

Responsible Fishing Scheme Application Pack



This Responsible Fishing Scheme (RFS) application pack contains all the information you need to progress your vessel to full membership of the scheme.

There are three parts to the application pack, each of which must be completed before your vessel can be audited. When you have completed all three parts, you must submit your application pack to the RFS independent auditors, Acoura Marine, who will then arrange an audit with you.

Part One tells you what documents and records auditors will need to see when they audit your vessel. **It is important to have all the documentation in place before you submit your application, otherwise audits cannot be arranged.**

Part Two captures information about your vessel and operations. You must complete all the sections to give the certification body enough information to progress your application.

Part Three includes a declaration to confirm that your vessel's skipper(s) will comply with the requirements listed. Advice on meeting these requirements can be found in the RFS Compliance Support Guides, available on the RFS website. Part Three also includes a declaration which confirms the signatories agree to the terms and conditions required by the scheme auditors Acoura Marine.

Please note: all potential applicants are advised that they should not apply until any pending prosecutions or unresolved legal issues are fully resolved.

The diagram below shows how your application will progress to full membership of the RFS.

Step 1: Application Process



Step 2: Audit Process



Audit Cycle



PART ONE: ASSEMBLY OF PAPERWORK FOR AUDIT

This part of the pack tells you what documents you must have when the auditor visits your vessel. **Documents you already keep may be used for the RFS audit.** There is no need to duplicate documents and records you already keep for other systems, such as safety folders. This table shows which of your existing documents and records (if you have them) can be used as evidence in your audit.

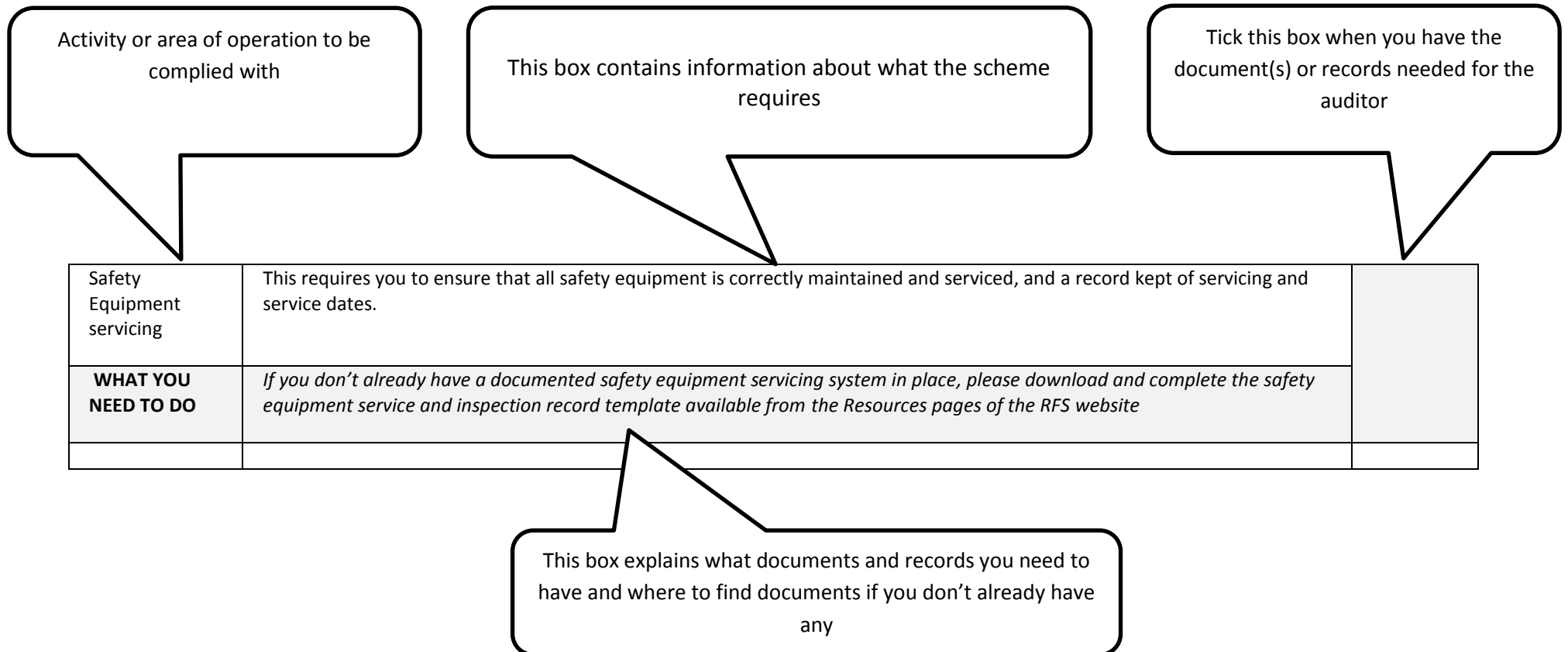
If you do not have these documents, you can find what you need on the Resources pages of the RFS website.

To demonstrate that you comply with the Scheme requirements, you will need to show evidence to the auditor when they come on board your vessel	Below are examples of common systems with documents that already exist that can be used for your RFS audit. 'Y' indicates where documents already exist in these systems that can be used as RFS evidence		
The auditors will need to see documents that cover the below areas. Documents to cover the below areas can be found on the " Resources " pages of the RFS website	Fishing Vessel Safety Folder	SFF Safety Folder	Guard Vessel Operational Procedures Manual
Health & Safety Policy	Y		
Annual vessel inspection record			
Lifting equipment (LOLER) record	Y	Y	
Work equipment (PUWER) record	Y		
Crewing levels statement			
Risk Assessments (Sector specific)	Y		
Risk Assessment review record	Y		
Accident reporting form	Y		Y
Safety equipment service/inspection record	Y	Y	Y
Personal Locator Beacon Policy			
Fishing gear inspection and repair record			
Engine maintenance record			
Refrigeration system maintenance record			
Electrical equipment maintenance record			
Integrity and respect policy			
Human rights and discrimination policy			
Crew work agreement			
Food preparation policy			
Alcohol and drugs policy	Y	Y	Y
Crew induction and refresher training policy			
Environmental, welfare and care of the catch training policy			
Vessel training drills record	Y	Y	Y
Crew induction training record	Y		Y
Crew mandatory training record	Y	Y	Y
Crew operating procedures training record	Y		
Vessel crew list	Y	Y	Y
Crew medical questionnaire			
Operational changes record			
Operating policy			
Cleaning products record			
Cleaning procedures record			
Handling practices annual review record			
Catch handling – Hi/Low temperature management record			
Catch or crew food hygiene problem record			
Continuous improvement policy			
Customer complaints record			
Environmental impact operating policy	Y		
Vessel refit, painting and hull cleaning/antifouling record			
Lost gear record			
Research engagement policy			
Endangered, threatened and protected species capture record			

The diagram below helps explain what documentation you must to prove that you are complying with the Scheme requirements. The **‘WHAT YOU NEED TO DO’** information tells you what you need and where to find the documents if you don’t have any. The shaded column at the right hand side of the table is to help you confirm that you have got all the documents you need in place. Please ensure that you have ticked each shaded box before continuing on to parts two and three of this form.

The requirements will apply to both crewed and single handed vessels unless stated otherwise.

Below is an explanation of how the table can help you.



SCHEME AREA	WHAT THE SCHEME REQUIRES YOU TO DO	Document held (tick)
Health and safety	<p>This requires you to have a signed Health and Safety Policy, including a requirement that Personal Floatation Devices shall always be worn when working on open decks out at sea.</p> <p>The health and safety policy must also cover all crew contracted to the vessel from external labour/recruitment agencies. (Crewed vessel requirement only).</p>	
WHAT YOU NEED TO DO	<p><i>If you don't already have a documented Health and Safety policy in place, please download and complete a copy of the Health and Safety policy template available from the Resources pages of the RFS website.</i></p>	
Annual vessel inspections	<p>This requires you to annually review your operating procedures, and keep a record of this.</p>	
WHAT YOU NEED TO DO	<p><i>If you don't already have a documented review system in place, please download and complete an annual vessel inspection record template available from the Resources pages of the RFS website.</i></p>	
Lifting and other fishing equipment inspections	<p>This requires you to inspect and keep a record of all equipment that is covered by the LOLER and PUWER regulations.</p>	
WHAT YOU NEED TO DO	<p><i>If you don't already have a documented inspection system in place, please download and complete the lifting equipment (LOLER) and work equipment (PUWER) records templates available from the Resources pages of the RFS website.</i></p>	
Risk assessments	<p>This requires you to undertake and document a detailed risk assessment of all catching operations, vessel structural condition, and crew boarding and disembarking procedures. (Crewed vessel requirement only).</p>	
WHAT YOU NEED TO DO	<p><i>If you don't already have a documented risk assessment system in place, please download and complete the relevant risk assessment templates available from the Resources pages of the RFS website.</i></p>	

