



Responsible Fishing Vessel Standard (RFVS)

AUDITOR COMPLIANCE GUIDE

**Issue 1.0
12-May-2021**

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A - Introduction

The RFVS Criteria are underpinned by the RFVS certification requirements outlined in this document – the “RFVS Auditor Compliance Guide.” The certification requirements are the essential components that must be assessed by the Certification Body (CB) in order to verify that a fishing vessel or a group of vessels meet the required RFVS Criteria intent.

The purpose of these certification requirements will be to ensure;

- (1) There is credibility, transparency and control of how each CB auditor assesses a vessel or organisation to the RFVS Criteria, and
- (2) That applicants wishing to be considered for certification by the CB have some guidance as to what evidence would be deemed necessary to prove compliance.

These certification requirements will be further refined and developed by the RFVS program on an ongoing basis and will be informed by feedback and experience as engagement within the program increases.

Document Key

Clause categorization is used underneath each clause (or sub-clause if different) to indicate clause applicability. The vessel categories highlighted in green indicate which category the clause/sub-clause applies to. When the clause/sub-clause is noted as supplementary, a time limit to comply with the clause/sub-clause is included.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

A few clauses feature specific guidance for vessels operating at-sea for longer than 30 days before they return to port.

All non-conformances raised during the RFVS audit will be assessed and recorded by the auditor as either:

- **Critical:** A critical failure to comply with a clause that relates to crew safety, vessel safety or legality, or where circumstances observed represent a risk to the integrity of the RFVS. The auditor will immediately inform the CB’s Scheme Management who in turn will inform the standard owner. Immediate temporary suspension of already certified vessels or groups may follow pending clarification.
- **Major:** A substantial failure to meet the requirements and/or intent of any essential clause within the Standard and there is no imminent Crew/Vessel Safety risk or immediate risk to the Integrity of the Scheme. The auditor will record this in the Report Form and communicate the details to the CB’s Scheme Management. Objective evidence which properly verifies correction action has been taken, including addressing of root cause, shall be submitted to the CB by the Applicant within 35 calendar days of the evaluation taking place.

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- **Minor:** Where absolute compliance with requirements and/or intent and an essential clause has not been demonstrated. The auditor will record this in the Report Form and communicate the details to the CB Scheme management. Objective evidence which properly verifies correction action has been taken, including addressing of root cause, shall be submitted to the CB by the Applicant within calendar 35 days of the evaluation taking place.

Vessel Categorisation Definitions

- All; Any vessel irrespective of trip length, vessel size or crewing level.
- > 30 days Any vessel irrespective of length or crewing level save for exceptional or unforeseen circumstances ordinarily remains continuously at sea for more than 30 days.
- 72 hours> 30 days; Any vessel irrespective of length or crewing level that save for exceptional or unforeseen circumstances remains continuously at sea for more than 72 hours but less than 30 days in any one trip to sea.
- 24> 72 hours; Any vessel irrespective of length or crewing level that, save for exceptional or unforeseen circumstances ordinarily remains continuously at sea for between 24 hours and 72 hours in any one trip to sea.
- Day trip; Any vessel irrespective of length or crewing level that save for exceptional or unforeseen circumstances remains continually at sea for less than 24 hours in any one trip to sea.
- Single hander; any vessel that ordinarily conducts fishing operations with only one person on board.

RFVS Eligibility Criteria

The eligibility criteria form an integral part of the Certification Model and determine what type of vessels can be accepted, and continue to be certified, to the RFVS.

If, once certified, a vessel is found not to continue to meet all of the eligibility criteria, certification shall be suspended and potentially withdrawn following an investigation by one of the program's Certification Bodies.

Any single commercially licensed fishing vessel or fleet of vessels which:

- Operate legally within a legal fishery that they are entitled to fish;
- Comply with the fishing vessel registration and licensing requirements of the flag State to which it is registered;
- Comply with the regulatory controls of the country or RFMO which controls the fishery, if operating in fisheries under the jurisdiction of countries where they are not registered;
- Comply with the legal requirements for vessel and crew safety for the fishery they fish in;
- Meet or exceed the human rights requirements of the Universal Declaration of Human Rights;
- Do not use illegitimate methods of harvesting and predator control as defined within the FAO Code of Conduct for Responsible Fisheries;
- Do not use forced labor, persons under 16 years old or prisoners as crew; and
- If operated by a lone fisher, does not remain continually at sea for more than 24 hours without breaks from fishing activities.

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RESPONSIBLE FISHING VESSEL STANDARD AUDIT INTERPRETATION GUIDE

Core Principle 1 - Vessel Management & Safety Systems

Core Principle 1 Intent

The vessel operations shall be managed by a set of policies, processes and procedures that are required for the planning and execution (catching/storage) of its core business areas (i.e., areas that can impact the vessel’s ability to meet its legal obligations and fulfil its customer requirements). The vessel can evidence this by having a documented management system to demonstrate that the vessel operates in a manner capable of meeting the requirements of this Standard.

The vessel shall be maintained in a safe and seaworthy condition to demonstrate that the crew are provided with a safe working environment that is free from high-risk hazards that could cause injury or endanger life. The vessel can demonstrate this by having evidence that the vessel meets, at a minimum, the requirements of the nominal references that underpin this Standard.

Core Principle 1 shall feature the following sections:

Section 1 – Management Policies and Procedures (*including Vessel Safety*);

Section 2 – Environmental Impact Management;

Section 3 - Catch Traceability Management;

Section 4 – Vessel License to Operate; and

Section 5 – Catch Safety and Food Hygiene

Section 1 – Management Policies and Procedures

The intent of this section is to demonstrate that the vessel has overarching management policies, procedures, and systems in place to support the demonstration of compliance with international standards and conventions which are within the scope of this Standard.

Management System

1.0 A management system is in place that can demonstrate compliance with the requirements of this Standard to cover the following vessel operational policies and practices, including:

- Crew welfare and wellbeing;
- Crew recruitment process;
- Crew health and safety;
- Vessel safety; and
- Accident and emergency plans.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit

Fully compliant

Documented evidence (electronic or hard copy) is maintained and available that demonstrates control and management of **all** aspects of the elements cited within this clause as bulleted above. Where vessels have crews under the age of 18 years old risk assessments generated as part of the overarching management system must consider the additional risks associated with these crews. For more detailed guidance see clause 1.3 and associated sub-clauses. Generic evidence templates have been developed for the purpose of documenting such activities and when complete are acceptable as evidence of compliance. Alternatively, applicants can use self-generated documentation, electronic platforms or documentation provided by third parties (e.g. fishing vessel licences) to verify compliance.

Note – the Vessel applicant will need to have a signed and specific Human Rights policy that shall cover all crew members, including the skipper- if employed, the visitors to the vessel and any agency supplied crew members, to ensure that their welfare, wellbeing and all health and safety requirements are fully addressed.

Minor non-conformance

Documented evidence (electronic or hard copy) is present but is only partial and does not fully cover all the above cited areas within this clause.

Major non-conformance

There is no or very little evidence of management control or evidence to confirm compliance with legal requirements.

- Environmental impact management
- Catch documentation, traceability and obligations to land.
- Vessel license to operate.
- Catch Safety and Food Hygiene

Clause category	Essential		Supplementary		
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that applicants have the necessary systems in place to demonstrate that they manage and control activities that require legal or convention compliance. For crewed vessels, the system shall be fully documented

Certification Requirements - Evidence required at audit

Fully compliant

Crewed vessels

Documented evidence is maintained (electronic or hard copy) and available that demonstrates control and management of the elements of this clause listed above. Where vessels exceed tonnage and length thresholds as defined under The International Convention for the Prevention of Pollution from Ships, (MARPOL) management systems must cover any applicable requirements. For more detailed guidance see clause 1.19. Generic evidence templates have been developed for the purpose of documenting such activities and when complete are acceptable as evidence of compliance. Alternatively, applicants can use self-generated documentation, electronic platforms or documentation provided by third parties (e.g. fishing vessel licences) to verify compliance.

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Single handed vessel

Where control or operating procedures are not documented operators must be able to clearly describe the systems of control of activities that are in place and followed.

Minor non-conformance

Crewed vessel

Documented evidence (electronic or hard copy) is present but is only partial and does not fully cover all the areas listed within this clause.

Single handed vessel

Applicants demonstrate a limited knowledge of the requirements of this part of the clause and cannot fully describe the policies and procedures they follow.

Major non-conformance

Crewed vessel

No documented evidence of management control or legal compliance is maintained.

Single handed vessel

Applicants have no or very limited knowledge of the requirements for compliance with this part of the clause and cannot describe the policies and procedures they follow

- 1.1 The vessel’s management system shall be subject to an annual internal review by the applicant.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Crewed vessel

Documented evidence of periodic self-assessment is maintained and available. Generic evidence templates have been developed for the purpose of recording review activities. Alternatively, applicants can use electronic platforms or self-generated documentation. Evidence must demonstrate that systems are subject to review at least annually. Where management systems are maintained by multiple individuals all must be involved in the review with documentation confirming their involvement

Single handed vessel

Operators must be able to describe activities and actions that confirm a comprehensive knowledge and understanding of the requirements to periodically review management systems citing examples of what is reviewed, why and how frequently with reported frequencies confirming that reviews happen at least annually.

Minor non-conformance

Crewed vessel

Documented evidence of periodic self-assessment is present but reviewed at intervals exceeding 12 months.

Single handed vessel

Operator explanations of activities and actions confirm a limited knowledge and understanding of the requirements to periodically review management systems. Operator descriptions of review activities imply review periods exceed 12 months

Major non-conformance

Crewed vessel

No documented evidence of periodic self-assessment.

Single handed vessel

Operators have no or very little knowledge and understanding of the consequences of not reviewing control procedures in place.

- 1.1.1 Any amendments to the management system identified in the annual review shall be implemented within a specific period of time.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Crewed vessel

The timeframes for implementing changes to the management systems identified during annual reviews of the management system are carried out within the timeframes specified and, in any event, shall not exceed 12 months. Records maintained must show the dates where amendment actions were identified,

Single handed vessel

Operators provide sound reasoning behind timescales for any corrective or improvement actions identified from their review of practices and procedures followed on board. During surveillance or renewal audits auditors will review previous audit reports to verify that changes identified more than 12 months ago have been implemented

Minor non-conformance

Crewed vessel

The timeframes for resolving issues identified during annual reviews of the management system have not been fully complied with.

Single handed vessel

Operators reasoning behind any corrective or improvement action timeframes are not realistic to deliver necessary improvements within timeframes that could reasonably be expected to be achieved.

Major non-conformance

Crewed vessel

No time frames for resolving issues identified during annual reviews of the management system are specified.

Single handed vessel

Operator shows no awareness of the importance of making any changes identified as necessary during review of operational activities

- 1.2 Records or other forms of evidence that are required to show compliance with the vessel's management system shall be maintained and reflect current practices.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

THIS CLAUSE CAN APPLY TO SINGLE HANDED VESSELS WHERE DOCUMENTED SYSTEMS ARE MAINTAINED. IF NONE ARE KEPT IT IS NOT APPLICABLE

Fully compliant

Documents reviewed and cross-references with related management system documentation correlate. Auditors should take the opportunity to establish whether significant changes in working practices or operations have taken place within the 12 months preceding the audit. Any changes reported verbally should be reflected in the review records.

Minor non-conformance

Documents reviewed and cross – referenced show some minor discrepancies with management system requirements.

Major non-conformance

No records in place or there are major gaps in the records that are kept and do not cover all aspects of the management system

- 1.2.1 All records required as evidence for compliance shall be retained and made accessible for a minimum time period of three years.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			3 years but must maintain records from date of initial certification		

The intent of these clauses is to 1) demonstrate that the management system employed on the vessel is being used and contains accurate evidence to prove compliance, and 2) demonstrate that the applicant has a means to verify reported activities and circumstances after an audit takes place.

Note – during the annual surveillance after the initial certification if the records are not being kept this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status

Risk Assessments

- 1.3 A health and safety risk assessment shall be conducted by a competent person on an annual basis and cover all aspects of on shore and at sea fishing operations including, but not limited to:
- 1.3.1 All catching systems and machinery, proposed changes to incorporate any vessel modifications and the addition of new operations.
 - 1.3.2 The structural stability and condition of the vessel's hull.

Clause category	Essential		Supplementary		
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

A review of Risk Assessments (RA) confirms existence of RAs for all the areas listed above. Skipper/master/captain must describe who does the RAs, and how often they are reviewed. To be fully compliant RAs must be reviewed at least annually, and in any event where changes of fishing method or vessel structure or lay out have taken place since the last review.

Where vessels operate with crews between the ages of 16 and 18 years old, risk assessments must include a review of activities that recognise the increased risks associated with young crew members. Risk assessments must show that consideration has been given to young workers working alone, working at night, working long hours and operating complex or dangerous machinery unsupervised. Where risk assessments identify additional training needs, individual crew training records must show that appropriate training has been provided and understood by young crews receiving the training.

Where vessels conduct fishing operations with young family members on board and where this is legally permissible, risk assessments must show that their presence as non-active observers has been considered and (where necessary) preventative measures have been implemented to restrict their locations and movements to ensure both their and vessel safety.

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Minor non-conformance

Some of the risk assessment reviews do not take place within 12 months of previous RA reviews

Major non-conformance

RA's as required by this clause and sub clauses have not been carried out.

Crew records or interviews identify young crew members or family members are going to sea but specific risk assessments to cover their presence have not been carried out.

Where applicants have reported or records reflect changes in fishing method or vessel construction or layout and these are not reflected within RAs present.

All of the RAs have not been reviewed for more than 12 months.

Critical non-conformance

Young family members are going out to sea and this is in direct contravention of the legal requirements in the fishery where the vessel operates

1.3.3 Crew working practices, vessel manning levels and work hours.

Certification Requirements - Evidence required at audit

Fully compliant

Applicant has documented RA that determines appropriate crew numbers for operations carried out. Auditors shall examine the crew records for previous two trips to confirm crew numbers were as a minimum equal to the minimum numbers identified as necessary when conducting risk assessments.

Minor non – conformance

RA provides insufficient detail to demonstrate appropriate crew numbers.

Major non-conformance

NO RA's in respect of crewing numbers.

*Crew levels recorded as going to sea during two trips prior to RVFS certification audit identify crew levels **lower** than the minimum number stated as necessary following risk assessment.*

Notes

- *For crewed vessels applicants shall be required to undertake and document a risk assessment to establish safe crewing levels*
- *In order to assess the appropriateness of stipulated safe crewing levels auditors should establish the following*
 - *Total Number of crew and the numbers involved in "on-deck" operations.*
 - *Typical trip lengths for the vessel*
 - *Typical steaming times to fishing grounds*
 - *The typical duration of a fishing cycle (e.g. length of tow, net soak times)*
 - *A description of crew activities during a fishing cycle.*
 - *Typical crew rest opportunities during and between fishing cycles.*
 - *Typical in port durations between fishing trips*

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- Based upon the above the auditor should estimate the likely minimum rest (non- fishing related activities) periods afforded to each crew member. Cumulative rest times which meet or exceed those stipulated in the ILO Work in Fishing Convention C188 **indicate safe crewing levels**. To support the determination of compliance the vessels wider risk assessment determination should also be taken into consideration.

1.3.4 Crew galley and accommodation areas.

1.3.5 Crew special requirement risks for young persons, pregnant crew and those with certain religious customs.

1.3.6 Crew and visitor boarding and disembarking requirements (e.g. overboard procedures).

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that the vessel owner conducts a health and safety risk assessment to provide a safe working environment for the crew and visitors, in an auditable manner.

Certification Requirements - Evidence required at audit:

Fully compliant

A review of Risk Assessments confirms the existence of RAs for all the areas listed above. Skipper/master/captain must describe who does the RAs, and how often they are reviewed. To be fully compliant RAs must be reviewed at least annually.

Auditors must confirm from crew records the presence or otherwise of any young persons or pregnant crew putting to sea, and where present the existence of Risk Assessments that cover their presence and activities.

Minor non-conformance

Some of the risk assessment reviews do not take place within 12 months of previous RA reviews

Major non-conformance

RA's as required by this clause have not been carried out.

Where applicants have reported or records show changes in crew composition or status, or vessel construction or layout and these are not reflected within RAs present.

All of the RAs have not been reviewed for more than 12 months

- 1.4 Any risks identified from the health and safety risk assessment shall be acted upon in a specified period of time through the implementation of procedures designed to remove or mitigate the risk to as low as practically possible.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that processes are in place to reduce or remove risk to an acceptable level as soon as identified, and that records of any remedial measures identified have been kept.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Identified risks are actively managed with well defined, appropriate timescales for rectification.

