

Aquaculture Stewardship Council and Marine Stewardship Council

ASC-MSC Seaweed (Algae) Audit Reporting Template

Public Comment Draft Report

Version 1.0 (Issued 8 December 2017)



Aquaculture
Stewardship
Council



Scheme documents:

ASC-MSC Seaweed (Algae) Standard

ASC-MSC Seaweed (Algae) Certification and Accreditation Requirements

This document is to be cited as:

ASC-MSC Seaweed (Algae) Audit Reporting Template v1.0

Versions issued

Version no.	Date	Description of amendment
1.0	8-Dec-17	N/A - new document

Production unit name: euglena Co., Ltd. Algae farms

Client Contact details: 5-29-11 Shiba, minato-ku, Tokyo, 105-0014 Japan

CAB contact details: 3-2-4 Kudankita, Chiyoda-ku, Tokyo, 102-0073 Japan

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Date: 29th June 2018



Instructions for using the ASC-MSC Seaweed (Algae) Audit Reporting Template

This Reporting Template should be used for initial certification, and re-certification audits

The following reports shall be prepared using the Reporting Template:

- Client Draft Report
- Public Comment Draft Report
- Final Report (FR)
- Public Certification Report (PCR)
- Re-assessment report

In this template you will find tabs for each section of the report.

Each tab has instructions of what is required within that section of the report. Sometimes an instruction can be traced to an individual requirement in the CAR or Standard. At other times, an instruction represents multiple requirements.

Additional supporting material can be attached as a PDF Annex.

Any references used to support statements in the evaluation tables of the reports shall be included in the 'References' section of the table and an in-text reference (e.g. number or author, date) made to the relevant source.

Contact details

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Executive summary

<p>A brief description of the scope of the audit</p>	<p>Scope of the audit was onshore aquaculture facilities of euglena and chlorella managed by Yaeyama Shokusan Co.,Ltd, an affiliate company of Euglena Co.,Ltd. No wild stock is used. Seeds are cultured repeatedly inside the facilities. After cultivation, euglena and chlorella are dehydrated and dried to produce powdered products. The scope of the audit includes product packaging and shipping. All euglena and chlorella within the facilities are included in the scope.</p>
<p>Main strengths and weaknesses of the unit of assessment</p>	<p>Strength: The farm qualifies to be category Cii, meaning 'Cultivation entirely in land-based systems without needing to be supplied with seeds from wild stocks'. Hence no impact on wild stocks. Since the farm is entirely in land-based, the impact on natural environment is also very small. Euglena Co.,Ltd is first section of the Tokyo Stock Exchange which ensures sufficient corporate control system to be in place. The company makes sufficient care to the employees of the affiliate company, Yaeyama Shokusan Co.,Ltd, as well as to the local community around the farm.</p> <p>Weakness: Although the drained water after cultivation of the algae only contains nutrients and organic substances and no chemical substance is included, the water is drained to the dug ponds to be stored and naturally drained through penetration to the ground. No impact has been identified to the surrounding sea, but the company has not clearly assessed the possibilities of negative impact of the drained water to the surrounding environment.</p>
<p>A summary of the major findings</p>	<p>No major issue has been observed. Regarding the drained water, there has been no sign of negative impact on the surrounding environment so far for quite long time. But still the company did not have any clear data on the impact of drained water to the surrounding environment. Although there has been no case of spread of pests or diseases during cultivation so far nor any reported case of such in other aquaculture facilities, the company did not have a procedure for taking measures if such cases happen. The company has developed an employment policy named "Approach to employment and work". There has been no reported case of any issues regarding employment or working environment. But the company did not provide the policy to employees. Although there is no obvious visible issues, these points were raised as conditions in order for the company to build a stronger management system.</p>
<p>Audit determination</p>	<p><i>To be filled at the stage of Final Report.</i></p>

Unit of Assessment

The Unit of Assessment defines the extent of the specific production unit that is to be assessed for compliance with the Standard. [see 3.1]

Name of the production unit	<i>Yaeyama Shokusan Co.,Ltd.</i>
Target species common name/s	<i>euglena, chlorella</i>
Species Latin name	<i>Euglena gracilis, Chlorella sorokiniana</i>
Production system	<i>Inland farming / artificial seedlings</i>
Location of the production unit	<i>287-14 Shiraho Ishigaki-city Okinawa 907-0242 Japan</i>
Stock Region	<i>Not applicable as this is category Cii. No wild stock is used.</i>
Receiving water body	<i>Shiraho Sea area, Ishigaki Island, Okinawa</i>
Clients part of the production unit	<i>Yaeyama Shokusan Co.,Ltd.</i>
Facilities	<i>Incubators, culture tanks, culture pools, separators, drying machines, packing machines, refrigerators, warehouses, boilers</i>
Unit of Certification (if different)	<i>UoC is the same as UoA.</i>

