



ASC Group Requirements Draft For Consultation

Version 0.1

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ASC Group Requirements

Scope

This document sets out the requirements for eligibility and collective certification against the ASC Farm Standard by a group of aquaculture production sites. The requirements provide the overarching framework for a central internal management system (IMS) to oversee the conformity to the ASC Farm Standard at all the sites and coordinate the group’s certification process to apply for, obtain and maintain certification for a Group

Certification Type

There are two Group Certification Types for ASC Farm Certification

- A) Group - Option 1
- B) Group - Option 2

The requirements for these certification types are detailed in **Table 1** below.



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Table 1: Requirements for Group Certification Types for ASC Farm Certification

		Certification Type	
Req	Group Option 1	Group Option 2	
1	The Client's unit of certification (UoC) consists of more than one farm site controlled by a central internal management system (IMS) which is managed by a Central Management Body (CMB).	<p>The Client's unit of certification (UoC) consists of more than one farm site controlled by a central internal management system (IMS) which is managed by a Central Management Body (CMB).</p> <p>The sites are predominantly small-scale producers, a small number of large-scale producers can be included in the UoC.</p>	
2	<p><i>The IMS shall be audited at every routine CAB routine audit.</i></p> <p><i>A sample of sites within the UoC shall be selected for every routine CAB audit against the ASC Farm Standard.</i></p>	<p><i>The IMS shall be audited at every CAB routine audit.</i></p> <p><i>A sample of the sites within the UoC (sites classified as small-scale producers) shall be selected for every routine CAB audit against the ASC Farm Standard.</i></p> <p><i>All sites under the UoC that are classified as large-scale producers shall be selected for every routine CAB audit against the ASC Farm Standard.</i></p>	
3	<p>The Client shall identify a CMB with a defined location, which is not necessarily the headquarters of the organisation.</p> <p>The group management function shall not be sub-contracted to an external organisation.</p>	<p>The Client is the CMB. The CMB shall be a legal entity or a statutory body within a larger legal entity, or another form of legally recognised (registered with a government office) organisation.</p> <p>The CMB shall have a defined location, which is not necessarily the headquarters of the organization.</p> <p>The group management function shall not be sub-contracted to an external organisation.</p>	

4	The Client shall be capable of signing a binding contract that is legally enforceable.
5	The Client shall be the only entity authorised to sell ASC certified product.
6	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>The sites shall be owned by the Client or can be sub-contracted; the Client shall retain ownership of the ASC product at all production stages until it is sold outside the UoC.</p> </div> <div style="width: 50%; border-left: 1px solid black; padding-left: 10px;"> <p>The sites shall be;</p> <p>Contracted under a Contract Farming Agreement with the Client (CMB). In these cases, the contract farmer owns the product at all production stages and shall sell the product to the Client (CMB) before it can be sold as ASC certified product outside the UoC</p> <p><i>If the contract farmer sells the site's product directly to another third party, the product cannot be sold as ASC certified.</i></p> <p><i>Contract Farmers can be responsible for the operation of either single or multiple small-scale production sites</i></p> </div> </div>
7	The sites shall have clearly defined boundaries as described in the associated legal licenses and permits and may include multiple pens, cages, ponds, tanks, raceway systems or beds.
8	All sites in the UoC shall operate within the same jurisdiction or within neighbouring jurisdictions that share relevant common regulations.
9	The CMB shall be in charge of managing the UoCs central IMS (Internal Management System) and of assuring the conformity against ASC requirements of all sites within the UoC.

1. Organisational Structure and Management Authority

- 1.1** The Client shall establish processes that enable effective implementation of the Group's internal management system (IMS) to ensure conformity to the ASC Group Requirements the ASC Farm Standard for every site within the Group's UoC.
- 1.2** The Client shall have a documented organisational structure which details the:
 - A)** Management structure of the Group.
 - B)** Interrelationships and lines of communication between the sites and Central Management and between different sites within the UoC.
 - C)** Key duties and responsibilities in place within the group.
- 1.3** The Client shall identify a Central Management Body (CMB) ¹ with organisational authority to define, establish, and maintain the IMS.
- 1.4** The CMB shall ensure that the:
 - A)** Sites within the UoC conform to all the relevant ASC Farm Standard Requirements.
 - B)** IMS conforms to the ASC Group Requirements prescribed in this document.
- 1.5** The CMB shall be responsible for overseeing the implementation of corrective actions to address non-conformities raised during internal audits and external ASC CAB audits and ensuring they are resolved within the required timelines.
- 1.6** The CMB shall appoint a principal contact for the CAB and clearly document who will act as a deputy in their absence.
 - 1.6.1** The designated person shall be responsible for all activities related to ASC Certification within the Group and liaising with the CAB, ASC, and ASC's Integrity Services Provider.
 - 1.6.2** The designated person shall be communicated to all site managers in the Group and the CAB.