Risk assessments	This requires you to conduct a 'duty of care' risk assessment covering all contractors and visitors that board your vessel.	
WHAT YOU NEED TO DO	<i>If you don't already have a documented risk assessment system in place to cover visitors, please download and complete the relevant risk assessment template available from the Resources pages of the RFS website.</i>	
Accident reporting and review	This requires you to record all crew accidents and injuries, and conduct a risk analysis of the causes of any accidents that occur. (Crewed vessel requirement only).	
WHAT YOU NEED TO DO	<i>If you don't already have a documented accident recording system in place, please download and retain as part of your records the accident reporting form template available from the Resources pages of the RFS website. The template can then be used as necessary.</i>	
Safety equipment servicing	This requires you to ensure that all safety equipment is correctly maintained and serviced, and a record kept of servicing and service dates.	
WHAT YOU NEED TO DO	<i>If you don't already have a documented safety equipment servicing system in place, please download and complete the Safety equipment service and inspection record template available from the Resources pages of the RFS website.</i>	
Personal locator beacons	This requires single handed operators to have signed policy confirming that a Personal Locator Beacon will be worn at sea (Single handed vessel requirement only).	
WHAT YOU NEED TO DO	<i>If you don't already have a documented policy in relation to the wearing of PLBs, please download and complete the personal locator beacon policy template available from the Resources pages of the RFS website.</i>	
Fishing equipment maintenance	This requires you to have a maintenance plan in place covering all fishing equipment maintenance and repair activities (excluding nets and pots).	
WHAT YOU NEED TO DO	<i>If you don't already have a documented system in place that records fishing equipment maintenance and repair activities, please download and complete the fishing gear inspection and repair record template available from the Resources pages of the RFS website.</i>	

Main engine maintenance	This requires you to keep a documented record of maintenance and repair activities carried out on the vessel's main engine.	
WHAT YOU NEED TO DO	<i>If you don't already have a documented system in place for main engine maintenance and repair activities, please download and complete the engine maintenance record template available from the Resources pages of the RFS website.</i>	
Refrigeration systems maintenance	This requires you to keep a documented record of maintenance, repair and servicing activities in relation to mechanised refrigeration and freezing systems on board.	
WHAT YOU NEED TO DO	<i>If you don't already have a documented system in place for refrigeration equipment maintenance, repair and servicing activities, please download and complete the refrigeration system maintenance record template available from the Resources pages of the RFS website.</i>	
Electrical equipment maintenance	This requires you to keep a documented record for maintenance, repair and servicing activities in relation to electrical equipment.	
WHAT YOU NEED TO DO	<i>If you don't already have a documented system in place for electrical equipment maintenance, repair and servicing activities, please download and complete the electrical equipment maintenance and repair record template available from the Resources pages of the RFS website.</i>	
Crew welfare	This requires you to display a notice of your commitment to providing a Culture of Integrity and Respect on board the vessel. This sign must be written in languages that all crew understand and displayed in a prominent place in the crews' rest and/or accommodation areas.	
WHAT YOU NEED TO DO	<i>If you don't already have a documented policy that states a commitment to providing a culture of integrity and respect, please download and complete the integrity and respect policy template available from the Resources pages of the RFS website. <u>When downloaded and complete it must be posted in a prominent position in crew areas WHERE NECESSARY THE DOCUMENT MUST BE TRANSLATED INTO LANGUAGES THAT ALL CREW WILL UNDERSTAND</u></i>	
Human rights	This covers Human Rights issues and details the commitments that must be met by applicants to satisfy Scheme requirements.	
WHAT YOU NEED	<i>If you don't already have a documented policy in place that confirms a commitment to recognising crew human rights, please</i>	