Background information

Seaweed category	<i>Cii</i> Cultivation entirely in land-based systems: Supply of seed from wild stocks NOT required or negligible
History of the Production unit	Yaeyama Shokusan Co.,Ltd was established in 1975. Chlorella cultivating factory started operating in 1978. In 1984, the company built additional 13 culture pools. In 2005, the company established a production system of euglena using the Outdoor Mass Cultivation Technique. In 2013, the company became an affiliate of Euglena Co.,Ltd to be a member of Euglena group. in 2015, the company obtained FSSC22000 certification.
Harvest season	Euglena and chlorella are harvested throughout the year and there is no specific harvesting season.
Target species background	<p>Euglena and chlorella monocellular organism that perform photosynthesis. Cell division happens once during night. 2 cells are formed from one cell of euglena and 4 cells are formed from one cell of chlorella. In the final stage of cultivation, Euglena and chlorella are cultivated in the outside pools until the population density becomes sufficiently high to be harvested. After cultivation, euglena and chlorella are dehydrated and dried to be powdered products. The products are packaged and put in boxes to be shipped.</p> <p>They do not use natural seeds.</p>
Harvest/ production data	euglena: Approx. 100 tons per year, chlorella: 100 tons per year,
Ecosystem Background	<p>Shiraho Sea area, Ishigaki Island, Okinawa where the farm operates is famous for its rich and beautiful sea that hosts more than 120 species of coral including giant Poritidae and 300 species of fish. In particular, Heliopora coerulea forming one of the largest community in the world. For people in Shiraho sea area, this sea has been called "Sea of treasure", or "Sea to inherit lives". The people here has respected the sea. However, the coral reefs here are at risk from multiple factors such as bleaching due to increased water temperature, mass generation of natural predator, Acanthaster planci, accumulation of red soil due to agricultural land development, water quality degradation from human sewage and agricultural drain.</p> <p>After cultivating euglena and chlorella, Yaeyama Shokusan uses a separator to dehydrate them and remaining water is drained into a dug ponds in the facility area to be further drained naturally through penetrating into the ground. The distance between ponds and coast is about 100 to 150 m. The drained water only contains nutrients and organic substances and no chemical substance is included. It is highly likely that drained water penetrates in to the ground and finally reaches the surrounding sea area. Penetration pathway or how much nutrients reaches the sea are not known. Ministry of the Environment is carrying out an environmental monitoring program called Monitoring Site 1000 since 2007. The coral reefs in Ishigaki Island including the coast of Shiraho area is also included in the monitoring site to be monitored annually. The sea area in front of the farm has always had less damages to the coral reefs and this trend continues to be true even now. Before the monitoring program, there was a 4th Natural Environment Conservation Status Basic Survey carried out by Ministry of the Environment during 1988 to 1993. This survey result also confirms less damages to the coral reefs in sea areas in front of the farm. From the results of the 4th basic survey and 5th basic survey, distribution of sea grass bed is confirmed in the sea area in front of the farm.</p> <p>There are many endangered species in the coral reef. There are 6 coral species which are listed as endangered in Japan. There are spawning sites of 3 endangered marine turtle species around Ishigaki Islands. However, no endangered coral species has been identified in the sea area in front of the farm. Spawning of turtles are reported only very occasionally here. Only the possibility of negative impact of the company's activities to the endangered species is the aforementioned drained water. However, there is no evidence that demonstrate any negative impact of drained water on the endangered species. Hence at the moment, there is no measure needed to mitigate the impact of drained water to the endangered species.</p> <p>There is no risk of unwanted catch of species as the farm is entirely in land-based. No negative impact possible other than a potential impact on endangered species.</p> <p>There is no other critical environments or sources of concern.</p>

	<p><i>There is no cumulative impacts.</i></p>
Management system	<p><i>The farm is managed by Yaeyama Shokusan Co.,Ltd, an affiliate company of Euglena Co.,Ltd. There is no specific legislation to regulate in land-based Seaweed (Algae) aquaculture facilities. Applicable legislations are the same as other normal companies such as Water Supply Act, Air Pollution Control Act, Noise Regulation Act, Waste Management and Public Cleansing Act, Fire Service Act and Industrial Safety and Health Act. The company handles food, so that Food Sanitation Act is also applicable. Application of Water Pollution Prevention Act is exempted for in land-based facilities. Since the algae farm is closed within the facilities owned by themselves, the operation is the same as normal food production facilities which means there is no legislation mandating the company to work together with local community or stakeholders. Decision making is controlled only within the company.</i></p> <p><i>The company has sections for each production process and management contents. Employees are managed by each section manager. There are several meetings of section managers and higher management. Allocation of responsibilities and decision making protocol are clearly specified and there is a system in place to immediately implement the decisions. The company regularly reviews and makes improvements to the current system.</i></p> <p><i>As aforementioned, the algae farm is closed within the facilities owned by themselves, the operation is the same as normal food production facilities which means there is no legislation mandating the company to work together with local community or stakeholders. Decision making is controlled only within the company.</i></p> <p><i>At the moment, the company does not receive any comments from people outside the company on management of the farm. However, the company makes contribution to local society by many ways such as:</i></p> <ul style="list-style-type: none"> <i>Participation in local communication meetings;</i> <i>Provision of lectures to local primary and secondary schools;</i> <i>Co-hosting local festivals;</i> <i>Gaining naming rights of a shopping mall in Ishigaki Islands and ship terminal;</i> <i>Co-hosting marathon and triathlon events;</i> <i>Sponsoring local basket team and hosting matches.</i> <p><i>The company uses these events to make opportunities for exchange opinions with local people.</i></p> <p><i>The website of Euglena Co.,Ltd has a page for submitting any comments regarding the company's activities.</i></p> <p><i>Decision making done internally by the company. Each position in each section has a specified authority. Each decision making is done by the respective person with the authority.</i></p> <p><i>The company can harvest at its own will since the farm is entirely in land-based within the facilities of themselves. Hence there is no special aspects or regulations to take care of when harvesting.</i></p> <p><i>No external public surveillance is required as the facilities are all within the area of their own. The company is certified to FSSC22000 and receives surveillance by a certification body of it. The company conducts internal inspection in order to check compliance with applicable legislations, viability of management system and condition of health and safety. As a Euglena group company, internal audits are also conducted by internal auditors of Euglena Co., Ltd regularly to identify any non-conformities to be addressed.</i></p>
Employee	<p><i>As of April 1, 2018, there are 40 employees (37 permanent, 2 short-term contract and one contract worker). There are 3 directors. After the last injury in Feb 2017, the company is working particularly hard on improving safety and health management. Since then, there has been no accident. No problem was identified regarding the working hours, payment of wage or harassment.</i></p>
Surrounding Community	<p><i>The farm is a closed facility with a clear border. Hence there is no affected stakeholder in the production unit. Unauthorized access to the facilities of the companies by external people is prohibited by law.</i></p> <p><i>The farm is a closed facility with a clear border. Hence there is no community users or activities. There is a welfare facility for the aged people in adjacent land. Consultation to the facility demonstrated that there is no impact on the facility by activities of Yaeyama Shokusan Co.,Ltd. The closest residential area is 50 m to 100 m away from the farm and there is a forest between the farm and the residential area. Interview to several local people revealed that depending on the weather and wind directions, they can detect some odor of the facility but the degree is not at the level of any concern.</i></p>

