



Global Standard for Responsible Supply of Marine Ingredients

Version 3.0

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Version control, available language(s) and legal references

MarinTrust is the owner of this document.

For enquiries, questions or feedback regarding the contents of this document or to request copies of standards or related materials, please contact MarinTrust at standards@marin-trust.com.

Version control

It is the responsibility of the user of this document to use the latest version as published on the MarinTrust website.

Date	Issue	Amendment	Authorised by
Oct 2009	V1.0	<i>New document</i>	<i>IFFO RS Technical Advisory Committee</i>
2011	V1.2	<i>Re-defined and removal of wording in introduction and clauses 4.1.6, 4.1.7</i>	<i>IFFO RS Technical Advisory Committee</i>
March 2012	V1.3	<i>Revision of wording for consistency and clarity of terminology throughout the Standard. Recognition and certification validity period</i>	<i>IFFO RS Technical Advisory Committee</i>
July 2013	V1.4	<i>Revision of wording for consistency and clarity of terminology throughout the Standard. Replacing Technical Advisory Committee for IFFO RS Governing Board</i>	<i>IFFO RS Governing Board</i>
April 2014	V1.5	<i>Addition of new IFFO RS Governing Board members and new IFFO and IFFO RS logos. Change of IFFO's Head Office details. Removal of IFFO membership as key eligibility criteria</i>	<i>IFFO RS Governing Board</i>
June 2014	V1.6	<i>Addition of sections 5, 6, 7</i>	<i>IFFO RS Governing Board</i>
July 2017	V2.0	<i>Extensive revisions for Version 2, including all sections (1-6)</i>	<i>IFFO RS Governing Board</i>
October 2023	V3.0	<i>Extensive revisions to V2.0 including:</i> <i>Changing the structure, adding a section on staff training which increases the number of sections from 7-8</i> <i>Revision of all content in Sections 1-8</i> <i>Additional requirements in Sections 2-7</i> <i>See Annex 1 for full details</i>	<i>Governing Body Committee</i>

Available language(s)

The official version of this document is English. MarinTrust may translate this document into additional languages as necessary. Translations will be available on the MarinTrust website. In case of any inconsistencies or discrepancies between the available translation(s) and the English version, the online English version (in PDF format) will prevail.

Disclaimer

Certification of a facility does not place any liability on MarinTrust or any associated body involved in the development, implementation, auditing and issuing of certificates of this programme brought about through the failure of a facility to meet their legal obligations.

MarinTrust shall not be liable in the event the products handled at the facility and/or the facility itself are implicated in legal, social, environmental, or food safety issues.

Foreword

MarinTrust¹ is the leading independent business to business certification programme for the marine ingredients value chain. Responsible sourcing and manufacturing is vital if marine ingredients are to remain a relevant ingredient in feed for land animals and agriculture, pet care and directly in the production of consumer products, including cosmetics and nutraceuticals. Fishmeal and fish oil make up the largest share of marine ingredients today, however all marine ingredients are included in MarinTrust's scope.

To enable stakeholders to credibly demonstrate the commitment to responsible practice in areas of feed safety, raw material procurement, delivery, and throughout the production process, MarinTrust developed a robust Certification Programme, consisting of three main components:

- The MarinTrust Global Standard for Responsible Supply of Marine Ingredients: The verification and certification of marine ingredients factories that source their raw material from approved fisheries and by-product species.
- The MarinTrust Chain of Custody (CoC) Standard: The verification and certification of the chain of custody for marine ingredients (products) that come from MarinTrust certified factories along the value chain to the customer.
- The Improver Programme: The verification and approval of marine ingredients factories that source their raw material from accepted MarinTrust Improver fisheries.

The initial MarinTrust Global Standard for Responsible Supply of Marine Ingredients (the 'Standard') was finalised and the programme opened for applications in October 2009, with the first factory receiving IFFO RS (now known as MarinTrust) certification in February 2010. Version 2.0 was launched in July 2017.

The Standard has since been regularly revised in line with relevant international norms, such as those set by the International Organisation for Standardization (ISO/IEC 17065², ISO/IEC 17067³) and the International Social and Environmental Accreditation and Labelling (ISEAL)⁴. This ongoing process ensures that the Standard remains accessible, credible, and relevant to industry needs, and in particular that the assessment process continues to be robust.

Revisions are undertaken by a series of expert committees within the MarinTrust governance structure⁵. These committees represent the full marine ingredient value chain, including marine ingredient producers, feed processors, fisheries and aquaculture standard holders and retailers as well as fisheries experts, and non-governmental organisations (NGOs). Revisions are also subject to public consultation in line with the ISEAL Codes of Good Practice⁶.

The process of developing V3.0 started in 2021, with the revised version finalised in October 2023. The next review of the Standard will begin no later than October 2028.

¹ The MarinTrust programme is an initiative of Marine Ingredients Certifications Ltd. which operates as MarinTrust.

² www.iso.org/standard/46568.html

³ www.iso.org/standard/55087.html

⁴ www.isealalliance.org

⁵ www.marin-trust.com/about-us/governance-structure

⁶ www.isealalliance.org/defining-credible-practice/iseal-codes-good-practice

Introduction

Governance

The MarinTrust programme is overseen by the MarinTrust Governing Body Committee (GBC), which is responsible for the continued advancement of the MarinTrust standards to ensure they remain both credible and relevant with respect to the stated objectives.

The MarinTrust Governing Body Committee has endorsed Version 3.0 of the MarinTrust Global Standard for Responsible Supply of Marine Ingredients. Throughout the development of Version 3.0, the needs of the marine ingredients value chain and interested parties have been at the centre to ensure effective representation throughout.

Principles and objectives of the Standard for Responsible Supply of Marine Ingredients

MarinTrust subscribes to and promotes the principles of the Food and Agriculture Organization (FAO) Code of Conduct for Responsible Fisheries through the development and adoption of this programme.

Through its voluntary adoption, MarinTrust certificate holders will further demonstrate their commitment to supporting the principles of sustainable fisheries development.

The key objectives of this version of the Standard are:

- to continue to meet the objectives set in the development of Version 2.0 of this Standard
- to enhance and strengthen the MarinTrust fisheries approval criteria for raw materials (whole fish and by-products) used for the production of compliant marine ingredients to promote more robust responsible fishery management
- to enhance the traceability criteria to provide assurance to the traceability and integrity of the compliant marine ingredient
- to enhance the MarinTrust Good Manufacturing Practices criteria by taking into consideration good manufacturing practices for products intended for human consumption to ensure that marine ingredients are produced in compliance with relevant and robust practices for food safety
- to promote more efficient marine ingredients production practices to reduce the environmental impact of the marine ingredients manufacturing process
- to promote and create improved social and welfare benefits for all workers employed within the marine ingredients manufacturing sector
- to evaluate the extension of the Standard's scope to include human rights criteria for vessels supplying whole fish to the marine ingredients manufacturing sector
- to ensure that Version 3.0 of the Standard remains relevant, robust, and fit for purpose.

The scope of this Standard

This document defines what shall be achieved for certification to the 'MarinTrust Global Standard for Responsible Supply of Marine Ingredients Version 3.0' and sets out the requirements that shall be achieved by facilities for certification.

The Standard covers the sourcing and production of marine ingredients.

The Standard ensures that:

- marine ingredients are produced to high standards of safety and quality, with sufficient care for the environment, workforce, and local community
- the raw materials used to produce marine ingredients are not sourced from IUU fishing activity, do not stem from an endangered species, for whole fish, are from responsibly managed fisheries aligned to the FAO Code of Conduct for Responsible Fisheries ⁷

This Standard focuses on 3 key pillars:

Responsible sourcing	Responsible traceability	Responsible production
Raw materials: - are not sourced from IUU fishing activity, - do not stem from an endangered species - for whole fish, are from responsibly managed fisheries aligned to the FAO Code of Conduct for Responsible Fisheries	Marine ingredients can be traced back to raw materials that conform to the requirements of this Standard	- Safe marine ingredients are produced in a safe workplace - Worker welfare and employment conditions are in place. - Consideration of the local community - Environmental accountability is in place

Unit of certification

The unit of certification for this Standard is the **facility** i.e. the marine ingredient (fishmeal or fish oil) production factory.

