[Insert CAB logo] **Marine Stewardship Council fisheries assessments**

# [CAB]

# [Fishery name]

# MSC Variation Request

*Instructions to CABs and assessment teams*

*This form details the information required from Conformity Assessment Bodies (CABs) to enable the MSC to consider a CAB application to vary from a requirement in any of the MSC program documents (GCR 4.12).*

*Please complete all unshaded fields. Where instructions are included in italics, please delete and replace with your specific information where relevant.*

*Once this variation form is completed, save it as a PDF file and upload to the MSC database. On receipt, the MSC will consider your request and will usually respond within 14 days. Please note that while the MSC will usually respond within 14 days, some requests may take longer. The MSC will keep you informed if it will take longer than 14 days to process your request.*

*Please note that all variation request forms and MSC responses will be published on the MSC website.*

*Corporate Branding:*

*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;*
6. *Deletion of introductory text or instructions; and,*
7. *Addition of subheadings to improve clarity and readability.*

## Marine Stewardship Council variation request

Table 1: Variation request

|  |  |
| --- | --- |
| 1 | Date submitted to the MSC |
|  |
| 2 | CAB |
|  |
| 3 | Fishery name and certificate number  |
|  |
| 4 | Lead auditor or program manager |
|  |
| 5 | Request prepared by |
|  |
| 6 | Scheme requirement(s) for which variation requested |
| *For example “FCP v2.3, 7.16.1” or “GCR v2.4.1, 7.4.2”*  |
| 7 | How many times has a variation against this requirement been accepted during this assessment or audit of this fishery? |
| *For example, fill in “One previous variation” if a previous extension request on the 60 days requirement for surveillance reports has been accepted, and this request is for an additional extension.* |

Table 2 – Variation justification

|  |  |
| --- | --- |
| 1 | Proposed variation |
| *Describe how the CAB proposes to vary from the requirement.* |
| 2 | Additional time requested (where applicable) |
| Original deadline date |  |
| Modified deadline date requested |  |
| Number of additional days requested |  |
| 3 | Justification |
| *Explain in detail why the variation is requested and why the change is necessary.* |
| 4 | Implications for assessment |
| * *Include possible impacts on the assessment/certificate that could arise if the request is accepted.*
* *Detail any other requirements that could be affected and the risks these implications could have, for example timeline delays or changes to how or when stakeholders can participate.*
* *If condition progress will be affected, explain how.*
 |
| 5 | Mitigation of the implications for assessment |
| *Include information on how the CAB will mitigate against risks arising from the implications identified in Question 4* |
| 6 | How many conditions does the fishery have? |
|  |
| 7 | What is the status of the current assessment or audit? |
| * *Include the latest version and timing of the report that has been prepared, and an indication when the next report is expected.*
* *e.g. the Client and Peer Review Draft Report was sent to the client and peer reviewers on 7 June 2018. The Public Comment Draft Report is expected to be ready on 1 September 2018.*
 |
| 8 | Other relevant information |
|  |
| 9 | If applicable, additional information added after the MSC’s request |
|  |

## Template information and copyright

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*The CAB shall delete Table 3.*

Table 3: Template version control

|  |  |  |
| --- | --- | --- |
| Version | Date of publication | Description of amendment |
| 1.0 | 25 March 2020 | Release alongside Fisheries Certification Process v2.2 |
| 1.1 | 26 October 2022 | Release alongside Fisheries Certification Process v2.3 and v3.0 |

A controlled document list of MSC program documents is available on the MSC website (<https://www.msc.org/for-business/certification-bodies/supporting-documents>).

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