Minor non-conformance

Timescales proposed in RA review records seem excessive. Applicants failing to justify the timescales proposed will incur a minor non-conformance

Major non-conformance

Corrective action timescales identified are consistently exceeded or ignored with no credible explanations to justify no corrective actions being taken

Crew Safety Management

Induction Training

- 1.5 All members of the crew and visitors shall be provided with understandable induction training covering the safety information specific to the vessel they crew or visit.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to allow demonstration of the understanding and importance of crew and visitor safety ahead of deployment or operation of machinery.

Certification Requirements - Evidence required at audit:

Fully compliant

Documentation, either electronic or in hard copy is maintained by the applicant that enables them to demonstrate that guidance and instruction information is available and provided to either, new crew to the vessel entering the RFVS or visitors to it. Where present this shall include family members going to sea as observers with either or both of their parents. In addition, where crews are present between the ages of 16 and 18 years of age, any additional training identified as relevant to them must be recorded on individual crew training records. Documentation must include the types of hazards likely to be encountered, boarding and leaving procedures and types of Personal Protective Equipment (PPE) required whilst on board.

Minor non conformance

Documentation in respect of guidance and instruction is incomplete or out of date.

Critical non conformance

No apparent procedure in place.

No training is conducted and this can be verified through crew interview

Essential Crew Safety Training

1.6 The applicant shall demonstrate that all crew and/or single-handed operators have undertaken training courses to cover the following areas:

- Firefighting and prevention;
- Sea survival, including the use of life rafts;
- First aid; and
- Health and safety.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Applicant provides evidence of training qualification in respect of the above requirements for all current crew listed within crew records. Where a vessel is operated single handed by the owner, the owner must also hold appropriate training qualifications. Standards of training must meet or exceed those detailed within the International Convention on Standards of Training, Certification and Watchkeeping for mariners (STCW) and certificates should confirm that courses meet this standard.

Major non conformance

Applicant cannot provide information to confirm necessary training for either themselves where working as single handed operators nor all of their crew when operating a crewed vessel.

Critical non conformance

Applicant cannot provide information to confirm any training for either themselves where working as single handed operators nor any of their crew when operating a crewed vessel.

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1.6.1 All crew shall be given refresher training for all essential crew safety training at least every five years.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of these clauses is to demonstrate that seagoing crew have received, at a minimum, basic training and refresher training to demonstrate they can support themselves and others at sea.

Certification Requirements - Evidence required at audit:

Fully compliant

The applicant can demonstrate that all crew members including the person ordinarily in charge of the vessel whilst at sea have mandatory training qualifications that have been renewed within the last 5 years.

*As this clause is a supplementary clause an applicant will have 12 months **to arrange** any crew training not renewed within the last 5 years and the training must be delivered by either approved trainers that are regulated by a national association or governmental body or alternatively delivered by a competent person employed the applicant to ensure that the essential components of this training is refreshed for all crew members including agency crew , a competent person would be the person ordinary in charge of the vessel*

Major non conformance

The applicant cannot demonstrate that all crew members 'mandatory training certificates, including the person ordinarily in charge of the vessel whilst at sea are less than 5 years old.

Note – during the annual surveillance after the initial certification if there is no record of any training being arranged this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status.

Specific Training

1.7 The person ordinarily in charge of the vessel shall undertake additional training in each of the following:

- Navigation/bridge watch keeping;
- Fishing vessel stability;
- Marine engineering/engine room watch keeping (level appropriate to engine power and area of operation (*Note:- some classes of vessel need to have marine engineers on board so this will not be required*) and
- Radio operation (level appropriate to the radio equipment carried and area of operation).

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			24 months from initial certification		

The intent of this clause is to demonstrate that the skipper/master/captain is trained and competent in operating the vessel safely and can navigate and communicate with third parties.

Certification Requirements - Evidence required at audit:

Fully compliant

For trip vessels the applicant must demonstrate that the skipper/master/captain holds the qualifications as listed within this clause. Standards of training must meet or exceed those set for STCW recognised qualifications.

For day boats additional training must be in place at the latest by month 25 of membership

Note- RFS will require that a Skipper has the under 16.5m Skipper's ticket or an equivalent, which incorporates these courses, the 4 basic safety courses, the safety awareness course and the SRC certificate. Not everyone might have it when they apply (although a good and growing proportion will have it or be close to it), so to stay in the scheme it will be a condition that the skipper's certificate will be attained within a certain timeframe

Major non conformance

For trip vessels the applicant cannot demonstrate that the skipper/master/captain holds the qualifications as listed within this clause

For day boats additional training is not in place by month 25 of membership

Note for Supplementary – during the annual surveillance after the initial certification if there are no records to show this training has been arranged this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status.

- 1.8 At least one crew member, other than the person ordinarily in charge of the vessel, shall complete training in navigation/bridge watch-keeping.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate contingency plans are in place in relation to navigation and bridge watch keeping.

Certification Requirements - Evidence required at audit:

Fully compliant

The applicant can demonstrate that at least one crew member other than the skipper/master/captain holds the qualifications as listed within this clause. Standards of training must meet or exceed those set for STCW recognised qualifications.

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Major non conformance

The applicant cannot demonstrate that at least one crew member other than the skipper/master/captain holds the qualifications as listed within this clause

Training Drills

1.9 On board monthly training drills are delivered to each crew member in a format which they understand, which shall cover, at a minimum, the following procedures:

- Muster station procedures;
- Anchor procedures;
- Abandon ship requirements;
- Fire drill practices; and
- Man-overboard exercises.
- Water leaks

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to require applicants to be able to demonstrate that safety training drills have been undertaken and understood by crew members.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants can demonstrate that training drills appropriate to the size of vessel are carried out on a regular basis and that details of this training are maintained. Documentation, either electronic or in hard copy will need to be provided by the applicant to demonstrate compliance with this clause. Documentation should include the types of procedures drilled, the names of the individuals receiving the training, and the dates delivered to each member of the crew.

Auditors will also need to establish full command chain language comprehension i.e. where multiple languages are spoken that procedures are in place to cascade understanding to all crew members undergoing training drills.

Note: Not all drills must be carried out each month; they should be done in rotation and repeated once all types of drills have been completed. In any event each type of drill must be carried out at least twice within one calendar year.

Minor non conformance

Training drills are carried out but with insufficient frequency to fully meet the requirements of this clause.

Major non conformance

Either training drills are not carried out or it is evident that no mechanisms are in place to ensure understanding of drills where multiple languages are spoken and understood on board.

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The intent of this clause is to require applicants to be able to demonstrate that training drills as listed are undertaken on the basis that unpreparedness in relation to the occurrences of these activities could compromise safety.

Training Records

1.10 Safety training records for all crew members, including the person ordinarily in charge of the vessel, agency crew and visitors shall be retained to cover:

- Induction training of new crew members and visitors;
- Essential safety training;
- Any specific safety training; and
- All additional monthly drills conducted.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause it to require the applicant to maintain records so as to produce evidence and also identify any gaps in training listed.

Certification Requirements - Evidence required at audit:

Fully compliant

Documentation, either electronic or in hard copy is maintained by the applicant that enables them to demonstrate that systems exists to monitor and record the training requirements as listed within this clause. Documentation must include the types of procedures drilled, the names of the individuals receiving the training, and the dates delivered to each member of the crew. Details of crew who have received the training must fully include the names of the crew listed on current crew records.

Minor non conformance

Documentation in respect of training carried out is incomplete or out of date. (New crew missing)

Major non conformance

No apparent procedure in place. No records of training in place

Crew Records

1.11 An accurate and up to date record of all crew, including agency crew, shall be confidentially kept by the applicant and include, at a minimum:

- Full name;
- Nationality and native language;
- Employed or share (self-employed) fishermen status;
- Known medical conditions/medication;
- Medical certificate/questionnaire;

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- Next of kin; and
- Emergency contact details.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to enable applicants to demonstrate that accurate and up to date crew records are held, which can aid in the identification, treatment or prevention of medical conditions and enable contact with on shore based relatives as necessary.

Certification Requirements - Evidence required at audit:

Fully compliant

Documentation, either electronic or in hard copy is available and maintained by the applicant that contains all the information listed within this clause. The applicant must also demonstrate that they have control over access to this information and that it is not freely available to anyone other than involved in maintaining crew records documentation. Crew records must be present for all crew serving as crew at the time of audit.

Minor non conformance

Documentation is either out of date or incomplete

Major non conformance

No evidence of crew particulars record keeping

1.12 At the commencement of each fishing trip, an updated crew list shall be produced and kept on board, and a copy shall either be lodged with the regulatory authorities or with an authorised person based on shore.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate the safety of crew by providing onshore authorities with information that can be used to confirm the identity of crew and their eligibility to work and/or deploy to sea. [Crewed vessels only]

Certification Requirements - Evidence required at audit:

Fully compliant

Documentation, either electronic or in hard copy is available and maintained by the applicant that contains the information required by this clause. Numbers of crew recorded on the crew list should mirror the number of crew members provided at the outset of the audit with discrepancies requiring explanation before full compliance can be confirmed. Examples of explanation would be where a crew member left the crew at the completion of a trip.

Auditors should also confirm with whom the list is lodged ashore enabling verification if felt necessary.

Day trip vessels will have up to 12 months to comply with this requirement.

Minor non conformance

Assessment of historic documentation identifies trips where crew lists are not lodged

Note – during the annual surveillance after the initial certification if this requirement for day vessels is not in place this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status.

- 1.13 All operational and safety information and training shall be provided in a format that each crew member can understand.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

This clause recognises that language and comprehension (literacy) can be a barrier and intends to demonstrate the applicant has exercised due diligence in demonstrating that all information is given in languages and forms that all crew can understand.

Certification Requirements - Evidence required at audit:

Fully compliant

At the commencement of the audit auditors should seek to establish the nationalities of the crew and the language(s) spoken and understood. Auditors should also identify crew with multi-lingual capabilities, together with the languages they understand and speak. Where multiple languages are spoken (but not all mutually understood) to be fully compliant it will be necessary for the applicant to demonstrate that the methods used to communicate to crew ensures all crew, irrespective of languages spoken and understood have information provided to them in a language that enables them to understand it. Where crews using multiple languages are present, auditors must ensure that top to bottom translation pathways are in place for full compliance to be confirmed.

Critical non conformance

It is evident from crew nationalities on board that language understanding will present a barrier to understanding important safety information.

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Crew Medical Certification Requirements

1.14 Relevant medical certificates shall be available to demonstrate that every crew member, including the person ordinarily in charge of the vessel, is fit to perform their duties.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			24 months from initial certification		

The intent of this clause is to demonstrate that certified vessels do not go to sea with personnel not medically certified as fit to undertake their assigned duties.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants must provide medical certificates for all crew members including the person ordinarily in charge of the vessel whilst at sea, which confirms that they have been examined by qualified medical practitioners and found fit to perform their duties.

Major non conformance

Applicant cannot provide medical certificates for all current seagoing crew.

Vessel Safety Management

1.15 The vessel shall have a valid technical assessment or inspection certificate which confirms its seaworthiness for watertight and weathertight integrity and stability.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to recognise the importance of seaworthiness in enabling the safe operation of the vessel.

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Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

In the absence of third-party confirmation, applicants will need to demonstrate a sound understanding of the factors that contribute to maintaining a watertight, weathertight and stable vessel and can describe and explain key contributors to the maintenance of these factors.

Visual inspection of vessels by auditors should confirm watertight and weathertight integrity. For decked vessels auditors will need to pay particular attention to hatch covers and doorways and where fitted on vessels, the effectiveness of freeing ports and scuppers (holes in a ship's side to carry water overboard from the deck)

Where an applicant confirms that either structural changes to the vessel or significant changes in fishing method have occurred since last their last RFVS audit or regulatory inspection, evidence must be produced that demonstrates no reduction in stability has occurred following those changes.

Major non conformance

Where an applicant confirms that structural changes to the vessel have occurred since their last RFVS audit or regulatory inspection and no formal assessment has been made to confirm the alterations do not adversely affect stability.

Alternatively, where an applicant confirms that a significant change in fishing method has occurred since their last RFVS audit or regulatory inspection that no re-assessment of stability has been undertaken to establish that the vessel remains stable and compliant of regulation.

Critical non-conformance

Where no third-party confirmation is available critical non-conformance will occur when the applicant demonstrates a poor understanding of the factors contributing to water tightness, weather tightness and stability and cannot identify or explain key contributors to the maintenance of these factors. Critical non-conformity can also occur when visual inspection of the vessel by auditors confirms potential for compromise of watertight, weathertight and stability requirements.

Critical non-conformity may also occur where it is evident, or where an applicant confirms that structural changes to the vessel have occurred since their last RFVS audit or regulatory inspection, that no formal assessment has been made to confirm the alterations do not adversely affect stability.

Similarly, where an applicant confirms that a significant change in fishing method has occurred since their last RFVS audit or regulatory inspection, that no re-assessment of stability has been undertaken to establish that the vessel remains stable.

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1.16 If a vessel is equipped with a life raft/boat, it shall be inspected and maintained to meet with the manufacturer's requirements.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to recognise the importance of planned maintenance in ensuring fault-free operation during launch and following deployment.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

A review of service and maintenance records show that the life rafts/boat is/are maintained in accordance with manufacturer's requirements and that their capacity at least meets the maximum number of persons putting to sea. Documentation should show future service dates.

Major non-conformance

A Major non-conformity can also occur where life rafts/boats are not serviced and maintained in accordance with manufacturer's requirements.

Critical non-conformance

Critical non-conformity will occur where life rafts/boats are necessary and should be present as a legal requirement but aren't.

Critical non-conformity will also occur where life rafts/boats are present but lack the overall capacity to carry all persons on board should they be required.

It shall also be a critical non-conformance where observations confirm that stowage conditions of the life raft will prevent its deployment when/if necessary.

1.17 The applicant shall provide evidence that they have current insurance for the vessel and machinery.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Applicant can provide either hard copy or digital evidence of current vessel and machinery insurance for the vessel.

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Major non-conformance

Applicant cannot provide either hard copy or digital evidence of vessel and machinery insurance for the vessel.

1.17.1 Where vessels have crew, the applicant shall have personal and indemnity insurance to cover all crew.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

Certification Requirements Evidence required at audit:

Fully compliant

At the point of first surveillance audit, applicants will need to provide either hard copy or digital evidence of personal and indemnity insurance covering all crew listed on the crew register presented as part of evidence of compliance.

Major non-conformance

A major non-conformance will occur when, at the point of first surveillance audit, the applicant cannot provide either hard copy or digital evidence of personal and indemnity insurance cover for the crew listed on the crew register.

Note – *during the annual surveillance after the initial certification if the records are not being kept showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status*

1.17.2 A copy of this insurance(s) certificate shall be kept in the vessel's documentation.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to enable the applicant to demonstrate suitable insurance is in place to meet obligations in relation to damage claims resultant from injury, vessel collision or loss.

Certification Requirements - Evidence required at audit:

Fully compliant

Auditors are provided with evidence that confirms all relevant insurances are held as part of company or vessel documentation. For centrally managed vessels, it is acceptable for insurances to be held by the groups managing organisation or manager as part of a Group Central Management System (CMS). Where the size and design of the vessel engaged with RFVS makes on board storage impractical it is acceptable to hold and maintain evidence of insurance ashore.

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Minor non-conformance

A minor non-conformance will occur where auditors cannot establish that all relevant insurances are held as part of company or vessel documentation.

Accident and Incident Recording Requirements

1.18 All crew accidents, near misses and any injuries incurred shall be recorded and followed by an investigation, with written evidence, to ascertain possible root causes and identify corrective actions.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Auditors must be provided with either digital or hard copy evidence that accident recording systems are in place, inclusive of elements intended to record identified causes of accidents and necessary changes/improvements implemented to minimise the potential for repeat occurrences.

Where the applicant reports that no accidents have occurred within the 12 months preceding the latest audit or surveillance audit this fact must be recorded within the information that forms part of the Management System required under Clause 1.0 of the RFVS

Minor non-conformance

A minor non-conformance will occur when auditors are provided with either digital or hard copy evidence that accident recording systems are in place but these do not include all the elements required by this clause.

A minor non-conformance may also be incurred where anecdotal or other information confirms that accidents or near misses have occurred but are not recorded.

Major non-conformance

No accident recording systems can be shown to be in place

1.18.1 The applicant will implement accident prevention measures through a written accident prevention plan that will be produced as a result of an accident investigation.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that the applicant has recorded accidents, near misses and injuries and that an accident prevention plan has been produced.