¹ Central Management Body (CMB) is a person or group of people who centrally control the IMS and are responsible for the Group's conformity with ASC Requirements.

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- 1.7 The CMB shall ensure that:
 - A) Effective communication is maintained between the CMB and the sites within the UoC, ensuring that key personnel are informed of their shared responsibilities.
 - B) Where shared procedures or policies are documented, both the relevant CMB and site personnel have access to the latest versions of these documents.

2. Site Register

- 2.1 The CMB shall maintain an up-to-date register of all sites within the UoC which includes the information outlined in **Appendix C**.
- 2.2 The CMB shall identify the name and physical address of where the central IMS processes/activities are planned and controlled on the register.

3. On-site Internal Audits

Internal Audit Scheduling

- 3.1 The CMB shall implement an effective and documented scheduled internal audit Programme.
 - 3.1.1 The schedule of internal site audits shall be communicated to all sites within the UoC.
- 3.2 The Group’s IMS and all sites within the UoC shall be internally audited at least once annually.
- 3.3 Internal audits shall be conducted for:
 - A) Each site within the UoC, against the relevant requirements of the ASC Farm Standard
 - B) The Group’s IMS against the ASC Group Requirements prescribed in this document.

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- 3.4 The CMB shall schedule site internal audit to be conducted while the site is in production.
 - 3.4.1 The CMB shall plan internal audits to ensure that harvest is evaluated at least once for all sites within each **three-year** certification cycle.
 - 3.4.2 The CMB may conduct unannounced internal site audits at their discretion. If conducted, the CMB shall not provide prior notice to the site.

Internal Auditors

- 3.5 The CMB shall be responsible for ensuring internal audits are conducted by appropriately trained and competent internal auditors who meet the Internal Group Auditor and Internal Site Auditor competency requirements² as outlined in **Appendix B**.
 - 3.5.1 **Internal Group Auditors** shall be responsible for evaluating the Group’s IMS against the ASC Group Requirements outlined in this document.
 - 3.5.2 **Internal Site Auditors** shall be responsible for evaluating of each site against the relevant ASC Farm Standard indicators.
- 3.6 The CMB shall ensure Internal Auditors are independent from the areas and activities they are auditing (i.e., they shall not audit their own work).

Internal Audit Reports

- 3.7 The CMB shall ensure the internal audit reports are completed using the ASC internal audit report template.
- 3.8 The scope of the internal audits shall cover the ASC Requirements for all sites, facilities, and activities within the UoC and the IMS.
- 3.9 The internal audit reports shall record conformity as well as non-conformity with reproducible³ details of the objective evidence evaluated.

² An individual can be both an Internal Group Auditor and Internal Site Auditor once they meet the required competencies and are not auditing their own work.

³ The audit report should include sufficient information to allow a secondary individual to locate identical documentation, information and data that was reviewed during the original audit and arrive at the same conclusion

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Internal Audit Non-Conformity Findings

- 3.10** Where non-conformities against the ASC Farm Standard are identified, the **Internal Site Auditor** shall:

 - A)** Establish and record the non-conformity grade as site minor, site major or site critical according to the definitions given in **Appendix A, Table A1.**
 - B)** Clearly record the details of the non-conformity against a specific standard indicator with a clear statement of the non-conformity, identifying the objective evidence on which the non-conformity is based.
 - C)** Record the associated deadline for the non-conformity closure, as detailed in **Appendix A, Table A3.**

- 3.11** The **Internal Group Auditor** shall coordinate with the Internal Site auditor(s) to review and determine if a site non-conformity is:

 - A)** An isolated site non-conformity, which does not indicate failure of the Group’s IMS, **OR**
 - B)** A systemic non-conformity relating to multiple sites, which indicates likely failure of the Group’s IMS

- 3.12** If the non-conformity is determined to be systemic, the Internal Group Auditor shall:

 - A)** Categorise the non-conformity as a **Group non-conformity.**
 - B)** Grade the non-conformity according to the definitions given in **Appendix A, Table A2.**
 - C)** Record the non-conformity against the appropriate ASC Group Requirement.

- 3.13** The CMB shall implement a process to:

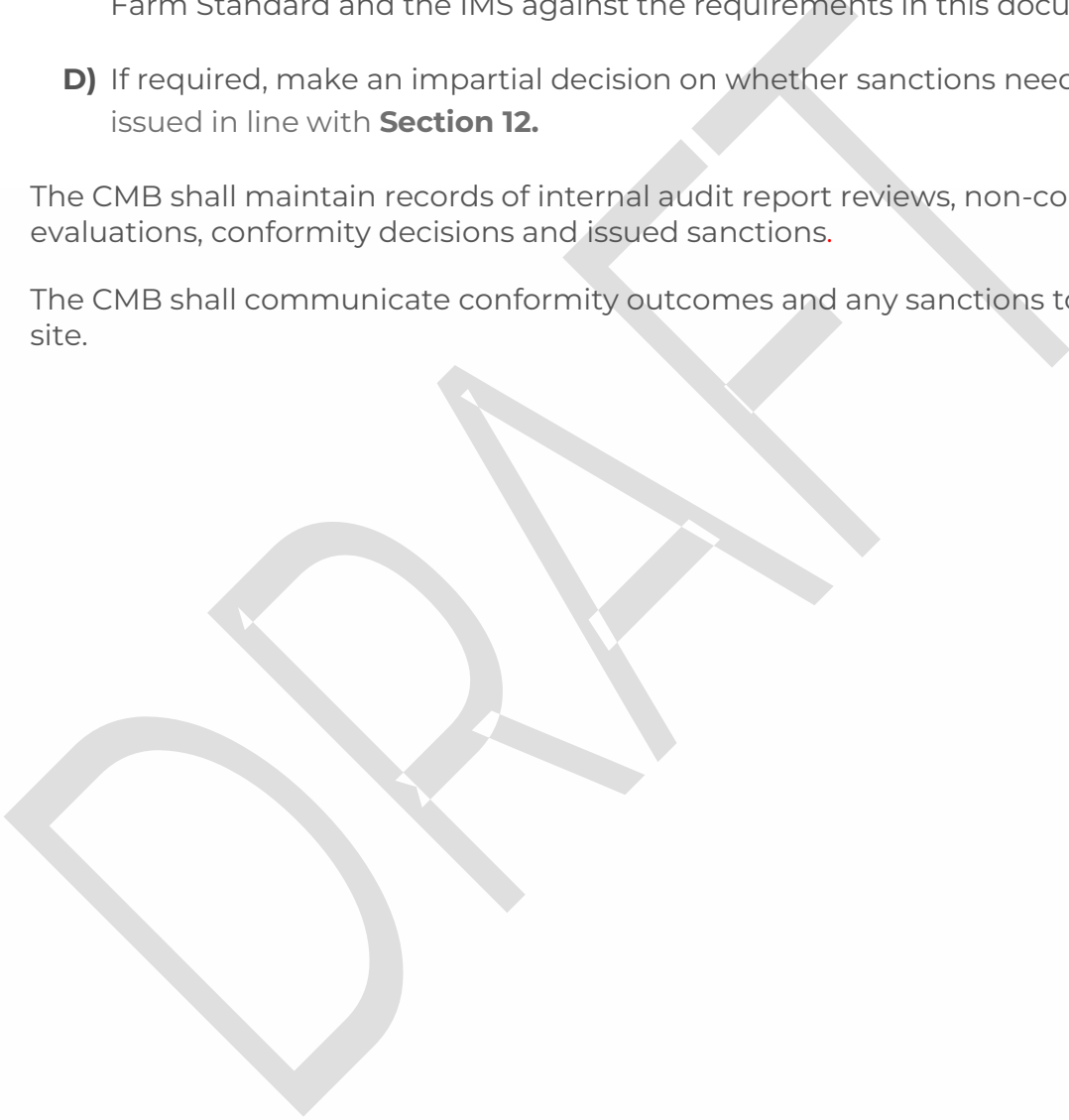
 - A)** Communicate internal audit non-conformities and the closure timelines to the personnel responsible for the activity audited.
 - B)** Agree corrections and corrective actions and person(s) responsible for implementation.
 - C)** Verify the effective implementation of the corrections and corrective actions within the required timelines.

- 3.14** Records of the above shall be maintained for each non-conformity.