Certification is only valid provided the production facility sources from at least one raw material source that is approved and/or accepted and/or recognised according to MarinTrust requirements.

Recognition of other standards

To promote the co-existence of independent certification programmes and avoid unnecessary duplication of effort, MarinTrust has a 'Recognition Procedure' to formally recognise standards and benchmark tools which may be fully or partially equivalent to the raw material or facility requirements of MarinTrust.

⁷ FAO Code of Conduct for Responsible Fisheries. 1995. www.fao.org/3/v9878e/v9878e.pdf

For more information, refer to the MarinTrust website, which includes a list of recognised standards and benchmark tools.

Logo use and claims

Certified facilities who wish to use the MarinTrust logo and/or Improver Programme claim must do so in line with the MarinTrust Brand Guidelines.

All certified and accepted sites under the MarinTrust programme must sign the relevant licence agreement and claims policy and seek approval from MarinTrust before use.

Misuse of the logo and/or any claims will be investigated.

For more information, refer to the MarinTrust brand guidelines on the MarinTrust website.

Normative references

This Standard draws upon the following normative documents:

- United Nations Convention on the Law of the Sea. 1982.
- FAO Code of Conduct for Responsible Fisheries (FAO CCRF). 1995.
- FAO Guidelines for the Eco-labelling of Fish and Fishery Products from Marine Capture Fisheries. Rev 1, 2009.
- FAO. Implementation of the International Plan of Action to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated Fishing. FAO Technical Guidelines for Responsible Fisheries. No. 9. 2002.
- FAO Fisheries Department. Aquaculture development. Good aquaculture feed manufacturing practice. FAO Technical Guidelines for Responsible Fisheries. No. 5, Suppl. 1. 2001.
- FAO Fisheries and Aquaculture Management Division. Technical Guidelines on Aquaculture Certification. 2011.
- Council Regulation (EC) No. 1005/2008 establishing a Community system to prevent, deter and eliminate illegal, unreported and unregulated fishing, amending Regulations (EEC) No. 2847/93, (EC) No. 1936/2001 and (EC) No. 601/2004 and repealing Regulations (EC) No. 1093/94 and (EC) No. 1447/1999.
- ISO 14024:2018. Environmental labels and declarations - Type 1 environmental labelling - Principles and procedures.
- International Feed Safety Alliance (IFSA):
 - The IFSA Feed Ingredients Standard for Producers & Processors of Feed Ingredients. 2007.
 - Rules of Certification
- Feed Materials Assurance Scheme (FEMAS) 2019 V2.1, August 2021, and Sector notes: Fishmeal and Crude Fish Oil, December 2022.
- European Feed Manufacturers Guide (EFMC) January 2007.
- ISO/IEC Guide 59 CODE of good practice for standardization by national bodies.

- MSC Principles and Criteria for Sustainable Fisheries Standard.
- International Labour Organization.
 - Decent work indicators.
 - Convention No.138 on Minimum Age and Convention.
 - Convention No. 182 on the Worst Forms of Child Labour.
- GMP+ B2 Production of Feed Ingredients, January 2023.
- ISO 22000:2018 Food Safety Management Systems.
- ISO/IEC 17065:2012 - Conformity assessment - Requirements for bodies certifying products, processes, and services.
- FAO Codex Alimentarius – General Principles of Food Hygiene, Rev 2020.
- MarinTrust Quality Management System.

Definitions

Definitions and terms are published on the MarinTrust website.

Application and assessment

Eligibility criteria

To be eligible to apply for certification, facilities shall:

- be a producer of marine ingredients
- be legally licenced in the country of operation
- meet the legal obligations that are in place for the jurisdiction(s) where marine ingredients are produced and supplied
- as a prerequisite, demonstrate that raw materials:
 - are not sourced from IUU fishing activity
 - do not stem from an endangered species
 - for whole fish, are from responsibly managed fisheries aligned to the FAO Code of Conduct for Responsible Fisheries
- provide assurance for the responsible sourcing of raw materials used in the production of marine ingredients
- indicate the specific raw material used so that this can be verified and correctly listed in the scope of certification

Only raw materials that are

- from a MarinTrust approved fishery or by-product and/or
- from a MarinTrust recognised equivalent fishery or by-product and/or
- from an accepted MarinTrust Fishery Improvement Project (FIP)

according to MarinTrust requirements are permitted to be included within the scope of certification to this Standard.

Applicants are advised to carry out a self-assessment against this Standard to ascertain readiness for external assessment. Applicants must ensure that they have all necessary records of performance data covering the periods of time specified in this Standard available immediately prior to the audit for certification.

This certification does not exempt a facility from meeting their legal obligations and if they are successfully prosecuted by their regulatory jurisdiction their certification status to this standard shall be investigated and may be withdrawn depending on the nature of the offence committed.

Third party audit and assessment

Applicant facilities shall demonstrate compliance with this Standard to become a 'certificate holder' under the MarinTrust programme. Audits are conducted by a third-party, qualified Certification Body accredited to ISO/IEC 17065⁸.

The specified frequency of assessments is defined in the Quality Management System, available on the MarinTrust website.

The audit process includes rating the facility against the requirements of this Standard. For the Standard, each clause is designated with a conformity level. These are defined in the Quality Management System, available on the MarinTrust website.

Registered Certification Bodies

A list of third-party accredited Certification Bodies to undertake the process of auditing against the MarinTrust Standard and issuing certificates can be found on the MarinTrust website.

Further information

Further information regarding application, rules and regulations of the programme can be obtained from MarinTrust and/or the registered Certification Bodies listed on the MarinTrust website.

Standard Holder

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⁸ www.iso.org/standard/46568.html

Overview of this Standard

This Standard comprises eight sections. A summary of each section is included in Table 1. The clauses for each section are included in subsequent pages.

Table 1: Overview of each section of this Standard

Section number	Section title	Scope and intent of the section
1	Responsible sourcing pre-requisites	Includes the requirements for sourcing whole fish and by-products. As a pre-requisite, these raw materials must be from an approved source with assurance in place regarding the legality of sourcing.
2	Quality management system	Details what should be covered within a facility's quality management system, including policies, procedures, and other requirements.
3	Responsible raw material sourcing practices	Details the specific information and requirements to ensure raw materials can be verified as coming from an approved/accepted/recognised source, a specific origin i.e., supplier, farm. Includes the information and assurance required for each type of raw material.
4	Responsible traceability practices	Details the specifics for traceability of MarinTrust marine ingredients, including requirements for segregation from non-approved sources i.e., those not within the scope of approval by MarinTrust. Also, this section sets out how MarinTrust approved/accepted/recognised raw materials should be able to be traced through the production process, from source to final production, and sale to customer. Includes the requirement for mass balance to verify input and outputs.
5	Good manufacturing practices (GMP)	Focuses on the key requirements to ensure good manufacturing practices are in place, across all the key areas of the facility. Covers numerous specific requirements including hazard analysis, risk management, and operational details.
6	Staff training and competence	Makes provisions for employees responsible for areas related to this Standard to have the necessary skills.
7	Social accountability and community	Sets out requirements for staff safety, welfare and working conditions. Includes good community relations and engagement.
8	Environmental accountability	Details the requirements for environmental management and that the facility has to be in line with any licenses/permits.