TO DO	<i>download and complete the human rights policy template available from the Resources pages of the RFS website.</i>	
Crew work agreements	This requires you to have a written work agreement in place for Each Crew Member .	
WHAT YOU NEED TO DO	<i>If you don't already have a written work agreement in place for each crew member please download and complete a crew work agreement template FOR EACH CREW MEMBER available from the Resources pages of the RFS website.</i>	
On board food preparation	This requires you ensure that any food prepared for on board consumption is prepared by designated cooks and that all designated cooks for the vessel are competent and capable of safely storing, handling and preparing the food consumed on board.	
WHAT YOU NEED TO DO	<i>Ensure that ALL CREW handling and producing food for on board consumption sign the food preparation policy template available from the Resources pages of the RFS website. The template should then be countersigned by the skipper to confirm that all crew responsible for food handling and production have been made aware of and follow appropriate best practice guidance</i>	
Drugs and alcohol policy	This requires you to have a written drugs and alcohol policy. ALL CREW must sign the policy confirming their agreement not to use or take alcohol and/or illegal drugs whilst on board your vessel.	
WHAT YOU NEED TO DO	<i>If you don't have an existing drugs and alcohol policy, please download and complete the drugs and alcohol policy template available from the Resources pages of the RFS ensuring it is signed by ALL crew members.</i>	
New crew and refresher training	This requires you to provide induction training for all new crew members and to commit to undergoing update training every five years.	
WHAT YOU NEED TO DO	<i>If you don't already have a documented system in place to record details of crew induction and refresher training, please download and complete the crew induction and training policy template available from the Resources pages of the RFS website.</i>	
General training commitments	This requires you to have a policy in place committing skippers and crews to participate in training other than mandatory safety training. Areas covered include environmental, welfare and care of the catch training.	
WHAT YOU NEED TO DO	<i>If you don't already have a documented policy in place, please download and complete the environmental, welfare and care of the catch training policy template available from the Resources pages of the RFS website.</i>	
Training drill	This requires you to list and commit to undertaking monthly training drills (as appropriate for your vessel) with every crew	

commitments	member.	
WHAT YOU NEED TO DO	<i>If you don't have an existing records system in place please, download and complete the vessel training drills record template available from the Resources pages of the RFS website.</i>	
Safety training records	This requires you to maintain safety training records for all crew members. (Crewed vessel requirement only).	
WHAT YOU NEED TO DO	<i>If you don't have an existing record system in place, please download and complete the Crew induction training record template, the crew mandatory training record template and the crew operating procedures training record template all available from the Resources pages of the RFS website.</i>	
Crew particulars records	This requires you to maintain a crew list with details that cover but are not limited to the following: employed or share fishermen status, medical certificate/questionnaire, medical conditions/medication, next of kin, and emergency contact details. (Crewed Vessel Requirement Only).	
WHAT YOU NEED TO DO	<i>If you don't have an existing record system in place, please download and complete the vessel crew list template available from the Resources pages of the RFS website.</i>	
Crew medical fitness	This requires you to ensure every crew member completes a medical certificate/questionnaire to confirm their fitness to work. (Crewed Vessel Requirement Only).	
WHAT YOU NEED TO DO	<i>Unless crew hold either a valid ENG1 or ML5 medical certificate EVERY CREW MEMBER must complete a crew medical questionnaire available from the Resources pages of the RFS website. The declaration should be re-confirmed by crew every 2 years for crew over the age of 18 and annually for crew under the age of 18.</i>	
Single handed operator medical fitness	This requires single handed operators to complete a self-assessment medical questionnaire. (Single-Handed Vessel Requirement Only).	
WHAT YOU NEED TO DO	<i>If operating single handed, unless you hold either a valid ENG1 or ML 5 medical certificate you must download and complete a medical questionnaire available from the Resources pages of the RFS website. The declaration should be re-confirmed every 2 years for operators over the age of 18 and annually for operators under the age of 18.</i>	

General record keeping	This requires you to ensure that records are kept that detail all significant operational changes that occur once certification is achieved.	
YOU NEED TO	<i>If you don't have an existing record system in place, please download and retain as part of your records a copy of the operational changes record template available from the Resources pages of the RFS website. The template can then be used as necessary.</i>	
Compliance with the law	This requires you to have a documented compliance policy in place that commits the vessel, her skipper(s) and crew to operating legally within the relevant EU, Local, National and International Fishery Management measures legislation.	
WHAT YOU NEED TO DO	<i>If you don't have an existing policy in place, please download and complete the operating policy template available from the Resources pages of the RFS website.</i>	
Cleaning agents	This requires you to record details of all cleaning agents used on board the vessel.	
WHAT YOU NEED TO DO	<i>If you don't have an existing record system in place, please download and complete the cleaning products template available from the Resources pages of the RFS website. Safety data information for chemicals and cleaning products used must also be available for inspection.</i>	
Cleaning practices	This requires you to have a documented record of vessel and equipment cleaning practices followed on board.	
WHAT YOU NEED TO DO	<i>If you don't have an existing record system in place, please download and complete the cleaning procedures template available from the Resources pages of the RFS website.</i>	
Working practices review	This requires you to review your catch handling practices on an annual basis or after any significant changes in the vessel's operation, keeping documented records of the reviews and any changes made.	
WHAT YOU NEED TO DO	<i>If you don't have an existing record system in place, please download and complete the handling practices annual review record template available from the Resources pages of the RFS website.</i>	
Catch and crew food hygiene and	This requires you to demonstrate that controls and documented record systems are in place to manage catch quality and/or safety issues where temperature and/or hygiene standards fall below best practice recommendations.	