	<i>The farm is a closed facility with a clear border. Hence there is no individuals or groups granted rights of access to the production unit.</i>
Information if family business	<i>This is not family business.</i>
Main commercial market	<i>Harvested euglena and chlorella are sold in a form of powdered material. They are used as raw materials in outsourced processing factories and other buyers' facilities to produce mainly food products, especially health food products targeting Japanese market. R & D activities are promoted for seeking the use of euglena. So euglena is now sold and used as a raw material for cosmetic products too. Further R & D is looking into possibilities of using euglena as bio fuel materials.</i>
Other production units in the area	<i>The farm is a closed facility with a clear border managed by Yaeyama Shokusan Co.,Ltd. Hence there is no other production units.</i>
Statement that the production unit is within scope	<p><i>A clear statement from the CAB that the production unit entering assessment meets the scope requirements in Section 2 Seaweed Standard.</i></p> <p><i>The scope requirements in Section 2 Seaweed Standard are met as follows:</i></p> <p><i>2.1 Harvesting or farming activities are only eligible for certification if the target species is a seaweed.</i> <i>- Target species are euglena and chlorella which are both seaweeds.</i></p> <p><i>2.2 The Standard applies globally to all locations and scales of operations, including both harvesting of wild stocks and production from aquaculture systems.</i> <i>- Scope of this assessment is production from aquaculture system.</i></p> <p><i>2.3 This standard applies to seaweed production units only. Other production units in scope for assessment under the existing ASC or MSC standards are in no way affected by the Standard.</i> <i>- Production unit only includes production of euglena and chlorella.</i></p> <p><i>2.4 Harvesting or farming activities involving the introduction of alien (= non-native) species are not eligible for certification, unless:</i> <i>2.4.1 The introduction occurred at least 20 years prior to the date the application is made for assessment against the Standard, or</i> <i>2.4.2 The alien species is cultured in on-land facilities that are completely separated from the aquatic environment.</i> <i>- euglena and chlorella are not alien species.</i></p> <p><i>2.5 Organisations seeking certification shall have been in operation for at least 12 months, or one harvest cycle, whichever is less.</i> <i>- Chlorella production has been in operation for more than 40 years. Euglena production has been in operation for more than 10 years.</i></p> <p><i>2.6 Organisations seeking certification shall have available records of performance data covering the periods of time specified in this standard.</i> <i>- The applicant has records and data covering the sufficient periods of time.</i></p> <p><i>2.7 Harvesting or farming activities which use mutagenic, carcinogenic or teratogenic pesticides, or any other chemicals that persist as toxins in the marine environment or on the farm or farmed seaweeds, are not eligible for certification.</i> <i>- The applicant does not use any toxic chemical during its production process. During quality test, there is a occasion that arsenic is used, but this process is clearly separated from the production process so that there is no risk of contamination.</i></p>

Audit Plan

Assessment team (add or delete rows as needed)	Name	Summary of qualification
Team leader, Social auditor	Naoya Ogawa	AMITA Corporation. Qualified auditor of environmental and social aspects of ASC-MSC Seaweed (Algae) standard. Qualified auditor by SA8000 basic and advanced course.
Team member 1	Akihiro Dazai	Representative of Office Design Val. Expert on general fisheries including algae.
Team member 2	Tomoko Shiroki	Managing Director of Non Profit Organisation ACE. Expert on workers and social issues. SA8000 basic course.

Site visit

Date of site visit	17th and 18th April 2018
Location	Yaeyama Shokusan Co.,Ltd. 287-14 Shiraho, Ishigaki-shi, Okinawa, 907-0242, Japan

Employees interviewed

Name	Organisation	Position	Summary of feedback received
Employee 1	Yaeyama Shokusan Co.,Ltd.	Chief of Seed Cultivation Sec., Chairperson of Safety Committee	<ul style="list-style-type: none"> - There is no issue regarding the working environment. - no issue regarding working time, wage nor discrimination. - the company is focusing on improving safety management and making steady progress. - All employees except directors have joined a labour union. - no training specific to ASC requirements has been conducted yet. training on health and safety and harassment has been implemented. - Average wage level is likely to be better than other people in Ishigaki Islands. But it is not at the level that is satisfactory for many people and so many people wish their wage will increase.
Employee 2	Yaeyama Shokusan Co.,Ltd.	Technical Sec.	
Employee 3	Yaeyama Shokusan Co.,Ltd.	Manager of Euglena Production Sec.	
Employee 4	Yaeyama Shokusan Co.,Ltd.	Research and Development Sec.	
Employee 5	Yaeyama Shokusan Co.,Ltd.	Harvesting and Drying Sec.	
Employee 6	Yaeyama Shokusan Co.,Ltd.	Technical Sec.	

*Due to personal information protection, individual names will not be disclosed.

Only for the Final Report and Certification Report

Stakeholders' written submissions received during the PCDR

Name	Organisation	Position	Summary of feedback received

All written submissions from stakeholders (if any) received during the audit should be attached as a PDF Annex

Assessment tree

The final set of PIs to be included in the assessment tree shall be defined depending on the characteristics of the production unit in the UoA, as indicated in Table 3 of the Standard. Unless otherwise indicated, each PI shall be scored.

Principle	PI	Scoring Issue	Minimum	Met	Justification	Target	Met	Justification	References	Level	Condition (if relevant)
1 Stock Status	1.1 Stock Status	a. Stock status relative to irreversible impact	Available information indicates that the wild stock is above the point where the harvesting impact is irreversible or very slowly reversible	N/A	Not applicable as they do not use wild stock or wild seed.	The wild stock is at or fluctuating around a level consistent with MSY (or proxy) OR Available information indicates that harvesting impact causes insignificant change to the wild stock, which is unlikely to be detectable against natural variability for this population, or if detectable is minimal and has no impact on population dynamics.	N/A	Not applicable as they do not use wild stock or wild seed.		N/A	
		1.2 Harvest Strategy	a. Harvest strategy design	The harvest strategy is expected to achieve stock management objectives reflected in the stock status target (PI 1.1), based on plausible argument.	N/A	Not applicable as they do not use wild stock or wild seed.	The harvest strategy is responsive to the state of the stock and the elements of the harvest strategy work together towards achieving stock management objectives reflected in the stock status target (PI 1.1).	N/A	Not applicable as they do not use wild stock or wild seed.		N/A
		b. Harvest strategy evaluation	No minimum level. Go to target level	Y		The harvest strategy may not have been fully tested but evidence exists that it is achieving its objectives.	N/A	Not applicable as they do not use wild stock or wild seed.		N/A	
	1.3 Genetic impact on wild stock	a. Genetic	The harvesting or farming activity is unlikely to impact the genetic structure of wild populations.	N/A	Not applicable as there is no translocation of cultivated seeds.	The harvesting or farming activity is highly unlikely to impact the genetic structure of wild populations.	N/A	Not applicable as there is no translocation of cultivated seeds.		N/A	
		b. Genetic impact management	There are measures in place, which are expected to maintain the genetic structure of the wild population at levels compatible with the target Genetic outcome level of performance.	N/A	Not applicable as there is no translocation of cultivated seeds.	There is a partial strategy in place, which is expected to maintain the genetic structure of the wild population at levels compatible with the target Genetic outcome level of performance.	N/A	Not applicable as there is no translocation of cultivated seeds.		N/A	
2. Environmental Impacts	2.1 Habitats	a. Seaweed-habitat status	The UoA is unlikely to reduce structure and function of the habitat created by the target seaweed to a point where there would be serious or irreversible harm.	Y	See Justification of the Target level.	The UoA is highly unlikely to reduce structure and function of the habitat created by the target seaweed to a point where there would be serious or irreversible harm.	Y	The company only handles euglena and chlorella that are cultivated in their in land-based facilities. No wild stock is used. Hence there is no risk of any negative impact on wild stocks.		Target level	
		b. Other commonly encountered habitat status	The UoA is unlikely to reduce structure and function of other commonly encountered habitats to a point where there would be serious or irreversible harm.	Y	See Justification of the Target level.	The UoA is highly unlikely to reduce structure and function of other commonly encountered habitats to a point where there would be serious or irreversible harm.	Y	The farming facilities are entirely in land-based that are located in the area owned by the company. Hence there is no commonly encountered habitats.		Target level	
		c. Vulnerable marine Ecosystem (VME) status	The UoA is unlikely to reduce structure and function of the VME habitats to a point where there would be serious or irreversible harm	Y	See Justification of the Target level.	The UoA is highly unlikely to reduce structure and function of the VME habitats to a point where there would be serious or irreversible harm.	Y	VME possibly affected is the ecosystem of coral reefs in the sea area in front of the farm (50 m to 100 m away from the farm). This sea area is designated as ordinary area of Iriomote-Ishigaki National Park. However, the farm is entirely in land-based and so there is no evidence that the farm is causing any serious or irreversible harm to the VME habitats. It is unlikely to cause such harm in the future either. The company does not implement any activities which are subjected to regulations of the National Park.	- A map of Iriomote-Ishigaki National Park.	Target level	

