

Memorandum of Understanding

Application to Seafish Responsible Fishing Ports Scheme

[Advice to applicants using this template as a basis for their MoU is provided in square brackets, and should be deleted from the final version.]

Introduction

Through this Memorandum of Understanding (MoU), the organisations and individuals listed under Section 1 commit to work together to achieve certification against the Seafish Responsible Fishing Ports Scheme (RFPS). Signatories to this MoU commit also to following the roles and responsibilities as set out in Sections 2 and 3.

Section 1 – Signatories

[This section should list all of the applicant organisations and individuals. Any organisation or individual assuming responsibility for any part of the RFPS Standard must be included in this list, must commit to all other components of this MoU, and must sign on the final page. Insert additional rows to the table if required.]

The ‘Type of organisation’ column should be used to indicate whether the applicant is a private company, local authority, charity, individual etc. The ‘Primary Role’ column should be used to indicate the main role of the organisation; for example, port authority, administrator, fish agent, buyer, cleaner, etc.]

Name of partner in the application (Signatory)	Type of organisation	Primary Role

Section 2 – Responsibilities

All Signatories to this MoU commit to working together to meet the requirements of the RFPS Standard. The following Signatories also commit to taking primary responsibility for meeting particular areas of the Standard as defined below.

[The RFPS programme requires that at least one applicant organisation or individual takes responsibility for each clause of the Standard. The following list indicates which of the applicants from Section 1 is assuming responsibility for each part of the Standard.]

Complete the table to indicate the main organisation responsible for each key area of the Standard. If there are multiple Signatories assuming responsibility for the same section listed in this template, provide a more detailed breakdown of responsibilities below the table.

Multiple signatories may be added against each Section; for example, if multiple fish agents at the port are each responsible for their own individual traceability practices]

Standard Section	Responsible Signatory
1.1 & 1.7 – 1.8 (Port food safety management)	
1.2 (Port external landing areas)	
1.3 & 1.4 (Port structural condition)	
1.5 (Port cleaning requirements)	
1.6 (Personal hygiene requirements)	
2.1 (Compliance with legislation)	
2.2 (Training provision)	
2.3 & 2.4 (Health and safety)	
2.6 (Employee welfare)	
3.1 (Waste management)	
4.1 (Catch handling)	
4.2 – 4.5 & 4.7 (Catch handling)	
4.6 (Temperature control)	
5 (Traceability)	

[Insert any further breakdown here]

Section 3 – Commitment of Signatories

Signatories to this MoU commit to:

- Conduct their operations at the applicant port in such a way as to meet the requirements of the RFPS Standard, and to not bring the RFPS programme into disrepute.
- Support the pre-audit process via the provision of documentary evidence to the Certification Body (CB), via the port authority, in any and all areas of the Standard assigned to the Signatory in Section 2.
- Support the on-site audit process via assisting the auditor and providing access to facilities and records as appropriate, in any and all areas of the Standard assigned to the Signatory in Section 2.

- Implement corrective actions to non-conformities identified during the audit process in any and all areas of the Standard assigned to the Signatory in Section 2.
- Provide any other reasonable support as required throughout the application process.

Section 4 – Financial Commitments

[This section should clearly set out which Signatory or Signatories are responsible for paying the costs of the RFPS application process, and ongoing surveillance fees. Delete all but one of the following statements, or if necessary draft a new statement]

The financial costs of the application to RFPS certification, including the costs of future surveillance audits, will be borne by *[insert Signatory]*.

The financial costs of the application to RFPS certification, including the costs of future surveillance audits, will be shared equally between *[insert Signatories]*.

The financial costs of the application to RFPS certification, including the costs of future surveillance audits, will be borne in the following proportions: *[insert breakdown]*.

Section 5 – Signatures

[Each Signatory listed in Section 1 should sign this page. Copy and paste the signature line if required. Representatives of organisations should be the most senior member of that organisation working at the port, wherever possible]

Signed: _____

Signed: _____

Name:

Name:

Organisation:

Organisation: