Friend of the Sea
Sustainable Ornamental Species
Standard

REV	DATE	REASON	VALIDATION	APPROVAL
1	28/12/2015	First issue	Paolo Bray	
2	12/01/2019	Standard update	Paolo Bray	
3	25/09/2019	Standard update	Paolo Bray	

Friend of the Sea non-seafood standard

Foreword

Friend of the Sea is a non-governmental organization, which was established in 2008. Its aim is to safeguard the marine environment and its resources by incentivising a sustainable market and implementing specific conservation projects.

Requirements are classified as Essential, Important or Recommendations, according to their level of importance.

Essential Requirements: The organization shall be 100% compliant with essential requirements to be certified. Failure to comply with essential requirements is a major non-conformity. To achieve certification, corrective actions shall be implemented within three months from the date of assessment of non-conformities. The organization shall provide the auditor with satisfactory evidence of correction of all major non-conformities, if necessary, with additional audits.

Important Requirements: Failure to comply with important requirements is a minor non-conformity. To achieve certification, the organization shall first propose a corrective action plan within a maximum of three weeks from the date of assessment of the non-conformities. In the proposal, the organization shall include the timeframe for the implementation of each corrective action, considering that all minor non-conformities must be closed within 12 months. The proposal shall be analysed by the auditor regarding its consistency and feasibility. If accepted, the certificate can be granted. Then, 12 months after the first audit, the organization shall be able to demonstrate that all minor non-conformities reported in the approved proposal were solved. If the approved proposal has not been fully implemented, the certificate is suspended until the resolution of any remaining minor non-conformities.

Recommendations: Compliance with recommendations is not mandatory for the product to be certified. However, compliance with recommendations will be verified during the audit and any deficiency will be included in the audit report as a recommendation. The organization shall inform the auditor, during the following audit, regarding any corrective measures implemented.

The audit can be carried out by an auditor of an independent certification body or a Friend of the Sea scientific officer.

Description of the organization to be audited:

a) Name of the applicant organization
b) Is the organization part of a group? If yes, specify the name
c) Address of the applicant organization
d) Number of employees
e) Species under audit (F=Farmed, W=fished):
f) Certification and awards
g) Other relevant information

☐ **The Friend of the Sea project has been outlined to the company**
(If not, the auditor shall provide a short description to the organization)

☐ **The organization was informed of the opportunity, in case of approval, of using the Friend of the Sea logo in association with its educations and conservation activities** (e.g. research actions, marketing material, and website)

☐ **The duration of the audit has been agreed upon**

☐ **The information included in the Preliminary Information Form (PIF) was confirmed** (in the case of changes to the PIF, an updated version has to be promptly provided).

CERTIFICATION BODY or FOS:	**AUDIT TEAM:**	**AUDIT START AND END DATE:**
SIGNATURE OF AUDITOR:	**NAME OF THE PERSON IN CHARGE OF THE ORGANISATION AND ACCOMPANYING THE AUDITOR DURING THE AUDIT:**	**AUDIT CODE:**
		TYPE OF AUDIT (Initial, Surveillance, Renewal and additional)

NOTES TO THE AUDITOR

1) The auditor must fill out all fields in the checklist.
2) The Auditor must write YES when the organization complies with a requirement and NO when it does not.
3) The Auditor must comment and explain the positive or negative answers. Simple "YES," "NO," or "N.A." are insufficient.
4) Each relevant document must be added to the final Audit Report in a separate and numbered attachment.
5) Photographic explanations added to the checklist or attached are appreciated.

1. IUCN Redlist and CITES

No.	Requirement	Level	Y / N / N.A.	Evidence provided	Comments
1.1	The species is not listed as "Vulnerable" or worse on the IUCN Redlist or as "Protected" at national level. Note: Farmers can raise such listed species if there is a legal license issued by the responsible environmental agency in their country to regulate their cultivation.	Essential		Evidence to be provided: List of species held in the organisation.	
1.2	The species is not listed in CITES Appendix I.	Essential		Evidence to be provided: List of species held in the organisation.	
1.3	The Organisation has valid CITES authorization in case species listed in Appendix II or III.	Essential		Evidence to be provided: CITES Authorization.	

