

*[Insert CAB Logo]*

MSC Improvement Program

Marine Stewardship Council

MSC Improvement Product

Eligibility Verification Report

[*Fishery name*]

|  |  |
| --- | --- |
| Conformity Assessment Body (CAB) |  |
| MSC Improvement Program Fishery |  |
| MSC Improvement Program Start Date |  |
| MSC Improvement Program Project Manager |  |
| MSC Improvement Product eligibility verification number and date of report | *1st Verification / 2nd Verification / 3rd Verification / 4th Verification / 5th Verification (delete as appropriate)*  *DD/MM/YYYY* |

*Introduction and Instructions*

*This template details the information required from Conformity Assessment Bodies (CABs) when verifying MSC Improvement Product eligibility for a fishery applying for or participating in the Marine Stewardship Council (MSC) Improvement Program.*

*Verification of MSC Improvement Product eligibility is optional, unless the fishery has applied for MSC Improvement Product eligibility.*

*The CAB shall complete this template at the first MSC Improvement Product eligibility verification and following a change to Product Eligibility based on information from the Improvement Program Project Manager, as outlined in the* [MSC Improvement Program Requirements and Guidance v3.0](https://www.msc.org/for-business/certification-bodies/supporting-documents/Index?search=ITM).

*Where relevant, tables and information can be copied over from the MSC Improvement Program Eligibility, Progress Report or Progress Verification Report.*

*The CAB shall upload the latest version to the MSC Database in .pdf format and the most recent version of the MSC Improvement Program Progress Verification Report and MSC Improvement Product Eligibility Statement. If the MSC Improvement Program (Applicant) Fishery is seeking MSC Improvement Product eligibility for multiple UoAs at different times, the CAB may update the same template and incorporate the additional UoA(s).*

*The CAB shall ensure this and all updates to the MSC Improvement Product Eligibility Verification Report and MSC Improvement Product Eligibility Statement are completed and / or reviewed by an auditor who conforms to the qualifications as per the* [MSC Chain of Custody Certification Requirements](https://www.msc.org/for-business/certification-bodies/chain-of-custody-program-documents) *and the* CoC auditor personnel requirements *in the* [MSC General Certification Requirements](https://www.msc.org/for-business/certification-bodies/chain-of-custody-program-documents#gcr).

*Please rename the document so that the file name includes the fishery name and any other relevant information e.g. Fishery Name\_MSC Improvement Product Eligibility Verification Report\_Date\_Version Number.*

*Please complete all unshaded fields where information is available. For all instructions, notes and guidance indicated in italics, please delete and replace with your specific information where relevant. e.g. this ‘Introduction and instructions’ section.*

*This report will be made publicly available on the MSC website and therefore the CAB should not include confidential information.*

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Glossary

*View the* [*MSC-MSCI Vocabulary*](https://www.msc.org/docs/default-source/default-document-library/for-business/program-documents/chain-of-custody-supporting-documents/msc-msci-vocabulary-v1-3.pdf)*. Insert an optional glossary or list of acronyms used. Note that any terms defined here shall not contradict terms used in the MSC-MSCI Vocabulary.*

1. Report overview

*The CAB shall only include information relating to UoAs from which fish and fish products are determined to be eligible to be sold as “MSC Improvement Product”. If an MSC Improvement Program (Applicant) Fishery has multiple Unit(s) of Assessment (UoAs), the CAB shall only include those UoAs from which fish and fish products are determined by the CAB to be eligible to be sold as “MSC Improvement Product”. Please ensure the information listed corresponds to the relevant UoA(s) identified in the MSC Improvement Program Eligibility Report or MSC Improvement Program Progress Verification Report and include any revisions noted by the Improvement Program Project Manager at each progress verification, where relevant.*

* 1. Unit(s) of Assessment (UoAs)

Table 1. Unit(s) of Assessment (UoA) subject to MSC Improvement Program eligibility verification

|  |  |
| --- | --- |
| **UoA X** | **Description** |
| Target Stock |  |
| Geographical area |  |
| Fishing gear type(s) and, if relevant, vessel type(s) |  |
| Client group |  |
| **UoA X** | **Description** |
| Target Stock |  |
| Geographical area |  |
| Fishing gear type(s) and, if relevant, vessel type(s) |  |
| Client group |  |

* 1. MSC Improvement Product eligibility verification summary

*The CAB should complete the initial MSC Improvement Product eligibility verification alongside the MSC Improvement Program eligibility verification, progress verification, or as a separate verification during the fishery’s participation in the MSC Improvement Program.*