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- 3.15** The CMB shall appoint a person or group of persons who **were not involved** in the audit process to:

 - A)** Review each internal audit report.
 - B)** Evaluate if non-conformities closure had sufficient evidence of effective implementation.
 - C)** Make an impartial decision on conformity of each site against the ASC Farm Standard and the IMS against the requirements in this document
 - D)** If required, make an impartial decision on whether sanctions need to be issued in line with **Section 12**.
- 3.16** The CMB shall maintain records of internal audit report reviews, non-conformity evaluations, conformity decisions and issued sanctions.
- 3.17** The CMB shall communicate conformity outcomes and any sanctions to each site.



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4. Traceability and Segregation

- 4.1** The CMB shall implement an effective central traceability system that identifies and minimises the risk of mixing and/or substitution of ASC and non-ASC products.
- 4.2** The traceability system shall ensure all batches of sold or dispatched products are traceable back to the production unit(s) within the site(s) and vice versa.
- 4.3** The CMB shall test the traceability system at a pre-determined frequency, at least annually by conducting a traceability test across a range ASC Products to ensure traceability can be determined from the production unit(s) to the sale or despatch of the product from the Group's UoC and vice versa.
 - 4.3.1** The test shall also include a mass balance of volumes.
- 4.4** The CMB shall have a map which defines, as a minimum, the sites and facilities within the UoC.
- 4.5** The CMB shall have a documented process flow diagram which describes:
 - 4.5.1** The extent of centralisation of processes and activities relevant to the traceability of product (e.g., central purchasing, dispatch, sales distribution, harvesting etc).
 - 4.5.2** The movement of product between sites and facilities within the UoC, from production unit(s) to the sale of product from the UoC.
 - 4.5.3** The interactions, product flow and transportation between sites and to central facilities. Facilities may include but is not limited to:
 - A)** Central Storage facilities (e.g., feed)
 - B)** Central collection centres (grading operations)
 - C)** Central distribution, dispatch or sales
- 4.6** If ASC certified product is transported from individual sites to a central facility, it shall be under strict supervision by the Client's (appointed) personnel.
 - 4.6.1** The following records shall be retained:
 - A)** Transportation Identification
 - B)** Time of harvest/dispatch/arrival
 - C)** Volumes (kg live weight, size)
 - D)** Seal number, if applicable
- 4.7** The CMB shall not permit the use of intermediary traders between sites and the CMB.

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4.8 If processing packing facilities handling the CMB’s product are vertically integrated⁴. The facilities shall hold valid ASC CoC Certification

5. Non-conforming Product

- 5.1** The CMB shall have an effective process for managing non-conforming ASC product that includes the following:
 - A)** Secure storage and clear identification of non-conforming product
 - B)** Defined responsibilities for decision making on the use of products appropriate to the issue (e.g., downgrading to non-ASC status).
- 5.2** If non-conforming product is detected, the CMB shall Immediately cease to sell or dispatch any implicated non-conforming product as ASC certified product.
- 5.3** Where the CMB identifies and downgrades the non-conforming product from ASC to non-ASC product, the CMB shall ensure this product is relabelled or re-identified as such prior to sale.
- 5.4** The CMB shall notify any customers confirmed as having received non-conforming ASC product within **two days** of detecting the non-conforming product and inform the customer of potential impacts on any claims associated with this product.
- 5.5** The CMB shall notify their CAB within **two days** of detecting the non-conforming product and inform the CAB of the implicated lots/batches of non-conforming product and actions taken to resolve the situation.
- 5.6** The CMB shall identify the reason the product is non-conforming and implement measures to prevent recurrence where necessary.
- 5.7** The CMB shall retain records, as defined in **Section 9**, relating to the non-conforming product; including any decisions made or actions taken.

⁴ An arrangement in which the processing or packing facilities are integrated and owned by the CMB.

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6. Complaints and Appeals

- 6.1 The CMB shall have an effective documented procedure to manage internal and external complaints and appeals that includes the contract farmer’s right to raise complaints and appeals to the CMB about the outcome of internal audits against their sites.
- 6.2 The CMB shall retain a record of all complaints and appeals including details of the associated investigations and outcome actions.
- 6.3 Complaints and appeals shall be analysed to determine trends that may affect the compliance of the CMB against the ASC Farm Standard and IMS requirements in this document.