For certain sections and specific clauses, there are supplementary guides and templates. These may be updated periodically; the latest versions can be found on the MarinTrust website.

Section 1: Responsible sourcing pre-requisites

This section includes the requirements for sourcing raw materials (whole fish and by-products) from wild capture fisheries.

Only raw materials that are approved/accepted/recognised according to MarinTrust requirements are permitted to be included within the scope of certification to this Standard.

These raw materials must have approval/acceptance/recognition in place as a pre-requisite to application and certification.

1.1 Responsible sourcing

In this Standard to comply with the definition of responsible sourcing, the facility shall be able to demonstrate:

- 1.1.1 The responsible sourcing of legal, regulated and reported fishery material and the avoidance of material sourced from illegal, unregulated and unreported (IUU) fishing activity.
- 1.1.2 Sourcing whole fish raw material from fisheries that comply with the key requirements of the Food and Agriculture Organization (FAO) Code of Conduct for Responsible Fisheries.
- 1.1.3 Raw materials are **not** from species that:
 - are a marine mammal, reptile, amphibian or bird
 - stem from fisheries that use dynamiting, poisoning and other comparable destructive fishing practices
 - appear in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Appendix 1 or 2
 - are categorised as Endangered or Critically Endangered on the International Union for Conservation of Nature (IUCN) Red List

1.2 Whole fish

The facility shall source whole fish raw material from a MarinTrust approved fishery, and/or MarinTrust recognised equivalent fishery and/or an accepted MarinTrust Fishery Improvement Project (FIP).

1.3 By-products

The facility shall source wild-capture by-product raw material from a MarinTrust approved by-product species, and/or MarinTrust recognised equivalent by-product species.

Section 2: Quality management system

2.1 Leadership and commitment

- 2.1.1 Senior management shall demonstrate their leadership and commitment to this Standard by having a signed policy.
- 2.1.2 Senior management shall provide all the resources needed to implement and improve the processes related to this Standard.

2.2 Roles, responsibilities and authorities

- 2.2.1 The facility shall document the job role(s) responsible for compliance with this Standard.
- 2.2.2 The facility shall ensure roles and responsibilities for compliance with this Standard are communicated to employees working in areas related to the requirements of this Standard.

2.3 Policies

- 2.3.1 The facility shall have documented policies including:
- responsible sourcing
 - traceability
 - good manufacturing practices (GMP)
 - staff training and competence
 - social responsibility (including human rights, employment rights, health and safety)
 - environmental accountability
 - bribery, corruption and anti-coercion
- 2.3.2 The facility shall have a process to ensure that all policies are communicated to all staff.

2.4 Document management and control

- 2.4.1 The facility shall have a written document control procedure which applies to all documents necessary to comply with the full scope of this Standard.
- 2.4.2 The document control procedure shall include:
- retention timelines
 - version control
 - persons with the authority to modify and authorise the procedures / documents
 - measures to ensure outdated or obsolete versions are not used
- 2.4.3 Records which provide evidence of compliance to this Standard shall be retained for at least three years, or for the duration of product shelf-life where that exceeds three years.

- 2.4.4 All records used to provide evidence of compliance to this Standard shall be accurate, legible and unadulterated.
- 2.4.5 The facility shall co-operate with the Certification Body and/or MarinTrust if it is asked to participate in a MarinTrust product integrity investigation by supplying an initial response and preliminary documentary evidence within five working days of a request for information.

2.5 Reporting performance indicators

The facility shall provide information on its social and environmental performance on an annual basis (every 12 months) using the template available from MarinTrust.

2.6 Internal audit

- 2.6.1 The facility shall conduct an annual internal audit against all the relevant requirements of this Standard.
- 2.6.2 The internal verification audit conducted by the facility shall specifically include:
- raw materials, suppliers and subcontractors
 - verification of traceability
- 2.6.3 The outcome of internal audits shall be documented, including evidence in the form of audit reports, nonconformities, corrective actions, and verification procedures.

2.7 Control of product and process nonconformities

- 2.7.1 The facility shall have a documented procedure to address nonconformities raised against this Standard.
- 2.7.2 Where nonconforming MarinTrust marine ingredients have been identified, the facility shall ensure these are fully segregated from fully conforming marine ingredients and disposed of in a legal manner where appropriate.
- 2.7.3 The facility shall inform any customer affected by a nonconforming MarinTrust marine ingredient as soon as practicably possible, but no later than 48 hours following detection.
- 2.7.4 The facility shall notify their Certification Body within 24 hours of a product recall being initiated as a result of this nonconforming product procedure being activated.

2.8 Recall exercise

The facility shall conduct and document product recall tests annually, or after receiving a traceability-based complaint or incident test, to ensure that the nonconforming product procedure (clause 2.7.1) is functioning correctly and effectively.

2.9 Correction and corrective actions

The facility shall have procedures for the determination and implementation of corrections and corrective actions in place to ensure that in the event of any nonconformities:

- the potentially nonconforming products are not released

- the cause of the nonconformity is identified
- corrective actions are determined and implemented through root cause analysis, responsible personnel and timelines specified
- the corrective action is verified to prevent this issue from happening again in the future.

2.10 System update and continuous improvement

- 2.10.1 Senior management shall undertake regular reviews annually at a minimum, to ensure policies, plans, procedures and systems are up-to-date, effective and demonstrate continuous improvement.
- 2.10.2 There shall be a documented complaints procedure that specifies:
- how to record formal complaints
 - what resolution actions to take
 - what corrective actions to take to avoid recurrence
 - what timescales apply for resolution.
- 2.10.3 The facility shall make known to the community how complaints can be submitted, how they will be resolved and complaint resolution timelines.

2.11 Supplier approval and monitoring

- 2.11.1 General suppliers (relates only to suppliers of fish and other products used directly in the production of marine ingredients)
- 2.11.1.1 The facility shall have a documented and effective supplier approval and monitoring system in place.
- 2.11.1.2 The facility shall ensure supplier agreements include a reference to their social policy or commitment, signed by the suppliers, to demonstrate the following:

Note: This clause (2.11.1.2) does not apply to vessels supplying whole fish. See clause 2.11.2.1.

- responsible recruitment and employment (which includes workers have access to grievance mechanisms and no worker pays recruitment fees)
- all workers have chosen employment freely
- there is no child, forced, bonded, involuntary prison labour or involuntary labour
- all employees/workers are paid in line with legal requirements
- all health and safety requirements are in place

- there is no discrimination based race, colour, sex, religion, political opinion, national extraction or social orientation
- freely chosen worker representation for all employees is allowed.

2.11.1.3 Facilities shall have a purchasing process in place to ensure purchased items conform to safety and legal requirements in the country in which the facility is based and the requirements of the receiving market, including:

- product
- packaging
- additives
- ingredients
- technical processing aids

2.11.2 Vessels supplying whole fish

Note: this clause only applies if the facility is sourcing from vessels supplying whole fish.

2.11.2.1 The facility shall complete and document the results of the MarinTrust Social Responsibility Risk Assessment for all vessels supplying whole fish.

