Marine Stewardship Council assessments

Insert CAB Logo or delete

(Format / Shape Fill / Picture)

24 March 2020

[CAB]

[Company name]

MSC Chain of Custody Variation Request

1. Introduction

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| This form details the information required from Conformity Assessment Bodies (CABs) to enable the MSC to consider a CAB application to vary from a clause or requirement in any of the MSC program documents (GCR 4.12).  Please note that this form should only be used for CoC specific requirements. For a variation request that relates to GCR accreditation please use the fisheries variation form.  Please complete all unshaded fields. Where instructions are included in *italics*, please delete and replace with your specific information. All grey boxes containing instructions may be deleted, e.g. the ‘Introduction’ section.  Once this variation form is completed, delete guidance, save it as a PDF file and:   * email to [supplychain@msc.org](mailto:supplychain@msc.org)   On receipt, the MSC will consider your request and will usually respond within 14 days. |

1. Marine Stewardship Council variation request

|  |  |
| --- | --- |
| **Variation request** | |
|  | Date submitted to the MSC |
|  | * Please note the MSC will usually respond within 14 days, but for complex variations, longer may be necessary. The MSC will keep you informed if it will take longer than 14 days. |
|  |  |
|  | CAB |
|  |  |
|  | CoC certificate number or Applicant name |
|  |  |
|  | Lead auditor or program manager |
|  |  |
|  | Request prepared by |
|  |  |
|  | Scheme requirement(s) for which variation requested |
|  |  |
|  | How many times has a variation for this requirement been accepted or requested for this company by the CAB? |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Variation justification** (If it is to consider agents as subcontractors to the CoC holder, please go to Section 3 of this document) | | |
|  | Proposed variation | |
|  | * Please describe how the CAB proposes to vary from the requirement including, where required, any original deadline date, the length of additional time requested and the exact modified deadline date. | |
|  |  | |
|  | Additional time requested | |
|  | Original deadline date |  |
|  | Modified deadline date requested |  |
|  | Length of additional time requested |  |
|  | Justification | |
|  | * Please explain in detail why the variation is requested, why the change is necessary and any potential impacts on the CoC certificate holder’s ongoing certification including additional variation requests in the future. This helps the MSC decide whether the variation request should be granted. | |
|  |  | |
|  | Further comments and status of the audit | |
|  | * Please include any further relevant information and attach any documents. * Please include the latest version and timing of the report that has been prepared, and an indication when the next report is expected. | |
|  |  | |
|  | If applicable, additional information added after the MSC’s request | |
|  |  | |

1. Variation request for purchase or sales agents working for the CoC holder (Delete if not required)

|  |  |
| --- | --- |
|  | Proposed variation |
|  | **To consider the agents above as subcontractors to the CoC holder(s) above, rather than requiring them to obtain separate CoC certification.** |
|  | Agent name(s) and contacts (or where listed) |
|  |  |
|  | CoC certificate holder (agent acts on behalf of) |
|  |  |
|  | Fishery/supplier agent buys from (if relevant) |
|  |  |
|  | Customer(s) agent sells to (if relevant) |
|  |  |
|  | **Variation justification** |
|  | It can be demonstrated that the agent works on behalf of the CoC holder (for example working exclusively for them, a service agreement in place, order made directly between CoC holder and supplier/buyer) |
|  |  |
|  | The CoC holder has access to invoices received by and sent from agents. |
|  | Yes/No (delete as applicable) |
|  | A traceability test has been carried through the agent (sample of agents if all operating in the same way, e.g. at fishery) to the ultimate buyer or supplier |
|  | Yes/No (delete as applicable) |
|  | If using the agent to sell products the customer has access to traceability records back to certified supplier |
|  | Yes/No (or N/A if procurement agent) (delete as applicable) |
| CoC holder’s controls ensure that the agent meets all MSC requirements. Specifically: | |
|  | Purchase certified product only from certified suppliers |
|  |  |
|  | Correctly identify certified product on sales documents (e.g. on invoice line item) |
|  |  |
|  | Other relevant information on product integrity risks relating to agent activity, and systems/controls in place to address these. |
|  |  |

1. Corporate branding

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| --- |
| 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:   1. A title page with the company logo; 2. A company header and footer used throughout the report; 3. Replacement of font styles; 4. Inclusion of contact details for the assessment team members in relation to consultation 5. Deletion of any sections that are not applicable, though CABs should leave any sections that will be populated later in the assessment; and, 6. Deletion of introductory text or instructions. |

1. Template information and copyright

This document was drafted using the ‘MSC Variation Request Form – Chain of Custody v1.0’.

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| **Template version control** | |  |
| Version | Date of publication | Description of amendment |
| 1.0 | 25 March 2020 | N/A – First version |

A controlled document list of MSC program documents is available on the MSC website (msc.org).

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