Certification Requirements - Evidence required at audit:

Fully compliant

Where accidents are recorded in reporting systems, to be fully compliant auditors must be provided with evidence (visual, documentary or digital) that following investigation a plan has been produced and that any changes identified as necessary have been implemented and where legally required to be, have been reported to regulatory authorities. Where changes have been identified as necessary, timeframes for changes to be made must be included in the plan and be reasonable based on the severity of the accident(s) that happened. Where analysis has concluded that no changes are necessary these outcomes must also be recorded within the accident prevention plan

Minor non-conformance

Minor non-conformances will be incurred where accidents known to be legally reportable have not been reported.

Major non-conformance

Major non-conformances will be incurred where accident prevention plans identify preventative measures as necessary but these have not been implemented within timeframes recorded within the plan produced.

Critical non-conformance

Critical non-conformances will be incurred where it is evident that identified causes of fatalities or serious injuries remain unrectified, potentially resulting in further fatality or serious injury

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Section 2 - Environmental Impact Management

The intent of this section is to demonstrate that the vessel's management systems cover how its operational practices are monitored, assessed and controlled in order to reduce its impact on the environment.

1.19 There shall be specific procedures in place to effectively apply national requirements, or protocols based on international environmental requirements e.g. MARPOL if national legislation is not in place where the vessel operates.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate that policies and procedures are in place that are based on legal requirements or agreed convention protocols which, when followed, minimise the impact of operations on the marine environment.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Applicants are aware of relevant legislation and conventions in place for the areas within which they operate and can demonstrate compliance with requirements applicable to their vessel. For single handed vessels verbal confirmation is acceptable. In particular applicants must demonstrate an awareness of the provisions of the MARPOL (International Convention for the Prevention of Pollution from Ships) Convention (as applicable). For more information on applicable elements of the MARPOL Convention applicants and auditors should refer to the information accessed by visiting www.imo.org/en/About/Conventions/ListOfConventions/Pages/International-Convention-for-the-Prevention-

Minor non-conformance

There is evidence of awareness of requirements, but some required elements are missing or not complied with.

Major non-conformance

Where requirements are known to be required no procedures can be communicated or are in place

Note – *during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status.*

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1.20 A procedure shall be in place for the management and recording of lost, "end of life" or recovered (third party) fishing gear.

Clause category	Essential		Supplementary		
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Applicants are aware of relevant legislation, initiatives and guidelines in relation to gear loss and end of life gear disposal and auditors are provided with either digital or hard copy evidence that demonstrates compliance with RFVS adopted requirements. For single handed vessels verbal confirmation is acceptable. Procedures followed should at least meet the Global Ghost Gear Initiative recommendations which can be found by reviewing the DEVELOPMENT OF A BEST PRACTICE FRAMEWORK FOR THE MANAGEMENT OF FISHING GEAR

Auditors should also seek to ascertain names of companies or locations where end of life or recovered fishing gear is disposed of. This will enable additional verification should auditors feel it necessary.

Minor non-conformance

Minor non-conformances will be incurred where there are systems in place or described but these do not appear used or meet GGGI requirements. Minor non-conformances will also be incurred when system don't cover all of gear loss, gear recovery and end of life disposal.

Major non-conformance

Major non-conformances will be incurred where procedures are known to be required and no procedures are in place

Note – *during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status*

1.21 Inorganic/non biological waste produced from vessel operations, including gear repair activities, and waste matter that is recovered from the marine environment shall be brought ashore to be disposed of in a manner that will not have a detrimental impact on the environment.

1.21.1 Records of how this waste material is disposed of at port shall be retained.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Applicants must be able to demonstrate an understanding of the meaning of inorganic/non biological waste and can give examples that could occur or be generated on board and/or recovered from the sea. Auditors will need to be provided with either digital or hard copy evidence that demonstrates appropriate disposal of waste. For single handed vessels verbal confirmation will be acceptable. In advance of auditing auditors should familiarise themselves with any in port facilities that are available for waste disposal and during audit seek to confirm applicant awareness of any facilities present. Dependent upon vessel length or tonnage, MARPOL convention requirements in relation to waste disposal will become applicable. More information on applicable lengths and tonnages can be found by visiting :

www.imo.org/en/About/Conventions/ListOfConventions/Pages/International-Convention-for-the-Prevention

Minor non-conformance

Minor non-conformances will be incurred where there are systems in place or described but do not appear used. Similarly, minor non-conformances will be incurred where applicants have little or no awareness of port facilities available for waste and gear disposal.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant’s certified status

1.22 Pollution control shall be in place to mitigate the effect on the environment from the vessel operations and maintenance activities.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Applicants must be able to demonstrate an understanding of the meaning of pollution control and can give examples of on board operational activities that may give rise to pollution incidents. Auditors will need to be provided with either digital or hard copy evidence that demonstrates appropriate controls have been considered, documented and where necessary put in place and monitored. For single handed vessels verbal confirmation will be acceptable.

In advance of audit, auditors should familiarise themselves with any controls or facilities that may be in place in port that restrict or manage activities that have the potential to cause pollution. Examples would be designated fuelling berths, oil disposal wells and conditions attached to activities such as shot blasting.

Auditors must also be able to confirm that any anti-fouling paints used comply with any laws in place specifically in relation to substances and elements contained within the paints.

Minor non-conformance

Minor non-conformances will be incurred where there are systems in place but based on evidence gathered or observed appear limited or un-used.

Major non-conformance

Major non-conformances would be incurred where applicants demonstrate no awareness of the importance of pollution control and no procedures are in place to prevent pollution incidents occurring. Similarly major non-conformances would be incurred where observations confirm standards and practices followed would result in pollution occurring.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status

1.23 Procedures shall be in place for the protection and release of captured species classified as endangered, threatened or protected (ETP).

1.23.1 A record of what ETP species interactions and releases are made shall be retained.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants must be able to demonstrate an understanding of the meaning of ETP species and can give examples of species (where occurring within their areas of operation) that may be encountered as a result of their fishing activities. Auditors will need to be provided with evidence that demonstrates appropriate procedures are in place (as far as is reasonably practicable and necessary) to manage the safe release of ETP species.

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Minor non-conformance

Minor non-conformances would be incurred where procedures are reported to be in place but based on evidence gathered or observed appear insufficient or unlikely to be used.

Major non-conformance

Major non-conformances would be incurred where areas of operation are known to contain populations of ETP species, and the applicant has no awareness of the presence or importance of ETP species, and no procedures are in place for release after capture.

- 1.24 The skipper/master/captain and crew will demonstrate an awareness of how non-target species should be handled, landed or discarded.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to demonstrate that the applicant manages vessel operations in order to mitigate, and where possible, eliminate adverse environmental impact on the environment and non-target species.

Certification Requirements - Evidence required at audit:

Fully compliant

Auditors are provided with evidence (digital or in hard copy) that demonstrates appropriate information and training has been given to the crew. Knowledge does not need to be gained through externally delivered or formally recognised training but must ensure that skippers/captains/ or masters and their crews are aware of the types of ETP species likely to be encountered within their fisheries together with best practices to be followed to ensure (where allowable) that handling and discarding will maximise the survival of any returned ETP specimens.

Minor non-conformance

Minor non-conformances will be incurred where evidence demonstrates the existence of training being given to crew but records show some crew members have not received training.

Major non-conformance

No information or records of environmental training are available.

- 1.25 Environmental training and information shall be given to all crew, including the skipper and agency crew, covering the clauses in the Environmental Impact Management section of this standard.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

1.25.1 Records and evidence of this environmental training shall be available.

Clause category	Essential		Supplementary		
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate that crew have received environmental training and that there is evidence to demonstrate this due diligence.

Certification Requirements - Evidence required at audit:

Fully compliant

Auditors will need to be provided with evidence (digital or in hard copy) that demonstrates appropriate information and training covering all the aspects of the Environmental Impact Management Section of the RFVS has been given to the crew. Knowledge does not need to be gained through externally delivered or formally recognised training but must ensure that skippers/captains/ or masters and their crews are aware of the potential impacts of their activities on the environment. Applicants following policies and procedures may use these as training materials and can use these as a basis for training. Areas of training should cover waste management, maintenance procedures, gear maintenance, recovery and end of life disposal. Where applicable, sea going personnel should also have an awareness of Marine Pollution (MARPOL) convention requirements.

Minor non-conformance

Minor non-conformances will be incurred where evidence is observed to be in place but this either shows some crew members have not received training or some elements of training are missing.

Major non-conformance

A major non-conformance will be incurred where no information or records of environmental impact training are available.

Note – *during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status*

Section 3 - Catch Traceability Management

The intent of this section is to demonstrate that the vessel has management structures and systems in place to cover how its catch can be traced, and that the vessel follows the legal landing requirements of the country where the catch is landed.

1.26 The following traceability information for the catch, from the point it leaves the vessel, shall be available at the point of landing:

- Vessel identifier;
- Species name and stock;
- Sea Area Code of capture;

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

As a minimum auditors will need to be provided with evidence (digital or in hard copy) that verifies that applicants record and have available information that associates landed catch with the vessel information that caught the catch, the names of the landed species and/or stock, and the ICES sea area capture code. Where flag state catch and landing regulations requirements exceed the above requirements, the additional information as necessary must also be provided (in formats as required by those regulations).

Minor non-conformance

Minor non-conformances will be incurred where auditors are provided with evidence (digital or in hard copy) that meets legal requirements but omits some of the other information required by the essential elements of this clause.

Major non-conformance

A major non-conformance will be incurred where there is a clear lack of legal compliance with very limited or no information or records are available.

- Flag State;
- Fishing trip dates, including landing date;
- Declared retained catch data quantity and product form in box, batch or tank;
- Fishing method and gear;
- Trans-shipment dates, name of carrier, dates and catch consignment details.

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Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to require that the necessary information is captured to enable adequate traceability of catch landed by the applicant vessel.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

As a minimum, auditors will need to be provided with evidence (digital or in hard copy) that verifies that applicants record and have available information as detailed in respect of vessel flag state, trip information, catch composition and storage, gear type and where applicable transshipment information. Where flag state catches and landing regulations requirements exceed the above requirements, the additional information as necessary must also be provided to auditors (in formats as required by those regulations).

Minor non-conformance

Minor non-conformances will be incurred where auditors are provided with evidence (digital or in hard copy) that meets legal requirements but omits some of the other information required by the supplementary elements of this clause.

Major non-conformance

A major non-conformance will be incurred where there is a clear lack of legal compliance with very limited or no information or records are available

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant’s certified status

- 1.27 There are systems in place on board the vessel to identify and segregate the catch where catches are made in more than one area, from more than one fish stock of the same species and/or using more than one type of fishing gear.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that catches of the same species, but caught in different areas, can be distinguished in order to enable catch traceability and demonstration of legality in capture methods and retention rights.

1.27.1 There are systems in place to enable the traceability and quantity of a catch to be identified and calculated back to the fishery and forward to the supply chain entity that purchased the catch.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that catches can be traceable and quantities measured, both backwards to the source fishery and forwards to the supply chain to ensure that this certified vessel is an integral part of the Best Seafood Practice Program.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Auditors will need to be provided with evidence that enable them to verify that catches from different sea areas or caught using different gears can be identified and stored so as to ensure their origins remain identifiable at point of landing and or sale. Fish room separation, box colour coding or sack tagging systems are examples of practical methods that could be used to support verification of this clause.

Catch Traceability and Quantity data Evidence can be provided that will enable a catch to be traced back to the applicant from a buyer and from the applicant to a buyer

Minor non-conformance

*Minor non-conformances will be incurred where auditors are provided with evidence that enables verification of either catch area origins or gear type capture methods **but not both**.*

Major non-conformance

Very limited or no information or records are available that enable differentiation of capture areas or gear type capture methods.

Section 4 – Vessel License to Operate

The intent of this section is to demonstrate that the vessel has management structures and systems in place to provide assurance that it is fishing legally and mitigating the risk of illegal, unreported and unregulated (IUU) fishing. It shall also demonstrate that the catch is treated as a food commodity and will be protected from external forms of contamination that could, if not managed, lead to food security and safety concerns.

1.28 The vessel shall have all of the required legal documents to fish, including:

- Fishing license from their flag State;
- Fishing license from the country where they are fishing, if different to their flag State;
- Ship registration certificate from their flag State and.
- Safety certificate issued by their flag State; (e.g. MCA certificate);

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate vessels have the legal documents required to fish in order to verify that landings are made from legitimate fisheries and to mitigate the risk of catch contamination by fish and shellfish that may come from illegal, unreported and unregulated (IUU) fishing activity. Additionally, this clause intends to enable applicants to demonstrate that vessel operations are conducted in a manner protective of crew safety and the environment in which they operate.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Auditors are provided with evidence (digital or in hard copy) that confirms all the information required by this clause is held. Information in respect of fishing activities outside of flag state registration controlled waters will only be required where vessels are fishing outside of their flag state controlled waters.

Major non-conformance

Major non-conformances will be incurred where auditors cannot verify applicant's vessels have the necessary entitlements and licences to legally fish and have been deemed (at point of inspection) compliant of flag state safety regulations.

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1.29 The applicant shall have a clearly visible Unique Vessel Identifier (UVI) (e.g. IMO number, vessel reference number).

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate vessel traceability using a form of permanent identification.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Auditors must be able to confirm the presence of permanently affixed and visible unique vessel identification numbers on the hulls of applicant vessels. Numbers or codes displayed must match those recorded on flag state registration records and align with vessel names as also may be displayed on vessel hulls. They must also be displayed in a format, location and size that meet the legal requirements of the flag state where those flag states have such regulations. Where flag state countries require more than one unique identifier a cross reference must confirm that both numbers relate to the same vessel hull and vessel name.

Minor non-conformance

Minor non-conformances will be incurred where numbers or identifiers are, illegible or do not meet flag state requirements in terms of format, placement size or permanency of their presence.

Major non-conformance

Major non-conformances will be incurred where numbers or identifiers cannot be confirmed as relating to the vessel on which they are displayed, where numbers and identifiers displayed are shown by flag state records to belong to another vessel, or where numbers and identifiers are not present at all.

1.30 The crew have been trained and are aware of the correct procedures in relation to the vessel's legal obligations for recording catch data to conduct regulated, reported and legal fishing activities.

1.30.1 If an automatic identification system (AIS) or vessel monitoring system (VMS) is fitted, it will be fully operational and be turned on whilst at sea.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to ensure that crew are aware of traceability requirements and are trained to demonstrate that segregation of the catch is maintained.

Certification Requirements - Evidence required at audit:

Fully compliant

Beyond month 12 of membership/certification, auditors must be provided with evidence (digital or in hard copy) that demonstrates appropriate information and training has been given to all serving crew members responsible for recording catch data. Auditors should establish which crew members have responsibilities for recording catch information and confirm that training has been provided.

Minor non-conformance

Minor non-conformances will be incurred if after month 12 of membership/certification records show only some crew members with catch recording duties have not received appropriate training.

Major non-conformance

Major non-conformance will be incurred after month 12 of membership/certification where no information or records of appropriate training are available and or any crew responses indicate no training has been received or is planned.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status

Note on AIS and VMS- In advance of audit, auditors should establish what legal requirements are in place in relation to the fitting and use of AIS and VMS. Requirements may vary from Country to Country and by vessel size. Where AIS or VMS is a mandatory requirement; if a vessel is prosecuted for not having this system operational whilst out at sea they will be in breach of the RFVS requirements and will be removed from the program

Section 5- Catch Safety and Food Hygiene

The intent of this section is to ensure that operators of vessels have systems and controls in place to minimise the risk of contamination of catch by pathogens, spoilage organisms, foreign bodies, chemicals, or allergens.

- 1.31 The vessel shall have procedures in place for cleaning and disinfecting all areas that are used for catch processing or storage.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to enable the applicant to demonstrate, through provision of records, that there is an understanding of the risks associated with catch/product contamination.

Certification Requirements – Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

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Auditors are provided with evidence that demonstrates a comprehensive understanding of the importance of cleanliness and hygiene and that where cleaning procedures are in place that they will minimise the likelihood of catch contamination and spoilage.

Auditors shall conduct a vessel inspection of the catch storage and processing areas to ensure that they are clean, easy to keep clean and do not pose a contamination risk to any catch.

Minor non-conformance

Minor non-conformance will be incurred where procedures are reportedly in place, but discussions and observations indicate that procedures are not followed, and knowledge is not sufficiently comprehensive to be able to guarantee hygienic reception, processing, and stowage of catch.

Major non-conformance

Major non-conformance will be incurred where applicants do not demonstrate any understanding of the importance of cleaning and have no systematic approach to maintaining cleanliness of catch reception, processing and stowage areas on board. Visual observations are likely to support the need for the issuing of a major non-conformance although closeness of audit to landing activities must be taken into account. (Cleaning operations may still be due but not carried out).