2.2 Ecosystem structure and function	a. Ecosystem status	The UoA is unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.	Y	The ecosystem possibly affected is the coral reefs in the sea area in front of the farm (50 m to 100 m away from the farm). In this sea area, surveys are conducted by Ministry of the Environment (every few years) and the prefecture (every year in important plots) so that data is available. The company started organizing regular meetings with Shiraho Coral Village. The first meeting was held on 19th Feb 2018. After dehydrating algae, Yaeyama Shokusan drain the water to the dug ponds to be stored and naturally drained through penetration to the ground. The distance between the ponds and coastline is about 100 m to 150 m. The drained water after cultivation of the algae only contains nutrients and organic substances and no chemical substance is included. It is highly likely that drained water penetrates in to the ground and finally reaches the surrounding sea area. Penetration pathway or how much nutrients reaches the sea are not known. The company started monitoring the quality of drained water (immediately after drainage, in the storing ponds) since July 2017. There is no evidence that the farm is causing any serious or irreversible harm to the ecosystem.	The UoA is highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.	N	There is no evidence that the farm is causing any serious or irreversible harm to the ecosystem. However, the company does not have a data to assess and identify the impact of drained water on the surrounding ecosystems. Therefore there is no evidence to make any objective conclusion on the degree/possibility of any impact. The company shall provide more direct and objective evidences (rather than the current circumstance evidence) to demonstrate that the company meets the target level for this indicator.	- A map of Iriomote-Ishigaki National Park. - Results of Natural Environmental Conservation Status Basic Survey of Ministry of the Environment (4th survey conducted between 1988 to 1993 and 5th conducted between 1993 to 1999). - Drained water quality test results of Yaeyama Shokusan.	Minimum level	The company shall provide evidences of drained water, rather than the current circumstance evidence, to support judgement that the UoA is highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.
2.3 ETP species	a. Effects of the UoA on population/stocks within national or international limits, where applicable	Where national and/or international requirements set limits for impact on ETP species, the effects of the UoA on the population/stock are known and likely to be within these limits.	Y	See Justification of the Target level.	Where national and/or international requirements set limits for impacts on ETP species, the combined effects of the UoAs and any other certified seaweed UoA on the population/stock are known and highly likely to be within these limits.	Y	Regarding the regulations on ETP species, there are several legislations such as Act on Conservation of Endangered Species of Wild Fauna and Flora, Protection and Control of Wild Birds and Mammals and Hunting Management Law, Nature Conservation Act, Natural Parks Act and Act on Protection of Cultural Properties. However, the company does not implement any activities that are subjected to regulations under these acts.	Articles of following acts: - Act on Conservation of Endangered Species of Wild Fauna and Flora; - Protection and Control of Wild Birds and Mammals and Hunting Management Law; - Nature Conservation Act; - Natural Parks Act; - Act on Protection of Cultural Properties.	Target level	
	b. Direct effects	Known direct effects of the UoA are likely to not hinder recovery of ETP species.	Y	See Justification of the Target level.	Direct effects of the UoA are highly likely to not hinder recovery of ETP species.	Y	The ETP species assumed in the surrounding waters are corals, seaweeds, sea grasses, and sea turtles. Okinawa Prefecture Red Data Book, Marine Organism Red List by Ministry of the Environment, IUCN Red List, and other various survey results in the surrounding area were referenced. As a result, ETP species was not confirmed in seaweeds and sea grasses. There are 6 coral species which are listed as ETP species in Japan, but those have not been found in the sea area in front of the farm. There are spawning sites of 3 endangered marine turtle species around Ishigaki Islands. Spawning of turtles are reported in the surrounding area, although it is not frequent. Based on the above, three potential ETP species can be specified: hawksbill turtle (Eretmochelys imbricata), loggerhead turtle (Caretta caretta), and green turtle (Chelonia mydas). The farming facilities are entirely in land-based that are located in the area owned by the company. Hence there is direct impact on surrounding land and marine environment. Therefore, no direct impact on ETP species either.	- Okinawa Prefecture Red Data Book - Marine Organism Red List by Ministry of the Environment - IUCN Red List - Cabinet Office survey promoting forest making in beautiful sea in 2005 - Ministry of the Environment Monitoring Site 1000 sea grass bed survey - Sakai-ku Fisheries Research Institute: Spawning eggs of sea turtles in Yaeyama Islands and Ishigaki Island - WWF Japan: Ishigakijima - Shiraho coral reef survey summary and results summary	Target level	