quality control		
WHAT YOU NEED TO DO	<i>If you don't have an existing record system in place, please download and retain as part of your records the high/low catch temperature management record template and the catch or crew food hygiene problem record template both available from the Resources pages of the RFS website. The templates can then be used as necessary.</i>	
Customer complaints and improvement policies	This requires you to have a documented system in place to record and respond to customer complaints. It also requires you to have a continual improvement policy in place.	
WHAT YOU NEED TO DO	<i>If you don't have an existing policy and complaints recording system in place, please download and complete the continuous improvement policy template and also download and retain as part of your records the customer complaint record template both available from the Resources pages of the RFS website. The customer complaints template can then be used as necessary.</i>	
Environmental and waste management	This requires you to have environmental and waste management policies in place.	
WHAT YOU NEED TO DO	<i>If you don't have existing documented policies in place please download and complete the environmental impact operating policy template available from the Resources pages of the RFS website.</i>	
Vessel refit activities	This requires you to keep a record of significant refit activities to confirm that operations have been undertaken in accordance with port rules and regulations (Crewed Vessel Requirement Only) .	
WHAT YOU NEED TO DO	<i>If you don't have an existing documented system in place, please download and complete the vessel refit, cleaning and painting record template available from the Resources pages of the RFS website.</i>	
Gear loss and recovery	This requires you to have a documented system in place to record fishing gear loss and recovery incidents (Crewed Vessel Requirement Only) .	
WHAT YOU NEED TO DO	<i>If you don't have an existing documented system in place, please download and retain as part of your records the lost gear records template available from the Resources pages of the RFS website. The template can then be used as necessary.</i>	
Commitment to cooperation	This requires you to commit to a policy of working with scientists and government agencies.	

WHAT YOU NEED TO DO	<i>If you don't have an existing documented policy in place, please download and complete the research engagement policy template available from the Resources pages of the RFS website.</i>	
Threatened, endangered and protected species	This requires you to keep a documented record of all incidences of fishing gear related entanglement or death of endangered threatened, or protected species.	
WHAT YOU NEED TO DO	<i>If you don't have an existing documented system in place, please download and retain as part of your records the endangered, threatened and protected species capture record template available from the Resources pages of the RFS website. The template can then be used as necessary.</i>	

PART TWO: APPLICANT AND VESSEL INFORMATION

This is the member information that will be captured on the RFS website, and used by Acoura Marine to help them prepare for your audit.

VESSEL OWNER INFORMATION			
Name of vessel owner			
Company name (if applicable)			
Address			
Post Code			
Country			
Telephone number (include country code)		Web site	
Mobile number		Email	

SKIPPER INFORMATION			
Name of vessel skipper			
Telephone number (include country code)			
Mobile number		Email	

ADDITIONAL SKIPPER INFORMATION			
Name of vessel skipper			
Telephone number (include country code)			
Mobile number		Email	

Please tick the box if you would like your contact details to appear on the Seafish RFS website.

VESSEL INFORMATION			
Vessel name		PLN	RSS Number
Length (m)		Weight (GRT)	
Usual home port -(most likely place of availability for inspection)			
Usual Agent			
Agent contact details (phone/email address)			
How long have you owned this vessel?			
How long have you been fishing?			
Main species caught			
Fish room (Yes/No)		Bait used (Yes/No)	
Freezing facilities (Yes/No)		Number of crew (Inc skipper)	

GEAR TYPES (Please indicate which gear types the vessel uses)

Purse Seine		Demersal trawl/otter trawl		Scallop Dredge		Trolling	
Ring Net		Pair Trawl		Oyster Dredge		Pole and Line	
Anchor Seine		Twin Rig Trawl		Queenie Dredge		Gill Nets	
Pair Seine		Multi Rig Trawl		Pots and Creels		Trammel Nets	
Beam Trawl		Pelagic Trawl		Long Line		Drift nets	
Scottish Seine		Pelagic pair Trawl		Hand Lines/ Rod and Line		Tangle Nets	
Out-rig trawling		Semi Pelagic Trawl		Jigging		Wreck Nets	

Other relevant information

Please state when you expect to be ready for audit.	
Are there any particular days when the vessel is likely to be in port and available for audit?	
Main contact name for arranging audits	
Main contact phone number(s)	
Main contact e-mail address	
Does Acoura Marine or any other company with the Acoura Group www.acoura.com currently provide you with services or certification in addition to the RFS scheme?	If yes please provide details
Additional relevant information.	
Name and address of person/company to invoice if not the skipper.	

