

Procedure 10:

Standard Development Procedure

Certified Seafood International (CSI) Certification Program

Fully Aligned to ISO 17065



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1. Introduction

The CSI program standards and certification procedures strive to be consistent with relevant international guidelines for fishery certification programs.

Compliance with all CSI standards is assessed by auditors/assessors supplied by independent certification bodies with training in the CSI standards. The auditors/assessors must have relevant knowledge, experience, and credentials.

Copies of the current CSI standards, which are copyrighted by CSI can be found on the CSI website. The Program consists of a Fisheries Standard applicable to wild-capture fisheries assessment globally and a standard for Chain of Custody certification for seafood through the supply chain.

2. Purpose

The purpose of Procedure 10 is to define the procedure by which CSI develops, reviews, and approves its Fisheries Standard and Chain of Custody Standard.

3. Scope

This procedure covers the internal CSI processes in relation to standard development, revision, and approval of its standards.

4. CSI Board of Directors

The CSI Board of Directors is the oversight body for the Program with ultimate decision-making authority. Further information is available on the CSI website.

5. CSI Fisheries Standard Committee (FSC)

The Fisheries Standard Committee (FSC) is appointed by the CSI Board and oversees the ongoing review and development of the Fisheries Standard. Further information is available on the CSI website

6. Unified Technical Advisory Committee

Unified RFM Technical Advisory Committee (TAC) – a joint committee of CSI and Icelandic Responsible Fisheries Foundation (IRFF), which develops and maintains an ongoing review of the Unified Chain of Custody (CoC) standard. Further information is available on the CSI website.

7. CSI Executive Director

The Executive Director works closely with the Committees, the CSI Board chairperson, and the Vice President, Program and Standards to carry out the general administration of the standards. The Executive Director with the CSI Board and the Committee Chairs establish program goals and target dates for the key stages of public comment and publication.

The Executive Director and the Vice President, Program and Standards, are CSI employees or contractors. The Executive Director is appointed by the CSI Board. The Executive Director helps the chairperson's guide committees, advises on general standards policies, and coordinates among committees. The Executive Director also helps prepare committee draft standards and related documents as needed and is responsible for assuring that all records remain on file for at least one full standards revision period, including keeping Curriculum Vitae / Resumes and Conflict of Interest declarations of all committee Members as needed to maintain a record of their technical expertise and affiliations.

8. Standards Development

CSI standards define the most important elements of responsible fishery management and provide quantitative metrics and auditing procedures whereby adherence to those practices can be determined. By defining acceptable methods, and processes, and identifying appropriate performance metrics and targets, the standards directly address fishery management, environmental, and product traceability concerns.

Working with the Executive Director and Vice President, Program and Standards, the relevant committee strive to ensure that the standards development process is consistent with relevant FAO guidelines. As part of this effort, the relevant committee and the CSI staff ensure that the overall process, including procedures and public input opportunities, are made transparent to the public through the CSI website.

6.1 Development Process

The stages in the preparation of new or updated standard or revision is listed below. The Executive Director and Vice President, Program and Standards facilitate the flow of information throughout the development process.

1. Preliminary draft
2. Committee draft or drafts
3. Public comment draft
4. Final committee draft
5. Committee review
6. CSI Board approval

1-Preliminary draft are developed by expert consultants with the assistance of the CSI staff. Development of preliminary drafts involves reviews of existing best fishery practices and standards from outside bodies and may include draft material submitted by other interested organizations or individuals.

2-Committee draft The committee examines and approves the preliminary draft. To gain approval the decision must reflect a consensus among the committee members. The committee can suggest changes through the Vice

President, Program and Standards to review with the expert consultants and with the program's Certification Bodies to check their auditability. If there are many contentious points or points requiring further investigation or testing, there may be several committee drafts. Completed/Approved committee draft pass to the Executive Director in preparation for public comment.

3-Public comment In advance of the start of the public comment period the Executive Director will communicate this stage in international/national/regional publications and will proactively contact all stakeholders that were consulted at the start of the Standard development/revision process, to make them aware and to direct them on how they can provide comments.

All drafts are made available for 60 days of public comment on the CSI website. All comments received are carefully considered by the expert consultants with the CSI staff. Not all submissions are incorporated into the standard. Properly submitted comments will receive responses from the committee chair or the CSI staff as needed. The comments and responses will be posted on the CSI website.

4- Final drafts incorporate the public comment changes upon which the committee members agree. The final draft will undergo further testing, if necessary, with one of the program's approved Certification Bodies to determine its impact on current certificate holders, how long the audit/assessment will take to complete, and if the level of assessor competency has to be amended to complete the new audit/assessment.

5- Committee Review Final drafts of Fisheries Standards strive for consensus but if required are approved by a positive vote by a two-thirds majority of a quorum of 50% or more of the voting members. Final drafts of Unified Chain of Custody Standards are approved by a majority of members. Approved final drafts then proceed forward to the CSI Board for approval.

6- CSI Board Approval The CSI Board must endorse the final standard with a two-thirds vote of approval or return the standard to the Committee. The board cannot modify the standards or apply "line-item vetoes." Once approved by the CSI M Board, the completed standard is forwarded to the Executive Director for implementation.

9. Standards Revisions

The priority of new standards development is determined by the CSI Board with guidance from the Committees and the Executive Director.

The Committees work with the CSI staff to annually review the standards and to make appropriate changes at least every five years. The committees attempt to incorporate innovations and progress generated in a range of seafood forums and international conventions, such as meetings of the, the United Nations Food and Agriculture Organization, the International Maritime Organization, etc. Regular reviews ensure the standards represent current international best practices.

When minor errors are found in published standards documents, or clarification to existing clauses are necessary, proposed corrections are considered by the committee and the Executive Director, who have the option to enact the corrections or pass them on for further review by the CSI Board.

When new material or other significant changes to existing standards are presented, the complete review and approval process must be followed.

Once agreed by the CSI Board and prior to the outset of a new standard development/ revision, the CSI will publish information about the proposed changes to the affected standard in the form of a Terms of Reference for this new standard/revision with a set of objectives and rationale for the need for these changes. This information is published online in the public domain, as well as directly shared with the program's Certification Bodies and all affected certificate holders.

This communication includes:

- A rationale of the need for this new standard/revision; .
- A summary of the steps required in the standard-setting process (as identified in this procedure document) including proposed timelines for completing each phase and when key decisions need to be finalized will be communicated;
- Contact information and
- Details for contributing to the development process, allowing interested stakeholders the opportunity to provide input and comment on the final standard/review.