c. Indirect effects	Go to target level			Indirect effects have been considered for the UoA and are thought to be highly likely to not create unacceptable impacts.	Y	Only the possibility of negative impact of the company's activities to the endangered species is the drained water. However, there is no evidence that demonstrate any negative impact of drained water on the endangered species. The drained water after cultivation of the algae only contains nutrients and organic substances and no chemical substance is included. The water is drained to the dug ponds to be stored and naturally drained through penetration to the ground. Therefore there is no evidence that drained water is currently affecting ETP species. There is no light or noises reaching the coast.	- Okinawa Prefecture Red Data Book - Marine Organism Red List by Ministry of the Environment - IUCN Red List - Cabinet Office survey promoting forest making in beautiful sea in 2005 - Ministry of the Environment Monitoring Site 1000 sea grass bed survey - Salkai-ku Fisheries Research Institute: Spawning eggs of sea turtles in Yaeyama Islands and Ishigaki Island - WWF Japan: Ishigakijima - Shiraho coral reef survey summary and results	Target level	
d. Management strategy in place	There are measures in place that minimise the UoA-related impact on ETP species, and it is expected to be highly likely to achieve national and international requirements for the protection of ETP species.	N/A		There is a strategy in place for managing the UoA's impact on ETP species, including measures to minimise mortality, which is designed to be highly likely to achieve national and international requirements for the protection of ETP species.	N/A	Although it is highly unlikely that drained water is affecting ETP sea turtles, it is not directly drained, but it is temporarily stored in a pruned pond and discharged through natural infiltration. By this method, the possibility of influence on ETP species is minimized. In the protection method of the sea turtle, what is regarded as important and required is maintenance in the natural state of the coast. Since it is highly unlikely that drained water by infiltration will affect the coast, it also meets the protection requirements.	Ministry of the Environment: Sea Turtle Protection Handbook	Target level	
OR	Where there are no requirements for protection and rebuilding provided through national ETP legislation or international agreements, there are measures in place that are expected to ensure the UoA does not hinder the recovery of ETP species.	N/A	Not applicable. Measures are not needed because there is no identified influence on ETP species.	OR Where there are no requirements for protection and rebuilding provided through national ETP legislation or international agreements, there is a strategy in place that is expected to ensure the UoA does not hinder the recovery of ETP species.	N/A	Not applicable. See above.		N/A	
e. Management strategy evaluation	The measures are considered likely to work, based on plausible argument	N/A	Not applicable. Measures are not needed because there is no identified influence on ETP species.	There is some evidence that the measures/strategy will work, based on information directly about the UoA and/or the species involved.	N/A	Since the death of the ETP species and the decline in the egg production rate derived from this facility have not been confirmed, the measures are effective.		Target level	
f. Management strategy implementation	Go to target level			The recovery of ETP species is being implemented successfully.	N/A	Measures mentioned above are taken.		Target level	
g. Review of alternative measures to minimise mortality of ETP species	There is a review of the potential effectiveness and practicality of alternative measures to minimise UoA-related mortality of ETP species.	N/A	Not applicable. Measures are not needed because there is no identified influence on ETP species.	There is a regular review of the potential effectiveness and practicality of alternative measures to minimise UoA-related mortality of ETP species and they are implemented as appropriate.	N/A	Not applicable because there is no death of ETP species caused by the UoA.		N/A	
2.4 Other species									
a. Main species stock status	Main species are likely to be above biologically based limits	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.	Main species are highly likely to be above biologically based limits	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.		N/A	
OR	If the main species are below biologically based limits, there are measures in place expected to ensure that the UoA does not hinder their recovery.	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.	OR If the main species are below biologically based limits there is either evidence of recovery or a demonstrably effective strategy in place between the UoA and any other certified seaweed UoAs which categorise these species as main, to ensure that they collectively do not hinder recovery and rebuilding.	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.		N/A	
b. Management strategy in place	There are measures in place, if necessary, which are expected to maintain or not hinder rebuilding of main species at/to levels which are highly likely to be above biologically based limits or to ensure that the UoA does not hinder their recovery.	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.	There is a partial strategy in place for the UoA, if necessary, that is expected to maintain or to not hinder rebuilding of the main species at/to levels which are highly likely to be above the biologically based limits or to ensure that the UoA does not hinder their recovery.	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.		N/A	
c. Management strategy evaluation	The measures are considered likely to work, based on plausible argument (e.g. general experience, theory or comparison with similar UoAs/species).	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.	There is some objective basis for confidence that the measures/partial strategy will work, based on some information directly about the UoA and/or species involved.	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.		N/A	
d. Management strategy implementation	Go to target level			There is some evidence that the measures/partial strategy is being implemented successfully.	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.		N/A	

	e. Review of alternative measures	There is a review of the potential effectiveness and practicality of alternative measures to minimise UoA-related mortality of unwanted catch of main species.	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.	There is a regular review of the potential effectiveness and practicality of alternative measures to minimise UoA-related mortality of unwanted catch of main species and they are implemented as appropriate.	N/A	Not applicable. There is no influence on main species because these are inland cultivating facilities and no bycatch occur.	N/A	
2.5 Waste management and pollution control	a. Waste reduction	There are some measures in place that can help to reduce waste produced by the UoA.	Y	See Justification of the Target level.	There is a strategy in place, which is expected to reduce waste produced by the UoA.	Y	The company has developed "A policy on waste treatment". In the "Yaeyama Shokusan 10th Environmental Plan" specifies a process to reduce waste for this fiscal year. Wastes generated from their facilities include below-the-standard products, harvested water, waste liquid from failed culture, waste equipment and waste chemicals. For each waste, an annual plan for reduction activities are specified. The progress is recorded in the relevant meeting minutes. However, from the records, it was not clear if all wastes generated from the facilities were considered or not. Interview revealed that all wastes were covered. By compiling more comprehensive waste reduction plan, policies, activities and progresses will become clearer.	- A policy on waste treatment - Yaeyama Shokusan 10th Environmental Plan	Target level
	b. Chemicals and hydrocarbon wastes	There are some measures in place that can help to reduce chemical and hydrocarbon wastes produced by the UoA.	Y	See Justification of the Target level.	There is a strategy in place, which is expected to reduce chemical and hydrocarbon waste produced by the UoA.	Y	Most of the hydrocarbon waste originate from compressor oil. The company is trying to extend the use-by-date by reducing the operating time of the compressor. Chemical substance is only used for quality inspection. Chemical is not used in production processes at all. There is a process in quality inspection to use arsenic at the moment. The company is testing the effectiveness of alternative method which does not use arsenic. Audit team confirmed the activities via minutes of relevant meetings.	- A policy on waste treatment. - A manual on machine oil treatment. - A manual on treating waste liquid from experimental laboratory. - Minutes of cross section meetings.	Target level
	c. Chemicals and hydrocarbon spills	There are some measures in place that can help to prevent spills of chemicals and hydrocarbons originating from the UoA.	Y	See Justification of the Target level.	There is a spill prevention and response plan in place for chemicals and hydrocarbons originating from the UoA.	Y	Heavy oils are stored in a special container tank and managed so that no spillage can happen in normal usage conditions. Chemical substance is only used for quality inspection. Chemical is not used in production processes at all. Amount of chemical used is recorded every time chemicals are used. The remaining amount and records are cross checked every month. Waste liquids including the secondary cleaning solution are stored in a special container. When the container becomes full, its treatment is outsourced to a external company. Audit team confirmed this situation during on-site audit. Training on waste management was conducted on April 16, 2018 to managers and staff in charge of waste treatment and chemical use. Training materials and training record were confirmed.	- A manual on machine oil treatment. - A manual on emergency measures in case of heavy oil spillage. - A manual on treating waste liquid from experimental laboratory. - A manual on emergency measures in case of spillage of waste liquid from experimental laboratory and in case of fire. - Training records (April 16, 2018).	Target level

