tMarine Stewardship Council fisheries assessments

Insert CAB Logo or delete

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27 March 2019

[CAB]

[Fishery name]

Surveillance Review of Information

1. Introduction

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| The Surveillance Review of Information statement shall be prepared using the Surveillance Review of Information Template. A separate Surveillance Reporting Template is provided for other types of surveillance audit. In line with MSC Fisheries Certification Process (FCP) v2.1 7.28.17.1, if a Conformity Assessment Body (CAB) has access to new information that may affect the scoring of any Performance Indicator under the review of information audit, the CAB shall undertake an off-site audit. If the CAB completes an off-site or on-site surveillance audit, the Surveillance Reporting Template shall be used. Please complete all unshaded fields. Where instructions are included in *italics*, please delete and replace with your specific information. All grey boxes containing instructions may be deleted, e.g. the ‘Introduction’ section. |

1. Surveillance information

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| **Table X – Report information** |
| 1 | Fishery name |
|  |  |
| 2 | Report title |
|  | * e.g. 1st surveillance ‘Review of Information’
 |
|  |  |
| 3 | Certificate code |
|  |  |
| 4 | CAB  |
|  |  |
| 5 | Author’s names |
|  |  |
| 6 | Client name(s) |
|  |  |
| 7 | Date |
|  |  |

1. General information

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| **Table X – Surveillance announcement** |
| 1 | Fishery name |
|  |  |
| 2 | Unit(s) of Assessment (UoA) |
|  |  |
| 3 | Date certified | Date of expiry |
|  |  |  |
| 4 | Surveillance level and type |
|  | * Indicate surveillance level and type, e.g. Surveillance level 4, off-site surveillance audit (FCP v2.1 7.28.1-7.28.6).
* If surveillance activity has changed from what was indicated in the surveillance program in the PCDR or a previous surveillance report, also note that this is the case and provide updated surveillance program in Appendix 2.
 |
|  |  |
| 5 | Date of surveillance audit |
|  |  |
| 6 | Surveillance number  |
|  | 1st Surveillance  |  |
|  | 2nd Surveillance |  |
|  | 3rd Surveillance |  |
|  | 4th Surveillance |  |
|  | Other (expedited etc) |  |
| 7 | Surveillance team |
|  | Lead assessor | Assessor(s) |
|  |  |  |
| 8 | CAB  |
|  |  |
| 9 | CAB contact details |
|  | Postal address | Phone/Fax |
|  |  |  |
|  | Email | Contact name(s) |
|  |  |  |
| 10 | Client contact details |
|  | Email | Contact name(s) |
|  |  |  |

1. Background

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| The report shall include a completed Total Allowable Catch (TAC) and catch data table for the Unit of Assessment (UoA) and the Unit of Certification (UoC) using the table below. Note that a separate table should be provided for each Principle 1 species and gear type, if possible. |

|  |
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| **Table X – TAC and catch data** |
|  |  | [YYYY] |  | [n, unit] |
| TAC | Year |  | Amount |  |
| UoA share of TAC | Year |  | Amount |  |
| UoC share of TAC | Year |  | Amount |  |
| Total green weight catch by UoC | Year (most recent) |  | Amount |  |
| Year (most recent) |  | Amount |  |

1. Assessment process

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| The report shall:* Describe the review process (who was consulted, what was reviewed). Written stakeholder input received shall be inserted in Appendix 1.
* Reference the MSC standards, requirements and guidance and their versions used in the review of information.
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1. Results and conclusion

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| The report shall outline any issues identified with regards to:* The fishery.
* Issues relevant to the MSC Fisheries Standard.
* Any developments or changes within the fishery which impact traceability and the ability to segregate MSC from non-MSC products.

