

CSC RFM Job Descriptions

CSC RFM Manager

The RFM Program is managed on a day-to-day basis by the CSC RFM Manager with support from contract experts and administrative staff.

The CSC RFM Manager is the central point of contact for RFM program-related inquiries.

The CSC RFM Manager's role is to support and be accountable for the RFM Program activities related to the implementation and maintenance of the Quality Management Systems.

Principle Tasks:

1. Facilitating, through the relevant Committees the management and development of the RFM Standards, policies and procedures;
2. Reviewing the activities of certification bodies that provide assessment services, and ensuring these activities are monitored and controlled;
3. Managing contract experts on matters related to accreditation, certification and fisheries management;
4. Liaise with external bodies that are relevant to the policy and plans for the RFM Program;
5. Ensuring that complaints concerning the operation of the RFM Program are dealt with promptly in accordance with the procedure outlined in this manual;
6. Processing applications for approval of new certification bodies;
7. Preparing agenda and relevant reports for meetings of the committees in conjunction with the Chairpersons;
8. Ensuring that appeals by applicants and clients against decisions of the certification bodies are processed in accordance with the procedure defined in the rules governing certification.
9. Maintaining the document control procedures and relevant record keeping.
10. Maintain a list of certified enterprises for chain of custody and ensure this is made publicly available via the RFM website.
11. Ensure fishery audit reports are publicly available via the RFM website (excluding commercially sensitive material) after certification has been granted.
12. Notifies Certification Bodies, Accreditation Boards, and certified enterprises of any change in management procedures, which affects program rules and procedures for accreditation or certification.
13. To lead and maintain appropriate contact with the appointed accreditation services and any relevant benchmarking initiatives;
14. To assist in the development and maintenance of all RFM quality management system documentation relating to Certification, Accreditation and RFM Standards;
15. To keep RFM certification activities and administrative procedures under review to ensure that they are operated in accordance with the procedures defined in this control manual;
16. To conduct internal reviews and prepare and submit summaries to the Board of Program compliance;
17. To identify specific training needs relevant to the tasks performed by CB's, individual members of staff and proposing arrangements, through courses and seminars, for training to be given as appropriate.

18. Liaise with relevant committees and internal ASMI staff to ensure that all RFM activities operating within, or seeking to operate within, the scope of Accreditation are conducted in accordance with the requirements of ISO 17065 and/or the appropriate Accreditation Standard.

CSC RFM Program Contracted Experts

The CSC RFM Manager engages experts (Certification, Accreditation, and Fishery and Chain of Custody Management) to assist with the CSC RFM Program management.

Principal Tasks

Certification Experts

1. Certification Experts are responsible for liaising with Certification Bodies on any operational queries.
2. Certification Experts ensure that the validity of a certification cycles.
3. Certification Experts ensure that Certification Bodies carry out periodic surveillance and monitoring at sufficiently close intervals to verify that certified operations continue to comply with the certification requirements.
4. Certification Experts ensure that Certification Bodies apply a consistent methodology to assess compliance with the standard.
5. Certification Experts ensure that accredited Certification Bodies have consistent documented procedures that specify the conditions under which certification may be suspended or withdrawn, partially or in total, for all or part of the scope of certification.
6. Certification Experts ensure that that accredited Certification Bodies have certification procedures and guidance for multi-site certifications.
7. Certification Experts ensure that Certification Bodies use consistent formats for audit reports and reporting.
8. Certification Experts ensure that Certification Bodies have in place consistent procedures for stakeholders to provide input during the certification process.
9. Certification Experts ensure that Certification Bodies solicit stakeholder input during the fishery audit process.
10. Certification Experts ensure that Certification Bodies use a consistent procedure for determining non-compliances, for verifying corrective actions arising from non-compliances, and for allowing for appeals of non-compliances.
11. Certification Experts ensure that the scope of the certification audit include a visit to locations pertinent to the scope of the certification.
12. Certification Experts ensure that Certification Body auditors to have successfully completed training in the RFM Program
13. Certification Experts ensure that Certification Bodies include the following in their competence assessment of auditors:
 - An assessment of knowledge and skills for each fundamental area the auditor will be expected to be working;
 - An assessment of knowledge of pertinent fishery and the ability to access and be able to apply relevant laws and regulations;
 - An assessment of the personal attributes of the auditor, to ensure they conduct themselves in a professional manner;
 - A period of supervised training to cover the assessment fishery and specific audit techniques and specific category knowledge;
 - A documented sign off of the satisfactory completion of the training program by the appointed competent supervisor;

- Certification Experts ensure that a Certification Body's lead auditors participate annually in at least one audit against the Program standard to maintain category and Program knowledge;
- Certification Experts ensure that Certification Bodies have a continuing professional development program in place that provides auditors with current best practice for fishery management.
- Certification Experts ensure that Certification Bodies have documented procedures for auditing methods and frequency of audits that meet the following requirements:
 - certificate validity does not exceed three years;
 - periodicity depends on risk factors;
 - changes to an enterprise's traceability system that are deemed to affect the
 - integrity of the Chain of Custody result in an onsite re-audit.

Standards and Program Experts

1. The Program Experts are responsible for coordinating the annual review of the RFM Program in conjunction with the CSC RFM Manager and facilitating the proposed 'RFM Program of Work.'
2. The Standards Experts assist with Standards Committee facilitation and the drafting of Standards following direction from the relevant Committees
3. The Program experts ensure that the RFM Certified Seal management system is functional and that approved clients use a RFM Certified Seal only in respect of the Certificate of Approval, and strictly in accordance with the conditions for its use.

Independence and Confidentiality

The RFM Team and Contracted Experts shall maintain in strict confidence all information and data related to RFM Certification activities obtained in the course of their duties other than that which is in the public domain unless otherwise required by law or authorized by the CSC RFM Manager.