2. Fishery Management

No.	Requirement	Level	Y / N / N.A.	Parameters and information	Comments
HARVEST MANAGEMENT					
2.1	**Organisation must source fish and aquatic species farmed in a closed cycle if species is available at an affordable price on the international market.** **NOTE: in case the fish or aquatic species is caught in the wild, the following requirements have to be complied with.**	Important		Evidence to be provided: Purchase documents providing origin and quantities.	
2.2	In alternative to item 2.1 A fishery management plan to ensure the sustainable harvest of the organisms is in place. This includes assessment and monitoring of stock status, population dynamics and recruitment patterns to set quotas, size limits, reserves and temporal and/or seasonal closures.	Essential		Evidence to be provided: Fishery management plan.	
2.2.1	Species quota, size limits and seasonal closures set by local and national legislation are respected.	Essential		Evidence to be provided: local and national legislation.	
2.2.2	The organisms are not collected in sanctuaries, reserves, protected areas including sacred water bodies.	Essential		Evidence to be provided: Formal documents providing origin.	
2.2.3	Only those organisms that have been ordered are harvested.	Important		Evidence to be provided: Order invoice and delivery invoice of animals.	
2.2.4	The organisation keeps a record (species, quantities and sizes) of all aquatic organisms collected, entering and leaving the premises (fish holding facilities) along with associated mortalities.	Important		Evidence to be provided: Records of the company.	

FISHING METHODS USE AND IMPACTS					
2.2.5	Destructive fishing methods are not used by collectors (e.g. explosives, poisons, breaking corals or damaging sea bottom to extract the fish, such as "coral notching").	Essential		Evidence to be provided: Formal document attesting which fishing tools are used.	
2.2.6	Non-destructive fishing methods are used by collectors, such as fishing lines with barbless hooks, encircling nets, small drag nets, bag nets, traps and scoop nets of appropriate mesh size only which will allow escape of undersized fishes. The collectors do not use gill nets and knotted nets. Corals collection is only by hand or with non-mechanical, hand-held instruments only.	Essential		Evidence to be provided: Formal document attesting which fishing tools are used.	
2.2.7	An anchoring protocol to avoid bottom damage (e.g. seeking out sandy patches and avoiding anchoring on coral or fragile vegetation) has been formulated and it is respected by all staff members.	Important		Evidence to be provided: Anchoring protocol.	
2.2.8	All efforts are made to retrieve lost fishing gear and any other non-degradable garbage or lost fishing gear found during fishing operations for proper disposal at onshore facilities.	Important		Evidence to be provided: Formal engagement.	
2.2.9	Highly selective collecting methods are used.	Essential		Evidence to be provided: Formal document attesting which fishing tools are used.	
2.2.10	Any non-target animals are carefully released back into the water as soon as possible, and at the point of capture, to maximise their chances of survival.	Important		Evidence to be provided: Formal engagement.	

CORALS					
2.3	**Corals can only be farmed.** Corals initially caught in the wild must have been caught in compliance with the following requirements.	Essential		Evidence to be provided: Formal document providing origin and quantities.	
2.3.1	Maximum size restrictions for the collection of coral pieces for farming are established and respected to ensure that mature colonies are not removed from the reef and to reduce damage to the reef habitat structure.	Important		Evidence to be provided: Coral and Live rock collection plan.	
2.3.2	Live rock collection is carried out in rapid generation areas such as an outer reef or reef crest zone, in high energy areas close to the open sea. Sections of live rock which, when removed, will not compromise the habitat structure of the reef are selected.	Important		Evidence to be provided: Coral and Live rock collection plan.	
2.3.3	Corals for initial farming stages are collected in areas between reefs, targeting non-structural corals to reduce impacts on the reef. Preference is given to collection in healthy, competitive growth areas, rather than in isolated, stressed or damaged colonies. Reef sections are allowed to recover before recollecting. Fish and invertebrates are not collected on coral areas when possible, reducing damage to coral reefs	Important		Evidence to be provided: Formal engagement.	