Vessel insurance

Please provide details of your vessels insurance cover by completing the table below.

VESSEL INSURANCE DETAILS	
Name of current provider	
Policy cover period	From.....to

A COPY OF YOUR INSURANCE CERTIFICATE MUST BE RETURNED TO ACOURA MARINE WITH THIS FORM

PART THREE: PRE-AUDIT COMMITMENT AND DECLARATION

Purpose

By completing this part of the form you are confirming your commitment to comply with the clauses listed in this part of the pack at all times.

The declaration on pages 18 and 19 must be signed by ALL skippers and returned as part of this pack.

By signing the declaration you are agreeing to the terms and conditions as laid out in the declaration and also to the Certification Body terms and conditions detailed in Appendix 2.

By confirming your agreement to abide by these clauses you will reduce the time that auditors need to spend on board your vessel.

Guidance on how to comply and where to find advice can be found after each clause.

Below is some more guidance on how this part of the pack can help you.

SCHEME AREA	WHAT THE SCHEME REQUIRES YOU TO DO
Crew permission to work	. This part of the Scheme requires you to ensure that your crew have the right permissions to work.
HOW TO COMPLY ADVICE	Advice on crew welfare and working conditions can be found Welfare section of the cross sector Compliance Support Guide available to view on the Resources pages of the RFS website. Further advice can also be found at http://www.itfseafarers.org/files/publications/33050/fishing_con_en.pdf

Area covered

What the Scheme requires

Where you can find advice about complying with the Scheme requirements

WHERE A VESSEL HAS MORE THAN ONE SKIPPER IT IS IMPORTANT THAT EACH SKIPPER SIGNS THE DECLARATION AT THE END OF THIS PACK.

Clauses within Part Three of this pack will apply to both crewed and single handed vessels unless otherwise stated.

SCHEME AREA	WHAT THE SCHEME REQUIRES YOU TO DO
Working conditions	This requires you to provide a safe working environment for the skipper(s) and all employed crew or share fishermen (as relevant).
HOW TO COMPLY ADVICE	Guidance on complying with this part of the Scheme can be found in the Health and Safety section of the cross sector Compliance Support Guide available on the Resources pages of the RFS website.
Crew treatment	This requires you at all times to respect the crew and treat them all fairly and equally.
HOW TO COMPLY ADVICE	Guidance on complying with this clause can be found in the Welfare section of the cross sector Compliance Support Guide available on the Resources pages of the RFS website.
Crew permission to work	This requires you to ensure that your crew have the correct permissions to work.
HOW TO COMPLY ADVICE	Advice on crew welfare and working conditions can be found in the Welfare section of the cross sector Compliance Support Guide available on the Resources pages of the RFS website. Further advice can also be found at http://www.itfseafarers.org/files/publications/33050/fishing_con_en.pdf
Child labour	This requires you to ensure that you have no crew under the age of 16 years old or child labour as determined by national legislation.
HOW TO COMPLY ADVICE	Guidance on crew age limits can be found in the ITF work in fishing convention guide at http://www.itfseafarers.org/files/publications/33050/fishing_con_en.pdf
Non EEA Crew	This requires you to ensure that you follow the requirements as stated in the MGN 413 Code of Practice for Employment of Non EEA Fishing Crew (or to an equivalent national policy).
HOW TO COMPLY ADVICE	Guidance on the recruitment of non EEA fishing crew can be found in MGA guidance note MGN413
Crew living arrangements	This sets out the requirements for (as applicable) crew quarters, accommodation, services and facilities.
HOW TO COMPLY ADVICE	Guidance can be found in the Welfare and the On Board Food Preparation sections of the cross sector Compliance Support Guide available on the Resources pages of the RFS website.

