

2022 RFM Program Review
(A Review of the GSSI Review and other Items not included)

The GSSI conducted a full RFM Program assessment and external review in the last six months of 2022 and this served as the 2022 RFM Program Review.

The following documents and procedures were reviewed by both the RFM team and the external GSSI team as part of the full GSSI reassessment.

The findings of the GSSI report were made available on their website and RFM was certified as meeting GSSI requirements:

Form No.	Form / Standard Letters	Reviewed Issue Date (web)	2022 Action
	Forms		
1	Forms and Documents Index		Updated
2	CB Draft Contract (blank)		Updated
3	CSC Board ToR (blank)		Updated
4	FSC TOR (blank)	Jun-16	Updated
5	CoC TOR	Sept 2018	Updated
6	Program of Work Outline (blank)	Jan-June 2022	Updated
7	CB Review template (blank)	2021	Updated
8	RFM CB Training Deck	Nov-21	Updated

RFM Mgt Documents			
1	RFM Fishery Management Standard V2.1	Sept-20	Updated
2	Data Deficient Scoring Guidance	2021	Updated
3	RFM Fishery Scoring Guidance	Jan-21	Updated
4	Chain Of Custody V2.4	Nov-15	Updated
5	Unified Chain of Custody Standard V2.5	Jan-21	Updated
6	RFM QMS	Sept-20	Updated
7	Procedure 1 CB Approval for Fishery Standard	Sept-20	Updated
8	Procedure 2 Application to Cert Fishery Management	Sept-20	Updated
9	Procedure 3 CB Approval for CoC	May-21	Updated
10	Procedure 4 Application to Cert CoC	Sept-21	Updated
11	Procedure 5 Program Administration	Sept-20	Updated

			Updated
12	Procedure 6 Logo Management	Sept-20	Updated
13	Procedure 7 Complaints and Appeals	Sept-20	Updated
14	Procedure 8 Appointment and Control of Assessors	Sept-20	Updated
15	Procedure 9 Extraordinary Requests	Aug-22	Updated
16	Procedure 10 Standard Development	Sept-20	Updated
17	Roles and Job outlines	Aug-22	Updated
18	Letter of Temporary Variance	Sept-21	Updated
	Organisation Admin		
	CSC Business Licence	May 21, 2020 to December 31, 2021	Reviewed
	CSC Business Registration	May 20 to July 24	Reviewed

The RFM Team listed some further Observations from the GSSI Review - Jan 2023

The following were not included/commented on in the GSSI findings during their review but were recorded by the RFM team as being part of the internal review or getting ongoing attention as part of CSC RFM Continuous Improvement.

CB Management

All accredited CBs (excluding MGRAG) were reviewed by the RFM team. The review findings were reviewed by the GSSI but not comment on in their report.

All CBs were find to be in alignment and meeting RFM expectations.

CSC Website; recommend content is reviewed regularly (max 6 Months), relevant to issue.

- Some content had become outdated and not reflective of the latest status / situation relating to governance. Review regularly.
- List of CoC certified facilities was not up to date (within a suitable timeline that outdated certificates should be removed and new ones added). Suggest Review monthly.
- Whilst edits have been made, it would benefit from a sense check of pages / content to ensure any ambiguities are removed and that it is brought up to date.

CSC Governance;

- Annual checking ToRs to reflect the latest/current/ actual practice would be recommended. Using these to define clear requirements for committees on an ongoing basis, to ensure they are effectively involved as the ToRs state.

Program Management

- Establish a system so that documents are not published without being quality checked after edits had been made. Some errors in version numbers, content etc.
- Enhance Version control and master lists of all documents. This was limited. Perhaps create a centralised system that the team has access to to ensure there is enhanced transparency re the accuracy and control around record keeping.
- Suggest central management system includes copies of relevant e-mails (who, what, when) etc.

Standards

- Fishery; check introduction and ensure clarity regarding V2.1. Review change control sections in the annexes to remove any outdated changes.
- CoC; check introduction, and ensure clarity regarding unified version etc. (double check if this has similar issues with complicated version control content).

Procedures (all)

- Version control needs annual review and consistency
- Procedures to be followed as written or explanations and approvals for deviations.
- Procedures need reviewed for relevancy
- Change management not being included in all revisions i.e. as a list at the end.

- Would recommend that a 'task list' is established for key procedures and set an annual schedule of tasks that need to be completed. Align that with a task list to check they are completed.
- Recommend maintaining a centralised calendar that helps manage tasks, when they are overdue etc.

GSSI Review Management

- Establish a central GSSI system to include all previous assessments and results. Suggest this is structured around the sections / components so it is easy to see the evidence submitted.
- Develop a 'master list' of key requirements, lessons learnt etc.