

Responsible Fishing Ports Scheme: Documents to Support your Application

The pre-assessment stage of certification advises the submission of a range of policies and procedures along with the completed application form. You should try to provide as many of the documents listed in the table below. These documents relate to specific requirements (policies and procedures) in the RFPS Standard. Documents that may not be available in hard copy, or where there are confidentiality concerns, will be requested at the on-site audit. This will make the on-site assessment take longer to complete and likely result in increased cost. So, while providing all of these documents along with the application form is not mandatory, it is best to submit as many as possible with your application.

Documentation you should aim to provide with your application:

Clause number	Supporting Application Document Requested
	Memorandum of Understanding (If applicable)
	The Applicant's HACCP or HACCP-style plan.
	The Applicant's policy on environmental emissions
1.5.19	The Applicant's cleaning schedule and cleaning policy
1.6.4	The Applicant's policy on eating, drinking, smoking and spitting
1.6.9	and, if separate, the personal hygiene checking procedure
1.6.7	List of requirements relating to personal health of visitors and rules for their personal hygiene prior to entering the fish selling area
1.7.1; 1.7.2; 1.7.4	The Applicant's pest control policy and procedure, and pest control manual
1.8.1	The Applicant's food protection policy statement and plan
2.1	Documentation to demonstrate compliance with ports legislation
2.2	The Applicant's employee training and performance policies
2.2.6	An outline of the Applicant's induction training procedure
2.3	The Applicant's Health and Safety documentation
2.5.3	Procedures for the maintenance of any port-owned vehicles
2.6.1	The Applicant's Worker Welfare Self Declaration
2.6.13	The Applicant's grievance procedure
2.6.4; 2.6.15	Documentation evidencing the legality of all employment relationships, including those with external contractors
3.1.1; 3.1.2	Documented environmental risk assessment and an associated Waste Management Plan (WMP)
4.3.1	Applicant's size grading specifications
4.5.1	Applicant's weighing procedures
4.7	The Applicant's policy on undersized fish and adherence to the landings obligation
5.1.1, 5.1.6.	The Applicant's documented traceability procedure