*Please detail the initial MSC Improvement Product eligibility verification.*

*In Table 2, complete a row for each UoA, and add rows as required.*

Table 2. MSC Improvement Product Eligibility verification summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Date**  *(actual/planned date)* | **Onsite/ Offsite** | **UoAs from which fish and fish products are eligible to be sold as MSC Improvement Product.** | **Name/s of assessor/s** |
| 1st MSC Improvement Product eligibility verification | *DD/MM/YYYY* | *Onsite/offsite* | *UoA X*  *UoA Y* |  |
| 2nd MSC Improvement Product eligibility verification | *DD/MM/YYYY* | *Onsite/offsite* |  |  |
| 3rd MSC Improvement Product eligibility verification | *DD/MM/YYYY* | *Onsite/offsite* |  |  |
| 4th MSC Improvement Product eligibility verification | *DD/MM/YYYY* | *Onsite/offsite* |  |  |

1. MSC Improvement Product eligibility verification
   1. Overall MSC Improvement Product eligibility determination and status

*Columns may be added for additional verifications*

Table 3. Overall MSC Improvement Product eligibility criteria, determination and status

|  | **MSC Improvement Product eligibility verification** | |
| --- | --- | --- |
| **Type of verification** | *Onsite / Offsite* | |
| **Justification for type of verification used** |  | |
| **Is MSC Improvement Product eligibility being conducted as part of the MSC Improvement Program eligibility verification, or a progress verification? If so, which?** | *Yes / No Eligibility Verification or 1st / 2nd / 3rd / 4th Progress Verification* | |
| **Confirm that UoAs are MSC Improvement Program eligible.** | **UoA** | **MSC Improvement Program eligible?** |
| *UoA X* | *Yes/No* |
|  |  |
|  |  |
| **For each UoA confirm all PI draft scores areSG60 or above**  *The PI scores are based on the most recent review and could be part of the Eligibility or latest Progress Verification Report. Please add or delete columns as needed to reflect the UoAs reviewed.* | **UoA** | **All PI draft scores above SG60** *(Yes / No)* |
| *UoA X* | *Yes / No* |
|  |  |
|  |  |
| **For each UoA(s) confirm that the Improvement Action Plan is up-to-date as per the latest MSC Improvement Program eligibility or progress verification** | **UoA** | **IAP is up to date** *(Yes / No)* |
| *UoA X* | *Yes / No* |
|  |  |
|  |  |
| **The fishery client has sufficient traceability systems to track and trace products sold as “MSC Improvement Product” back to each individual Improvement Program UoA** | **UoA** | **Traceability systems are sufficient to track and trace products back to individual UoA** *(Yes / No)* |
| *UoA X* | *Yes / No* |
|  |  |
|  |  |
| **Confirmation of UoA(s) from which fish and fish products are eligible to be sold as “MSC Improvement Product” and associated Eligibility Start Date** *Please confirm from which UoA(s), if any, fish and fish product are eligible to be sold as MSC Improvement Product and the start date* | **UoA** | **Eligibility Start Date** (*DD/MM/YYYY*) |
| *UoA X* | *(DD/MM/YYYY)* |
|  |  |
|  |  |

* 1. Verification of updates or changes which impact traceability

*In this section, the CAB shall verify information about key updates or changes in the fishery traceability, scope and progress since the latest review, if relevant (e.g. Pre-assessment, Full Assessment Report, Improvement Action Plan, or latest Progress Report or Progress Verification Report). The CAB shall outline any changes to the UoA(s) scope, composition, traceability system including changes that affect traceability and ability to segregate “MSC Improvement Products” from non-MSC Improvement products.*

*Upon MSC Improvement Product eligibility being granted, the CAB shall review on-going MSC Improvement Product eligibility at each progress verification including any changes noted above that may result in a change in the fishery’s Improvement Product eligibility.*

*If there have been changes to the UoA and/or MSC Improvement Product eligibility determination, the CAB shall update this MSC Improvement Product Eligibility Verification Report and the MSC Improvement Product Eligibility Statement and upload them to the MSC database for publication on the MSC website.*

|  |
| --- |
| Are there any developments or changes within the fishery that affect traceability and the ability to segregate “MSC Improvement Products” from non-MSC Improvement products? |
| ***YES/NO*** *(delete as applicable).*  *Changes that affect traceability and the ability to segregate “MSC Improvement Product” from non-MSC Improvement product may be:*   * *To the systems or tools used for traceability, and/or* * *Changes to the Units of Assessment.*   *If yes, please review and update the following sections 2.3 – 2.7, where relevant.*  *Reference(s): MSC Improvement Program Requirements and Guidance v3.0 Sections 4.2 – 4.4* |

* 1. Traceability within the fishery

*Please use information from the Pre-assessment or Full Assessment Report, or from the latest MSC Improvement Program Progress Report as appropriate.*

*This section requests a description of the tracking, tracing and segregation systems within the fishery and how these systems will allow any products intended to access certified Chains of Custody and be sold as “MSC Improvement Products”, to be traced back to an individual UoA.*