7. Management Review

- 7.1 The CMB shall hold Management Review Meetings at planned intervals, at least annually, to review the Group’s performance against the ASC Requirements.
- 7.2 Management review meetings shall be attended by the Group’s Senior Management.
- 7.3 The management review shall, as a minimum, evaluate the following:
 - A) Previous management review action plans, timelines and status.
 - B) Results of internal audits and the status of corrections, corrective actions and non-conformity trend analysis.
 - C) Results of CAB's external audits and the status of corrections and corrective actions.
 - D) Complaints and where relevant, appeals and the actions taken to resolve them.
 - E) Sanctions issued and where applicable, appropriate follow-up.
 - F) Improvements made or planned to be implemented.
- 7.4 Conclusions and agreements reached during the management review shall be documented by the CMB and distributed to all member sites.

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8. Document Control

- 8.1 The CMB shall establish an effective document control process to ensure that only the latest version of documents and forms are accessible for use.
- 8.2 The process shall include:
 - A) A master list of all controlled documents indicating the latest version number.
 - B) The method for the authorisation and identification of the documents.
 - C) Identification of amendments or changes to documents including the reason for change.
 - D) A system to ensure obsolete documentation is removed from circulation.
- 8.3 Where documents are electronically stored, they shall also be stored securely e.g., password protected and backed-up to prevent loss.
- 8.4 Document shall be available in the most commonly used language to the personnel in each of the sites within the UoC.
- 8.5 If translation of documents is required, the CMB shall ensure the translations are accurate and the translated document is controlled under the document control process.

9. Records Management

- 9.1 The CMB shall have an effective record retention process that defines the controls needed for the identification, storage, protection, access and retention of records related to the Group’s conformity to the ASC Requirements.
- 9.2 Records shall be genuine, retrievable and legible.
- 9.3 Records shall be retained for a defined period, considering legal and ASC Farm Standard Requirements.
- 9.4 Where records are electronically stored, they shall be stored securely, e.g., password protected and backed-up to prevent loss.
- 9.5 The CMB shall assume responsibility for maintaining the records of individual sites who are unable to handle records (e.g. due to accessibility issues or illiteracy).

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10. Personnel Training

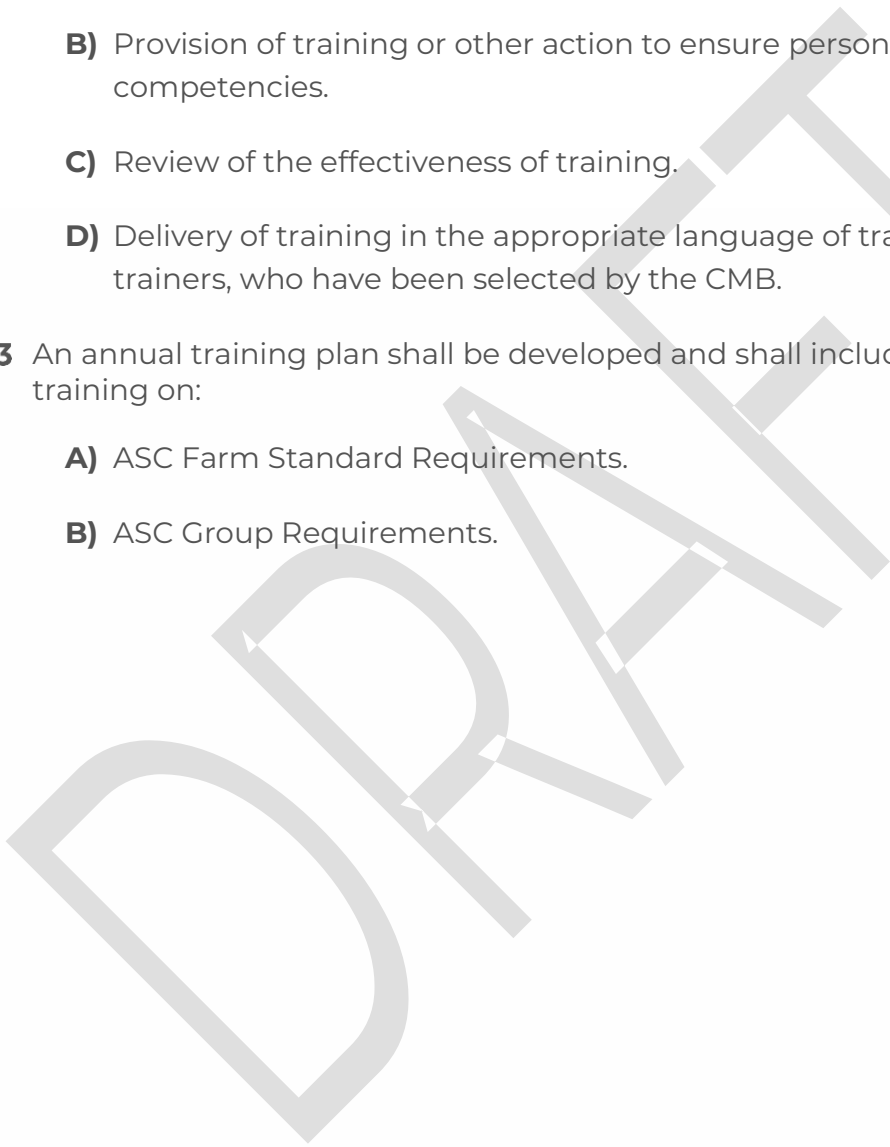
10.1 The CMB shall have an effective training programme that documents the training needs of relevant key personnel within the Group, at group and site level.