2.11.2.2 For all vessels supplying whole fish, whether the vessel is owned by the facility, is supplied under an existing contract, or is not contracted, the facility shall document the following key data elements (KDEs):

- vessel details: name of vessel, International Maritime Organisation (IMO)/registration number (as applicable), call sign, legal owner, name and address of legal owner, flag state
- authorisation for fishing: license / permits as applicable
- fishing: all permitted fishing methods, fishing gear for the vessel

2.11.3 Suppliers of by-product raw material

2.11.3.1 For by-product suppliers, (wild capture or aquaculture), the facility shall document the following key data elements (KDEs):

- supplier name, address / location
- permitted activity / legal entity / registered food business operation
- species (including scientific name), or for mixed by-products containing more than one species, a list / description of species (including scientific name) contained in the mix

- 2.11.3.2 For wild-capture by-products identified in the MarinTrust by-product assessment as having a medium risk of coming from IUU fishing activity (MarinTrust 'Approved Source with Caution'), the facility shall:
- have supplier agreements for all suppliers of those by-products
 - obtain assurance from the suppliers that the by-products are not from IUU fishing sources
 - verify this information with the suppliers
- 2.11.3.3 Wild-capture by-products identified in the MarinTrust by-product assessment as having a high risk of coming from IUU fishing activity shall not be sourced and the facility shall have a procedure for this in place that includes:
- management/mitigation measures to exclude sourcing by-products deemed high risk
 - action to be taken if by-products deemed high risk of IUU fishing are identified
 - investigations with the suppliers of the by-products regarding the IUU fishing risk

2.11.4 **Third-party suppliers of raw materials**

- 2.11.4.1 MarinTrust compliant raw materials that are purchased via a third-party supplier that does not physically handle or own the raw materials shall meet all the requirements of this clause (2.11.4) including sub-clauses.
- 2.11.4.2 There shall be documented evidence from the suppliers to verify the raw materials are:
- whole fish from either an approved whole fish fishery and/or MarinTrust recognised equivalent fishery, or from aquaculture
 - by-products from approved wild capture by-product species and/or MarinTrust recognised equivalent by-product species, or from aquaculture
 - sourced from an accepted MarinTrust Fishery Improvement Project (FIP)
- 2.11.4.3 The facility shall ensure it informs the third-party supplier of the requirements to maintain the product integrity status of the approved raw materials, by segregating approved raw materials from non-approved raw materials, and from raw materials from an accepted MarinTrust Fishery Improvement Project (FIP).
- 2.11.4.4 The facility shall ensure third-party supplier agreements include a reference to their social policy or commitment, signed by the third-party supplier, to demonstrate the following:

- responsible recruitment and employment (which includes workers have access to grievance mechanisms and no worker pays recruitment fees)
- all workers have chosen employment freely
- there is no child, forced, bonded, involuntary prison labour or involuntary labour
- all employees / workers are paid in line with legal requirements
- all health and safety requirements are in place
- there is no discrimination based on race, colour, sex, religion, political opinion, national extraction or social origin
- freely chosen worker representation for all employees is allowed

2.12 Subcontractors

- | | |
|--------|--|
| 2.12.1 | The facility shall have a documented, effective approval and assessment system for subcontractors in place. |
| 2.12.2 | The facility shall have a signed agreement with all subcontractors handling the MarinTrust approved raw materials and compliant marine ingredients. |
| 2.12.3 | This subcontractor agreement shall ensure that the subcontractor has documented systems in place to ensure full traceability, segregation and identification of the MarinTrust compliant raw materials and marine ingredients. |
| 2.12.4 | <p>The facility shall ensure subcontractor agreements include a social policy or commitment, signed by the subcontractor, to demonstrate the following:</p> <ul style="list-style-type: none"> • responsible recruitment and employment (which includes workers have access to grievance mechanisms and no worker pays recruitment fees) • all workers have chosen employment freely • there is no child, forced, bonded, prison or involuntary labour • all employees / workers are paid in line with legal requirements • all health and safety requirements are in place • there is no discrimination based on race, colour, sex, religion, political opinion, national extraction or social origin • freely chosen worker representation for all employees is allowed |

- 2.12.5 The facility shall maintain an up-to-date record of the names and addresses of all approved subcontractors handling MarinTrust compliant marine ingredients and the identity of the certified finished products.
- 2.12.6 Subcontractors undertaking the full production process on behalf of the facility shall be certified to this standard.

Note: If a subcontractor who undertakes part of the production process has MarinTrust Chain of Custody certification, the remainder of this section (clauses 2.12.7 to 2.12.10) does not apply.

- 2.12.7 Subcontractors shall conform with the relevant requirements of this Standard.
- 2.12.8 The facility shall undertake assessments of subcontractors.
- 2.12.9 If third-party storage facilities are used, the facility shall have the ability to request records from the subcontractor storage facilities to allow for verification at any point in time.
- 2.12.10 Where a facility utilises the services of subcontracted transport companies, an agreement or equivalent documentary evidence shall be in place demonstrating that the safety, traceability and integrity of MarinTrust raw material and marine ingredients is ensured during transportation.

2.13 Testing facilities

Testing laboratories shall be approved by one of the following methods:

- accredited by a nationally recognised accreditation authority according to EN/ISO-17025; or
- validated by taking part in relevant ring tests

2.14 Use of the MarinTrust certification logo or Improver Programme claim

- 2.14.1 The facility shall only use the MarinTrust certification logo if it has valid certification to this Standard and it has written approval to use the MarinTrust logo.
- 2.14.2 The facility shall follow the current MarinTrust logo guidelines for any logo used on its products.
- 2.14.3 The facility shall operate a secure system for the production, storage and application of product labels bearing the MarinTrust logo to ensure that only compliant marine ingredients are labelled as such.
- 2.14.4 **Improver Programme claims**
Where raw material is sourced from an accepted MarinTrust Fishery Improvement Project (FIP), the facility shall only use the MarinTrust Improver Programme claim on the marine ingredients, if it has documented approval to do so from MarinTrust.

Section 3: Responsible raw material sourcing practices

3.1 All raw materials

All raw material shall meet the following criteria (as applicable to the raw material format) in order for it to be eligible for use as approved raw material.

3.2 Whole fish raw material

- 3.2.1 Whole fish raw material shall be traceable to a MarinTrust approved fishery / fisheries, and/or MarinTrust recognised equivalent fishery.
- 3.2.2 For whole fish raw materials sourced from a MarinTrust Fishery Improvement Project, the whole fish shall be traceable to the MarinTrust Fishery Improvement Project to be eligible for Improver Programme claims.
- 3.2.3 The inclusion of whole fish is accepted on the basis that it complies with the relevant preceding sections, including sub-clauses, of this Standard (clauses 2.11.1, 2.11.2 and 2.11.4 as applicable).
- 3.2.4 The facility shall provide documentation that all whole fish are legally sourced and vessels are authorised for relevant fishing activity(ies).
- 3.2.5 The details of each consignment of whole fish landed from a vessel shall be recorded and include the following key data elements (KDEs):
 - date of discharge
 - species (including scientific name) and quantity discharged to the facility
 - catch areas where catch originated
 - catch date (this can include date of fishing, dates of specific fishing trip, dates at sea during which the consignment was caught)
 - fishing method / gear used for the catch of fish (if the vessel is multi rig)

3.3 By-products

- 3.3.1 **By-products from wild capture**
By-products from wild capture species shall be traceable to a MarinTrust approved by-product species, and/or MarinTrust recognised equivalent by-product species.
- 3.3.2 **By-products from wild capture or farmed origin**
 - 3.3.2.1 By-products must comply with the relevant preceding sections, including sub-clauses, of this Standard (clauses 2.11.1, 2.11.3 and 2.11.4 as applicable).

- 3.3.2.2 Raw material originating from suppliers may only be used to produce marine ingredients if it meets the following criteria:
- the by-product come from species that are intended for human consumption or pet food, evidenced in a documented policy provided by the facility
 - the facility is able to trace the origin of material back to the supplier and / or handler

- 3.3.2.3 The details of each consignment of by-products from a supplier are recorded and include the following key data elements (KDEs):
- Supplier name and/or handler name
 - Species (including scientific name), or for by-products containing more than one species, a list / description of species (including scientific names) contained in the mix
 - Date of production and/or of dispatch from the supplier

3.3.3 **By-products and other raw fishery materials from aquaculture species**

- 3.3.3.1 Raw material originating from aquaculture (farm) may only be used to produce marine ingredients if it meets the following criteria:
- the aquaculture raw material shows no clinical signs of disease on the day of receipt
 - the aquaculture raw material does not come from a farm which is subject to a prohibition for animal health reasons and has not been in contact with animals from such a farm
- 3.3.3.2 The species of aquaculture raw material shall be clearly labelled including where they are mixed with other MarinTrust approved raw materials, raw materials from accepted MarinTrust Fishery Improvement Projects and the marine ingredients produced.