*This section requests information relating to the fishery client’s ability to segregate, identify and trace catch by gear type, target species, catch area, vessel, and harvest date.*

*The CAB may include in the report any traceability references, including hyperlinks to publicly available documents.*

Table 4. Traceability within the fishery

|  |
| --- |
| Statement on fishery’s ability to track and trace to each individual Unit of Assessment (UoA). |
| Systems allow the MSC Improvement Program fishery client to track and trace any fish or fish products back to each individual UoA.  *Confirm that the statement above is correct.* |
| Movement of fish and fish product between **harvest** and **landing**.  *An illustration of movement of product between harvest and landing. Include when any of the following happen: Harvesting, Sorting, At-Sea processing, Translocation, Transhipment, Offloading, Landing, subcontracting of any of the listed activities.* |
| *Provide this information through a flow diagram. An example is provided below:*  *Fishing vessel → Sorting → Transhipment → Offloader → Landing* |
| Movement of fish and fish products between **landing** and the proposed **start of CoC** if relevant.  *An illustration of movement of product between landing and the proposed start of CoC. Include when any of the following happen: Transport, Storage, Sorting/ Grading, Packing, Auction, subcontracting of any of the listed activities.* |
| *Complete this section if the proposed CoC starts after landing. Note as n/a if CoC starts at or before landing. Provide this information through a flow diagram. An example is provided below:*  *Landing → Transport → Storage → Sale by client group company* |
| Description of any processing and sorting / grading prior to change of ownership. |
|  |
| For the critical tracking events (i.e. where in the product flow this data needs to be transferred) of all fish and fish product handling and sale not covered by the separately proposed CoC describe:   * Process of segregating to each individual UoA * Key data elements (i.e. the data or documents to identify the UoA such as species, catch area, gear, vessel, harvest date) |
| *Detail for all stages covered by the fishery. Include images where this helps to show segregation.* |
| Where there are IPI stock(s) within the scope of the MSC Improvement Program, describe the verification of traceability systems. |
| *IPI by nature cannot be segregated from the P1 stocks. Confirm how the presence of IPI impacts segregating to UoA and managing key UoA data through critical tracking events.*  *State N/A where this does not apply.* |
| Other relevant information on the systems to track and trace to each individual UoA. |
| *For example: Relevant monitoring, oversight or regulatory controls which assure the traceability to each individual UoA; references to regulation, observer coverage, that can support these systems.* |

* 1. Traceability risks, mitigations and managements

*The CAB shall include in the report a description of the factors that may lead to risks of non-MSC Improvement Product being mixed with the MSC Improvement Product using the table below. For each risk factor, there shall be a description of whether the risk factor is relevant for the fishery, and if so, a description of the relevant mitigation measures or traceability systems in place.*

*Copy from the Pre-assessment or Full Assessment reports, and include updates from the Improvement Program Project Manager or update from the most recent Progress report. Clearly identify how these risks relate to each UoA under evaluation.*

Table 5. Traceability risks and mitigation within the MSC Improvement Program fishery

| **Factor** | **Description of the traceability risk factors by individual UoA (where there are multiple UoAs) and details of the risk mitigation and management**  *Include in each description:*   * *Whether each factor occurs* * *When it occurs and how frequently (e.g. regularly, seasonally, rarely)* * *How any potential traceability risks are mitigated and any risk management* * *If covered by information provided elsewhere in the pre-assessment report, cross reference as needed.* |
| --- | --- |
| Will the fishery use gears that are not part of the UoA?  If Yes, include in the description:   * If this may occur on the same trip, on the same vessels, or during the same season; * How any risks are mitigated. |  |
| Will vessels in the UoA also fish outside the UoA geographic area?  If Yes, include in the description:   * If this may occur on the same trip; * How any risks are mitigated. |  |
| Do vessels from outside the UoA and/or client group member ever fish on the same stock?  If Yes, include the description:   * If catch from outside the UoA share the same landing point(s) * How any risks of mixing are mitigated. |  |
| Do client group members ever handle “MSC Improvement Product” at the same time as MSC certified and/or non-MSC Improvement Product/ non-certified products during any of the activities covered by the UoA?  This refers to both at-sea and on-land activities and should reflect those listed in product movement in Table 4.2. It includes:   * Translocation * Transhipment * Offloading * Landing * Transport * Storage * Processing * Sorting/ grading * Packing * Auction * Subcontracting of any of the above activities.   If Yes please describe how any risks are mitigated. |  |
| Does transhipment occur within the fishery?  If Yes, please describe:   * If transhipment takes place at-sea, in port, or both; * If the transhipment vessel may handle product from outside the UoA;   How any risks are mitigated. |  |
| Are there any other risks of mixing or substitution between the “MSC Improvement Product” and other MSC certified and/or non-MSC Improvement/ non-certified product?  If yes, please describe how any risks are mitigated. |  |
| Are there any other risks of mixing between different MSC Improvement Program UoAs?  Please describe how any risks are mitigated. |  |

