



## **Procedure 1**

### **Standard Setting and Maintenance**

#### **1. Purpose**

1.1. The purpose of the Standard Setting and Maintenance Procedure is to ensure that the development, revisions, approval and maintenance of the FISH standard and associated guidance and tools is undertaken in a transparent, competent and robust manner by the appointed Standards Oversight Committee (SOC) in accordance with defined methods, and rules of procedure consistent with the objective and scope of the FISH Standard for Crew.

#### **2. Scope**

2.1. The scope of standard setting and maintenance procedure sets out the circumstances for the development, revision and periodic review to the Standard, Guides and Certification Procedures of the FISH Program. This procedure falls under the Responsibilities and Guiding Principles of FISH Board of Directors and SOC and is in accordance with FISH policies for transparency and accountability.

2.2. FISH documents that are under the technical direction of the SOC include:

- The FISH Standard for Crew, hereafter the Standard
- Auditor Guidance Manual
- Certification and Accreditation Framework
- Any tools that support interpretation and implementation of the Standard

#### **3. Review Procedure**

3.1. SOC shall be appointed and operated in accordance with the FISH bylaws.

3.1.1. SOC membership represents a balance of stakeholder interest in the sector. Participants comprise technical experts in social compliance auditing and

certification as well as representatives from seafood industry, governmental and non-governmental organizations, and trade unions.

3.2. A major review of the Standard and related documents shall be conducted in accordance with the FISH Program work plan and undertaken at least every five years.

3.3. Reviews shall consider, but are not limited to:

- major changes/advancements in labour management onboard fishing vessels
- feedback from applicants and certified organizations
- feedback from CB's, comments and directions from SOC
- comments received from stakeholder and the public
- where there are revisions to FISH normative reference documents

3.4. The SOC shall meet at least once per annum to consider and confirm whether review and amendment of the Standard and related documents is required more frequently in order to maintain consistency with normative documents and the overall objectives of the FISH program.

3.5. A motion to undertake a review can be initiated by either an SOC or Board member. The SOC shall agree to the basis of any review outside of the five-year major review period.

3.6. Following SOC preparation of a new or revised Standard and subsequent to Board approval, a draft version of the new or revised Standard will be posted on the FISH website for a 60-day public input period, and an announcement of the stakeholder consultation will be made in appropriate media outlets.

3.7. On each occasion, the scope and objectives of the review, guidance on comment process, timelines and decision-making procedure will be provided to stakeholders in the announcement.

3.8. The SOC will review stakeholder comments and determine any amendments, additions, and/or omissions on the document(s) under review.

3.9. On final recommendation of the document(s) by the SOC, the Executive Director will present the revised or new document(s) to the Board for approval prior to their authorization and publication on the FISH website.

#### **4. Effective Date of Authorized Documents**

- 4.1. A revision to the FISH Program Standards and/or related documents shall be authorized with a date of when they will come into effect. The date will correspond to the effective date when the new revision(s) shall be implemented by applicant, certified clients and certification bodies.
- 4.2. Applicants and certified clients may choose to adopt revision(s) earlier than the effective date but regardless, all applicants and clients shall be required to adopt the revision(s) by the effective date.
- 4.3. For Standard revision(s) that are deemed to be relatively minor, the effective date will be 6-12 months from authorization date. For Standard revision(s) that are deemed to be more substantial, the effective date will be 36 months from authorization date.

## **5. Communicating Standard Revisions to Certification Bodies (CB)**

- 5.1. CBs will be informed of document reviews at the outset and invited to participate in the stakeholder consultations or as determined by FISH.
- 5.2. CBs shall be notified of all newly authorized Standard(s), Certification Requirements, and related documents at least 6 months in advance of them coming into effect in order that they may be formally adopted within the accredited certification system(s) that they operate.
- 5.3. Accreditation Bodies (ABs) shall be notified of all newly authorized Standard(s), Certification Requirements, and related documents at least 6 months in advance of them coming into effect in order that the AB may update their systems for assessing CB conformity.