10.2 The personnel training programme shall include as a minimum:

- A)** Identification of the necessary competencies of specific key roles.
- B)** Provision of training or other action to ensure personnel have the required competencies.
- C)** Review of the effectiveness of training.
- D)** Delivery of training in the appropriate language of trainees by competent trainers, who have been selected by the CMB.

10.3 An annual training plan shall be developed and shall include but not limited to training on:

- A)** ASC Farm Standard Requirements.
- B)** ASC Group Requirements.



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11. Adding and Removing Sites

Adding Sites

- 11.1 Before a site can be added to the Group’s UoC⁵, the CMB shall ensure:
 - 11.1.1 An on-site internal audit has been conducted of the site against the relevant Requirements in the ASC Farm Standard and following the requirements in section 3 of this document.
- 11.2 To request to add sites to the Group, the CMB shall provide the CAB with the following:
 - A) An updated site register with a formal request to add the site to the UoC.
 - B) A copy of the reviewed internal audit report, non-conformity evaluations and conformity decision.
 - C) If applicable, copy of contractual agreement between the Client and site.
- 11.3 Site addition requests shall be submitted to the CAB, no later than **three months** from the date of the site’s internal audit.
- 11.4 From the initial certification date, the CMB may annually request to add sites to the UoC without the need for the CAB to conduct a site audit of a sample of these added sites; The CMB may add the below number of sites - whichever is smaller:
 - A) up to 5 new small- scale producer sites **OR**
 - B) a maximum of 10% of the total number of existing sites
- 11.5 Large-scale production sites may be added to the UOC after a CAB audit has been conducted of this site and all open major or critical non-conformities are closed.
- 11.6 Sites shall only be eligible to identify product as ASC certified from the date that they are added to the scope of certification following the approval of the CAB.

⁵ Sites which already hold valid ASC Certification may be added to a Group's UoC without an internal or CAB audit if they meet the requirements described in ASC's Certification and Accreditation Requirements.

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Removing Sites

- 11.7** The CMB shall follow the requirements in **Section 12** to remove sites from the Group UoC.
- 11.8** The CMB may also submit formal request to the CAB to **cancel** (voluntarily withdraw) a site from the Group UoC if the site:
 - A)** Is not currently suspended.
 - B)** Does not have any open major or critical non-conformities.
 - C)** Does not have any open data requests from ASC or its appointed integrity services provider.

12. CMB Sanctions: Suspension and Withdrawal

- 12.1** The CMB shall **Suspend** the UoC or Site under the UoC if a critical non-conformity is detected during an internal site audit.
 - 12.1.1** Refer to **Appendix A, Table A3** for more information on required timeframes and actions for Group and Site non-conformities.
- 12.2** The CMB shall **Withdraw** a site within the UoC if the internal site critical non-conformity is not closed within the closure timeframes as specified in **Appendix A, Table A3**.
- 12.3** The CMB shall **Withdraw** a site under the UoC if the site fails to conform to an indicator where the critical non-conformity grade is specifically prescribed in the ASC Farm Standard.
- 12.4** The CMB may also **Suspend** or **Withdraw** a site(s) for contractual or administrative reasons.
- 12.5** The CMB shall have an effective process to ensure that product harvested from affected sites is not identified, dispatched or sold as ASC certified during the suspension period or from the date of withdrawal.
- 12.6** The CMB shall, within **three working days** of their issuance of a site or UoC sanction, formally notify the CAB⁶ of the suspension or withdrawal.

⁶ The CAB is required to register the suspension or withdrawal of certificates or sites under the certificate on the ASC database within seven days of the notification.