Note Auditors should take into account the likelihood of seeing areas of vessels used for catch stowage in unclean condition. This can be the case where audits take place immediately after the vessel lands its catch and post landing cleaning operations have not yet taken place.

- 1.32 The vessel's structural condition and operational practices shall be risk assessed, at least annually, to identify areas that could pose a physical, chemical or biological contamination risk to the catch.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Crewed vessel

Auditors are provided with evidence that confirms vessel condition (as it relates for food hygiene) and operating practices (as relate to catch handling, processing and stowage) are examined and reviewed at least annually. In conjunction with evidence gathered in relation to clause 1.31 evidence of self-assessment must be maintained and available. For crewed vessels this must be documented (hard copy or electronic) Generic evidence templates have been developed for the purpose of recording review activities. Alternatively, applicants can use electronic platforms or self-generated documentation. Where management systems are maintained by multiple individuals all must be involved in the review with documentation confirming their involvement.

Single handed vessel

Operators must be able to describe activities and actions that confirm a comprehensive knowledge and understanding of the requirements to periodically review management systems citing examples of what is reviewed, why and how frequently, with reported frequencies confirming that reviews happen at least annually.

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Minor non-conformance

Crewed vessel

Minor non-conformance will be incurred where documented evidence of periodic self-assessment is present but reviewed at intervals exceeding 12 months. Minor non-conformances may also be incurred where it is apparent that elements requiring review are omitted from the assessment.

Single handed vessel

Minor non-conformance will be incurred where operator explanations of activities and actions confirm a limited knowledge and understanding of the requirements to periodically review management systems. Operator descriptions of review activities imply review periods exceed 12 months.

Major non-conformance

Crewed vessel

Major non-conformance will be incurred where there is no documented evidence of periodic self-assessment in relation to the requirements of this clause

Single handed vessel

Major non-conformance will be incurred where applicants cannot indicate or confirm periodic self-assessment in relation to the requirements of this clause

- 1.33 Any areas or operational practices where a Food Safety risk assessment identifies a hazard shall be subject to the implementation of time bound actions designed to remove or mitigate the risk to be as low as practically possible.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Crewed vessel

The timeframes for implementing any necessary changes identified during annual reviews of vessel condition and practices are carried out within the timeframes specified and in any event, none exceed 12 months. Records maintained must show the dates where amendment actions were delivered.

Single handed vessel

Operators provide sound reasoning behind timescales for any corrective or improvement actions identified from their review of vessel condition and practices followed on board. During surveillance or renewal audits auditors will review previous audit reports and verify that all changes reported to auditors and recorded (where applicable) in previous audit reports have been implemented.

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Minor non-conformance

All vessels

Minor non-conformances will be incurred where operators reasoning behind any corrective or improvement action timeframes made are not realistic to deliver necessary improvements within timeframes that could reasonably be expected to be achieved.

Minor non-conformances will also be incurred where the deadlines for resolving issues identified during reviews (that immediately precede the first or latest certification audit or surveillance audit) have not been fully complied with.

Note It may be possible that Food Safety risk assessment reviews have taken place just before scheduled audits or surveillance audits and that those reviews have identified measures to be taken to reduce identified risks further. Non-conformance will not be appropriate where timeframes for measures to be taken have been identified and are reasonable but fall beyond the date of re-audit or surveillance audit.

Major non-conformance

Crewed vessel

Major non-conformances will be incurred where no time frames for resolving issues identified during annual reviews of the management system are specified.

Major non-conformances will also be incurred where actions identified more than 12 months prior to the initial or latest audit have not been delivered.

Single handed vessel

Major non-conformances will be incurred where single handed operators show no awareness of the importance of making any changes identified as necessary during review of operational activities.

Major non-conformances will also be incurred where actions identified more than 12 months prior to the initial or latest audit have not been delivered.

- 1.34 Any action plan resulting from a Food Safety risk assessment of a vessel's structural condition and operational practices shall be maintained and complied with.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to demonstrate that the applicant understands that risk assessment is a continual process and must be repeated to evaluate the emergence of risks that may not have previously existed.

Certification Requirements - Evidence required at audit:

Fully compliant

See also certification Requirements for clause 1.33

Applicants must develop and maintain an action plans detailing the management plans for identified hazards and associated corrective actions where necessary. Unless timeframes for correction are not expired no defects, hazards or potential hazards recorded within plans should be identified during physical inspection of the vessel during certification audits.

Action plans should stipulate the nature of the identified hazard, the corrective actions proposed to mitigate the risk of the hazard occurring, the date or dates by which corrective actions are required to be implemented and the person or persons responsible for delivering the identified actions.

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Minor non-conformance

Minor non-conformances will be incurred where a small number of defects, hazards or potential hazards (not giving rise to an immediate food safety risk) are recorded within the action plan that should have been rectified and have not been.

Minor non-conformances will be incurred where components of the action plan are missing.

Major non-conformance

Major non-conformances will be incurred where a significant number or all defects, hazards or potential hazards (not giving rise to an immediate food safety risk) are recorded within the action plan that should have been rectified and have not been.

Critical non-conformance

Critical non-conformances will be incurred where defects or hazards are recorded within the action plan that should have been rectified but have not been which are identified during physical inspection of the vessel which indicates a clear and ongoing compromise to food (catch) safety.

1.35 The storage of food intended for crew consumption shall not pose a cross contamination/allergen risk for a vessel's stored catch.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to prohibit food intended for crew consumption to be stored in the same area as the catch in order to eliminate the risk of cross contamination.

Certification Requirements - Evidence required at audit:

Fully compliant

No evidence of crew food storage in areas where catch is being stored.

Minor non-conformance

Minor non-conformances will be incurred where there is evidence of crew food storage in areas where catch is being stored which by the nature of its storage is unlikely to result in contact and cross-contamination of catch.

Examples would include the chilling of in –tact vacuum wrapped or un-opened bottled products on ice or in ice that can be subsequently used for catch chilling.

Major non-conformance

Major non-conformances will be incurred where there is significant evidence of crew food storage in areas and conditions which by the nature of its storage will result in contact and cross contamination of catch.

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Core Principle 2 - Crew Rights, Safety and Wellbeing

Core Principle 2 Intent:

The organisation and skipper(s) responsible for operating the vessel will promote a culture of respect and safety to demonstrate that all crew are provided with decent working conditions and fair remuneration for their work. This can be demonstrated by having management systems and other forms of evidence related to crew treatment.

Core Principle 2 shall feature the following sections:

Section 1 – Crew Rights and Integrity

Section 2 – Crew Health and Safety

Section 1 – Crew Rights and Integrity

The intent of this section is to give assurance that all crew members are made aware of their rights and are treated with respect and integrity by the vessel owner and skipper(s). This section shall detail the management systems related to crew treatment to demonstrate that, at minimum, they comply with the International Labour Organization's C188 Work in Fishing Convention, 2007 (ILO c 188).

Recruitment process

- 2.0 There is a recruitment policy and procedure in place for hiring crew either directly employed or recruited from labour recruiters.
- 2.0.1 No crew member shall pay any recruitment fees at any time (i.e. before, during or after employment) to either the vessel owner or the labour recruiter in order to secure and/or maintain their employment on the vessel.
- 2.0.2 If the labour recruiter requires fees to secure and maintain a crew member's employment on the vessel, these will be fully paid for by the applicant.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to require the applicant to have a policy against which compliance with required recruitment criteria can be assessed by the scheme auditor.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Applicants must provide documentation (hard copy or electronic) detailing recruitment policies and procedure for recruitment of crew either directly or through agencies or both as necessary.

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Major non-conformance

No documented policy and procedure in place.

Critical non-conformance

Auditor obtains or observes evidence that fees have been paid by the crew member to secure work to either the applicant or the labour recruiter. Evidence from crew interview will be applicable to determine an applicant's compliance with these clauses

- 2.1 Each member of crew shall have a legal right to work and have the correct documentation for where and how they are employed or contracted.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to recognise that there is potential for crew to be working without the proper authorisation and that it is the applicant's responsibility to verify documentation

Certification Requirements - Evidence required at audit:

Fully compliant

Either

When using recruitment agencies, applicants will need to provide (for every crew member) third party verified evidence that that recruitment agencies only provides recruits with the necessary permissions, rights and, qualifications for the country of intended employment.

Or

When recruiting crew directly applicants will need to provide (for every crew member) documentation (hard copy or electronic) which confirms that crew's legality to work has been verified in advance of employment being offered.

Major non-conformance

Major non-conformances will be incurred where the applicant does not have or cannot provide (for every crew member) documentation to confirm each of their crew's legality to work, the place of their work and the status of their employment or engagement arrangements with the applicant.

Critical non-conformance

Auditor obtains or observes evidence that shows that crew members do not have the legal right to work on board the vessel.

- 2.2 There shall be a procedure, in place and adhered to, in order to verify that any labour recruiter used is operating legally and applying responsible recruitment practices.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

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The intent of this clause is to recognise that some recruitment agencies may not be legitimate and that it will be necessary to demonstrate through due diligence that the labour recruiter has a permit/licence to operate in the country where the vessel is legally operational.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants must provide evidence (hard copy, electronic or verbal) detailing the due diligence checks it has undertaken to confirm the legitimacy and integrity of labour providers used. Where available third party verified evidence can be used to confirm that the recruitment agency has a legal right to operate and does so in a responsible manner.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot evidence any due diligence checking to confirm legality of operations or responsibility of practices of recruitment agencies used.

Critical non-conformance

Auditor obtains or observes evidence that shows that labour recruiter does not have the legal right to operate and source crew for the vessel

2.3 There shall be a contract, in place and adhered to, between the vessel owner and any labour recruiter used which states the agreed terms and conditions under which the labour recruiter provides recruits.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to mitigate the risk of ambiguity of understanding between all parties, where in the absence of a contract, the applicant may interpret conditions (and report them to their crew) differently than the agency.

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Applicants must provide evidence (hard copy or electronic) confirming that contracts exist between themselves and labour recruitment providers which detail the terms and conditions under which recruits (crew) are provided.

Evidence of recruitment agency (or otherwise) involvement in respect of crew placement can be referenced against information gathered as part of any pre-audit responses that may be in place as part of the application process.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot evidence the existence of contracts existing between themselves and their labour recruiters.

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2.4 Every crew member shall have an employment contract or work agreement or contractor agreement, written and explained, in a language they understand which defines either their terms of employment relationship with the vessel owner or their contractor engagement status with the vessel owner. At a minimum, the following information should be included:

- Employer’s name, telephone number and address;
- Vessel name;
- Employee’s name or Contractor Name, job title and start date;
- Indication of hours of work and minimum rest periods, where applicable;
- Length and frequency of typical fishing trips;
- Personal protective equipment entitlements and requirements;
- Repatriation entitlements;
- Leave entitlements; (Not Applicable for Contractors)
- Injury and/or death in service provisions;
- Additional benefits (e.g. use of vessel equipment to contact family and friends) ;
- Notice period to terminate employment contract or work agreement;
- How much and how often the crew member shall be paid by the employer;
- Information on the employer’s grievance and disciplinary procedures;

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

Applicants must make available for inspection copies of contracts for every crew member listed within crew records. (Numbers of crew contracts must match reported crew numbers and current crew names) with contracts containing (with the exception of elements in relation to insurance cover, compensation rights, maternity, paternity and pregnancy provisions) all other particulars as listed in this clause.

In addition, auditors must establish that mechanisms are in place by which crew members with first languages other than those of the applicant are familiarised with and understand the nature and content of their respective contracts. Auditors must therefore establish that end to end command chain communication and mutual understanding is possible. This can be achieved through applicants demonstrating that translation is possible from themselves down to crew members, via intermediaries, as necessary.

Where vessels ordinarily remain at sea for significant period of time (several months) without making landfall auditors should ensure that anticipated trip durations are fully stipulated within contracts and that crew members are made fully aware of maximum times at sea without making landfall.

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Auditors should seek to establish that crew have not joined the applicant vessel via ship-to-ship transfer.

Added NOTE on Contractor contracts

In certain jurisdictions some share fishers have now set up their own companies to provide crew services to the vessel owner. Where this is the case their shall need to be a contract between the vessel owner and the fisher's company which states what the vessel owner will offer the fisher's company. The contract will be with the fisher's company and NOT with the share fisher directly. A number of the welfare requirements will then be handed over to the fisher's own company to provide to the share fisher, as the fisher is an employee of their own company, and this is why the leave entitlements, maternity and paternity rights etc. are not applicable in the vessel owner's contract with the fisher's company.

In essence the vessel owner is in a legal contract with the fisher's company and not with the fisher, so if the fisher cannot provide these crew services the fisher's company will be legally obligated to find another contract fisher to provide these crewing services to the vessel owner.

Minor non-conformance

Minor non-conformances will be incurred where contracts are in place for all crew but do not contain all the requirements of the above clause.

Major non conformance

Major non-conformances will be incurred where auditors cannot establish that mechanisms are in place to ensure crew understanding of contracts where crew first languages are different from those of the applicant or person in command of the vessel.

Major non-conformance will be incurred where there is clear evidence of crew joining vessels whilst at sea from other at sea vessels that have already been at sea and combined trip durations will exceed trip lengths stipulated in crew contracts for vessels undergoing RFVS certification assessment.

- Maternity, paternity and pregnancy provisions; (Not Applicable for Contractors) and;
- Insurance cover and compensation rights.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

Certification Requirements - Evidence required at audit:

Fully compliant

Once benchmarked and approved by the Standard Holder, evidence of compliance with the national regulation of the country of operation could potentially be used as evidence to satisfy the requirements of this clause.

By commencement of month 13 of membership/certification applicants must include within employment contracts or work agreements (for all crew members) additional provisions in respect of insurance cover, compensation rights, and maternity, paternity and pregnancy provisions.

Minor non-conformance

Minor non-conformances will be incurred where contracts are in place for all crew but do not contain all the additional supplementary requirements as required by this clause

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Major non conformance

Major non-conformances will be incurred where applicants have failed to include additional contract/work agreement elements as required by this clause.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant’s certified status

- 2.4.1 The employment contract or work agreement or contractor agreement shall be signed and dated by both the applicant (and authorised representative) and crew member.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Contracts must be signed and dated by the applicant/authorised representative and the crew member.

Major non conformance

Major non-conformances will be incurred where contracts are not signed at all or only by one party.

- 2.4.2 The crew member shall have the right to seek legal or other advice (e.g. trade union advice) for a period of at least 7 days prior to them signing a contract of employment or work agreement, or a period of at least 7 days to reconsider their contract once signed and prior to it becoming binding.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of these clauses is to demonstrate that there are documented, agreed terms and conditions which both parties understand and agree, mitigating the risk of deviation from the agreed terms and conditions and protecting both parties.

Certification Requirements - Evidence required at audit:

Fully compliant

Compliance may be verified through crew interview

Major non conformance

Major non-conformances will be incurred where crew cannot confirm that time has been permitted to seek legal advice or to withdraw from contractual obligations prior to commencement of work.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status

- 2.5 A policy and procedure shall be in place and implemented to demonstrate that no discrimination takes place before, during or after employment (including, but not limited to: hiring, promotion, termination or retirement) in terms of payment or working and living conditions of a crew member based on their ethnicity, caste, national or local origin, religion, age, sex, gender, marital status, sexual orientation, pregnancy or maternity status, medical condition, union membership, political affiliation or any other characteristic.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that there are systems in place which stipulate that no discrimination will take place during recruitment or in remuneration.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicant will need to provide evidence (hard copy or electronic) of the policy in place and procedures followed that verify compliance with this clause. To be fully compliant policies and procedures in place must include all the elements detailed in this clause

Minor non- conformance

A minor non-conformance will be incurred if a policy and procedures are in place but are determined by the auditor to be out of date as they do not cover all new members of the crew

Major non-conformance

Major non-conformances will be incurred where policies and procedures are in place but **do not include all** the requirements of the above clause.

Major non-compliance will occur where no policies and procedures are in place

Note - Occurrences of virginity and pregnancy testing have occurred in other industries that could potentially be used to discriminate in terms of continued employment. Such testing is prohibited within the RFVS program as this practice would be indicative of potential discrimination.

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Crew Contracts, Agreements and Terms and Conditions

- 2.6 All agency-employed crew members and the applicant shall have a copy of their employment contracts or work agreement provided to them by a labour recruiter with them on board the vessel.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that a mutually agreed employment contract or work agreement is held by both parties (applies to agency crew only).