Section 4: Responsible traceability practices

4.1 Product management system

The facility shall have a documented product management system in place to demonstrate how MarinTrust approved raw materials are identified and, where applicable, segregated from accepted MarinTrust Fishery Improvement Project raw materials and/or non-approved raw materials.

4.2 Traceability information and records

4.2.1 All traceability information shall be documented and records maintained.

- 4.2.2 For each supply of raw material, records shall contain the following information:
- for whole fish supplies, information shall include the key data elements (KDEs) referred to in clauses 2.11.2.2 and 3.2.5 and their sub-clauses
 - for by-product supplies, information shall also include the key data elements (KDEs) referred to in clauses 2.11.3.1 and 3.3.2.3 and their sub-clauses

For both whole fish and by-products:

- date of receipt
- volume or weight of MarinTrust approved raw materials received
- identification number for the MarinTrust approved raw materials (i.e. lot / batch number)

- 4.2.3 The facility shall maintain accurate records of the quantities / volumes of:
- all raw materials (including those which are MarinTrust approved, from Improver Programme and non-approved sources)
 - all marine ingredients (including those which are MarinTrust approved, from Improver Programme and non-approved sources) which are bought and sold (or received and dispatched).

4.3 Segregation and labelling

MarinTrust approved raw materials and compliant marine ingredients shall be segregated and labelled or otherwise identified in a manner that ensures traceability is maintained during the following key traceability steps:

- from the point of receipt
- initial storage
- processing
- work in progress storage

- packaging (including identification number of the lot / batch)
- final storage (including third-party storage)
- transportation
- final dispatch and handling
- delivery to the customer

4.4 Mass balance

Mass balance exercises, taking into account conversion rates and production practices that could affect the final quantity or volume calculations, shall be completed for each raw material (including those which are MarinTrust approved, from Improver Programme and non-approved sources).

Section 5: Good manufacturing practices

5.1 A facility with certification approved as equivalent by MarinTrust recognition procedures

A facility with certification approved as equivalent by MarinTrust recognition procedures shall meet all the requirements of clause 5.1.

- 5.1.1 Certification shall be administered by one of the following:
- a Certification Body with its scope of accreditation that includes the recognised equivalent
 - a standard certification process that has been approved by the MarinTrust equivalency procedure
 - a standard that is recognised by a benchmarking tool that has been approved by the MarinTrust equivalency procedure
- 5.1.2 Current and valid certificates shall be available for each site registered on the MarinTrust application form that wishes to be certified to this Standard.
- 5.1.3 The outcome of external inspection and surveillance audits to the recognised equivalent standard shall be made available including:
- reports of the performance
 - outcome
 - nonconformities
 - corrective actions associated with assessments conducted by the appointed Certification Body

5.2 A facility without certification to a standard recognised as equivalent by MarinTrust recognition procedures

A facility without certification to a standard approved as equivalent by MarinTrust recognition procedures shall meet the requirements of clause 5.3 and all sub-clauses.

If the facility does not have certification to a standard approved as equivalent by MarinTrust recognition procedures, but has a third-party HACCP certification, it shall be excluded from being audited against requirements of clause 5.4 including all clauses and sub-clauses.

Note: The facility shall have separate Hazard Analysis and Critical Control Points (HACCP) plans for marine ingredients destined for food and / or feed to cover and control all the risks associated with each type of product.

5.3 Operational pre-requisites for GMP programmes

5.3.1 **Structure and facilities**

- 5.3.1.1 Facilities and equipment shall be designed to allow appropriate cleaning and disinfection and managed to avoid risks to the safety of the staff, raw materials and marine ingredients.
- 5.3.1.2 All conveying, piping, storage tanks, bins and processing containers shall be made of smooth, impervious, non-toxic materials, and managed to reduce the risk of product contamination.
- 5.3.1.3 Facilities shall be designed to reduce the risk of contamination of raw material from semi and fully processed marine ingredients, particularly post critical control process points (i.e. heat treatment) designed to eliminate microbiological hazards in marine ingredients.
- 5.3.1.4 There shall be effective lighting (natural or artificial) to ensure activities can be undertaken safely and efficiently.
- 5.3.1.5 There shall be systems in place to reduce the risk of physical contamination from potential physical contaminants such as metal, plastics and glass.

5.3.2 **Intake of raw fishery material**

- 5.3.2.1 Holds, containers and equipment of receiving vessels and overland transporters used for fishery raw materials shall be maintained in a clean and hygienic condition.
- 5.3.2.2 There shall be appropriate facilities to receive, off-load and store raw material from vessels and overland transportation before processing, to prevent access by for example birds or ground pests, as well as contamination and risks to marine ingredients safety.
- 5.3.2.3 Dosing systems for additive inclusion shall be calibrated by competent persons and provide the correct and effective dosing levels for these approved additives at all times.

5.3.3 **Layout of premises, including zoning and workspace**

- 5.3.3.1 Marine ingredient storage areas shall be :
 - designed, constructed and managed to prevent product contamination
 - kept dry and ventilated to prevent condensation
- 5.3.3.2 Vehicles used to load and unload marine ingredients shall be managed through proper maintenance and hygiene to prevent contamination of product.
- 5.3.3.3 Loading shall not be carried out in conditions which will adversely affect the raw materials or marine ingredients materials being handled.
- 5.3.3.4 Transport (vessel holds, road/rail containers) shall be adequately controlled through hygiene procedures, inspection checks and records at loading with specific regard to cleanliness and absence of moisture or potential contamination.
- 5.3.3.5 For bulk transported material, internal procedures and contractual agreements shall also include provisions that preclude the use of transport that may adversely affect the safety and/or integrity of any

MarinTrust compliant marine ingredients due to the composition of a previous cargo.

- 5.3.3.6 Where the conditions of transport may present a risk to contamination, loading shall not take place until a thorough risk assessment, appropriate tests and corrective actions have taken place to ensure that marine ingredients shall not be adversely affected.

5.3.4 Staff facilities

- 5.3.4.1 Staff handwashing facilities shall be available, including in all bathrooms, to include hot or temperature controlled water, cold running water, hand drying facilities, soap, hand sanitiser / disinfectant.
- 5.3.4.2 Handwashing facilities at entry points to production areas shall include non-hand operated taps.
- 5.3.4.3 Suitable and sufficient changing, rest and catering facilities shall be provided for all staff.
- 5.3.4.4 Food preparation and serving areas shall comply with workplace food safety requirements.
- 5.3.4.5 There shall be designated areas for staff to hygienically store and consume their own food items.
- 5.3.4.6 The facility shall ensure potable drinking water is available for all employees and any food or beverages it provides to employees are nutritious and safe to eat and/or drink.

5.3.5 Supplies of water, air, energy and other utilities

- 5.3.5.1 Water used in, or associated with, the process shall be of potable quality.
- 5.3.5.2 All additives to water shall be authorised and, by their application, shall not pose a risk to the safety of marine ingredients.
- 5.3.5.3 Water dosing systems used to ensure potable quality, water softening or anti-corrosion of equipment shall be calibrated and controlled to ensure the correct level of dosing of additives.
- 5.3.5.4 Where mechanical drying of marine ingredients is undertaken, documented procedures shall ensure that it does not cause adverse effects on marine ingredient safety.
- 5.3.5.5 Where air is used for conveying or cooling, the facility shall evaluate the risk of this becoming a contamination route for pathogens and take any necessary precautions.