3. Post Harvest Handling

No.	Requirement	Level	Y / N / N.A.	Evidence provided	Comments
HANDLING					
3.1	The organization provides training to collectors on proper collecting and post-harvest handling techniques.	Important		Evidence to be provided: Training formal document.	
3.2	Fish collected at depths greater than 9 meters are decompressed by being brought slowly to the surface in gradual depth changes.	Important		Evidence to be provided: Animal decompression protocol.	
3.3	Aquatic organisms are handled with care by using tools made of soft materials, and minimising the time out of water. Whenever possible, maintain constant water contact when transferring organisms from collection gear to holding containers.	Important		Evidence to be provided: Animal management protocol.	
HUSBANDRY					
3.4	Aquatic organisms are sorted and separated appropriately to ensure their safety, e. g. large carnivorous fish are separated from smaller fish, large fish of the same size or similar species are not mixed together in small transport containers.	Important		Evidence to be provided: Animal management protocol.	
3.5	Aquatic organisms are kept in facilities that are adequate in size and construction and reproduce their natural climatic conditions.	Important		Evidence to be provided: Animal management protocol	
3.6	Organisms are regularly monitored for any physical and behavioural changes.	Important		Evidence to be provided: Animal management protocol.	

3.7	Appropriate and sufficient amounts of food are provided. Over-feeding is avoided to prevent water quality deterioration.	Important		Evidence to be provided: Animal management protocol.	
3.8	Over-crowding tanks must be avoided as it will stress organisms and lead to a decline in water quality.	Important		Evidence to be provided: Water quality and recirculation system protocol.	
3.9	Mortality is less than 10% at each step of the trade. The organisation keeps records of disease outbreaks, treatments and mortalities.	Important		Evidence to be provided: Records of disease outbreaks, treatments and mortalities are in place.	
3.10	Optimum physical and chemical properties of water suitable for the target species are maintained at all steps of the trade, including holding areas and during transportation.	Important		Evidence to be provided: Water quality and recirculation system protocol.	
3.11	Water is changed or cleaned on a regular basis to ensure water quality is maintained.	Important		Evidence to be provided: Water quality and recirculation system protocol.	
3.12	Solutions such as buffers, ion exchange, vaccines, sedatives and antibiotics are only used when necessary and under veterinary and manufacturer directions.	Important		Evidence to be provided: Formal document from accredited veterinary.	
3.13	Rainwater is used wherever possible. The ionic content of the rainwater is balanced before use and biosecurity is ensured.	Important		Evidence to be provided: Formal engagement.	

3.14	**The water quality meets the following maximum levels for Ammonia, Nitrite and Nitrate, minimum levels of Dissolved Oxygen and, in sea water aquaria only, minimum levels of pH**. Exceptions might occur e.g. when aquatic organisms are diseased, after transport or other stress. In these cases, appropriate remedial actions e.g. treatment, acclimatisation or isolation are undertaken.	Important		Evidence to be provided: Water quality records.	
3.14.1	**Cold Water Species:** Free Ammonia < 0.02mg/l Nitrite < 0.2mg/l Dissolved Oxygen > 6mg/l Nitrate < 50mg/l			Evidence to be provided: Water quality records.	
3.14.2	**Tropical Freshwater Species:** Free Ammonia < 0.02mg/l Nitrite < 0.2mg/l Dissolved Oxygen > 6mg/l Nitrate < 50mg/l			Evidence to be provided: Water quality records.	
3.14.3	**Tropical Marine Species:** Free Ammonia < 0.01mg/l Nitrite < 0.125mg/l pH 8.1 - 8.5 Dissolved Oxygen > 4.0mg/l Nitrate < 100mg/l			Evidence to be provided: Water quality records.	

