[Insert CAB logo] **Marine Stewardship Council fisheries assessments**

# [CAB]

# [Fishery name]

# MSC Surveillance Announcement

# [Date]

*Instructions to CABs and assessment teams*

*This template details the information required from Conformity Assessment Bodies (CABs) when formally announcing the entry of a fishery into assessment, reassessment, scope extension, or transition assessment. The completed template will be published on the MSC website.*

*Please complete all unshaded fields. All notes and guidance indicated in italics, please delete and replace with your specific information where relevant.*

*If an interpretation is used, CABs shall cite it in the relevant section of the report and include a hyperlink to the interpretation.*

*Corporate Branding:*

*This template may be formatted to comply with the Conformity Assessment Body (CAB) corporate identity. The CAB shall ensure that content and structure follow the template.*

*Examples of appropriate amendments are:*

* *A title page with the company logo;*
* *A company header and footer used throughout the report;*
* *Replacement of font styles;*
* *Inclusion of contact details for the assessment team members in relation to consultation*
* *Deletion of any sections that are not applicable;*
* *Deletion of introductory text or instructions; and,*
* *Addition of subheadings to improve clarity and readability.*

# Marine Stewardship Council surveillance announcement

Table : Audit announcement

|  |  |  |
| --- | --- | --- |
| **1** | **Fishery name** | |
|  | | |
| **2** | **Unit(s) of Assessment (UoA)** | |
|  | | |
| **3** | **Date certified** | **Date of expiry** |
|  | |  |
| **4** | **Audit type and number** | |
| * *Indicate audit type, e.g. surveillance audit, expedited audit, surveillance audit with early application of Section SE (MSC Fisheries Standard v3.0), etc.* * *If an annual surveillance audit include which number, e.g. 1st Surveillance Audit, 2nd Surveillance Audit, etc.* | | |
| **5** | **Surveillance level** | |
| * *Indicate surveillance level as per FCP v2.2 7.28, v2.3/3.0 7.29 (e.g. surveillance level 4).* * *If surveillance activity has changed from what was indicated in the surveillance program in the PCDR or a previous surveillance report, also note that this is the case and provide an updated surveillance program in Appendix 2* | | |
| **6** | **Proposed team leader** | |
| * *Provide name of team leader and areas that they are responsible for. Explain how they meet the competency criteria (FCP v2.2 7.28.14.1-2, v2.3/3.0 2 7.29.141-2). If relevant, indicate whether team leader will be on-site or off-site.* | | |
| **7** | **Proposed team members *[remove if not applicable]*** | |
| * *If more than one auditor, also list additional auditors and explain how they meet competency criteria (FCP v2.2 7.28.14.1-2, v2.3/3.0 2 7.29.14.1-2). If relevant, indicate which auditors will be on-site and which off-site.* | | |
| **8** | **Audit time and location** | |
| * *Time and dates of surveillance activities. Location where activities will be carried out, including if remote.* | | |
| **9** | **Assessment and review activities** | |
| * *Outline what will be reviewed during the audit.* * *Refer to activities related to evaluating progress against conditions (may not be applicable for expedited audits).* * *Identify if PISG rescoring is due to take place to close a condition (not applicable for expedited audits).* * *If a decision has been made to proceed with the early application of Section SE (MSC Fisheries Standard v3.0) for Principle 1 target stocks, the CAB shall include the following information here:*   + *A statement that Section SE will be applied during the audit, including that the majority of clients have agreed (include this agreement in Appendix 3).*   + *Details of what will be assessed and reviewed as part of the application of Section SE.*   + *Details of the reporting timelines.* | | |
| **10** | **Stakeholder opportunities** | |
| * *Include link to MSC Template for Stakeholder Input into Surveillance Audits (not applicable for expedited audits).* * *Inform stakeholders that during the audit all team members are available to meet either in person or remotely.* * *If a decision has been made to proceed with the early application of Section SE for Principle 1 target stocks that are part of the UoA, the CAB shall include the following information here:*   + *A description of the stakeholder input process for the early application of Section SE.*   + *A statement that only stakeholders that attend the site visit or submit written information, using the template, to the team on the Draft Surveillance Report will be eligible to object to the findings of the Section SE annex of the Final Surveillance Report via the MSC Disputes Process.* * *The CAB may also include their own statement here inviting stakeholders to participate, and how they should do so, including the contact details of the relevant person at the CAB.* * *If no modifications have been made complete with “No modifications were made to the assessment tree”.* | | |

Submitted by:

Date:

# Appendix 1: Summaries of CVs of team members - optional

*The CAB may insert summary of CVs of team members.*

# Appendix 2: Surveillance frequency – if amended since PCDR

*The CAB shall include in the announcement:*

* *Justification for any reduction from the default surveillance level following FCP v2.2 7.28.4-7, v2.3/3.0 7.29.4-7.*
* *Justification for any deviations from carrying out the surveillance audit before or after the anniversary date of certification.*
* *A completed fishery surveillance program.*

Table : Surveillance level justification

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Surveillance activity** | **Number of auditors** | **Rationale** |
| *e.g. 3* | *e.g. On-site audit* | *e.g. 1 auditor on-site with remote support from 1 auditor* | *e.g. From client action plan it can be deduced that information needed to verify progress towards conditions 1.2.1, 2.2.3 and 3.2.3 can be provided remotely in year 3. Considering that milestones indicate that most conditions will be closed out in year 3, the CAB proposes to have an on-site audit with 1 auditor on-site with remote support – this is to ensure that all information is collected and because the information can be provided remotely.* |

Table : Timing of surveillance audit

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Anniversary date of certificate** | **Proposed date of surveillance audit** | **Rationale** |
| *e.g. 1* | *e.g. May 2022* | *e.g. July 2022* | *e.g. Scientific advice to be released in June 2022, proposal to postpone audit to include findings of scientific advice* |

Table : Fishery surveillance program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surveillance level** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| *e.g. Level 5* | *e.g. On-site surveillance audit* | *e.g. On-site surveillance audit* | *e.g. On-site surveillance audit* | *e.g. On-site surveillance audit & re-certification site visit* |

# Appendix 3: UoC agreement on early application of Section SE – delete if not applicable

*The CAB shall only proceed with the early application of Section SE if the majority of overlapping UoCs agree to do so. The CAB shall include here a copy of the majority agreement document signed by the relevant overlapping UoCs.*

*Reference: MSC Fisheries Standard v3.0 Section SE*

# Template information and copyright

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*The CAB shall delete Table 5:*

Table : Template version control

|  |  |  |
| --- | --- | --- |
| **Version** | **Date of publication** | **Description of amendment** |
| 1.0 | 8 October 2014 | Date of issue |
| 1.1 | 12 June 2015 | Appendix 2 with surveillance frequency Table added |
| 2.0 | 17 December 2018 | Release alongside Fisheries Certification Process v2.1 |
| 2.01 | 28 March 2019 | Minor document change for usability |
| 2.1 | 25 March 2020 | Release alongside Fisheries Certification Process v2.2 |
| 2.2 | 26 October 2022 | Release alongside Fisheries Certification Process v2.3 and 3.0 |

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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