5.3.6 Pest control, waste and sewage disposal and supporting services

- 5.3.6.1 An effective and continuous documented programme for the control of pests (including rats, insects, birds, pets and other animals) in areas where raw materials and marine ingredients are processed, stored and/or transported, which has an emphasis upon pest proofing and pest deterrence, shall be maintained.
- 5.3.6.2 The facility shall either contract the services of a regulated pest control organisation or shall have trained employees for the regular inspection and treatment of its premises to deter and eradicate infestation, ensuring legal requirements are being followed.
- 5.3.6.3 All waste materials shall be stored in dedicated containers held in separate areas, to prevent contamination of marine ingredients and

pest infestation.

- 5.3.6.4 There shall be adequate internal drainage to maintain a clean work area and minimise health and safety risks.
- 5.3.6.5 Facility sewerage shall be contained by a separate closed system from that of the processing drainage system.
- 5.3.6.6 There shall be a preventative maintenance programme in place for the facility.
- 5.3.6.7 All lubricants and oils shall be stored in a designated non-production or non-product storage area to prevent the risk of contamination of marine ingredients.
- 5.3.6.8 All inspection, measuring and test equipment used to confirm that raw, in-process and marine ingredients meet specified marine ingredient safety requirements, shall be calibrated and recorded at intervals not exceeding 12 months.
- 5.3.6.9 Dosing rates for processing aids, additives and antioxidants shall be checked, calibrated and controlled.
- 5.3.7 **Prevention of cross-contamination**
Access to processing facilities and storage areas shall be organised to prevent chemical, physical or biological cross contamination of marine ingredients from personnel operating in raw material and semi / fully processing areas.
- 5.3.8 **Cleaning and disinfecting (all areas)**
 - 5.3.8.1 There shall be thorough cleaning of all equipment and facilities to prevent contamination from pathogens, pests, dirt and foreign materials.
 - 5.3.8.2 Cleaning and disinfectant products shall be properly diluted, applied and securely stored so as not to pose a risk to staff and to the contamination of marine ingredients.
 - 5.3.8.3 The cleaning and disinfecting programme shall be documented, monitored and verified for each major item of equipment and processing area (i.e. reception, pumping, raw material storage, processing, storage, bagging, loading and dispatch).
 - 5.3.8.4 Environmental analysis for relevant microorganisms shall be carried out in storage areas according to the HACCP based risk assessment.
- 5.3.9 **Personnel hygiene**
 - 5.3.9.1 Protective personal clothing shall be worn where the facility has determined that there is a risk to personnel health and safety and to marine ingredients contamination.
 - 5.3.9.2 Personnel employed to work in direct contact with marine ingredients shall meet national medical checks, if applicable, before being recruited.
 - 5.3.9.3 During operation of the facility, personnel shall, if applicable, be subject to routine medical examinations with defined intervals that meet national legal requirements.
 - 5.3.9.4 Where applicable in national legislation, personnel shall report conditions (jaundice, fever, vomiting, sore throat, visibly infected skin

lesions and discharge from the eyes, ears or nose), to manage a possible exclusion from marine ingredients processing or handling areas.

5.3.9.5 Production area personnel shall wash and sanitise their hands before entering production areas, immediately after using bathrooms, and after handling potentially contaminated products.

5.3.9.6 There shall be rules for managing the conduct of all personnel relating to personal hygiene, health and safety and food safety, in processing, packaging and storage areas.

5.3.10 **Inspection, sampling and analysis**

5.3.10.1 The facility shall have representative inspection regimes in place that ensure the safety of all raw materials on arrival and marine ingredients on dispatch.

5.3.10.2 Inspections shall include, as appropriate, assessment of:

- physical form
- odour
- contamination by insect pests, droppings and other extraneous matter
- mould
- compliance with specification

5.3.10.3 Samples of the finished materials shall be labelled to facilitate traceability and be retained in appropriate conditions for a minimum period of six months.

5.3.10.4 Facilities shall undertake sampling and analysis of marine ingredients to meet the statutory standards for the permitted concentration of an additive such as antioxidants.

5.3.10.5 The sampling and testing plan shall be based on a HACCP based risk assessment for undesirable substances, aligned with national and international requirements.

5.4 **Hazard Analysis Critical Control Point (HACCP)**

Facilities shall establish and maintain an effective Hazard Analysis Critical Control Points system (HACCP) specific to their own premises and appropriate to the nature and volume of the production of all marine ingredients.

Separate HACCP systems shall be available for food / feed.

All existing and new products shall be covered by the HACCP system, which shall be regularly reviewed, at least annually.

5.4.1 **Hazard control**

- 5.4.1.1 Documented information regarding characteristics shall be maintained, as applicable, such as: chemical, physical and biological characteristics, composition, origin, place of origin, labelling, production method, packaging, storage conditions, distribution, delivery, shelf life and acceptance criteria for purchase for marine ingredients produced, raw materials, ingredients (including additives) and materials in contact with the marine ingredients.
- 5.4.1.2 For marine ingredients sold in bulk as well as in bags, delivery documents / labels shall include any details (such as statutory statements) required under labelling regulations in the country of production and / or receipt.
- 5.4.1.3 Each marine ingredient product shall have a written specification that is made available to purchasers and potential purchasers of the marine ingredients offered by the facility.
- 5.4.1.4 The specification shall confirm whether the marine ingredient is an approved MarinTrust material.
- 5.4.1.5 The intended use of marine ingredients shall be considered and maintained as documented information.
- 5.4.1.6 The HACCP analysis shall have a documented flow chart to ensure all parts of the marine ingredient production process are assessed and accounted for.
- 5.4.1.7 The HACCP flow chart shall be reviewed in situ to ensure that it is an accurate representation of the facility's production process.
- 5.4.1.8 To perform the hazard analysis, the HACCP team shall describe the following:
- facilities distribution
 - process equipment
 - process parameters
 - procedures
 - external requisites
- 5.4.2 **Hazard analysis**
- The HACCP team shall perform a hazard analysis based on the preliminary information to determine which hazards needs to be controlled. The control level shall assure marine ingredient safety and, when appropriate, a combination of control measures shall be used.
- 5.4.3 **Hazard identification**
- 5.4.3.1 The HACCP team shall identify all the hazards related to the marine ingredients that are expected, related to the nature of the product, the process, the environment and its intended use.
- 5.4.3.2 The identification shall be performed based on:

- preliminary information
- experience
- internal and external information, including epidemiological, scientific and historical background
- information from the marine ingredient chain (from raw materials until end products)
- legal, regulatory and customer requirement

5.4.3.3 The facility shall indicate the step(s) at which each marine ingredients safety hazard can be present, be introduced, increase or persist, considering the stages before and after the marine ingredients supply chain, all the steps in the flow diagram and the process equipment, facilities / utilities, environment and personnel.

5.4.4 Risk assessment

The HACCP plan shall be based on an assessment of risk and shall identify which hazards are of such a nature that their elimination or reduction to acceptable levels is essential to the safe production of marine ingredients. In conducting the hazard analysis, the following should be taken into consideration:

- the likely occurrence of hazards and severity of their adverse health effects on consumer
- the determination of safety parameters for each identified hazard and this shall be documented
- the qualitative and/or quantitative evaluation of the presence of hazard
- survival and multiplication of micro-organisms of concern
- conditions leading to the above

5.4.5 Establishing Critical Control Points (CCPs)

5.4.5.1 The facility shall determine and set control measures specific to the facility based on its risk assessment.

5.4.5.2 The facility shall identify the control measure(s) that are related to CCP(s) and maintain a documented record as to why this determination was made.