Certification Requirements - Evidence required at audit:

Fully compliant

Applicant will need to make available during on board audit copies (hard copy, electronic) of recruitment agency contracts or work agreements held between the agency or agencies and each crew member listed as current crew within crew records. Applicants will also need to ensure that each crew member also retains on board a personal copy of their contract between themselves and the recruitment provider

For day trip vessels it will be acceptable to retain copies of contract elsewhere other than on the vessel.

Where crew cannot be asked to personally provide or confirm that they hold copies of their employment contracts or work agreements during on board audits, verification will need to be established through review of any pre-audit responses received where these are in place.

Major non-conformance

Major non-conformances will be incurred where applicants cannot produce their copies of work agreements or contracts held between each of their agency recruited crew and labour recruiters.

Major non-conformances will also be incurred where reviews of responses by any crew does not confirm that each agency recruited crew member has a personal copy of the contract, they hold between themselves and the agency through which they were recruited.

- 2.7 All directly employed crew members and share (self-employed) fishermen hold a copy of their working agreement statements with them on board the vessel.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that a mutually agreed employment contract or work agreement is held by both parties.

Certification Requirements - Evidence required at audit:

Fully compliant

Crew members *both employed and share fishermen* will need to make available during on board audit copies (hard copy, electronic) of contracts or work agreements held between themselves and their employer/work provider.

For day trip vessels it will be acceptable to retain copies of contract elsewhere other than on the vessel and bring them to the vessel for the purposes of audit.

Major non-conformance

Major non-conformances will be incurred where crew members cannot produce copies of work agreements or contracts.

Major non-conformances will be incurred where responses by any crew indicate that contracts are not held.

- 2.8 No crew member shall be required to lodge deposits of any kind with the applicant for any reason, including, but not limited to, money, high value items, benefits in kind or identity papers.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that crew members have not been asked to lodge deposits, thereby mitigating the risk of forced labour.

Certification Requirements - Evidence required at audit:

Fully compliant

For absolute verification crew members, *both employed and share fishermen* will need to be present during on board audit to personally confirm that none are required to lodge deposits of any kind as detailed with the owner or person ordinarily in charge of the vessel whilst at sea.

Major non conformance

Major non-conformances will be incurred where crew members cannot confirm that deposits of any kind are not lodged.

- 2.9 No crew member shall have any deductions, except statutory requirements (e.g., tax) taken from their remuneration for any reason including for food, accommodation, personal protective equipment, as a disciplinary measure or to cover medical expenses resulting from an injury or illness.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate fair treatment and remuneration for all crew members

Certification Requirements - Evidence required at audit:

Fully compliant

For absolute verification crew members, both employed and share fishermen will need to be present during on board audit to personally confirm that their remuneration is not subject to deductions for any of the reasons specified within this clause.

Major non conformance

Major non-conformances will be incurred where crew members cannot confirm that deductions are not made from monies earned

Note. - Where fishers are engaged on a share fisher basis, deductions in relation to food costs can be common. Deductions are not made directly from individual crew wages, rather their share of the profits (and hence wage) is calculated after food has been deducted from the gross profit for the trip. If this is the case the work agreement between the fisher and the vessel owner must show that the fisher is in agreement with this.

2.10 Each crew member shall be informed that they can terminate their own employment immediately if extenuating circumstances are present or after an agreed notice period as stated in their employment contract, work agreement or share (self-employed) fisherman work agreement.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that all crew members understand their employment rights.

Certification Requirements - Evidence required at audit:

Fully compliant

For absolute verification crew members both employed and share fishermen will need to be present during on board audit to confirm that they are free to leave their position in accordance with notice periods specified within their respective contracts and agreements.

Where vessels remain at sea for significant period of time (several months) without making landfall auditors should enquire as to procedures in place to return to shore any crew who have terminated their employment under the circumstances detailed within this clause.

Major non conformance

Major non-conformances will be incurred where crew members cannot confirm that they are free to leave their position in accordance with notice periods specified within their respective contracts and agreements.

2.11 The vessel owner shall contribute to a crew member's social security if social security provisions are required by the jurisdiction of the country where the vessel is flagged.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that crew are afforded contributions to pensions and entitlement to contributory benefits as dictated by vessel country of registration requirements.

Certification Requirements - Evidence required at audit:

Fully compliant

The auditor will need to establish underlying entitlements to social security provisions for the areas within which the vessel is authorised and or licenced to operate.

If such entitlement exists, auditors will need sight of documentation (electronic or hard copy) that clearly provides details of the contributions made by the vessel owner.

For absolute verification crew members both employed and share fishermen will need to be present during on board audit to confirm that contributions are made by the vessel owner.

Major non conformance

Major non-conformances will be incurred where crew members cannot confirm that, where legally required to do so, that contributions are made by the vessel owner to their social security provisions.

2.12 A crew member who is incapacitated as a result of an illness or injury sustained at work shall be remunerated with compensation as agreed within their employment contract or work agreement or contractor agreement.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to confer the rights to be afforded to a crew member in the event that the crew member becomes incapacitated as a result of an illness or injury sustained at work.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicant provides documentary evidence (hard copy or electronic) that fully detail commitments to complying with the requirements of clause. Documentation should include signed statements from the applicant, and the person(s) ordinarily in charge of the vessel whilst at sea that this is their commitment to honour the obligations. In addition, policy should confirm that rights afforded under this clause have been communicated to the crew.

For absolute verification crew members both employed and share fishermen will need to be present during on board audit to confirm that compensation is paid as per contractual agreements.

Major non-conformance

Major non-conformance will be incurred where the applicant cannot produce any evidence to demonstrate compliance with or commitment to compliance with the requirements of this clause.

Crew Remuneration and Working Hours

- 2.13 Correct wages/shares/pay/rewards will be paid in accordance with the crew member's employment contract or work agreement or contractor agreement, direct to the crew member or family member if specified by the crew member, and will never be paid to a labour recruiter.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that crew have received agreed remuneration and that this has been paid directly to them or family members and not to third parties.

Certification Requirements - Evidence required at audit:

Fully compliant

Payment destination details noted on contracts/work agreements will need to match those on employer pay records documentation (hard copy or electronic)

Crew members will need to confirm via interview that payments are made both in accordance with their wishes and at the rates specified in their contractual agreements.

Major non conformance

Major non-conformances will be incurred where payment destination details noted on contracts/work agreements do not match those on employer pay records documentation (hard copy or electronic)

Major non-conformances will be incurred where crew members report that payments are not made in accordance with their wishes and or at the rates specified in their contractual agreements.

Note; - many vessels use the services of agents to manage payment of crew wages so auditors should seek to establish if this is the case in advance of audit. Alternatively auditors should ensure that applicants are aware of the need to have the relevant documentation on board when audits are due.

- 2.14 A log/record of each crew member's working hours and rest periods during each fishing trip shall be maintained.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate that crew have received agreed remuneration and have been given the necessary rest to perform their jobs safely. This clause aids skippers in managing work effort of their crew in order for their vessel to be safely operated.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants will need to provide documentary evidence (hard copy or electronic) of hours worked and rest periods allocated to each crew member. Information recorded in respect of cumulative totals of rest periods given to each crew member over trips must be in compliance with any overarching legislative requirements for the country in which the vessel is operating or fishing.

In certain jurisdictions legislative oversight bodies may have undertaken assessments of operating practices and manning levels and where compliant issued certificates to confirm compliance with work/rest hours requirements. These so-called Safe Manning Level Certificates are acceptable as evidence of compliance with this clause.

Minor non-conformance

Minor non-conformances will be incurred where documentary evidence (hard copy or electronic) presented by the applicant fails to fully record activities for all parts of fishing trips or all of the crew present. (Records present must demonstrate compliance with overarching legislative requirements where present.)

Major non-conformance

Major non-conformances will be incurred where the applicant cannot produce the required documentation or where that documentation clearly demonstrates failure to comply with legislative requirements.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant’s certified status

For reference, International Labour Organisation convention ILO C188 states that sufficient rest periods will be given provided (for vessels remaining at sea for more than 3 days) that

- Crew receive at least 10 hours rest every 24 hours or
- Crew receive at least 77 hours rest over a seven day period.

ILO C188 also states Nothing in this Article (Article 12) shall be deemed to impair the right of the skipper of a vessel to require a fisher to perform any hours of work necessary for the immediate safety of the vessel, the persons on board or the catch, or for the purpose of giving assistance to other boats or ships or persons in distress at sea. Accordingly, the skipper may suspend the schedule of hours of rest and require a fisher to perform any hours of work necessary until the normal situation has been restored. As soon as practicable after the normal situation has been restored, the skipper shall ensure that any fishers who have performed work in a scheduled rest period are provided with an adequate period of rest.

The intent of this clause is to recognise that crew working hours have an impact on health, safety and wellbeing. Recording of crew working hours both supports skipper/master/captain in monitoring work effort and demonstrates any breach of agreements as laid down are minimised and that there is a clear record to demonstrate accurate payment to crew.

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2.15 Each crew member will receive sufficient remuneration to meet, at least, the minimum wage requirements of the vessel's flag State, where present.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that all crew, regardless of employment status or any other characteristic, get paid at least the minimum wage for their work as set by the country of vessel registration.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants provide documentary evidence (hard copy or electronic) of hours worked and payments made that demonstrate compliance with the requirements of the clause. Applicants must also confirm their awareness (where present) of any minimum rates of pay applicable within the country or countries within which they operate or fish).

For absolute verification crew members both employed and share fishermen will need to confirm this via interview responses.

Minor non-conformance

Minor non-conformances will be incurred where applicants provide some evidence (hard copy or electronic) of hours worked and payments made that demonstrate compliance with the requirements of the clause.

Major non-conformance

Major non-conformances will be incurred where applicant cannot produce required evidence to support compliance.

Major non-conformances will also be incurred where responses to any crew interview indicate that payments received do not align with documentation reviewed.

Note - *There may be occasions where returns from fishing activities are low potentially resulting in rates of pay being received by share fishermen being less than the minimum required. Where this is reflected in documentation auditors should review a larger number of trip records (minimum 2 trips) to confirm that on average minimum rates of pay per hour are achieved*

Crew Grievances and Disciplinary Measures

2.16 An active and confidential crew grievance mechanism procedure shall be adopted which provides transparent, fair and confidential procedures to be followed in the event of a grievance being raised.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate that the applicant has provided an active and confidential crew grievance mechanism for crew to use if needed.

Certification Requirements - Evidence required at audit:

Fully compliant

From month 13 of membership applicants must maintain documentary evidence (hard copy or electronic) that fully detail grievance and disciplinary procedures in operation on the vessel. Documentation must also include commitments to transparency, fairness and confidentiality of the process should it be used.

Minor non-conformance

Minor non-conformances will be incurred where, from month 13 of membership the applicant provides some evidence that detail grievance and disciplinary procedures in operation on the vessel but elements as detailed within the clause are missing. Or, documentation doesn't include commitments to transparency, fairness and confidentiality of the process should it be used

Major non-conformance

Major non-conformances will be incurred where, from month 13 of membership the applicant cannot produce any evidence to demonstrate procedures are adopted and in place

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status

- 2.16.1 A policy and procedure shall be adopted to protect crew members on and off the vessel from possible reprisal as a result of crew members utilising the crew grievance mechanism.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate that crew members are protected from reprisal if they use the crew grievance mechanism.

Certification Requirements - Evidence required at audit:

Fully compliant

From month 13 of membership applicants must maintain documentary evidence (hard copy or electronic) that fully detail the protections afforded to crew members in the event of raising grievances through the grievance mechanisms in place.

Minor non-conformance

Minor non-conformances will be incurred where, from month 13 of membership the applicant provides some evidence that detail the protections afforded but elements are missing.

Major non-conformance

Major non-conformances will be incurred where, from month 13 of membership the applicant cannot produce any evidence to demonstrate procedures are adopted and in place to prevent reprisal actions occurring in the event of using the grievance procedures in place.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant’s certified status

2.17 There shall be effective crew grievance and disciplinary procedures in place, governing how investigations relating to crew grievances shall be conducted, including the process of how investigation outcomes shall be clearly communicated to affected crew member(s).

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate that there are documented procedures in place, which crew understand, to govern how crew grievance investigations are conducted.

Certification Requirements - Evidence required at audit:

Fully compliant

From month 13 of membership applicants must maintain documentary evidence (hard copy or electronic) that fully detail the process used to investigate grievances raised by crew members, inclusive of the procedures used to communicate the outcome of investigations to crew members.

Minor non-conformance

Minor non-conformances will be incurred where, from month 13 of membership the applicant provides some evidence that details the processes used but elements are missing.

Major non-conformance

Major non-conformances will be incurred where, from month 13 of membership the applicant cannot produce any evidence that provides detail in relation to either the investigation processes used or communication policies in place for notifying crew of investigation outcomes.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant’s certified status

2.18 All crew members shall be fully informed of their contractual rights and how to raise a grievance as part of their induction with refresher training on an annual basis.

2.18.1 A record will be kept to demonstrate that every crew member has been fully informed of, and understands, their contractual rights.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that mechanisms exist to demonstrate that all crew fully understand their rights and employer responsibilities for their employment, and that mechanisms

are in place to confirm that these rights and employer responsibilities are met.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants must maintain documentary evidence (hard copy or electronic) that fully confirm that contractual rights have been explained to every crew member. The documentation maintained must include statements that must be signed by each crew member that confirms that they both understand their contractual rights and receive refresher training on an annual basis. Details of induction training may form part of individual crew induction training records.

Minor non-conformance

Minor non-conformances will be incurred where, the applicant provides some evidence that details the processes used to explain contractual rights, but elements are missing.

Minor non-conformances will also be incurred where the applicant fails to provide annual refresher training.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot produce any evidence that provides detail in relation to explanation of contractual rights as part of induction training.

- 2.19 A policy and procedure shall be adopted by the skipper/owner that shall prohibit any form of bullying or physical abuse of a crew member, or allows any form of disciplinary action to a crew member that uses the threat of mental, verbal and/or physical abuse, or sexual harassment.

Clause category	Essential			Supplementary	
	Clause application	All	>72 hrs	24 - 71 hrs	Day trip

The intent of this clause is to demonstrate that a policy and procedure is in place to mitigate the risk of, and adequately deal with, any bullying or abuse on board.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants must provide documentary evidence (hard copy or electronic) that fully detail commitments to the prohibition and non-tolerance of physical abuse or bullying of crew members. In addition, the documentary evidence must commit to refraining from resort to abuse and harassment as detailed within the clause as a means of discipline. Policy should include signed statements from all of the applicant, the person(s) ordinarily in charge of the vessel whilst at sea and all crew that they will not resort to bullying or physically abusing any individuals forming part of the crew (including when ashore on shore-based ships business).

Minor non-conformance

Minor non-conformances will be incurred where the applicant provides some evidence that detail commitments and protections as listed within full compliance requirements, but this is not fully supported by signed commitments to comply with the policy.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot produce any evidence to demonstrate procedures are adopted and in place

The intent of this clause is to recognise that "crew on crew" or "skipper/master/captain on crew" issues as listed can occur and that the risks of this occurring are reduced by developing and adopting an enforced policy.

2.20 A sign/poster/notice or a code of conduct advising about the vessel's 'Culture of Integrity and Respect', in a language they understand, featuring a grievance mechanism helpline telephone number(s)/website details shall be displayed in crew accessible location on board the vessel.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that all crew members are fully aware of and understand their rights when working on the vessel, including what options are available if these rights are violated.

Certification Requirements - Evidence required at audit:

Fully compliant

Full compliance will be achieved where any of a sign, a poster, a notice or code of conduct is observed to be displayed or available in crew accessible areas of the vessel. The information displayed or contained should include all the elements as listed within the clause and be in a language or languages understandable to the crew. As part of demonstrating compliance with other elements of the Standard, auditors should establish that languages spoken on board allow understanding of information for all on board.

Minor non-conformance

Minor non-conformances will be incurred where the information displayed or contained does not include all the elements as listed within the clause, or is not posted in crew accessible areas. Minor non-conformances will be incurred where auditors cannot fully establish that languages spoken on board allow understanding of information for all on board.

Major non-conformance

Major non-conformances will be incurred where the information is not on display or available.

2.21 Any crew member, when visiting a foreign, home port or while at sea, shall be repatriated at the expense of the vessel owner as agreed in their employment contract or work agreement if the following situations arise:

- A crew member who has their employment contract or work agreement terminated due to serious misconduct. The vessel owner shall reserve the right to reclaim these repatriation costs if this is stated within their employment contract or work agreement

- A crew member who is incapacitated and can no longer perform their duties due to an illness or injury.
- Foreign crew employed through a labour recruitment agency or directly by the vessel owner at the termination of their employment contract or work agreement.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to confer the rights to be afforded to the individual in the event that an employment contract or work agreement is terminated or ends due to illness whilst crew members are in a foreign port.

