RFM Procedure 5:

Program Administration: Annual Review, Document Control/ Management, and Program of Work

Responsible Fisheries Management (RFM) Certification Program

Fully Aligned to ISO 17065

RFM Procedure 5 Version 5.1 : Program Administration, November 2022

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1. Purpose

This procedure defines the method by which the CSC RFM Team reviews the RFM Program and Quality Management System to ensure that the system continues to support the policies and strategies approved by the Certified Seafood Collaborative Board (CSC) and the requirements of Accreditation, FAO and GSSI Benchmark Standards and other recognized benchmarking templates.

This procedure also describes the method by which the controlled copies of the RFM Quality Management System (QMS) documents are changed, approved, issued and maintained. In addition, this procedure maps out a biannual process in which the contents of the Scope of Work is updated and maintained.

2. Scope

The review will consider the performance of the Committees, Certification Bodies and Accreditation Bodies operating within RFM Program and the Quality Management System, as demonstrated by consistency and compliance with the Program's strategy, policies, procedures, certifications, and accreditation service requirements. Complaints and observations of customers, certification bodies, clients, accreditation bodies, and other stakeholders may be considered. Consideration will also be given to the relevance, efficiency, and practicality of the RFM Program and its Standards.

Management of Document Control of the Quality Management System is the responsibility of the CSC Chair and CSC RFM Program Manager, or designee. RFM documents are graded into three tiers as listed below:

a) Tier 1: Policy, Standards and Key Document Control

Document	Change Recommendation Lead(s)	Approval By
Quality Management System (chapters 1-7)	RFM Team	CSC Management Board
RFM Procedure 5	RFM Team	CSC Management Board
RFM Fishery Standard	RFM Fisheries Standard Committee	CSC Management Board
RFM Chain of Custody Standard	Unified RFM Technical Advisory Committee	CSC Management Board

b) Tier 2: Scoring and RFM Processes

Document	Change Recommendation Lead(s)	Approval By
RFM Scoring Guidance	RFM Fisheries Standard Committee	CSC Management Board
RFM Procedures 1-4, 6-10	RFM Team	CSC Management Board

For documents under Tiers 1 and 2, the RFM Committee will have a formal 28- calendar day review period prior to the final documents going to the CSC Board for approval.

c) Tier 3 - RFM Forms, Factsheets, Recording Templates and Administrative Changes to the QMS

Document	Change Recommendation Lead	Approval By
RFM Templates and Training Materials	RFM Team	CSC RFM Program Manager
Administrative Materials and Documents	RFM Team	CSC RFM Program Manager

Version reviews and updates will be documented for RFM's Quality Management System materials to show that the documents have been issued after approval. All relevant QMS and Procedure documents will be available on the CSC website.

Lastly, this procedure covers the Program of Work including all strategies, objectives, targets, standards (including the RFM Fishery Standard and RFM Chain of Custody Standard), materials, and procedures produced under the RFM QMS and Procedures and the processes used for their development, including expert consultations, comment periods, reviews, and implementation and training under the RFM Program.

3. Process

3.1 Current Performance Review

The CSC RFM Program Manager, shall report to the CSC Management Board at least once each calendar year on the performance of the RFM Program and Quality Management System.

The report will include the following:

a) A review of the RFM Program and Quality Management System, including a summary of an audit identifying any areas of concern and proposed modifications to address those concerns;

b) A full report on each Certification Body and Accreditation service provider, identifying any observations or non-conformances, which could affect the acceptance of RFM Program or Certification Body's accreditation;

c) A formal documented report on potential conflicts of interests of the relationships between Board members and Committee members and external parties to ensure that there are no conflicts of interest;

d) A summary of any complaints and actions taken;

e) A summary of open comments from the public to include any feedback from stakeholders that CSC has identified as being directly affected by the RFM Certification Program." and

f) An evaluation assessing the suitability, adequacy and effectiveness of the RFM Program's management system identifying improvement opportunities. The evaluation shall also be used to identify and assess any changes needed to policy, objectives, resource needs and improvement to product or services.

The Internal Review will be circulated and presented by the CSC RFM Program Manager to the relevant Committees (FSC/Technical Committee) and the CSC Management Board. The Committees, CSC RFM Program Manager, and Management Board will review all actions taken or proposed to address concerns identified in the report.

Committees may propose (subject to approval of the Management Board) other actions to be implemented by the RFM Team.

3.2 Review Records

The minutes of the CSC Management Board and relevant committee meetings shall record the response to the review, including any actions to be implemented by the CSC RFM Program Manager, and the RFM Team.

Copies of reports presented will be maintained and held by the CSC RFM Program Manager.

