

A. For Farms (ASC Farm Standards)

1. FYI: carefully read the relevant, species-specific standard's pre-audit checklist (it lists all requirements a farm must meet prior to audit)
2. Farm contacts CAB* – CAB sends information to farm
3. Farm contracts ASC-accredited CAB (check: www.accreditation-services.com)
We strongly recommend asking more than 1 certifier to submit quotes for the work
4. CAB informs ASC & ASI about planned audit (date, name client, location farm)
min. 30 days before audit: CAB shall inform updates within 5 days after any changes
5. CAB sends audit information to farm
6. ASC publishes audit date at www.asc-aqua.org (Max. 3 days after being informed by CAB) to allow stakeholders to indicate their interest to be heard in audit process
7. CAB collects and lists all stakeholders
8. CAB assesses farm (includes receiving input from stakeholders)
9. CAB responds in writing to involved stakeholders how each stakeholder's comments were addressed
10. CAB processes audit findings & sends draft report to ASC
11. ASC publishes draft report at www.asc-aqua.org
12. Stakeholders can react to draft report (**10 days**)
13. CAB processes stakeholder input
14. CAB's takes certification decision:
 - compliant (certified)
 - not (yet) compliant (not (yet) certified)
Based on level of non-compliance, CAB and client can agree on a time-bound improvement plan
15. CAB sends final certification report to ASC
16. ASC publishes certification report at www.asc-aqua.org

B. For Processor / Trader (MSC CoC Standard)

1. Company contracts MSC/ASC-accredited CAB (check: www.accreditation-services.com)
2. CAB assesses company

3. CAB processes audit findings & takes certification decision:
 - compliant (certified)
 - not (yet) compliant (not (yet) certified)
Based on level of non-compliance, CAB and client can agree on a time-bound improvement plan
4. CAB sends (1) final certification report, (2) separate submission of certificate & (3) scope information to ASC. This information will be submitted through e-cert when it's ready, and – when ready – automatically uploaded onto the ASC website. Until e-cert is available, CABs will submit the info using a spreadsheet, that we will provide)
5. ASC publishes essential data of certification report at www.asc-aqua.org (name company, contact details, validity date, scope)

C. For CAB (ASC Farm Standards)

Apply for ASC-accreditation at Accreditation Services International:

www.accreditation-services.com/contact/apply-for-accreditation

1. CAB downloads application form
2. CAB submits the completed application form
3. ASI approves CAB as an applicant for accreditation
4. CAB downloads ASC accreditation and certification requirements from ASC website and develops its procedures based on this requirements
5. ASI reviews QMS documents and relevant ASC procedures
6. ASI visits CAB's office)
7. CAB conducts site audit of first audit client (observed by ASI)
8. ASI takes accreditation decision
9. *If all is in compliance*: ASI grants accreditation and the CAB will be entitled to take certification decisions

D. For CAB (MSC CoC Standard)

CABs which do not hold ASI MSC CoC accreditation have to follow the procedure in item C (see above), without step 4 .

CABs which are already ASI MSC CoC accredited, can simply submit their revised procedures and checklists to ASI for review which incorporate the amendments for ASC products (MSC Certification Requirements v. 1.2, Annex BE).

E. FOR COMPANIES: ASC LOGO USE

ASC and the Marine Stewardship Council (MSC) have engaged in an operational partnership. Based on this MSC handles ASC's logo licensing procedure on ASC's behalf. For companies which have applied for a MSC logo license in the past, the procedure below will look familiar.

1. Company reads ASC's Logo User Guide (check: www.asc-aqua.com)
2. Company contacts MSC to apply for Logo License Agreement via ecolabel@msc.org - MSC sends Logo License Agreement to company
3. Company signs Logo License Agreement and returns it via ecolabel@msc.org
4. On receipt of signed Logo License Agreement, MSC provides company with high-resolution copy of ASC logo in one of the following formats:
JPG, TIFF, AI, EPS, BMP
5. Company integrates ASC logo into design of its materials, following guidelines in ASC Logo User Guide (check: www.asc-aqua.com)
6. Company submits draft design for approval to ecolabel@msc.org :
 - Colour proofs of materials carrying ASC logo preferably in PDF format. If this is packaging please send final draft design of entire pack.
 - Completed Product Approval Form (template can be obtained from ecolabel@msc.org)
7. MSC sends written approval of logo use to company once design has been approved.
Only after this approval it will be allowed to print materials with logo!
8. Once printed, company sends samples of ASC labeled materials to ecolabel@msc.org