**Marine Stewardship Council fisheries assessments**

# [Fishery Name]

# MSC Client Action Plan

*Instructions to the client and CABs*

*This template has been developed by the Marine Stewardship Council.*

*This template is for fishery clients to use to develop their Client Action Plans.*

*Please contact* *standards@msc.org* *if you have any questions.*

*The Client Action Plan needs to include:*

* *A description of the actions that will be implemented by the client, and other parties (where relevant) to achieve milestones and conditions.*
* *Roles and responsibilities for implementing and completing actions.*
* *The specified timeframe within which the conditions and milestones will be addressed.*
* *The outputs that will be provided to the assessment team to demonstrate that milestones are achieved and progress towards meeting conditions is being made.*

*Please complete all unshaded fields. Where instructions are included in italics, please delete and replace with your specific information where relevant.*

## Introduction

Table : Key Details

|  |  |
| --- | --- |
| **Fishery name** |  |
| **Report author** |  |
| **Report author association** |  |
| **Client name** |  |
| **Client contact person** |  |
| **Date of Client Action Plan** |  |

## Summary of conditions

*The report should include a table, summarising conditions raised by the CAB in the assessment. This information can be found in Client and Peer Review Draft Report assessment.*

Table : Summary of conditions

|  |  |  |  |
| --- | --- | --- | --- |
| **Condition number** | **Condition** | **Performance Indicator (PI)** | **Deadline** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Summary of conditions

*The report should include:*

* *Completed tables for all Performance Indicators (PIs) that have conditions assigned to them in the Client and Peer Review Draft Report.*
* *A new table should be completed for each PI with a condition.*

Table : PI X.X.X

|  |  |
| --- | --- |
| **1** | **Condition number** |
| *Condition number assigned by the Conformity Assessment Body (CAB).* |
| **2** | **Performance Indicator(s)** |
|  |
| **3** | **Score** |
| *Draft score as given in the Final Draft Report.* |
| **4** | **Condition(s)** |
| *This should state the condition as set by the CAB and include rationale on how the action(s) is/are expected to improve the fishery’s performance.* |
| **5** | **Milestone(s)** |
| *This should include the milestones set by the CAB.* |
| **6** | **Summary of action plan** |
|  |
| **Milestone** | **Action** | **Roles & responsibilities** | **Outputs** |
|  | *Enter the tasks and actions that you will implement to address the milestone.* | *For each action identify the key lead – the person, group or organisation responsible for completing the action.**Identify other entities – other people, groups or organisations who are involved in completing tasks and actions e.g. fisheries management or research agencies, authorities or regulating bodies.* | *Identify what outputs will be presented to the CAB to demonstrate the milestone has been met.* |
|  |  |  |  |

## Template information and copyright

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*The CAB shall delete Table 4:*

Table : Template version control

|  |  |  |
| --- | --- | --- |
| **Version** | **Date of publication** | **Description of amendment** |
| 1.0 | 25 March 2020 | Release alongside Fisheries Certification Process v2.2 |
| 1.1 | 26 October 2022 | Release alongside Fisheries Certification Process v2.3 and v3.0 |

A controlled document list of MSC program documents is available on the MSC website (<https://www.msc.org/for-business/certification-bodies/supporting-documents>).

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