5.4.6 CCP control / HACCP Plan

The facility shall establish, implement and maintain a documented hazard control plan, including:

- hazards related to marine ingredients safety to be controlled by CCP or operational prerequisites programme (clause 5.3)
- critical limits, follow-up procedures, corrections, responsibilities and records

- 5.4.7 **Determine marine ingredients safety limits for CCPs**
The facility shall determine for each CCP which parameters shall be measured, analysed or observed, and which marine ingredient safety limits apply for these parameters.
- 5.4.8 **Monitoring CCPs**
- 5.4.8.1 A monitoring plan for each CCP shall be set up for each control measure, or combination of control measure(s), to detect any non-compliance within the marine ingredient's safety limits. The system shall include all scheduled measurements relative to the marine ingredients safety limits.
- 5.4.8.2 The monitoring plan shall be documented including information on methods, frequency and responsibilities of sampling, calibration and monitoring.
- 5.4.8.3 The facility shall establish the corrective actions to be taken when monitoring indicates that a particular CCP is not under control.
- 5.4.9 **Validation**
- 5.4.9.1 The facility shall validate the control measures of the prerequisites and the HACCP plan prior to its implementation and after any changes are made.
- 5.4.9.2 If validation shows control measures(s) are ineffective, the facility shall modify and reassess the control measure(s) and / or the combination of control measure(s). Documented validation methodologies and evidence shall be maintained.
- 5.4.10 **Verification**
The HACCP Team shall carry out regular reviews (at least annually) to verify the requirements of the HACCP plan are being met in practice and that the plan effectively and consistently ensures that the facility produces safe marine ingredients.

5.5 Threat Assessment and Critical Control Points (TACCP) / Vulnerability Assessment and Critical Control Points (VACCP)

- 5.5.1 The facility shall produce a documented review of threats and vulnerabilities to protect the integrity of products intended for human consumption.
- 5.5.2 This review shall be updated at least annually.

Section 6: Staff training and competence

6.1 Training programme

The facility shall have a training and development programme to ensure that all employees are equipped with the necessary skills and knowledge to fulfil their role correctly and safely to meet the requirements of this Standard.

6.2 Training procedure

The facility shall have a training and development procedure in place which includes:

- identification of training requirements/needs
- provision of training
- review of provision of training
- review of effectiveness of training
- co-ordination of training provision
- record keeping by a designated person

6.3 Specific training requirements

Where specific training is required, especially on dangerous machinery as identified within the health and safety risk assessment, employees shall be suitably trained within a timely manner.

6.4 Training records

Training records shall be maintained to include details of the training provided for and attended by employees.

6.5 HACCP training

- 6.5.1 A HACCP team leader or nominated team representative shall have competence in the understanding of HACCP principles and their application.
- 6.5.2 Key personnel identified as HACCP team members shall have appropriate training, product and process knowledge and experience.

Section 7: Social accountability and community

7.1 Self-declaration

- 7.1.1 The facility shall sign and display (clearly) a self-declaration assuring good social practice and human rights of all employees, including:
- a commitment to ensure no child labour
 - a statement that no discrimination is practised
 - a statement that no harsh or inhumane treatment is allowed
- 7.1.2 Employees shall be informed about the self-declaration at least every 12 months.

7.2 Documented self-assessment

The facility shall conduct a documented annual self-assessment against all relevant employment and worker welfare laws and include all nonconformities and action plans to address and monitor the nonconformities.

7.3 Knowledge of responsible person

The facility shall demonstrate that the responsible person for workers' health and safety and the employees' representative(s) have knowledge and/or access to national regulations concerning gross and minimum wages, working hours, union membership, anti-discrimination, child labour, labour contracts, holidays, maternity and paternity leave, medical care and pension / gratuity.

7.4 Policies and procedures

- 7.4.1 The facility shall have a documented discrimination procedure to demonstrate that no discrimination based on race, colour, sex, religion, political opinion, national extraction or social origin takes place.
- 7.4.2 The facility shall have a documented grievance procedure, which:
- details the timeframe within which grievances shall be resolved
 - protects the person(s) who raised the grievance from recrimination
- 7.4.3 The facility shall have a documented recruitment procedure for hiring all employees, whether they are employed directly or through agencies, that includes:
- recruitment agencies for temporary / seasonal / migrant workers shall be licensed / registered / regulated, or have been assessed through the facility's due diligence checks

- no worker pays recruitment fees

7.5 Health, safety and welfare

- 7.5.1 A documented Health and Safety risk assessment, in line with legislation in the country in which the facility is based, shall have been conducted and implemented (including control measures) to protect all users of the facility.
- 7.5.2 The facility shall provide all workers with the necessary equipment for worker safety, as stipulated in the risk assessment, at no cost to the workers.
- 7.5.3 The facility shall have an implemented procedure for documenting any health and safety related incidents/accidents and corrective actions, including reporting to authorities as required by local regulations.
- 7.5.4 First aid and healthcare shall be provided in line with legislation in the country in which the facility is based.
In countries with no legal stipulations for first aid / healthcare, the following shall apply:
- the facility shall have trained first aiders and first aid cover is in place for each operational shift
 - a first aid kit shall be available, with contents in date and appropriate for level of first aid risk
 - records shall be maintained of use of content for first aid kit
- 7.5.5 If accommodation is provided to employees by the facility, it shall be:
- maintained in good structural condition
 - not create a health or safety risk to the employees (including decent sanitary conditions, suitable light, ventilation, temperature, separation of genders)
- 7.5.6 If food is provided to employees by the facility, the facility shall ensure it meets the dietary needs / intake of the employees.

7.6 Employment agreements

- 7.6.1 The facility shall ensure that all staff have the correct visa / work permit to comply with its current national employment regulations.
- 7.6.2 All workers shall be provided with work agreements / contracts that they understand and that comply with one of the following points:
The work agreement/contract is compliant with national legislation that stipulates the content of the contract / agreement.
OR
Where there are no national legal requirements, work agreements / contracts shall include the following as a minimum:
- a description of the role and any responsibilities
 - the type of contract

- working hours and rest periods
- paid / unpaid time off
- wages (including levels and frequency of pay, agreed deductions and overtime)
- benefits
- termination terms and conditions, including notice period
- access to relevant employment policies

7.6.3 The employment contract or work agreement shall be signed and dated by both the facility (authorised representative) and employee.

7.6.4 Employee records shall contain as a minimum:

- full names
- nationality
- a job description
- date of birth
- the regular working time
- wage
- the start date of employment

7.7 Working hours, pay and remuneration

7.7.1 A log / record of each worker's working hours and rest periods shall be maintained.

7.7.2 There shall be records to demonstrate that each employee has been paid for the work they have completed, including any approved overtime.

7.7.3 Records of regular payment of all employees shall be retained for at least three years (from start date of employment if this is less than three years).

7.7.4 Employees, including those paid per unit, shall be paid at least national legal minimum wage within a regular normal working week, excluding overtime.

7.7.5 Deductions shall not be permitted with the exceptions of statutory requirements or deductions agreed with the employee as part of the contract / work agreement.

7.7.6 There shall be documented information including:

- advances
- hours worked
- pay

- calculation of deductions (if applicable)

7.8 Employment age

- 7.8.1 The facility shall show records indicating compliance with national legislation regarding the minimum age of employment.
- 7.8.2 If the minimum age of employment is not covered by national legislation, one of the following points shall apply:
- The facility may employ young workers as of the age of 15 or above the age of completion of compulsory education (whichever is higher), to conduct non- hazardous work with written permission from the child's parent / legal guardian.
- OR
- The facility may employ young workers as of the age of 15 through an official / licensed / regulated apprenticeship scheme.
- 7.8.3 All young workers (15 and upwards) shall be protected from risks and hazards specific to their age and in line with those activities identified within a young person's health and safety risk assessment.