2.6 Pest(s) and disease(s) management	a. Spread of pest(s) and disease(s)	There is a partial strategy that is expected to prevent the spread of pest(s) and disease(s).	Y	Although there is a possibility of fungus and other microorganism entering into cultivation pools, there is no recognized bacteria or viruses that infect euglena or chlorella. No external report on such bacteria or viruses either. Cultivation solution is checked every day with microscope so that any abnormalities can be detected. There is an inspection manual in place. In case of detection of any infection or diseases, heat-sterilization can be applied followed by waste treatment. In order to avoid risk of infection, each production batch is started with new seeds.	There is a strategy that is expected to prevent the spread of pest(s) and disease(s).	N	Because there is no internal or external report on recognized pests or diseases and the risk is low, the company has not developed a manual on emergency measures in case of such incident in the future.		Minimum level	The company shall develop a documented strategy that is expected to prevent the spread of pests or diseases.
2.7 Energy efficiency	a. Energy use monitoring	There is some information about energy use of the production unit.	Y	See Justification of the Target level.	There is evidence of energy use monitoring relative to production and ongoing effort to improve efficiency.	Y	"10th Monthly inspection record" includes records of energy consumption, amount of LPG and heavy oil used per production unit and cross-check with the calculated estimates so that any differences can be analysed. The biggest waste of energy will happen when cultivation solution is contaminated/infected and had to be discarded (all the energy put is so far will be lost). So the company is making effort to avoid such contamination/infection. Specific plans for saving energy is discussed and decided during cross section meetings. Audit team confirmed plans via meeting minutes. There is a system in place to alert section managers by e-mail when any abnormal figures are detected in terms of energy consumption.	- 10th Monthly inspection record - Minutes of cross section meetings	Target level	
	b. Maintenance records of equipment	There are maintenance records for equipment.	Y	See Justification of the Target level.	Maintenance records for equipment are up to date and available.	Y	Inspection records of boilers, spray driers, LPG tank, heavy oil tank etc are in place. Some equipment is checked every day, others are checked every month. Audit team confirmed inspection records.	- Daily inspection records. - Monthly inspection records.	Target level	
2.8 Translocations	a. Impact of translocation activity	The translocation activity is unlikely to introduce diseases, pests, pathogens, or non-native species into the surrounding ecosystem.	N/A	Not applicable as there is no translocation of cultivated seeds.	The translocation activity is highly unlikely to introduce diseases, pests, pathogens, or non-native species into the surrounding ecosystem.	N/A	Not applicable as there is no translocation of cultivated seeds.		N/A	
	b. Translocation management strategy evaluation	There is a partial strategy in place that is expected to protect the surrounding ecosystem from the translocation activity at levels compatible with the translocation outcome target level of performance defined in Sla (target level).	N/A	Not applicable as there is no translocation of cultivated seeds.	There is a strategy in place that is expected to protect the surrounding ecosystem from the translocation activity at levels compatible with the translocation outcome target level of performance defined in Sla (target level).	N/A	Not applicable as there is no translocation of cultivated seeds.		N/A	
2.9 Introduction of alien species	a. Management of alien species	There is a partial strategy in place to prevent progression of ecosystem impacts from occurring due to the presence of the alien species.	N/A	Not applicable as the target species are not alien species.	There is a strategy in place to prevent progression of ecosystem impacts from occurring due to the presence of the alien species.	N/A	Not applicable as the target species are not alien species.		N/A	

Principle 3: Effective management	3.1 Legal and/or customary framework	a. Compatibility of laws or standards with effective management	There is an effective national legal system and a framework for cooperation with other parties, where necessary, to deliver management outcomes consistent with the Principles of this standard.	Y	See Justification of the Target level.	There is an effective national legal system and organized and effective cooperation with other parties, where necessary, to deliver management outcomes consistent with the Principles of this standard.	Y	Euglena and Chlorella are not subjected to resource management under any international cooperation schemes. In Japan there is no specific law regarding in land-based seaweed aquaculture facilities. The same legislations as other normal companies apply. The company handles food, so that Food Sanitation Act is also applicable. Application of Water Pollution Prevention Act is exempted for in land-based facilities. Since the algae farm is closed within the facilities owned by themselves, the operation is the same as normal food production facilities which means there is no legislation mandating the company to work together with local community or stakeholders. Decision making is controlled only within the company.	Articles of following acts: - Water Supply Act; - Air Pollution Control Act; - Noise Regulation Act; - Vibration Regulation Act; - Waste Management and Public Cleansing Act; - Fire Service Act; - Industrial Safety and Health Act. - Food Sanitation Act; - Water Pollution Prevention Act (not applicable).	Target level
		b. Respect for rights	The management system has a mechanism to generally respect the legal rights created explicitly or established by custom of people dependent on harvesting or farming for food or livelihood in a manner consistent with the objectives of Principles of this standard.	N/A	See Justification of the Target level.	The management system has a mechanism to observe the legal rights created explicitly or established by custom of people dependent on harvesting or farming for food or livelihood in a manner consistent with the objectives of Principles of this standard.	N/A	In general, the legal rights of people dependent on harvesting or farming for livelihood in the sea and the inner water are protected as fishery rights by the fisheries law in Japan, and it is established as a management system. For this case, the algae farm is closed within the facilities owned by themselves. Hence there is no impact on rights of local community to harvest or farm. This indicator is therefore not applicable.		Target level
	3.2 Decision-making processes	a. Objectives	Objectives to guide decision- making, which are consistent with achieving the outcomes expressed in the Principles of this standard, are implicit within the production unit specific management system.	Y	See Justification of the Target level.	Short and long-term objectives, which are consistent with achieving the outcomes expressed in the Principles of this standard, are explicit within the production unit specific management system	Y	Corporate philosophy of Yaeyama Shokusan are "to be a company that contribute to every one's health globally" and "to be a company that is in harmony with the beautiful nature of Okinawa". Following specific plans have been developed accordingly: - Target and activities plan for rare species (biodiversity) care, reducing waste and reducing energy consumption; - Target and activities plan for corporate social responsibility and community relations. The company has specified long term targets (until 2022) and short term targets (until 2019). Plans on reducing the wastes were limited to chemical wastes which can be challenged immediately. Plans are reviewed annually. The company should make clear long term targets (for more than 10 years).	- Corporate philosophy of Yaeyama Shokusan - Corporate vision of Yaeyama Shokusan - Target and activities plan for rare species (biodiversity) care, reducing waste and reducing energy consumption; - Target and activities plan for corporate social responsibility and community relations.	Target level
		b. Decision-making process	There are some decision-making processes in place that result in measures and strategies to achieve the production unit specific objectives.	Y	See Justification of the Target level.	There are established decision-making processes that result in measures and strategies to achieve the production unit specific objectives.	Y	Authority regulation specifies authorities of each position. Decision making processes are clear. Interview to managers and employees demonstrated that these processes are duly followed.	- Authority regulation	Target level
		c. Responsiveness of decision-making processes	Decision-making processes respond to serious issues identified in relevant research, monitoring, evaluation and consultation, in a transparent, timely and adaptive manner and take some account of the wider implications.	Y	See Justification of the Target level.	Decision-making processes respond to all issues identified in relevant research, monitoring, evaluation and consultation, in a transparent, timely and adaptive manner and take account of the wider implications of decisions.	Y	Weekly cross section meeting is used for respond to issues that can be solved by dialogue between managers. Issues that needs large budget and longer time to solve are brought to monthly directors' meeting. Corporate auditor also participate in the director's meeting. Minutes of these meetings were available. Audit team confirmed that transparent and timely measures have been taken to various levels of issues through the minutes of meetings and interview to managers and employees.	- Minutes of cross section meetings. - Minutes of director's meetings.	Target level