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12.7 The CMB shall within **three working days** of the issuance of a site sanction:

12.7.1 Register the withdrawal, or suspension on the Group's site register, together with the date the site was permanently withdrawn or suspended from the UoC.

13. CAB Sanctions

13.1 If the Group's certificate or site under the certificate is suspended, withdrawn, or cancelled by the CAB, the CMB shall ensure that for affected sites, product harvested from the date of the sanction, is not identified, dispatched or sold as ASC certified or with the ASC label, trademark or claim.



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Appendix A Internal Non-Conformities

Table A1: Definitions of Internal Site Non-Conformities

Grade	Definition
Site Critical	<ul style="list-style-type: none"> Workers' lives are evidently at risk. Failure to conform to an indicator where the critical non-conformity grade is specifically prescribed in the ASC Farm Standard Sales or dispatch of non-certified product as ASC certified. <p>A banned substance or ASC prohibited veterinary medicine is detected in product samples collected by:</p> <ul style="list-style-type: none"> IMS Internal Site Auditors ASC or ASC's designated agent, OR ASC's appointed assurance services provider OR The CAB
Site Major	<ul style="list-style-type: none"> Where there is a substantial failure which is likely to have a significant impact on conformity to the requirements of the ASC Farm Standard The failure results in the absence or total breakdown of a system or process and is highly likely to materially reduce the ability to assure the integrity of the certified product The failure is persistent and recurs over time (may be due to non-closure or ineffective closure of previous non-conformities) The failure is systemic. There is repeated and wide-spread failure (generally due to a failure or weakness in an overarching system) Failure to conform to an indicator where the Major non-conformity grade is specifically prescribed in the ASC standard. A minor non-conformity was raised at the previous internal audit for the same indicator under the same circumstances.
Site Minor	<ul style="list-style-type: none"> Where there is failure which does not have a significant impact on conformity to the requirements of the ASC Farm Standard. The failure does not result in the total breakdown of a system or process. The failure is isolated or due to a single observed lapse of conformity to a requirement. The impacts of the failure are limited in temporal and spatial scale.

Table A2: Definitions of Internal Group Non-Conformities

Grade	Definition
<p>Group Critical</p>	<ul style="list-style-type: none"> Where there is a severe failure of the Group's central IMS resulting in a critical failure of the Group to conform to ASC requirements. The failure results in a severe, systemic failure of the sites within the UoC to conform to the requirements of the ASC Farm Standard
<p>Group Major</p>	<ul style="list-style-type: none"> Where there is a failure of the Group's central IMS which is likely to have a significant impact on the Group's conformity to the ASC Requirements The failure results in the absence or total breakdown of a central system or process which is integral to the Groups' conformity to the ASC Group Internal Management System requirements. The failure has the potential to have a systemic impact on the conformity of a number of sites within the UoC to the ASC Farm Standards