7.9 Freedom of association, collective bargaining and worker representation

- 7.9.1 The facility shall allow freely chosen worker representation for all employees.
- 7.9.2 The facility shall have documentation which demonstrates that a clearly identified, named employees' representative and / or a workers committee representing the interests of the employees to the management is elected, or appointed, or nominated by all employees, and recognised by the management.

7.10 Zero tolerance and remediation

The facility shall have a documented remediation procedure for dealing with child, forced, bonded, involuntary prison labour or involuntary labour in place that:

- includes remediation actions that put the best interest of the person first
- requires that remediation actions are documented and are verified to ensure effectiveness
- is tailored to meet the specific requirements dependant on the age of the worker

7.11 Community Engagement

- 7.11.1 The facility shall have a written evaluation of the potential impacts of its direct operations on the local community and include remediation and management actions taken to address those impacts.

7.11.2

The facility shall provide and document its support for the local community.

Section 8: Environmental accountability

8.1 Environmental permits and compliance

- 8.1.1 The facility shall provide copies of permits (as applicable) for environmental emissions regulations for the following:
- emissions to air (including greenhouse gases)
 - discharge to water
 - release of toxic or hazardous substances
 - noise, smell and dust pollution
 - ground pollution
- 8.1.2 The facility shall provide documentation to demonstrate compliance with the requirements specified in permits from clause 8.1.

8.2 Environmental risk identification and management

- 8.2.1 The facility has a documented procedure for:
- identifying and assessing environmental issues / risks
 - management / mitigation measures to reduce the likelihood of issues occurring
 - preventive measures to avoid issues occurring
 - documenting environmental accidents / incidents
 - handling accidents / incidents if they arise
- 8.2.2 The facility management shall demonstrate awareness of the identified issues and the provisions made to address the associated risks.

Annex 1: Change log from Version 2.0

This Annex provides an overview of the main changes between Versions 2.0 and 3.0 of the MarinTrust Global Standard for Responsible Supply of Marine Ingredients.

V3.0 has changed the flow and content of the previous version, through separating and/or combining sections where applicable.

- Table 1 shows the change in structure: V2.0 is comprised of seven sections, V3.0 of eight.
- Table 2 provides a summary of the main changes in each section of V3.0.

Table 1: The change in structure/sections

v 2.0 Section	v 3.0 equivalent section	V3.0 Section number
1. Responsible sourcing practices	Sourcing pre-requisites	Section 1
	Responsible raw material sourcing practices	Section 3
2. Responsible traceability practices	Responsible traceability practices	Section 4
3. Responsible manufacturing practices	Quality management system	Section 2
	Good Manufacturing Practices	Section 5
4. By-products	Responsible raw material sourcing practices	Moved to section 3
5. Social	Social accountability and community	Section 7
6. Environmental	Environmental accountability	Section 8
7. Community engagement	Social accountability and community	Moved to section 7
n/a	NEW Staff training and competence	Section 6

Table 2: Changes within each section in V3.0

Section number	Section title	Main changes
1	Responsible sourcing pre-requisites	• Simplified the pre-requisite section • Linked to the pre-assessment requirements for whole fish and by-products
2	Quality Management System	• Consolidated policies into one clause • Introduced the need to provide metrics each year (by completion of a template) • Introduced the requirement for vessels supplying whole fish to have a social policy • Greater emphasis on due diligence • Strengthened checks of suppliers and subcontractors as a foundation of due diligence by introducing requirements for traceability, legality, social policies, information provision etc. • Improved clarification around the use of logo and Improver Programme claim
3	Responsible raw material sourcing	• Introduced applicable Key Data Elements (KDEs) from Global Dialogues on Seafood Traceability (GDST).

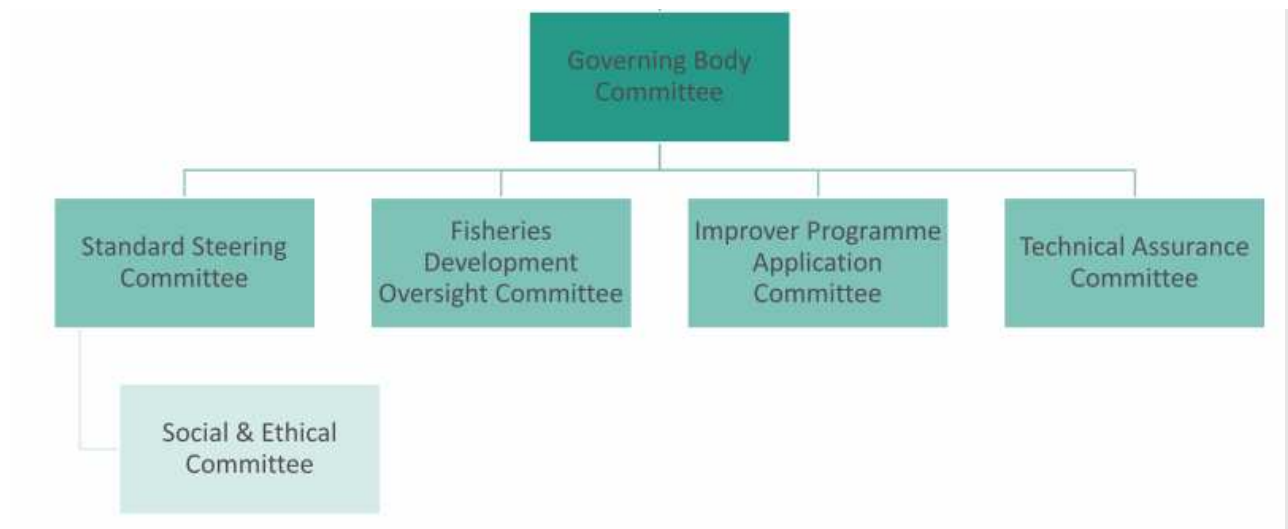
	practices	• Clarified types of by-products and sources. • Linked to the updated by-product assessment methodology, a pre-requisite of this Standard. • Provided clarification for by-products rated as medium or high-risk. • Strengthened the traceability requirements applicable by type of raw material.
4	Responsible traceability practices	• Aligned to MarinTrust Chain of Custody Version 2.0 to facilitate linkage between both Standards. • Introduced KDEs from GDST. • Linked to raw material requirements in Section 3 to specify traceability requirements for each batch / delivery of marine ingredients. • Clearer and more robust traceability requirements at all stages of production.
5	Good manufacturing practices (GMP)	• All GMP requirements are now in this section. • Strengthened requirements to align with updates in good practice. • Aligned to latest versions of Codex Alimentarius - General principles of Food Hygiene (2020), ISO 22000 (2018), GMP+ (2022), FEMAS (2019). • Now in line with HACCP (Hazard Analysis Critical Control Points) requirements and terminology. • New requirements for TACCP (Threat Assessment and Critical Control Points) / VACCP (Vulnerability Assessment and Critical Control Points) (only for facilities producing human consumption) added to improve product integrity.
6	Staff training and competence	• New section to ensure knowledge transfer/skills development around MarinTrust requirements. • Requirement for procedures provides flexibility for plants to implement their own ways of proving staff training and development.
7	Social accountability and community	• Section updated to be in line with International Labour Organization (ILO) and latest best practice. • Clearer requirements to demonstrate social performance in factories, balanced against what is possible. • Proposed a risk assessment approach to simplify some auditing requirements for certain clauses relating to legal compliance. • Community requirements simplified and updated.
8	Environmental accountability	• This section has been simplified but remains unchanged.

Annex 2: Acknowledgements

The MarinTrust Governing Body Committee (GBC) would like to thank all the members of the respective MarinTrust Committees for their commitment and contributions throughout the development of this Standard.

Details of all committees and their members are available online:

www.marin-trust.com/about-us/governance-structure



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