Certification Requirements - Evidence required at audit:

Fully compliant (All 2.21 sub clauses)

Applicant will need to provide documentary evidence (hard copy or electronic) that fully detail commitments to complying with the requirements of clauses 2.21.1 to 2.21.3 should they arise. Documentation should include signed statements from the applicant, and the person(s) ordinarily in charge of the vessel whilst at sea that this is their commitment to honour the obligations. In addition policies should confirm that rights afforded under these clauses have been communicated to the crew. Confirmation of this commitment can be verified via crew interview.

Where vessels ordinarily remain at sea for significant period of time (several months) without making landfall auditors should enquire as to procedures in place to return to shore any crew requiring repatriation under the circumstances detailed within this clause.

Minor non-conformance

Minor non-conformances will be incurred where some elements of the fully compliant requirements are present but not all.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot produce any evidence to demonstrate commitment to the requirements.

Major non-conformances will also be incurred where responses via crew interview do not confirm that agreements are in place and have been communicated to the crew.

Clarification Note for Recuperation of Repatriation Fees

The vessel owner will have the right to recoup the cost of the repatriation if the crew member is if a Gross Misconduct violation to their agreed contract is proven

Gross Misconduct is defined as:

A behaviour in the workplace that is considered a serious breach of their employment agreement, an illegal or dangerous activity. Usually, it means theft, fraud, assault, or intoxication at work. It is important that employers know the difference between general misconduct and serious misconduct.

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To allow this to occur the following fisher safeguards will need to be made available

- There should be written evidence from the vessel owner on what was the reason for dismissal and repatriation.
- There also should be some short written disciplinary procedure on board, available to the fishers, which also explains/gives examples what misconduct and gross misconduct means.
- When this recuperation of fee is triggered by the vessel owner for deduction of costs usually from last pay, the fisher has been given the decent right and opportunity to be supported/or advised by a friend, labour councillor, union rep. or local welfare activist.

To safeguard the fisher the RFVS program will follow the following the relevant article/provisions for merchant ships and seafarers, to which RFVS will always look for further guidance and practical implementation, is as follows:

Misconduct

A Company may terminate the employment of a Seafarer following a serious default of the Seafarers employment obligations which gives rise to a lawful entitlement to dismissal, provided that the company shall, where possible, prior to dismissal, give written notice to the Seafarer specifying the serious default which has been the cause of the dismissal.

In the event of the dismissal of a Seafarer in accordance with this clause, the Company shall be entitled to recover from that Seafarer's balance of wages the costs involved with repatriating the Seafarer together with such costs incurred by the Company as are directly attributable to the Seafarers proven misconduct. Such costs do not, however, include the costs of providing a replacement for the dismissed Seafarer.

For the purpose of this Agreement, refusal by any Seafarer to obey an order to sail the ship shall not amount to a breach of the Seafarers employment obligations where:

- *the ship is unseaworthy or otherwise substandard as defined in Article 18.3 (e);*
- *for any reason it would be unlawful for the ship to sail;*
- *the Seafarer has a **genuine grievance** against the Company in relation to the implementation of this Agreement and has complied in full with the terms of the **Company's grievance procedure**; or*

*The Company shall ensure that a **fair, effective and expeditious on-board procedure is in place to deal with reports of breaches of employment obligations and with seafarers' complaints or grievances**. Such procedures shall be available and equally apply to all crewmembers including Masters. It **shall allow seafarers to be accompanied or represented during the procedure and provide safeguards against victimization** for raising complaints that are not manifestly vexatious or malicious.*

2.22 A crew member that dies during service shall have their body repatriated to their next of kin in their home country at the expense of the vessel owner.

Clause category	Essential			Supplementary	
	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants must provide documentary evidence (hard copy or electronic) that fully detail commitments to complying with the requirements of clause should it arise Documentation should include signed statements from the applicant that this it is their commitment to honour the obligations. In addition policy should confirm that rights afforded under this clause have been communicated to the crew. Confirmation of this commitment can be verified via crew interview.

Where vessels ordinarily remain at sea for significant period of time (several months) without making landfall auditors should enquire as to procedures in place to return to shore any crew requiring repatriation under the circumstances detailed within this clause.

Minor non-conformance

Minor non-conformances will be incurred where some elements of the fully compliant requirements are present but not all.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot produce any evidence to demonstrate commitment to the requirements.

Major non-conformances will also be incurred where responses to crew interview do not confirm that agreements are in place and have been communicated to the crew.

- 2.23 A crew member has the right to be repatriated at the expense of the vessel owner to their home country as agreed in the employment contract/work agreement if they terminate their employment contract/work agreement after serving an agreed notice period as defined within their contract, or immediately, if extenuating circumstances are present.

Clause category	Essential			Supplementary	
	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Clause application					

The intent of these clauses is to confer the rights to be afforded to a crew member if a crew member terminates their work agreement in accordance with terms agreed within their contract.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicant must provide documentary evidence (hard copy or electronic) that fully detail commitments to complying with the requirements of this clause should it arise Documentation should include signed statements from the applicant that this it is their commitment to honour the obligations. In addition policy should confirm that rights afforded under this clause have been communicated to the crew. Confirmation of this commitment can be verified via crew interview.

Where vessels ordinarily remain at sea for significant period of time (several months) without making landfall auditors should enquire as to procedures in place to return to shore any crew requiring repatriation under the circumstances detailed within this clause.

Minor non-conformance

Minor non-conformances will be incurred where some elements of the fully compliant requirements are present but not all.

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Major non-conformance

Major non-conformances will be incurred where the applicant cannot produce any evidence to demonstrate commitment to the requirements.

Major non-conformances will also be incurred where responses via crew interview do not confirm that agreements are in place and have been communicated to the crew.

Note – Extenuating circumstances are where the crew member has raised a complaint of intimidation, bullying, harassment etc. in these cases they must be allowed to leave the vessel without having to complete their contractual notice period

2.24 Any crew member that is injured and cannot continue with their contracted work duties during a fishing trip shall have the right to be returned to the vessel's home port or the nearest port in order to receive necessary treatment.

2.24.1 If the injured crew member is a resident of a foreign country, they will be repatriated back to their home port or country if they cannot continue with their contracted work duties.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that injured crew are not forced to stay with the vessel during a fishing trip against their will.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicant must provide documentary evidence (hard copy or electronic) that fully detail commitments to complying with the requirements of this clause should it arise. Documentation should include signed statements from the applicant that this is their commitment to honour the obligations. Commitments should confirm that crew treatment is a priority and that return to port will be made without undue delay. In addition, policy should confirm that rights afforded under this clause have been communicated to the crew. Confirmation of this commitment can be verified via crew interview.

Where vessels ordinarily remain at sea for significant period of time (several months) without making landfall auditors should enquire as to procedures in place to return to shore any crew requiring repatriation under the circumstances detailed within this clause.

Minor non-conformance

Minor non-conformances will be incurred where some elements of the fully compliant requirements are present but not all.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot produce any evidence to demonstrate commitment to the requirements of these clauses.

Major non-conformances will also be incurred where responses to crew interview do not confirm that agreements are in place and have been communicated to the crew.

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Crew Personal Documentation

2.25 A secure location/locker is provided for each crew member to keep individual personal documentation so that all crew have free access to their personal documents at all times.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to ensure that each crew member has exclusive access to their own lockable storage space in order to securely store their personal documents

Certification Requirements - Evidence required at audit:

Fully compliant

Auditor confirms during on board audit that there are at least as many secure (lockable) storage areas as there are crew listed within the crew list. Auditors must also confirm that crews are aware of this provision and that each crew member is in possession of their own key/lock for their designated storage locker. Confirmation of this provision can be verified via crew interview.

Minor non-conformance

Minor non-conformances will be incurred where the auditor confirms during on board audit that there are insufficient secure (lockable) storage areas to ensure each crew member has their own storage area.

Major non-conformance

Auditor confirms during on board audit that there are no lockable storage areas

Note- *for day trip vessels all crew must have the right to access this information and they must not give this to the skipper/master/captain for safe keeping if requested by them to do so.*

Crew Freedom of Movement & No Forced Labour

2.26 Each crew member is fully aware of their employment rights to either join or leave the vessel, and freely makes this decision.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate all crew are aware of their rights while in port and recognise that lack of freedom of movement can affect wellbeing.

Certification Requirements - Evidence required at audit:

Fully compliant

Confirmation of awareness of rights can only be fully verified via crew interview. Responses received must confirm that all crew are aware of their rights to join or leave freely.

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Where vessels ordinarily remain at sea for significant period of time (several months) without making landfall auditors should enquire as to procedures in place to return to shore any crew wanting to disembark and leave the vessel.

Major non-conformance

Major non-conformances will be incurred where responses received do not confirm that all crew are aware of their rights to join or leave freely.

Crew Freedom of Association

2.27 The applicant shall have a policy in place that respects the rights of every crew member to be able to have freedom of association and the right to collective bargaining.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate that there is a policy in place to cover freedom of association and collective bargaining, recognising the importance of these rights for crew wellbeing.

Certification Requirements - Evidence required at audit:

Fully compliant

With effect from month 13 of membership applicants must provide documentary evidence (hard copy or electronic) of policies detailing crew members rights to freedom of association and collective bargaining.

Major non-conformance

Major non-conformances will be incurred where, from month 13 of membership applicants cannot provide documentary evidence that policies are in place.

Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status

Child Labour

2.28 The vessel owner will not recruit crew who are under the age of 16 years old.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Full compliance will be achieved where crew records show no crew members are present below the age of 16

Major non-conformance

Major non-conformances will be incurred where crew records show crew members are present below the age of 16

Critical non-conformance

The auditor has clear evidence that there are crew members employed on the vessel that are under the age of 16

- 2.28.1 Young workers that are recruited between the age of 16 and 18 years old will be protected from risks and hazards specific to their age and in line with those activities identified within the health and safety risk assessment.

Certification Requirements - Evidence required at audit:

Fully compliant

To achieve full compliance the applicant must provide documentary evidence (hard copy or electronic) that confirms crew members aged 16 to 18 years old are protected from unnecessary risk by way of undertaking risk assessments of the activities to be undertaken by them.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot provide documentary evidence that confirms crew members aged 16 to 18 years old are protected from unnecessary risk by way of undertaking risk assessments of the activities to be undertaken by them.

Note For reference - International Labour Organisation convention ILO C188 states that the minimum age for assignment to activities on board fishing vessels, which by their nature or the circumstances in which they are carried out are likely to jeopardize the health, safety or morals of young persons, shall not be less than 18 years.

The types of activities to which paragraph 3 of this Article applies shall be determined by national laws or regulations, or by the competent authority, after consultation, taking into account the risks concerned and the applicable international standards

The performance of the activities as from the age of 16 may be authorized by national laws or regulations, or by decision of the competent authority, after consultation, on condition that the health, safety and morals of the young persons concerned are fully protected and that the young persons concerned have received adequate specific instruction or vocational training and have completed basic pre-sea safety training.

The engagement of fishers under the age of 18 for work at night is prohibited with "night" being defined in accordance with national law and practice. It shall cover a period of at least nine hours starting no later than midnight and ending no earlier than 5 a.m. An exception to strict compliance with the night work restriction may be made by the competent authority when:

(a) the effective training of the fishers concerned, in accordance with established programs and schedules, would be impaired; or

(b) the specific nature of the duty or a recognized training program requires that fishers covered by the exception perform duties at night and the authority determines, after consultation, that the work will not have a detrimental impact on their health or well-being

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2.28.2 Young workers between the age of 16 and 18 years old will have completed compulsory education before joining full-time work.

Certification Requirements - Evidence required at audit:

Fully compliant

To achieve full compliance the applicant must provide documentary evidence (hard copy or electronic) that confirms crew members aged 16 to 18 years old have completed full time education.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot provide documentary evidence that confirms crew members aged 16 to 18 years old have completed full time education.

2.28.3 Full-time apprentices will be allowed from the age of 16 years old but will have completed compulsory education.

Certification Requirements - Evidence required at audit:

Fully compliant

To achieve full compliance the applicant must provide documentary evidence (hard copy or electronic) that confirms that any crew aged 16 to 18 years old have completed compulsory education.

Any crew between the ages of 16 and 18 reported as being present as part of an apprenticeship programme must provide supporting documentation verifying the crews apprentice status.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot provide documentary evidence of completion of compulsory education. Major non-conformance will also be incurred where crew reported as being present as part of an apprenticeship programme cannot be verified as such.

Note: - *In certain countries officially recognised apprenticeship schemes that are associated with an education provider can allow person as young as 15 to be allow on board a vessel to gain some work experience as part of their course, this will be accepted as long as official documentation is present to state that this allowed*

2.28.4 Full-time apprentices will receive adequate training and support as part of the apprenticeship and will be protected from risks and hazards in line with those activities identified within the health and safety risk assessment.

Certification Requirements - Evidence required at audit:

Fully compliant

To achieve full compliance the applicant must provide documentary evidence (hard copy or electronic) that details the apprenticeship structure and training to be provided. In addition it must also confirm that apprentices are protected from unnecessary risk by way of undertaking risk assessments of the activities to be undertaken by them.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot provide documentary evidence that details the apprenticeship structure and training to be provided.

Major non-conformances will also be incurred where it cannot be confirmed that apprentices are protected from unnecessary risk by way of undertaking risk assessments of the activities to be

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undertaken by them.

2.28.5 For vessels that operate for more than 30 days at sea during a single fishing trip, no crew members under the age of 18 years old shall be employed or recruited.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to prevent the use of child labour on certified vessels and recognise that young workers and young person's require specific protection.

Certification Requirements - Evidence required at audit:

Fully compliant

To achieve full compliance, where crew records show crew members are present of less than 18 years of age, vessel logs must not show any trips of more than 30 days duration.

Major non-conformance

Major non-conformances will be incurred where crew records show crew members are present of less than 18 years of age and vessel logs and records show trips of more than 30 days duration.

Special Note for Apprentices working on Continuous Fishing Trips of 30 days or More

It has been agreed that a young person under 18 years old but over 16 years old, can go on a long trip as long as they are in a full-time apprentice scheme. To confirm the details on what will need to be in place for these vessels please refer to the BSP RFVS Interpretation Guideline Clause 2.28.5 March 2021 below .

This interpretation guidance provides clarification for clause 2.28.5 as it relates to legal and voluntary apprenticeship programs for young workers age 17 years old. Clause 2.28.5 specifies, "For vessels that operate for more than 30 days at sea during a single fishing trip, no crew members under the age of 18 years old shall be employed or recruited." This is an essential clause that applies to all vessel categories except single handers.

The intent of clause 2.28.5 is to ensure work conducted by young people (between the age of 16 and 18) does not jeopardize their health, well-being, or educational opportunities. However, it has come to our attention that some countries may have structured and regulated apprenticeship programs for professional development that provide long-term benefits of early employment experiences.

As such, the RFVS will allow full-time apprentices for young workers age 17 years old on vessels that operate for more than 30 days at sea if in accordance with national law and the following provisions:

- i. Young workers recruited will be protected from risks and hazards specific to their age and in line with those activities identified within the health and safety risk assessment.
- ii. Young worker apprentices will receive adequate training and support as part of the apprenticeship and will be protected from risks and hazards in line with those activities identified within the health and safety risk assessment.
- iii. The vessel shall provide sufficient evidence that young workers do not conduct hazardous work, night work, or participate in any other activity that may be detrimental to their physical, mental, or moral health or well-being.

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- iv. Young workers must have completed compulsory education before joining full-time work.
- v. Young workers are provided compensatory rest periods throughout each 24-hour period.
- vi. The applicant shall have a written policy stating that young workers age 17 years old are permitted to work as an apprenticeship for a single trip between 30-60 days at sea. Multiple trips exceeding 30 days at sea are prohibited for any worker under the age of 18.
- vii. Young crew members should be interviewed during the audit where they are present on board.

In addition, the applicant shall provide evidence of the following:

- National legislation that clearly states young workers (age 17) are permitted to work on board a fishing vessel for more than 30 days at sea
- Details of the apprenticeship scheme and its recruitment and selection procedures
- Evidence showing the vessel is approved (*or listed*) as a work experience vessel within the apprenticeship scheme.
- A copy of the signed employment contract with the young worker
- Evidence that the young worker has experience in short fishing trips and training within the apprenticeship.
- Evidence of completed compulsory education

Section 2 - Crew Health and Safety

The intent of this section is to give make sure that the crew are fully equipped to mitigate risks to their personal safety and that of the other crew members when working on this vessel. The section will also demonstrate that the crew living conditions on board are acceptable.