If no issues have been identified, that shall be stated here.The report shall also include a statement confirming the status of the certification (e.g. certified, suspended etc).Reference(s): FCP v2.1 Section 7.28  |

1. **References**

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| --- |
| The report shall include a reference list detailing all information sources used in assessing the fishery and preparing the report. Hyperlinks should be provided for any materials provided electronically.For example: *Author, Year. Title of Article, Title of Journal, Volume number, Page(s).* |

Appendix 1. Stakeholder input (if any)

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| The report shall include all written submissions made by stakeholders during the review of new information process, together with the explicit responses of the team that explain how that information was used (FCP v2.1 7.28.21).  |

Appendix 2. Revised surveillance program (if necessary)

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| If it is proposed that the surveillance program be revised due to changes in the information basis for the fishery, i.e. information cannot be provided remotely, the CAB shall:1. Include a rationale for any changes to the default surveillance level following FCP v2.1 7.28.2, 7.28.4 and 7.28.6, if necessary.
2. Include a rationale for any deviations from carrying out the surveillance audit before or after the anniversary date of certificate, if necessary.
3. Include a completed fishery surveillance program in, if necessary.

Reference(s): (FCP v2.1 7.28.13) |

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| **Table X – Surveillance level rationale** |
| Year | Surveillance activity | Number of auditors | Rationale |
| e.g.3 | e.g. On-site audit | e.g. 1 auditor on-site with remote support from 1 auditor | e.g. From client action plan it can be deduced that information needed to verify progress towards conditions 1.2.1, 2.2.3 and 3.2.3 can be provided remotely in year 3. Considering that milestones indicate that most conditions will be closed out in year 3, the CAB proposes to have an on-site audit with 1 auditor on-site with remote support – this is to ensure that all information is collected and because the information can be provided remotely. |
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| **Table X – Timing of surveillance audit** |
| Year | Anniversary date of certificate | Proposed date of surveillance audit | Rationale |
| e.g. 1 | e.g. May 2018 | e.g. July 2018 | e.g. Scientific advice to be released in June 2018, proposal to postpone audit to include findings of scientific advice |
|  |  |  |  |

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| **Table X– Fishery surveillance program** |
| Surveillance level | Year 1 | Year 2 | Year 3 | Year 4 |
| e.g. Level 5 | e.g. On-site surveillance audit | e.g. On-site surveillance audit | e.g. On-site surveillance audit | e.g. On-site surveillance audit & re-certification site visit |
|  |  |  |  |  |

1. Customisation
	1. Corporate branding

|  |
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| This template may be formatted to comply with the Conformity Assessment Body (CAB) corporate identity. The CAB shall ensure that content and structure follow the template.Examples of appropriate amendments are:1. A title page with the company logo;
2. A company header and footer used throughout the report;
3. Replacement of font styles;
4. Inclusion of contact details for the assessment team members in relation to consultation
5. Deletion of any sections that are not applicable, though CABs should leave any sections that will be populated later in the assessment; and,
6. Deletion of introductory text or instructions.
 |

* 1. Further customisation

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| Additionally, the following sections may be deleted from the template if they are not applicable to the assessment:* Appendix 1 Stakeholder submissions (if any)
* Appendix 2 Revised surveillance program (if necessary)

The numbering of these sections has been arranged to minimise the effect that removing a section would have on the numbering of other sections.Additional sections may be added to the report as needed. These should only be included at the end of sub-sections or by adding new sections at the end of the report. |

* 1. Comments

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| Anyone wishing to comment on this document or any other MSC program documents is encouraged to do so by sending an email to standards@msc.org.  |

1. Template information and copyright

This document was drafted using the ‘MSC Surveillance Review of Information Template v2.01’.

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| **Template version control** |  |
| Version | Date of publication | Description of amendment |
| 1.0 | 8 October 2014 | Date of issue |
| 2.0 | 17 December 2018 | Release alongside Fisheries Certification Process v2.1 |
| 2.01 | 28 March 2019 | Minor document change for usability |

A controlled document list of MSC program documents is available on the [MSC website](https://www.msc.org/for-business/certification-bodies/fisheries-standard-program-documents) (msc.org)

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