Cleaning and hygiene	This requires you to follow recognised best practice guidance for cleaning, and hygiene of all areas and equipment in the vessel used for catch processing and storage.
HOW TO COMPLY ADVICE	Guidance can be found in the sector specific RFS Compliance Support Guides available on the Resources pages of the RFS website.
Temperature control	This requires you to monitor and control the temperature of the catch so as to ensure it remains safe to eat.
HOW TO COMPLY ADVICE	Guidance can be found in the sector specific RFS Compliance Support Guides available on the Resources pages of the RFS website.
Catch handling	This requires you follow recognised best catch handling practices for your sector or sectors.
HOW TO COMPLY ADVICE	Guidance can be found in the sector specific Compliance Support Guides available on the Resources pages of the RFS website.
Fuel efficiency	This requires you to adopt and commit to a plan to improve your vessel's fuel efficiency.
HOW TO COMPLY ADVICE	Guidance can be found in the Environmental section of the cross sector Compliance Support Guide available on the Resources pages of the RFS website.

It is a condition of the RFS that all applicants must sign the following declaration that they are aware of and will abide by the terms of the Scheme.

Declaration

I/we, the undersigned, as authorised signatory for the legal entity seeking certification, agree to comply with the requirements for certification and to supply any information needed for evaluation of the vessel and skipper(s) to be certified, and hereby wish to join the Seafish Responsible Fishing Scheme (RFS).

If accepted, I/we agree to abide by the conditions of membership as detailed in the Acoura Marine Terms & Conditions (*Appendix 1*) and comply with RFS Standard, as amended from time to time, undertaking to inform Acoura Marine immediately if, for whatever reason, the requirements of the Scheme can no longer be conformed to.

I/we declare that I/we will, at all times abide by the requirements of the clauses as listed in part 3 of this application form.

I/we furthermore give consent for Acoura Marine to carry out all activities related to auditing and certification against the RFS standard.

I/we undertake to pay all relevant charges related to this application and subsequent participation in the RFS Certification Scheme. It is understood that failure to pay the relevant charges by the required date automatically results in the immediate withdrawal of the Certificate of Conformity for the vessel or skipper in question.

I/we confirm that any fixed penalty notices issued to, or charges made against, any of the owner(s) or the skipper(s) of the proposed RFS member vessel, which occur on or after the date of this declaration will be disclosed and that the details will be submitted in writing by the authorised signatory to Acoura Marine as soon as the owner(s) or skipper(s) are served or charged by the relevant issuing or charging authorities. I/we also confirm that any charges made against any of the owner(s) or the skipper(s) of the proposed member vessel prior to signing this declaration but not yet determined will also be disclosed by the authorised signatory to Acoura Marine.

I/we will notify Acoura Marine of any major changes to the vessel, its operation or skipper at the point that the changes have been made.

I/we understand and agree that that membership details will be circulated to relevant parties, e.g. the RFS standard owner, Seafish, for the purpose of verification of the assurance status of my/our business.

I/we as skipper(s) of the above named vessel confirm that at all times I/we will follow recognised best practice guidance as appropriate to our vessel and operations.

I/we confirm that the vessel named in this application has and will continue to have for the duration of any RFS membership a valid insurance policy in place.

I declare the information given on this form is correct at time of application.

Signed (Vessel Owner/primary skipper):	
Name:	
Date:	

Signed (co- skipper):	
Name:	
Date:	

BEFORE YOU RETURN THIS PACK TO ACOURA MARINE, PLEASE CHECK YOU HAVE DONE ALL THE 'THINGS YOU NEED TO DO' LISTED IN THE TABLE BELOW

Things you need to do	Tick to confirm
Gather all the documents listed in Part One (KEEP ON BOARD)	
Complete all the tables in Part Two	
Review and comply with all the information contained within Part Three of this pack	
Ensure ALL skippers have signed the declaration on pages 17 and 18 of this pack	
Include a copy of your insurance policy when sending this pack to Acoura Marine	

You are now ready to make your application to join the Responsible Fishing Scheme.

Please either e-mail this pack to rfs@acoura.com or post it to *Acoura Marine Responsible Fishing Scheme Manager, Acoura Marine 6 Redheughs Rigg, Edinburgh, EH12 9DQ*

Promoting your RFS membership

To help promote your RFS membership we can add photographs of your vessel to your RFS webpage, and feature you in our RFS newsletter. If you would like us to do this for you, please send a high resolution picture to Seafish's RFS scheme manager at Michael.bacon@seafish.co.uk

RFS Newsletter

Seafish regularly issues RFS Newsletters to many businesses and individuals with an interest in the RFS. We would like to add you to the circulation list for the Newsletter but need your permission first. If you wish to receive the RFS Newsletter, please tick the box