Safety at Sea

Vessel Operation Safety Requirements at Sea

2.29 Prior to any fishing trip, the applicant shall demonstrate that the vessel has the appropriate medical equipment and medicines on board with enough supplies for the number of crew and the length of the trip.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Visual inspection of medical equipment and medicines on board confirms supplies are in accordance with the requirements of the jurisdiction within which they operate.

Major non-conformance

Major non-conformances will be incurred where visual inspection confirms no medical equipment and medicines on board or medical equipment supplies are not in accordance with the requirements of the jurisdiction within which they operate.

2.29.1 At least one crew member shall have received additional first aid training to administer first aid and use all medical equipment on board the vessel.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants must provide documentary evidence (hard copy or electronic) that confirms at least one crew member other than the individual ordinarily in command of the vessel has received additional first aid training.

Major non-conformance

Major non-conformances will be incurred where applicants cannot provide documentary evidence (hard copy or electronic) that confirms at least one crew member other than the individual ordinarily in command of the vessel has received additional first aid training

2.29.2 All medical supplies used on the vessel shall be within their use by date.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to demonstrate that sufficient and appropriate medical equipment, medicines and trained crew are on board the fishing vessel for the duration of the trip.

Certification Requirements - Evidence required at audit:

Fully compliant

Visual inspection of medical supplies confirms supplies are in date.

Major non-conformance

Major non-conformances will be incurred where visual inspection of medical supplies confirms supplies are out of date.

2.30 A log of all machinery training undertaken by crew members shall be maintained within the vessel's records to demonstrate that they have been trained to operate the fishing gear and machinery.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to mitigate the risk of accident or injury through lack of training by demonstrating that all crew have been trained in the operation of machinery and equipment.

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants must provide documentary evidence (hard copy or electronic) that confirms delivery of training (inclusive of descriptors of gear and or machinery to be used) to crew members noted as responsible for, or required to use the gear or machinery listed. Names recorded in training records must include all crew members recorded as currently serving on the vessel.

Major non-conformance

Major non-conformances will be incurred where the applicant cannot provide documentary evidence (hard copy or electronic) that confirms delivery of all necessary training.

2.31 All chemicals used at sea as part of the fishing operation shall be correctly labelled, stored and used within their expiration dates.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to mitigate the risk of accidental or improper use of chemicals and to minimise the risk of crew health and safety issues

Certification Requirements - Evidence required at audit:

Fully compliant

All chemicals observed during on board audits will be stored within original containers, and in areas and conditions preventing contamination of catch.

Minor non conformance

Minor non-conformances will be incurred where chemicals observed during on board audits are either contained within unlabelled containers or are stored in areas potentially giving rise to contamination risks to the catch.

Major non-conformance

Major non-conformances will be incurred where there is clear evidence of the potential for chemicals misuse or catch contamination. Major non-conformances may also be incurred where expiration dates for chemicals use are significantly beyond required use by dates.

2.32 The applicant shall demonstrate that all crew designated to use chemicals have been correctly trained and have the correct personal protective equipment.

2.32.1 A record of the chemical use training given to each crew member shall be maintained in the vessel's documents.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to demonstrate the applicant has provided adequate training to effectively mitigate the risks associated with use of chemicals to the user, products and the vessel.

Certification Requirements - Evidence required at audit:

Fully compliant

The applicant can provide documentation (either hard copy or electronic) that records PPE required for chemicals used on board, the names of individuals trained and authorised to use the chemicals present and the purpose for which the chemicals are designated.

Minor non conformance

Minor non-conformances will be incurred where elements of the requirements for fully compliant status are missing or inadequate.

Major non-conformance

Major non-conformances will be incurred where there is no evidence of documentation to demonstrate delivery of chemicals safety training.

Major non-conformances will be incurred where there is evidence that all necessary PPE is available for use by crew using chemicals.

Note this training can be done by the skipper/owners does not have to be 3rd party provider

All crew if they have undergone the Safety of Life at Sea (SOLAS) which use of chemical is part of the training.

Safety Equipment

2.33 All dedicated safety equipment shall always be accessible.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

The applicant must confirm what equipment is deemed crew safety equipment and during on board audit it is evident that safety equipment identified by the applicant is stored in permanently accessible areas.

Demonstration of full compliance can be supported via responses by crew interview, specifically in relation to awareness of safety equipment available and its location on the vessel

Minor non conformance

Minor non-conformances will be incurred where the applicant demonstrates a limited understanding of what are essential crew safety equipment and the importance of accessibility.

Minor non-conformances may also be incurred where responses by crew interview, demonstrate a lack of awareness of safety equipment availability and its location on the vessel

Major non-conformance

Major non-conformances will be incurred where the applicant demonstrates little or no understanding of what is essential crew safety equipment and it is evident during on board audit and or in relation to any crew interview responses that crew safety equipment accessibility is compromised or is not present.

2.34 All equipment that is dedicated as a safety requirement shall be provided by the vessel owner at no cost to the crew member.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of these clauses is to demonstrate that safety equipment use is not compromised due to inaccessibility and that the crew are not expected to pay for required Personal Protective Equipment (PPE, as defined in clause 2.38).

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Certification Requirements - Evidence required at audit:

Fully compliant

This requires crew confirmation. Verification of compliance with this clause can be achieved through crew interview responses.

To be fully compliant crews must all confirm that their dedicated safety equipment is provided free of charge and can be replaced as necessary free of charge.

Minor non conformance

Minor non-conformances will be incurred where crew's responses indicate that elements of their dedicated safety equipment are charged for either initially or at the point of needing replacement. Minor non-conformances may also be incurred where some crew get free safety equipment, others do not.

Major non-conformance

Major non-conformances will be incurred where crew interview responses confirm that the majority of their safety equipment is charged for.

Note – *during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status*

2.35 The crew's safety equipment shall be operational and be correctly maintained/serviced by the vessel owner for its effective use.

2.35.1 The applicant shall demonstrate that all the documented records demonstrating compliance with the maintenance and service requirement for the crew safety equipment are retained within the vessel's documentation systems.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that the effectiveness of safety equipment is not compromised due to inoperability and that evidence can be presented regarding equipment servicing to demonstrate due diligence

Certification Requirements - Evidence required at audit:

Fully compliant

The applicant must provide documentation (either hard copy or electronic) that records all crew safety equipment servicing information including confirmation that manufacturers servicing conditions are met.

Minor non conformance

Minor non-conformances will be incurred where evidence of servicing is present but documentation systems are incomplete or less than 100% effective

Major non-conformance

Major non-conformances will be incurred where there is no evidence of crew safety equipment servicing.

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2.36 If remote safety detection equipment is used, it shall be positioned and maintained to effectively detect leaks (e.g. smoke, carbon monoxide (CO), fire, water ingress).

2.36.1 Remote safety detectors, if present, shall continue to be operational when the vessel is in port using shore-based electrical power supplies if available.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that remote safety detection equipment is placed in locations within the vessel where detection of target emissions/leaks etc. is most likely.

Certification Requirements - Evidence required at audit:

Fully compliant

Where present, it is obvious during on board audit that remote detection equipment is optimally positioned to ensure activation at the earliest point possible.

To demonstrate full compliance, where systems require power sources to operate, their operability must be confirmed whilst vessels are in port operating on shore-based power supplies.

Major non conformance

Major non-conformances will be incurred where, it is appears that remote detection equipment is not optimally positioned.

Critical non-conformance

Critical non-conformances will be incurred where; it is evident upon testing that remote detection equipment is inoperable.

2.37 All hazardous machinery identified by the health and safety risk assessment shall either be fitted with a functional emergency cut off or stop buttons that are operational and within reach of the operating crew member or shall be fitted with a guard mechanism.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to offer protection from risk during operation of hazardous machinery and to offer accessible contingency plans in stopping the machinery in the event of emergency.

Certification Requirements - Evidence required at audit:

Fully compliant

To demonstrate full compliance, it will be necessary to confirm that all machinery identified within risk assessments, are fitted with emergency cut off or stop switches. Switches must be reachable during normal operation of equipment and their effectiveness demonstrated through testing. Where risk assessments require guard mechanisms to be fitted, visual inspection must confirm their presence.

Critical non-conformance

Where identified within risk assessments as being necessary, it is observed during audit that identified machinery is not fitted with either reachable emergency cut offs or guard mechanisms.

- 2.38 Personal Protective Equipment (PPE) including, but not limited to, safety boots, hats, ear protectors, safety-glasses shall be available and worn by all persons conducting fishing and catch storage operations as required to comply with the health and safety risk assessment.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to mitigate the risk of injury during the course of operational activities.

Certification Requirements - Evidence required at audit:

Note- the only way to determine compliance is by interview with the skipper/master/captain on what equipment the crew should wear for protection. The auditor should then verify this requirement with the crew through interview. If no requirements are confirmed as being necessary by the crew, then a critical non-conformance shall be raised

- 2.39 All crew shall either wear Personal Flotation Devices (PFD) or safety harnesses when in areas of the vessel where the health and safety risk assessment deems it necessary.
- 2.39.1 The vessel shall carry sufficient PFDs for all persons on board the vessel, including any visitors.
- 2.39.2 If the health and safety risk assessment deems that survival suit protective gear is required to combat extreme conditions, then these shall be present for all persons aboard the vessel.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to reduce the risk of persons falling overboard and increase the chance of survival and recovery should this occur

Certification Requirements - Evidence required at audit:

Note- the only way to determine compliance is by interview with the skipper/master/captain on what equipment the crew should wear for protection. The auditor should then verify this requirement with the crew through interview. If no requirements are confirmed as being necessary by the crew, then a critical non-conformance shall be raised

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Clause 2.39.1

Certification Requirements - Evidence required at audit:

Fully compliant

To confirm full compliance auditors must confirm that numbers of PFDs carried on board at least match numbers of crew recorded within crew records. Auditors should also enquire about the carriage of visitors to ensure that where this is indicated that PFDs are also carried for their use.

Major non conformance

Major non-conformances will be incurred where PFD numbers do not match crew and/or visitor numbers.

Clause 2.39.2

Certification Requirements - Evidence required at audit:

Fully compliant

To confirm full compliance auditors must confirm that numbers of survival suits carried on board at least match numbers of crew recorded within crew records. Auditors should also enquire about the carriage of visitors to ensure that where this is indicated that survival suits are also carried for their use.

Major non conformance

Major non-conformances will be incurred where survival suit numbers do not match crew and/or visitor numbers.

2.40 For single-person operated vessels, the fisher shall have an operational personal distress/locator device.

Clause category	Essential			Supplementary	
	Clause application	All	>72 hrs	24 - 71 hrs	Day trip

The intent of this clause is to increase the chance of survival and detection in the event of an accident and/or emergency.

Certification Requirements - Evidence required at audit:

Fully compliant

To be fully compliant applicants must produce their distress/locator device for inspection during audit. Where the country of vessel registration requires it, the device must be registered with the competent authorities within that country. Any serial numbers associated with devices produced must be recorded to help identify the possibility of "sharing" of devices for audit compliance purposes.

Minor non conformance

Minor non-conformances will be incurred where applicants are in ownership of devices, but these have not been registered with competent authorities as may be required.

Major non conformance

Major non-conformances will be incurred where the applicant is not in ownership of any device or cannot produce it for inspection during audit.

- 2.41 Life rafts/boats if on board shall have the capacity to accommodate all the crew and any persons on board the vessel when the vessel is at sea.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that all persons on board have a safe alternative platform for refuge following vessel abandonment.

Certification Requirements - Evidence required at audit:

Fully compliant

Where present an assessment of lifeboat capacity must confirm at least sufficient capacity is present to accommodate all crew (including the person ordinarily in command of the vessel) as listed on crew records. Where applicants confirm the carrying of visitors or observers the capacity must be sufficient to carry such passengers as well as all listed crew and the person ordinarily in command of the vessel.

Critical non conformance

Where present, an assessment of lifeboat capacity confirms insufficient capacity is present to accommodate all crew (including the person in command of the vessel) as listed on crew records and or visitors and observers.

Crew Living Conditions

The intent of this section is to demonstrate that adequate facilities and conditions are provided for and maintained in order to maximise crew safety, comfort and wellbeing.

Location of Accommodation

- 2.42 All crew accommodation - in particular, the sleeping areas shall be situated behind the collision damage bulkhead.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Key Note: Vessels build before 31st December 2018 are EXEMPT from this clause

The intent of this clause is to demonstrate that crew are afforded the maximum protection possible

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in the event of collision. [Not applicable to vessels at sea for less than 24 hours unless accommodation is used during this period].

Certification Requirements - Evidence required at audit:

Fully compliant

For vessels falling under the above clause (ie those fitted with collision damage bulkheads) vessels will require to have accommodation built behind the forward collision bulkhead.

Major non conformance

Accommodation for vessels falling under the above clause which have accommodation in front of the forward collision bulkhead.

Note - Where accommodation is present auditors should enquire as to its use (even if vessel reports as a day boat). If used for rest purposes (and the vessel is built after December 2018) then accommodation must be compliant.

Fire Prevention

2.43 The applicant shall demonstrate that there are designated areas where the crew can smoke and where they cannot.

Certification Requirements - Evidence required at audit:

Fully compliant

Ideally the vessel will display clear signage specifying where crew can and cannot smoke. In the absence of signage, the applicant will need to confirm areas where smoking is prohibited and where crew are allowed to smoke. Observations of activities during audit can assist in determining if restrictions reputedly in place are adhered to. Physical evidence (or lack of) may also indicate where smoking activities take place.

Minor non conformance

Minor non-conformances will be incurred where observations or physical evidence indicate a lack of adherence to reported controls in place.

2.43.1 All crew members and visitors shall comply with these provisions.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Although absolute compliance with this clause cannot be confirmed whilst the vessel is at sea, observations whilst in port support the likelihood of this sub-clause being complied with.

Minor non conformance

Minor non-conformances will be incurred where observations or physical evidence indicate a lack of adherence to reported controls in place.

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Note -Administrative authority certificates may be in issue that have assessed these requirements but are point in time confirmation of compliance. Auditors should have due regard for the time elapsed since third party inspection.

2.44 All designated fire exits/escapes shall be identified, accessible, operational, unlocked and without mechanisms fitted that allow them to be left permanently open.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

On board observation confirms all the above requirements are complied with.

Major non conformance

Major non-conformances will be incurred where fire exits and escapes are not clearly marked, are locked, inaccessible and/or have mechanisms enabling them to remain open.

Critical non conformance

Critical non-conformances will be incurred where fire exits and escapes are locked, obstructed so as to prevent ease of escape, and or inoperable.

Note - Administrative authority certificates may be in issue that have assessed these requirements but are point in time confirmation of compliance. Auditors should have due regard for the time elapsed since third party inspection.

2.45 All fire extinguishers shall be appropriate, accessible, functional and serviced within the manufacturer’s recommended time frames.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

On board observation confirms all the above requirements are complied with. For full compliance auditors must ensure that extinguishers are of the correct capacity and type for their intended use. Where the country of vessel registration requires it, extinguishers must meet minimum legislative requirements.

Major non conformance

Major non-conformances will be incurred where on board observation confirms some or all the above requirements are not complied with.

Critical non conformance

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Critical non-conformances will be incurred where fire extinguishers are not present but there is a requirement to carry them.

Note - Administrative authority certificates may be in issue that have assessed these requirements but are point in time confirmation of compliance. Auditors should have due regard for the time elapsed since third party inspection.

2.46 The fire alarms, if fitted, shall be operable and audible from within the crew sleeping areas.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to demonstrate that the safety of all persons on board and the integrity of the vessel are maintained in the event of fire breaking out

Certification Requirements - Evidence required at audit:

Fully compliant (as appropriate)

For full compliance, on board testing of fire alarm systems (both on vessel power and shore power only) auditor confirms audibility within crew sleeping quarters.

Critical non conformance

On board Auditor testing of fire alarm systems (both on vessel power and shore power only) confirms alarms are not audible within crew sleeping quarters.

Note - Administrative authority certificates may be in issue that have assessed these requirements but are point in time confirmation of compliance. Auditors should have due regard for the time elapsed since third party inspection.

Crew Sleeping/Rest Areas Requirements

2.47 The areas of the vessel used by the crew to rest or sleep shall be in structurally good condition.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

On board inspection confirms good structural condition.

Minor non conformance

Minor non-conformances will be incurred where, in the opinion of the auditor on board inspection identifies minor structural defects sufficient to interfere with the comfort of the users.

Major non-conformance.

Major non-conformances will be incurred where, in the opinion of the auditor on board inspection identifies significant structural defects significantly impacting the usability of the space for its intended purpose.

2.48 All air ventilation ducts/systems used shall be fully operational and effectively maintained.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Where present on board auditor testing confirms air ventilation systems are fully operational.

Major non-conformance.

Major non-conformances will be incurred where on board auditor testing confirms air ventilation systems are inoperable.

The intent of this clause is to demonstrate that these areas have a good supply of fresh clean air to allow the crew to rest.

2.49 Crew sleeping areas shall have some insulation material fitted to reduce noise from the vessel engines and fishing operations machinery.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

Certification Requirements - Evidence required at audit:

Fully compliant

Assessment of compliance with this clause shall be physical inspection by the auditor to verify that there is some level of insulation material, between the crew sleeping areas and the engine room.

Major non-conformance.

Major non-conformances may be incurred where, upon audit the crew are found to be sleeping in areas that have no physical protection from the noise of the vessel's engine which would make rest periods for the crew unacceptable.

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Note – during the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant’s certified status

2.50 The sleeping areas used by the crew shall not directly open onto the engine, catch storage or processing rooms.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to demonstrate that crew have a place to relax and rest which are ventilated insulated and separated from work areas

Certification Requirements - Evidence required at audit:

Fully compliant

Visual inspection confirms no direct opening onto engine or fish room spaces.

Major non conformance

Major non-conformances will be incurred where visual inspection confirms direct opening of crew sleeping quarters onto engine or fish room spaces.

2.51 All crew members and visitors on board have a designated bunk/berth for the entire duration of their designated rest periods.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Applicants will need to confirm work patterns and bunk numbers. Following assessment of the information provided auditors will need to confirm that sufficient bunk hours are available to satisfy all rest period requirements.

Major non conformance

Major non-conformances will be incurred where; following assessment the auditor confirms that there are insufficient bunk- hours available to satisfy rest period requirements

2.51.1 If a vessel is at sea for longer than 72 hours on a single fishing trip, each crew member shall have their own bunk/berth.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Auditors must confirm that the number of observed bunks is at least equal to the number of crew members recorded as crew (including the person ordinarily in command of the vessel)

Major non conformance

Major non-conformances will be incurred where the number of observed bunks is less than the number of crew members recorded as crew (including the person ordinarily in command of the vessel)

2.52 If a mixed gender crew is employed on a vessel, separated designated sleeping areas shall be provided for all genders, as far as reasonably practical.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Visual inspection confirms an acceptable degree of separation.

Major non conformance

Major non-conformances shall be incurred where visual inspection confirms no form of separation or reported separation appears wholly impractical.

2.52.1 Where vessels operate with mixed gender crews and are at sea for more than 72 hours, accommodation shall demonstrate privacy for all genders.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to demonstrate that all crew members have a designated place to rest which accommodates privacy

Certification Requirements - Evidence required at audit:

Fully compliant

Visual inspection confirms privacy is afforded to each gender.

Major non conformance

Major non-conformances shall be incurred where visual inspection confirms no demonstration of privacy or reported privacy arrangements appear wholly impractical.

Galley/Food Production Area Requirements

2.53 All cooking and heating appliances used on the vessel shall be in structurally good condition and not pose a health or safety risk to the operator or vessel.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

Visual inspection of cooking and heating appliances confirms them to appear in good condition. For full compliance applicants should be requested to demonstrate their serviceability.

Minor non-conformance

Minor non-conformances shall be incurred where either cooking or heating appliances are present but inoperable

Major non conformance

Major non-conformances shall be incurred where visual inspection indicates equipment is in a poor or dangerous state.

2.54 All food provisions shall be stored to avoid the risk of harmful contamination.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

To be fully compliant observed stowage of food must be confirmed as minimising the risk of cross contamination and spoilage, and stored in accordance with recognised best practice within the country of operation. In the absence of physical observations persons ordinarily in charge of food stowage and preparation should be questioned as regards practices occurring on board which

should meet best practice guidance.

Major non conformance

Major non-conformances shall be incurred where stowage of food is identified as likely to result in cross contamination and spoilage of food so as to render it unsafe or unfit for human consumption.

2.55 The galley/cooking area shall have a suitably equipped hand washing facility.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant (as appropriate)

To be fully compliant, where present, hand washing facilities within galleys/cooking areas must be serviceable and in good condition

Major non conformance

Major non-conformances shall be incurred where hand washing facilities are either absent or unserviceable or in very poor condition.

2.56 All crew shall have continuous access to potable water that is clearly identifiable and accessible.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

To be fully compliant applicants must demonstrate that potable water freely available, identifiable and freely available to all crew without restriction.

Supplementary verification of availability may be possible through review of any pre-audit crew questionnaire responses. In addition, the need to determine how much water can be carried and calculate the number of crew and the geographical location of the vessel to determine the required water usage which should be in the range of 5- 7.5 litres per day per person

Critical non conformance

Critical non-conformances will be incurred where it is evident that inadequate potable water is available for crew consumption and or responses to any crew interview indicate lack of availability to meet these guidelines.

2.57 The galley/cooking area shall be maintained in a structurally good condition that can be effectively cleaned.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

To be fully compliant inspection of the galley by auditors must confirm that all food preparation surfaces are constructed of materials that are smooth, impervious and easy to keep clean. General observations should be able to identify cleaning materials used in the cleaning of the galley, sufficient to effectively clean the galley after use.

Major non conformance

Major non-conformances will be incurred where inspection of the galley confirms that some or all food preparation surfaces are constructed of materials that cannot be satisfactorily cleaned and maintained in a clean condition. In addition, general observations cannot identify cleaning materials used in the cleaning of the galley, sufficient to effectively clean the galley after use.

2.58 The galley/cooking area shall be maintained in a clean condition.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

Certification Requirements - Evidence required at audit:

Fully compliant

At the time of inspection the galley is found to be in a clean condition. General observations should be able to identify cleaning materials used in the cleaning of the galley, sufficient to effectively clean the galley after use.

Minor non conformance

Major non-conformances will be incurred where general observations cannot identify cleaning materials used in the cleaning of the galley, sufficient to effectively clean the galley after use.

Note - Dependent upon the timing of the audit galley conditions may suggest a lack of compliance with this clause. Consideration should be given to the importance of any competing priorities occurring at the time of audit (eg landing activities). Discussions with crew involved in galley cleaning activities, in addition to observations made should be used to balance judgement on compliance with this clause.

2.59 For vessels operating on fishing trips of 24 hours or more, they shall be equipped with suitable refrigerated storage.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these clauses is to demonstrate that any food given to the crew is fit for human consumption to prevent the risk of food poisoning and to demonstrate that they have enough food and water to sustain a good quality of life.

Certification Requirements - Evidence required at audit:

Fully compliant

To be fully compliance auditors must observe dedicated, working crew food refrigerated storage provision.

Major non conformance

Major non-conformances will be incurred where auditors cannot identify the presence of dedicated refrigerated storage. Storage of food or drink for crew consumption on/in ice intended for use on catch is not acceptable.

2.60 - For vessels operating on fishing trips of 24 hours or more, the nutritional quality and quantity of the food provided to the crew shall be assessed to ensure that a balanced diet is maintained.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

2.60.1 Any food provided to the crew shall not be in breach of any ethical, religious or personal rights of a crew member

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of these causes is to ensure that a good variety of food is provided to maintain a healthy diet.

Provision should also be made for any special needs because of religion, special dietary requirement, or customary dietary practices where certain rules or requirements in relation to some food or with the way food is prepared must be observed.

Certification Requirements - Evidence required at audit:

Fully compliant

To be fully compliant the type of food provided shall meet with the balance diet provisions as set out in the clarification note.

Major non conformance

Major non-conformance will be incurred where an auditor cannot determine from the evidence provided that all the crew are given the variety and type of food to meet the requirements as set out by the clarification note

Clarification note Diet and Nutrition

A good variety of food provides a healthy diet. Meals should provide a balance of carbohydrates, protein, fat, fibre, vitamins and minerals. Food should be prepared and cooked with minimum levels of salt, fat and sugar.

As a general guide:

Carbohydrates: High energy food including potatoes, rice, pasta, bread and breakfast cereals

Proteins: fish, meat, poultry, eggs, milk and other dairy products (check the fat content of some cheeses)

Vitamins and minerals: are contained in fresh, frozen, dried and canned fruit and vegetables including fruit juices.

Drinks: a balanced intake is important with not too much sugar, caffeine or calories. Water, fruit juices and low-fat milk are all good alternatives.

*Provision should be made for **any special needs because of religion, special dietary requirement, or customary dietary practices where certain rules or requirements in relation to some food or with the way food is prepared must be observed.***

Washing and Sanitation Requirements

2.61 At all times the crew shall have access to sanitation and washing facilities that are clean, and operational.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

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Certification Requirements - Evidence required at audit:

Fully compliant

To be fully compliant sanitation and washing facilities must be present and available for crew use

Major non conformance

Major non-conformances will be incurred where auditors cannot identify the presence of sanitation and/or washing facilities.

Note - Many vessels, particularly smaller, day trip vessels will only have rudimentary facilities. Toilet facilities may often be portable with sea water being used to wash hands.

2.61.1 The sanitary facilities shall offer privacy to the user.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander

The intent of this clause is to demonstrate that sanitation and washing areas are maintained in a clean and operational condition.

Certification Requirements - Evidence required at audit:

Fully compliant

To be fully compliant sanitation facilities should offer privacy to the user. For open vessels, as a minimum there should be no direct line of sight between the user and any other persons on board the vessel.

Major non conformance

Major non-conformances will be incurred where applicants cannot demonstrate that sanitation facilities provided do not offer privacy to the user.

Crew Communication Provisions

2.62 All crew shall have the right to access a confidential, free, real time communication link, appropriate for the length of the fishing trip, with which to contact family and friends when out at sea.

Note - Additional requirement with immediate effect for vessels operating at sea for more than 30 consecutive days at sea.

Clause category	Essential			Supplementary	
Clause application	All	>72 hrs	24 - 71 hrs	Day trip	Single hander
Supplementary Clause compliance time limit			12 months from initial certification		

The intent of this clause is to demonstrate the crew have access to an accessible and confidential communication link, mitigating the risk of isolation where trip durations are significant.

Certification Requirements - Evidence required at audit

Fully compliant

Real time communications links must be available and free for all crew to use. For full compliance to be verified responses to any crew interview must confirm that these facilities are available and free to use.

*Other than for vessels operating at sea for more than 30 days (**who must comply with immediate effect**) the above requirements must be met by all vessels operating at sea for more than 72 hours no later than 12 months after initial certification. Full compliance may be verified via responses to any crew interview which must confirm that these facilities are available and free to use.*

Minor non conformance

Minor non-conformances will be incurred where real time communications links are available but the applicant or any crew interview responses indicate an element of charging.

Major non conformance

Major non-conformances will be incurred where no real time communications links are available for crews operating on vessels at sea for more than 30 days.

Major non-conformances will be incurred where after 12 months of membership no real time communications links are available for crews operating on vessels at sea for more than 72 hours

Note- *Proximity to land (or otherwise) may render communications intermittent or temporarily inoperable.*

During the annual surveillance after the initial certification if evidence/records are not available showing compliance with this clause this shall be deemed to be a non-compliance and could potentially lead to the withdrawal of the applicant's certified status

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Appendix One: Key Definitions

Agency crew (Agency worker)

An individual who:

- Is supplied by a temporary work agency to work temporarily for and under the supervision and direction of a hirer; and
- Has a contract with the temporary work agency which is:
 - a contract of employment with the agency, or
 - any other contract to perform work and services personally for the agency.

Applicant

The owner and/or skipper/master/captain and/or group representative that together will formally apply to be assessed against the RFVS.

Child

A person who is under the age of 18 years old.

Child Labor

Any work undertaken by a person below the age of 16 years on board an RFVS vessel.

Commercial fishing

All fishing operations, including fishing operations on rivers, lakes or canals, with the exception of subsistence fishing and recreational fishing.

Competent authority

The minister, government department or other authority who has the power to issue and enforce regulations, orders or other instructions having the force of law in respect of the subject matter of the provision concerned.

Crew

The skipper/master/captain and all persons employed or engaged in any capacity on board a fishing vessel on the business of that vessel, including observers but not including family members under the age of 16.

Day trip

Any vessel, irrespective of length or crewing level, that remains continually at sea for less than 24 hours in any one trip, unless exceptional or unforeseen circumstances are present.

Employed Crew

A crew member directly employed by the vessel owner under a contract of service to crew the vessel, with statutory rights of an employed mariner under national legislation.

Family member

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A child of either of the parents, or legal guardian, who skipper or captain a vessel on a regular basis, not including those of temporary relief skippers or captains.

Fisher or Harvester

Every person employed or engaged in any capacity or carrying out an occupation on board any fishing vessel, including persons working on board who are paid on the basis of a share of the catch but excluding pilots, naval personnel, other persons in the permanent service of a government, shore-based persons carrying out work aboard a fishing vessel and fisheries observers.

Fishing Trip (Length of trip)

The time from which a fishing vessel departs port to undertake fishing operations until its return to port to land its catch.

Fishing vessel or Vessel

Any ship or boat, of any nature whatsoever, irrespective of the form of ownership, used or intended to be used for the purpose of commercial fishing.

Fishery

A fishery as a unit determined by an authority or other entity that is engaged in raising and/or harvesting fish. Typically, the unit is defined in terms of some or all of the following: the people involved, the species or type of fish, area of water or seabed, method of fishing, class of boats and purpose of the activities.

Forced Labor

All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily. This includes other unethical labour practices recognised under law as forced labour, including debt bondage, human trafficking and other forms of modern slavery.

Illegal Fishing

Refers to **fishing activities** conducted by foreign vessels without permission in waters under the jurisdiction of another state, or which contravene its fisheries law and regulations in some other manner.

Illegitimate Harvesting Methods

Using poisons, explosives and shooting as methods of catching, fishing or controlling predation are deemed to be illegitimate.

Legal Fishery

Uses a system of rules which a particular country or region recognizes as regulating the actions of its members and which it may enforce by the imposition of penalties.

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Labour Recruiter (Recruitment Agency)

Recruitment and placement service including any person, company, institution, agency or other organization, in the public or the private sector, which is engaged in recruiting fishers on behalf of, or placing fishers with, fishing vessel owners.

Recruitment fees or 'related costs'

Refers to any fees or costs incurred in the recruitment process in order for workers to secure employment or placement, regardless of the manner, timing or location of their imposition or collection.

Remuneration

The pay or other financial compensation provided in exchange for services performed by the crew.

Share (Self-Employed) Fisher

A share fisher is self-employed and has been classified as someone who:

- Has an agreed work agreement but is not employed under a contract of service;
- Is skipper/master/captain or a crewmember of a fishing boat manned by more than one person; and
- Gets all or part of their pay by sharing the profits or gross earnings of the fishing boat.

Note- Some fishers have now created their own company to sell their crew services to the vessel owner, where this is the case the vessel owner will have a contract with the fisher's company to provide crewing services and not with the fisher individually.

Skipper/master/captain

The fisher having command of a fishing vessel.

Single-hander or Single-handed or Single-person operated

Any vessel that ordinarily conducts fishing operations with only one person on board.

Trans-shipment

The shipment or off-loading of goods from a fishing vessel and loading to another vessel while out at sea.

Vessel owner or Fishing vessel owner or Owner

The owner of the fishing vessel or any other organization or person, such as the manager, agent or bareboat charterer, who has assumed the responsibility for the operation of the vessel from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on fishing vessel owners in accordance with the Convention, regardless of whether any other organization or person fulfils certain of the duties or responsibilities on behalf of the fishing vessel owner.

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Work

Any activity involving mental or physical effort done in order to achieve a purpose or result, whether for remuneration or not.

Work agreement

A contract of employment, articles of agreement or other similar arrangements, or any other contract governing a fisher's living and working conditions on board a vessel.

Young person

A person between the ages of 16 and 18 years old.

Young worker

A crew member between the ages of 16 and 18 years old.

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Appendix Two: Acronym Glossary

Acronym Long name

AIS	Automatic Identification System
CO	Carbon Monoxide
ETP	Endangered, Threatened, Protected (species)
FAO	Food and Agriculture Organisation of the United Nations
ILO	International Labour Organization
IMO	International Maritime Organization
ISO	International Organization for Standardization
MARPOL	The International Convention for the Prevention of Pollution from Ships
MGN	Marine Guidance Note
NGO	Non-Governmental Organization
PPE	Personal Protective Equipment
RFMO	Regional Fisheries Management Organisation
UVI	Unique Vessel Identifier
VMS	Vessel Monitoring System

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