4. Transport

No.	Requirement	Level	Y / N / N.A.	Evidence provided	Comments
4.1	Organisms are transported from their collection site in water with adequate aeration, avoiding overcrowding, and keeping containers under shade to prevent the rapid rise of water temperature.	Important		Evidence to be provided: Transport water quality record.	
4.2	Aquatic organisms must have priority over all other freight and are transported by the fastest means.	Important		Evidence to be provided: Formal engagement.	
4.3	Aquatic organisms should be packed in a manner which complies with the current legislation.	Essential		Evidence to be provided: Animal packing plan for shipping.	
4.4	The animals should be packed to survive at least 150% of the anticipated journey time. The packing must therefore take account of climatic conditions and the behavioral characteristics of the aquatic organisms as well as the travelling time.	Essential		Evidence to be provided: Animal packing plan for shipping.	
4.5	Aquatic organisms showing signs of clinical disease are not dispatched.	Essential		Evidence to be provided: Animal packing plan for shipping.	

5. Hazardous Substances

No.	Requirement	Level	Y / N / N.A.	Evidence provided	Comments
5.1	Using toxic and persistent chemical compounds is forbidden.	Essential		Evidence to be provided: Formal engagement.	
5.2	The organisation maintains a list of all chemicals and drugs kept and used in the premises, such as disinfectants, anaesthetics and antibiotics.	Essential		Evidence to be provided: List of all chemicals and drugs held in the organisation.	

6. Waste Management

No.	Requirement	Level	Y / N / N.A.	Evidence provided	Comments
6.1	The organisation recycles, re-uses or re-processes all materials used during collection, holding, and transport of the aquatic organisms up to the selling point, including packaging. In locations where recycling is not available, the organisation disposes the waste according to the local laws and regulations.	Important		Evidence to be provided: Contract agreement with waste management provider; compliance with wastewater parameters according to local authorities.	
6.2	The organisation implements measures to prevent the dispersion of waste in the sea, including fuel and lubricants.	Important		Evidence to be provided: Describe measures in place, on organisation headed paper.	
6.3	The organisation does not use CFC, HCFC, HFC or other compounds that cause ozone depletion.	Essential		Evidence to be provided: Formal engagement.	

7. Energy Management

No.	Requirement	Level	Y / N / N.A.	Evidence provided	Comments
7.1	The organisation must keep a register of the energy sources and use, updated at least once a year.	Important		Evidence to be provided: Energy records.	
7.2	The organisation must calculate its fuel efficiency per unit of production and engages to improve it on a yearly basis.	Important		Evidence to be provided: Energy efficiency plan.	

8. Social Accountability

No.	Requirement	Level	Y / N / N.A.	Evidence provided	Comments
8.1	The Organisation is in compliance with national regulations and ILO resolutions on child labour.	Essential		Evidence to be provided: Sample contract.	
8.2	The Organisation pays the employees adequate salaries, in compliance at least with minimum legal wages.	Essential		Evidence to be provided: Sample contract.	
8.3	The organisation grants employees access to healthcare.	Essential		Evidence to be provided: Sample contract.	
8.4	The organisation complies with safety measures required by law.	Essential		Evidence to be provided: Sample contract.	
8.5	Collectors and crew members are aware of the risks associated with their collection activities and comply with the health and safety criteria associated with their collection activities, with particular attention to scuba diving and the use of hookah.	Important		Evidence to be provided: Sample contract.	
8.6	If the organization employer collectors, must provide training to build the capacity to develop collection area management plans.	Important		Evidence to be provided: Formal engagement.	

9. Chain of Custody

No.	Requirement	Level	Y / N / N.A.	Evidence provided	Comments
9.1	The organisation must implement a traceability system that allows verifying that the certified products come from approved collectors or suppliers.	Essential		Evidence to be provided: traceability system document	
9.2	Aquatic organisms from certified collectors are not mixed together with uncertified organisms.	Essential		Evidence to be provided: Procedure and/or written rules. On site evidence	

Further comments:

CONCLUSIONS:

The Auditor must fill out the following fields

☐ **The company COMPLIES with Friend of the Sea requirements**

☐ **The company DOES NOT COMPLY with Friend of the Sea requirements**

MAJOR NON-CONFORMITIES (to be corrected within 3 months)

List major nonconformities

MINOR NON-CONFORMITIES (corrective plan to be produced within 3 weeks and correction within 1 year)

List minor nonconformities

RECOMMENDATIONS (to be communicated within the next inspection)

List recommendations