Appendix 1

PROVISION OF CERTIFICATION AND INSPECTION SERVICES

TERMS AND CONDITIONS

1. CERTIFICATION AND INSPECTION SERVICES
 - 1.1. Food Certification International Limited trading as Acoura Marine (herein after ACOURA) will provide the stated certification and inspection services for the sites specified on the relevant Application Form completed for each Scheme in which participation is required.
 - 1.2. Onsite inspections will be made against the specified standards contained within the control documentation for the relevant Scheme.
 - 1.3. Where ACOURA acts as the certification body for the Scheme the certification and approval process in support of the inspection will be as laid down within the control documentation for the relevant Scheme.
 - 1.4. Where ACOURA acts in an inspection only role on behalf of a third party certifier, ACOURA will carry out inspections to the requirements of the third party certifier.
 - 1.5. ACOURA reserves the right to use appropriate contracted third party inspectors or accredited inspection bodies to carry out onsite inspections on behalf of ACOURA.
2. AGREEMENT
 - 2.1. Application Forms, relevant Operating, Quality and Control Manuals, together with these Terms and Conditions and our current schedule of charges form the basis of your agreement with ACOURA.
3. COMMUNICATION
 - 3.1. ACOURA will communicate with you as necessary and on an ongoing basis and in accordance with the requirements given in the relevant Scheme Manuals.
 - 3.2. It is our aim to provide a professional, timely, efficient and cost effective service, if you have any queries regarding our service, please contact the Managing Director.
4. CONFIDENTIALITY
 - 4.1. Both ACOURA and the customer agree to maintain the confidentiality of any information of a commercially sensitive or confidential nature gained in relation to each other during the course of this agreement and for a period of 2 years following the cessation of this agreement, unless required to do so by law, or unless such information comes into the public domain.
5. DATA PROTECTION ACT
 - 5.1. Any data held by ACOURA will be stored securely and treated in strict accordance with current data protection law
6. CHARGES
 - 6.1. Charges for ACOURA services will be the number of days required to service your inspection needs multiplied by the relevant inspection rate per day.
 - 6.2. ACOURA reserves the right to combine inspection services as it sees fit and this decision will be final.
 - 6.3. The inspection rate for each service provided by ACOURA includes an element of travel time to and from the inspection location. Where the travel time is significant ACOURA will make an additional charge for travel time.

- 6.4. Travel and subsistence expenditure incurred in carrying out the inspection(s) will be charged, over and above the daily inspection rate. We will aim to keep the level of this expenditure to a minimum and where applicable, this expenditure will be allocated by us on a pro-rata basis between the sites inspected.
- 6.5. An administration charge of 10% will be added to re-charges made for expenses (travel and subsistence)
- 6.6. Where an inspection results in the identification of a major non-compliance and re-inspection is required, ACOURA reserves the right to charge for that re-inspection using the relevant daily rate as a basis for the charge.
- 6.7. Once a date has been agreed for the inspection to take place, should you then cancel the date of inspection ACOURA reserves the right to apply the following cancellation charge:
 - Less than 10 days before audit date: 50% of relevant inspection rate
 - Less than 2 days before audit date: 100% of relevant inspection rate

Before applying any cancellation charge ACOURA undertake to fully consider the factors leading to the cancellation including but not limited to, weather, illness, etc.

If an inspection visit has to be postponed / cancelled through no fault of the participant, then a cancellation charge will not be implemented.
- 6.8. In the event of ACOURA having to reissue a certificate, due to a change of circumstances which necessitates a revised certificate, ACOURA reserves the right to make an administration charge for updating our database and the reissue of the certificate.

7. PAYMENT

- 7.1. For new client organisations details of two trade references will require to be provided to ACOURA. In addition the first inspection will be charged for on a pro forma invoice with payment required before the visit will take place.
- 7.2. For existing client organisations who have already built up a satisfactory credit history, ACOURA will raise an invoice following completion of an inspection and payment will be due to ACOURA within 14 days of the invoice date.
- 7.3. In all cases payment for services provided must be made before any new certificate of conformity is issued or renewal of existing certification confirmed.
- 7.4. In the event of late payment (out with 14 days), ACOURA reserve the right to charge late payment interest in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. The interest rate applied will be based on prevailing commercial rates at the time.
- 7.5. In the event of late payment (out with 14 days) for initial assessment inspections, ACOURA also reserves the right to refuse the issue of certification and approval to participate in the relevant certification scheme.
- 7.6. In the event of late payment (out with 14 days) for surveillance inspections, ACOURA also reserves the right to remove the client organisation from participation in and approval under the relevant certification scheme.
- 7.7. Office use:

Application review carried out by (<i>Acoura use only</i>)	Date