* 1. MSC Improvement Product eligibility

*The CAB may include this table into the MSC Improvement Product Eligibility Statement as this information is relevant to the first buyers for verifying “MSC Improvement Product”. Any changes to the determination here shall be updated in this MSC Improvement Product Eligibility Verification Report and the MSC Improvement Product Eligibility Statement which should then be uploaded to the MSC database for publication on the MSC website.*

Table 6. MSC Improvement Product eligibility

|  |
| --- |
| Determination on whether fish and fish products from the UoA(s) can go on to access Chains of Custody and be sold as “MSC Improvement Product”: |
|  |
| The point of change of ownership of product to any party not covered by the certificate. Also include detail of any trading activities between eligible client group members prior to this. |
|  |
| The point from which subsequent Chain of Custody (CoC) is required.  *The latest point this can happen is the point of change of ownership of fish or fish product to any party not covered by the certificate (reference section above), but it may happen sooner in which case describe as per the product flow (in Table 4.2). Note the requirement for when CoC is required to start on High Seas Transhipment.* |
|  |
| The entities, or categories of entities, at the point of landing and/or sale required to have separate CoC. Please list all known entities. Categories of entities and the types of activities carried out, which could include vessel owners, auctions, trading agents, offloaders, storage facilities , processors, or subcontractors and so not covered in Table 4 and Table 5. |
|  |
| A list of entities, or categories of entities, eligible to access chains of custody and sell product as “MSC Improvement Products” including:   * *Confirm if all vessels within the geographic area and gear of the specific UoA are eligible to sell fish and fish products as “MSC Improvement Products”* * *Any other limits to vessel types, ownership, client group membership* * *Include any trading agents and/or subcontractors used.* |
|  |
| Points of landing, auctions or other transfer which may be used for the sale of fish from the MSC Improvement Program fishery into further chains of custody, either:   * *The geographic region where all landing points are possible, or* * *Named landing points, auctions or other transfer sites if there are controlled MSC Improvement Product eligibility limits.* |
|  |
| Any specific eligibility criteria for product to be sold as “MSC Improvement Products”, or where to find this information where relevant, including:   * *Product form* * *Trip type (e.g. includes outside EEZ),* * *Need for Chain of Custody* * *Need for trading through client group members* * *Eligible points of landing* |
| *Where there is nothing additional to the relevant UoA(s), state N/A.* |
| How fish or fish products can be identified or can be confirmed as MSC Improvement Product eligible at the point it enters CoC, including:   * *How information on gear, species, stock, catch area, vessel, client group member (where relevant) is provided* * *Any segregation between UoAs required of first buyers (e.g. sort batches by species, catch area or gear)* * *Where relevant how any specific MSC Improvement Product eligibility criteria can be confirmed by the first buyers (as per section above).* |
|  |
| How IPI is identified to first buyers at the point it enters CoC where relevant. |
|  |

* 1. Eligibility of Inseparable or Practically Inseparable (IPI) stock(s) to enter further chains of custody

*Where IPI stock(s) are present, the CAB shall include in the report an evaluation of the species, stock, proportion and weight of the catch of IPI stock(s) and their MSC Improvement Product eligibility. The CAB shall include in the report a justification that supports the CAB’s conclusion of how requirements in FCP Annex PA are met for any catches of IPI stock(s).*

*The CAB may copy the table from the IPI announcement template into this section of the report.*

* 1. MSC Improvement Product eligibility date

*The CAB shall include in the report the MSC Improvement Product eligibility start and end dates, and the justification for selecting the dates, including consideration of whether the traceability and segregation systems in the fishery are appropriately implemented by the UoA(s) on or prior to the “MSC Improvement Product Start Date”.*

*For ongoing progress verification, this section is not expected to change unless the CAB has determined changes in the MSC Improvement Product eligibility status and/or been made aware of changes by the Improvement Program fishery.*

*Reference:* [MSC Improvement Program Requirements and Guidance v3.0](https://www.msc.org/for-business/certification-bodies/supporting-documents/Index?search=ITM)*, Section 4*

1. References

*The CAB should list all references here, including hyperlinks to publicly-available documents.*

*The CAB should include here the key documents referenced such as the MSC Improvement Program Eligibility Report, Improvement Action Plan, Progress Verification Report, Surveillance and report provided by the Improvement Program Project Manager to report progress, including the MSC Improvement Program Progress Report and Improvement Action Plan, where relevant.*

1. Template information and copyright

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*Delete the table below.*

Table 7. Template Version Control

|  |  |  |
| --- | --- | --- |
| Version | Date of publication | Description of amendment |
| 1.0 (Pilot) | 29 October 2024 | N/A – new document as part of the MSC Improvement Program Requirements and Guidance v3.0 |

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