

Unit mt

Green weight catch \*

Comment

Unit(s) of Certification

Selected	UoC No.	UoC Name	Main gear type	FAO region	Calculated status
<input checked="" type="checkbox"/>	UoC-000001432	Whiskyfish	Gillnets And Entangling Nets - Driftnets	27 (Atlantic, Northeast)	Certified
<input type="checkbox"/>	UoC-000002349	this is a UOC	Falling Gear	04 (Asia - Inland waters)	

1 - 2 of 2 records | Show 10 records | Pg 1 of 1

**Step 5:** Select the weight unit of the catch in either kilograms (kg), pounds (lb), or metric tonnes (mt). If the unit is not shown, please convert to a relevant unit. If kg or lb is selected, the weight will be converted to mt for display on the main Fishery tab.

**Step 6:** Enter the total green weight catch for the selected UoC and fishing year. This should be the total green weight catch by UoC (weight of catch prior to processing for UoC) reported in assessment/audit reports.

Fishery search (Marine Stew...) | Catch data (Test Scottish Highland haggfish & whiskyfish)

### Catch data details

Save and Close

Fishing year \* 2019

Species \* Abalone jingle shell (Pododesmus cepio)

Unit mt

Green weight catch \* 1,200.00

Comment

Unit(s) of Certification

Selected	UoC No.	UoC Name	Main gear type	FAO region	Calculated status
<input checked="" type="checkbox"/>	UoC-000001432	Whiskyfish	Gillnets And Entangling Nets - Driftnets	27 (Atlantic, Northeast)	Certified
<input type="checkbox"/>	UoC-000002349	this is a UOC	Falling Gear	04 (Asia - Inland waters)	

1 - 2 of 2 records | Show 10 records | Pg 1 of 1

**Step 7:** Click 'Save and Close' to save the catch entry. Add as many rows as needed to record all catch data for UoC.

## 6.5 Adding vessel information

Vessel details can be uploaded to the Vessels tab. A Vessel List document will still need to be uploaded to the Other documents tab.

In the Vessels tab, the 'General data' section allows comments to be made that will be published on the MSC website. 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.

### Note:

- Vessel lists should always be uploaded to the Other documents tab (Section 4.3), even if details are entered in the Vessels tab.

Fishery search | Vessels (Test Scottish Highland haggfish & whiskyfish)

Responsibilities CAB Staff member Unit(s) of Certification Assessments Certification Certificate files Catch data **Vessels** Other documents Archived catch data Files

Save and Close Save New Excel upload Cancel

General data

Last updated \* 01/08/2022

Hyperlink to vessel list (if applicable) www.msc.org

Comment

Publish to website

Vessels

Open	Vessel name	Registration number	Type	Owner/LH	Port	Species	Gear type	Length	Unit	Last change on
<input type="checkbox"/>										

No records found

Check data Import data Remove data Download template

**File upload**

Language:

File:  [Choose a file](#)

Delete not uploaded data after import:

**Filter lines**

Status

- Show lines with an error
- Show lines that are OK
- Show lines that are ready to import
- Show lines that have been imported

Action

- + Show lines that are ready to insert
- ↺ Show lines that need an update

---

**Excel sheet**

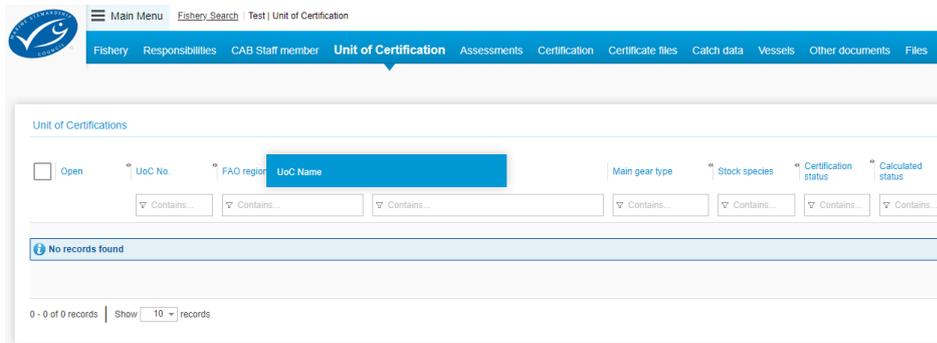
Status	Status message	Action Status	Vessel Name	Registration number	Type	Owner/LH	Port	Species
<input type="text" value="Contains..."/>								

**No records found**

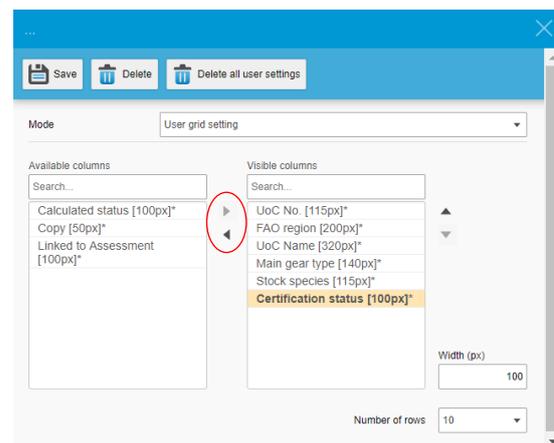
## 7 General Ecert functionality

### 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 (⚙️) in the top 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 member listed is up to date for each fishery. This will ensure that notification emails are sent to the correct individual, and that the correct contact is shown on Track a Fishery. 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.

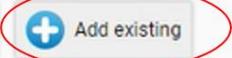
To add a new member of staff, select "New". Choose "Fishery CB Staff Member" to create the link between CAB and fishery in the pop-up window and then choose the category of the contact.

#### Note:

- The website contact will appear on Track a Fishery as the main contact point for the fishery.
- The Ecert contact will receive automated emails from Ecert about the changes to fishery documents and their status.

← | [Fishery search](#) > CAB Staff member (Test Scottish Highland haggiafish & whiskyfish)

Fishery Responsibilities **CAB Staff member** Unit(s) of Certification Assessments Certification Ce

 New  Add existing

 Website contact: These contact details will be displayed on [fisheries.msc.org](https://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](mailto:no-reply@msc.org).

CAB Staff member

<b>Main Contact</b>	 	<b>Website contact</b>
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