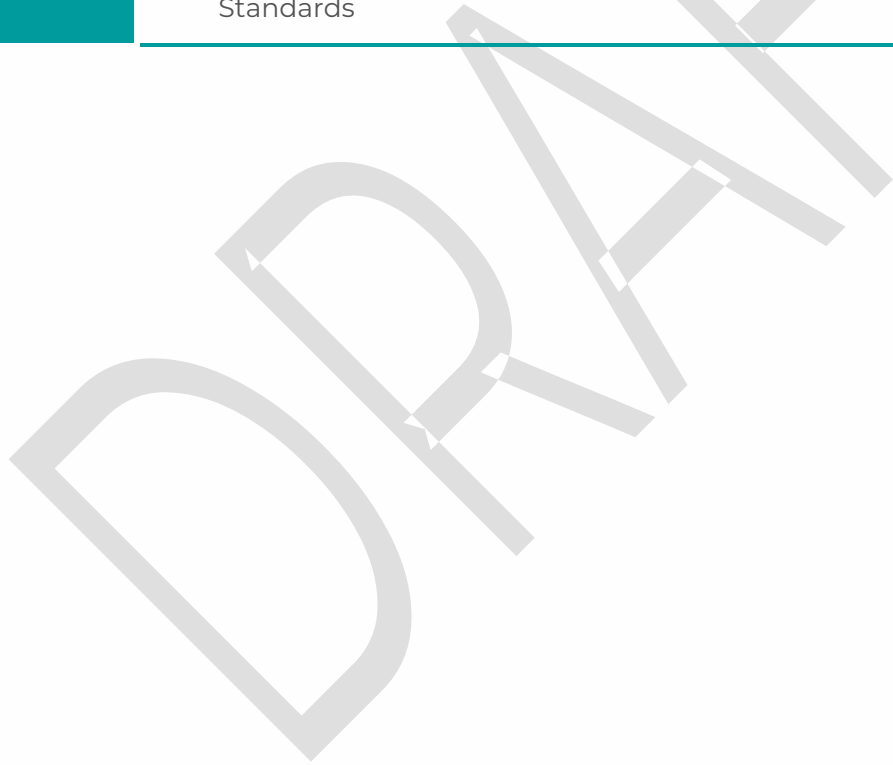


Table A3: Internal Non-Conformity Closure Timeframes and Sanctions

NC Category	Site Non-conformity			Group Non-conformity	
NC Grade	Critical	Major	Minor	Critical	Major
1. Closure timeline from NC Detection Date	3 months			3 months	
2. Urgent Internal Auditor Actions	Notify CMB within 24 hours of detection.	N/A		Notify CMB within 24 hours of detection.	N/A
3. Urgent CMB Action	Suspend the Site from the Group UoC within 48 hrs of detection. Notify the CAB within three working days of the Suspension			Suspend the Group UoC within 48 hrs of detection. Notify the CAB within three working days of the Suspension	
4. Urgent CMB Action: Prescribed Critical NC in ASC Farm Standard	Withdraw the Site from the Group UoC within 48 hrs of detection. Notify the CAB within three working days of the Withdrawal	N/A			
5. CMB Action if NC is not closed within timeframe in 1.	Withdraw the Site from the Group UoC. Notify the CAB within three working days of the Withdrawal			Notify the CAB within three working days of the exceeded NC closure deadline .	

Appendix B Internal Auditor Competency Requirements

Requirements	Group internal auditor	Site internal auditor
1. Formal Qualifications / Industry Experience	<p>A) The individual shall have at least a post-high school diploma</p> <p>OR</p> <p>B) At least 2 years practical experience in aquaculture or quality management systems.</p>	<p>Yes</p> <p>Yes</p>
2. Auditor Training	<p>A) The individual shall have successfully completed an Internal Auditor training course based on ISO 19011 principles that has a minimum duration of sixteen (16) hours. The course provider shall be accredited by the International Register of Certified Auditors (IRCA) or equivalent.</p> <p>OR</p> <p>B) The individual shall have successfully completed a training of at least 16 hours delivered by a qualified group internal auditor based on ISO19011 principles. Training material shall be available, and evidence of successful completion shall be available.</p> <p>C) The individual shall have completed ASC producer training modules of ASC Farm Standard and Group Certification Requirements (When available)</p> <p>D) The individual shall have completed the ASC training modules for new requirements as specified by the ASC (If applicable).</p> <p>E) The individual shall have successfully completed a training course for auditing social requirements provided by a certification body or professional training institution specialised in social auditing (only applicable to internal site auditors auditing social indicators of the ASC Farm standard).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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	Requirements	Group internal auditor	Site internal auditor
3. Knowledge / understanding of management systems	The individual shall have a general knowledge of management systems standards (such as ISO 9001), applicable procedures or other management systems documents used as audit criteria.	Yes	
4. Industry Experience	The individual shall have practical experience in aquaculture or quality management systems.	Yes	Yes
5. Specific Auditing Experience	The individual shall have undertaken at least one internal audit in the last 2 years against any certification scheme which has requirements for quality management systems.	Yes	
6. Witnessed Audit Requirements (Onboarding)	The individual shall have an internal site audit witnessed by a qualified group or site internal auditor before sign-off and no less than once in each two (2) year period.		Yes
7. Language skills	Working language skills in the primary local language of the site being audited. This shall include knowledge of the technical terminology used in this language. If this is not the case, the auditor shall be accompanied by an independent interpreter.	Yes	Yes

Appendix C Site Register

The CMB may develop their own Site Register template. The template shall contain as a minimum the following information:

- Site Code (ASC generated code available after initial certification)
- Site Name
- Site Status (Certified/Suspended/ Withdrawn/Cancelled)
- Site - Certificate Holder relationship (Site (owned by CMB)/Contract Farmer)
- Primary culture species
- Production system
- Latitude (N, S) (00.000000)
- Longitude (E,W) (000.000000)
- Last Internal Audit Date
- Date site added to Group
- Date site removed from Group
- Reason for removal

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Appendix D Contract Farming Agreement

** Contract Guidance Under Development



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