		d. Use of precautionary approach			Decision-making processes use the precautionary approach and are based on best available information.	Y	Contamination/infection measure meeting is organized to decide on preventive measures. The meeting has only started recently and so only 2 specific measures were confirmed. Near-miss incidents report and Risk prediction training activities are used to prevent accidents. Audit team confirmed that the company is proactively considering and implementing precautionary approach to avoid issues happening through the minutes of meeting and daily activity records.	- Minutes of Contamination/infection measure meeting. - Near-miss incidents report. - Risk prediction training activities.	Target level		
		e. Accountability and transparency of management system and decision-making process	Some information on the production unit's performance and management action is generally available on request to stakeholders.	Y	See Justification of the Target level.	Y	Information on the production unit's performance and management action is available on request, and explanations are provided for any actions or lack of action associated with findings and relevant recommendations emerging from research, monitoring evaluation and review activity.	So far, there has been no request of the information from stakeholders. Website of Euglena Co., Ltd is used to communicate news release. The website is also used to communicate research reports about Euglena. If requested by stakeholders, information can be available excepting confidential information of business.	- website of Euglena Co., Ltd. http://www.euglena.jp/news/c/release/ http://www.euglena.jp/research/	Target level	
		f. Approach to disputes	Although the management authority or production unit may be subject to continuing court challenges, it is not indicating a disrespect or defiance of the law by repeatedly violating the same law or regulation necessary for the sustainability of the production unit.	Y	See Justification of the Target level.	Y	The management system or production unit is attempting to comply in a timely fashion with judicial or administrative tribunal decisions arising from any legal challenges.	The company has not received any legal challenges. All contacted cases are handled appropriately and recorded. Audit team confirmed questions/opinions entered via website of Euglena Co., Ltd and records of how they were addressed. E.g. A measure against a complaint on incomplete seal of packaging.	- Complaint resolution records. - Question address records.	Target level	
	3.3 Compliance and enforcement	a. MCS implementation	Monitoring, control and surveillance (MCS) mechanisms exist, and are implemented in the production unit and there is a reasonable expectation that they are effective.	Y	See Justification of the Target level.	Y	A monitoring, control and surveillance system (MCS) has been implemented in the production unit and has demonstrated an ability to enforce relevant management measures, strategies and/or rules.	There are self-inspection sheet and internal audit records of Euglena Group to check compliance with applicable laws. The company is ISO 22000 certified so that receives external audit,	- self-inspection sheet (Jan 2018). - internal audit records of Euglena Group (April 2017) - ISO 22000 certification audit report (Oct 2017).	Target level	
		b. Sanctions	Sanctions to deal with non-compliance exist and there is some evidence that they are applied.	Y	See Justification of the Target level.	Y	Sanctions to deal with non-compliance exist, are consistently applied and thought to provide effective deterrence.	Self-inspection sheet and internal audit records of Euglena Group and ISO 22000 audit reports were checked and non-conformities identified were confirmed. These non-conformities were addressed appropriately and reported. Confirmed with internal report and ISO audit report.	- self-inspection sheet. - internal audit records of Euglena Group - FSSC 22000 certification audit report	Target level	
		c. Compliance	Production units comply with the management system under assessment, including, when required, providing information necessary for effective management.	Y	See Justification of the Target level.	Y	Some evidence exists to demonstrate production units comply with the management system under assessment, including, when required, providing information of importance to the effective management of the production unit.	Compliance with the internally established management system was confirmed through meeting minutes, daily check sheet, and interview to employees. The management system is about internal corporate activities and not about wild resource management. So authorities (Ishigaki City and Okinawa Prefecture) has not requested any information about seaweed production.	- Cross section meeting minutes - self-inspection sheet. - internal audit records of Euglena Group - ISO 22000 certification audit report	Target level	
		d. Systematic non-compliance				Y	There is no evidence of systematic non-compliance.	No such evidence was found by document review, interview to managers, employees, Ishigaki City office and local community.		Target level	
Principle 4: Social responsibility	4.1 Child labour	a. Child labour	No incidences of child labour or young worker abuse are found to have occurred.	Y	a. A list of employees which include birth dates as well as copies of residence certificates were checked. No worker was under 18 years old. Company only employs workers above 19 who has graduated high school. b, c. Labour Standard Act of Japan states: "Employers shall not employ children until the end of the first 31st of March that occurs on or after the day when they reach the age of 15 years". During site audit, no worker under 18 was observed.	Y	There is evidence that the risk of child labour and young worker abuse has been minimised.	a, b. "Approach to employment and work" (established on March 2, 2018) states that the company does not employ workers under 18 years old and no child labour is used. Public document is required to prove the age when employing. So there is no possibility of employing workers under 18 years old in the future either.	- A list of employees - copies of residence certificates - Approach to employment and work	Target level	