3.3 Version Management

Master copies of both current version and immediately superseded version will be retained by CSC, under the direction of the CSC RFM Program Manager. Any documents requiring signature shall be retained as hard copy.

Program Standards and Scoring Documents will be identified by version number and/or date.

3.4   Version Notification

The CSC RFM Program Manager, shall also be responsible for ensuring that Certification Bodies and Accreditation Bodies are informed and directed to the CSC website for the current versions of relevant Quality Management System Procedures and any supporting materials.

3.5   Review and Update

Policy and Control

As part of an annual Quality Management System Review, the above documents will be reviewed at least once per year, but may be changed under authority of the CSC Management Board at any time, to reflect current best practices or align the Program with its policies, objectives, and goals.

The CSC RFM Program Manager, and RFM Team are responsible for the maintenance of the Quality Management System.

Proposed changes to the Policy, Procedures and RFM Standards can only be made under the authorization of the relevant party listed above for each key document.

Program Standards and Scoring Documents

The CSC RFM Program Manager, shall ensure that RFM Program Standards and associated Scoring documents are reviewed by the appropriate RFM Advisory Committees and updated accordingly, in accordance with the program requirements (including standards development and review) and as required by relevant regulatory and legislative requirements.

Following approval by the CSC Management Board, the CSC RFM Program Manager shall reissue amended documents in accordance with the requirements of the applicable provisions of the QMS and Procedures.

Forms

CSC RFM Program Manager directs the approved Certification Bodies to create their own RFM Forms. To assist with consistency CSC RFM team may provide support and advice on what shall need to be included on a Certification Body's reporting form templates.

RFM Program Standards

Minor revisions relative to grammar and specificity to the Program Standards will require an update of the revision number.

Major substantive revisions to the Program Standards will result in reissuance of the Standard and an update of the version number.

An amendment record indicating the revisions and version updates shall also be included at the back of each document.

Scoring and Rules

Changes to the RFM Scoring and Rules and Regulations will require an Issue Number change.

An amendment record of the changes to the Rules and Regulations will also be included in the change log found at the end of each Procedure.

Forms and Checklists

Changes to forms shall be identified by issue number and date.

3.6   Program of Work

The Program of Work will detail any changes to the RFM Program and its materials, scheduled reviews of the RFM Program Standards and other aspects of the RFM Program and the timetable established for completion of those reviews. Progress and timetables including comment periods will be communicated through the CSC website.

At a minimum, the Program of Work will specify:

- Scheme owners name and address;

- All standards currently under preparation;

- All standards currently under reviewing or revision; and

- Any standards which were adopted in the preceding period.

The CSC RFM Program Manager is responsible for posting the RFM Program of Work on the CSC Website and reporting on the progress of this work every twelve months.

The RFM Fisheries Standard Committee will establish a Program of Work for the RFM Fishery Standards consistent with the requirements of the RFM QMS.

The Unified Technical Advisory Committee will agree and establish a Program of Work for the RFM Chain of Custody Standard consistent with the requirements of the RFM QMS.

The RFM Team is responsible for coordinating the Program of Work, in consultation with the CSC RFM Program Manager.

4. Record Management

The CSC RFM Program Manager, shall ensure that a master file of all documents is maintained, and document control will be verified through an annual review. Records will be maintained by CSC, either on a shared drive, or hard copy. Records shall be maintained for a period of at least one full standard revision cycle. Records shall be made available to interested stakeholders on request.

Key Records include:

Committee Management Records

a) Signed Terms of Reference (TOR)

- CSC Management Board

- RFM Fisheries Standard Committee

- Unified RFM Technical Advisory Committee

- TOR Amendment Records

b) Minutes of Meetings

c) Programs of Work

d) Committee Review Reports

Quality Management System

a) Current QMS

b) Internal Review Reports

c) Superseded QMS

d) Change Agreements

e) Current Procedures

f) Superseded Procedures

g) Internal Review Reports Change Agreements

h) Complaint Management records

RFM Standards Management

a) Current issue of Standards and Scoring

b) Superseded issue of Standards and Scoring

c) Current Program of Work

d) Superseded Program of Work

e) Public comments and responses

f) Complaints

Certification Body Management

a) CB Approval Agreements

b) CB Quality Management Systems

c) CB Templates

d) CB Review Reports

e) CB Assessors

Accreditation Body Approval

a) AB Approval Agreements and/or MOUs

b) AB Review reports

Certified Clients

a) List of Certified Clients / Fishery and related CB

b) List of Certified Clients / Chain of Custody and related CB

c) List of Certified Logo Use and Approvals

d) Seal Monitoring Reports