4.2 Forced, bonded or compulsory labour	a. Incidences and risk of forced, bonded or compulsory labour	No incidences of forced, bonded or compulsory labour are found to have occurred.	Y	<p>a. Employment Contract has been signed and employees understand its contents.</p> <p>b. Interview to employees demonstrated that employer does not pay fees for the employees when employing.</p> <p>c. Interview to employees demonstrated that employer does not keep the original ID of workers.</p> <p>d. Employment regulation section 17 specifies that employees are free to leave work at their own will. It was also confirmed by interview to employees.</p> <p>e. Interview to employees demonstrated that employer does not withhold any part of employee salary, property, or benefits upon termination of employment.</p> <p>f. Interview to employees demonstrated that they are free to leave workplace and do what ever they want to do during off-duty hours.</p>	There is evidence that the risk of forced, bonded or compulsory labour has been minimised.	N	<p>a. "Approach to employment and work" states that the company does not get involved in forced, bonded or compulsory labour.</p> <p>b. "Approach to employment and work" has not been provided to workers so that sufficient understanding of the document among workers could not be confirmed.</p>	<ul style="list-style-type: none"> - Employment Contract - Employment regulation - Approach to employment and work - Interview to employees 	Minimum level	The company shall provide workers with the "Approach to employment and work" and make them understand as an evidence that the risk of forced, bonded or compulsory labour has been minimised.
4.3 Discrimination	a. Incidences and risk of discrimination	No incidences of discrimination are found to have occurred.	Y	<p>a. Regarding the employed workers, a file to keep employment contract, CV, copies of residential certificate etc for each worker was confirmed. Wage list of all employees include records of salary increase. Records of training are recorded in "Training plan" and kept.</p> <p>b. Interview to managers and person in charge of HR demonstrated that there is no discrimination related to national origin, religion, disability, gender, sexual orientation, union membership, political affiliation or age.</p> <p>c. Records related to employed workers were kept for more than 6 months.</p> <p>d. Interview to workers demonstrated that there is no discrimination or intervention related to gender, union membership or other human right relations. There is a worker who exposed a secret of having developmental disorder. To support the worker, the company is promoting activities to recognize diverse variety of people.</p> <p>e. Internal contact detail and external inspector contact detail for receiving complaints are displayed on notice board in the office. However, there has been no reporting of any complaint so far. Confirmed with interview to managers and workers.</p>	There is evidence that the risk of discrimination covering all aspects of potential discrimination has been minimised.	N	<p>a. "Approach to employment and work" states that the company does not discriminate workers due to their national origin, religion, disability, gender, sexual orientation, union membership, political affiliation or age. Contact details in case of discrimination and harassment is also specified. "Complaint resolution procedure" summarizes procedures to address complaints.</p> <p>b. Internal contact detail and external inspector contact detail for receiving complaints are displayed on notice board in the office. Since April 2018, there is a box in the office to collect opinions from workers. Audit team confirmed these. However, "Approach to employment and work" has not been provided to workers so that sufficient understanding of the document among workers could not be confirmed.</p> <p>Since the box to collect opinions of workers has only recently been established, the company should make clear how to make use of it.</p>	<ul style="list-style-type: none"> - A list of employees - Employment contract - CVs - copies of residence certificates - Wage list - Training plan - Approach to employment and work - complaint resolution procedure - a box to collect opinions of workers - Interview to employees 	Minimum level	The company shall provide workers with the "Approach to employment and work" and make them understand as an evidence that the risk of discrimination covering all aspects of potential discrimination has been minimised.
4.4 Health, safety and insurance	a. Safe and healthy working and living environment for workers	The employer provides a safe and healthy working and living environment (where accommodation is provided) for workers.	Y	<p>a. "Safe and healthy work specification" has been developed including working procedures, tasks, critical aspects and risks related to each section of seed cultivation, outdoor culture, harvesting and drying and quality control. It also includes possible accidents and incidents, as well as necessary PPE. The specification is kept in the office of each section so that any one can see it.</p> <p>A manual on emergency measures in case of heavy oil spillage and a manual on emergency measures in case of spillage of waste liquid from experimental laboratory and in case of fire are also in place.</p> <p>b. No accommodation facility. Each section has rest stations where workers can have meetings, carry out admin works, take a rest and take meals. The rooms were kept clean and safe.</p> <p>c. During the site audit, no critical danger was identified throughout the whole production processes. Emergency exit routes map is in place and workers are instructed to follow the route in case of evacuation.</p> <p>d. Rest stations of each section has a water server where workers can get clean and safe drinking water. There is a refrigerator where workers can store foods/drinks of their own.</p> <p>e. Appropriate PPE is provided by the company to workers in each section. Confirmed with interview to workers and through observation during site visit.</p>	No target specified for this PI. If minimum in met the target should be considered met.			<ul style="list-style-type: none"> - Safe and healthy work specification - Safety meeting held on July 5, 2017; report, materials used, photos. - A manual on emergency measures in case of heavy oil spillage. - A manual on treating waste liquid from experimental laboratory. - A manual on emergency measures in case of spillage of waste liquid from experimental laboratory and in case of fire. - Emergency exit route map - Interview to workers. 	Target level	

<p>b. Health and safety records and corrective action</p>	<p>There is evidence that health and safety related accidents and violations are recorded and corrective action is taken when necessary. No immediate and serious dangers to personnel health or safety were identified.</p>	<p>Y</p>	<p>- Audit team confirmed with "Accident report" that all occupational accidents and incidents are recorded and corrective actions were taken. - During the site audit, no critical danger was identified throughout the whole production processes.</p>	<p>Hazards to personnel health and safety are known. Accidents are analysed for root causes. The root causes are addressed and remediated to prevent future accidents of a similar nature. All incidences including minor accidents are included. Records are complete and accurate.</p>	<p>Y</p>	<p>- All accidents including those subjected to coverage of workers' accident compensation insurance and minor ones not subjected to the insurance were recorded in "Accident report". Root cause analysis and corrective actions were also included. Accident reports were submitted to the Labour Standard Office too. Audit team confirmed with training record that corrective actions have been taken. - On Feb 22, 2017, a worker fell off from a stepladder and had to stay in hospital for a month. On top of root cause analysis and corrective actions, a risk assessment workshop was commission to an external expert. A person in charge in the company participated in external training program. - On Feb 28, 2017, a worker cut his hand due to breakage of a glove when pulling a wire. Root cause analysis and corrective actions were taken. A flow chart in case of injuries was developed and displayed on the wall of the office. A formal accident report template was developed. - Since then, there has been no accident.</p>	<p>- Accident reports (Feb 22, 2017 and Feb 28, 2017). - Accident report submitted to the Labour Standard Office. - A record of the risk assessment workshop conducted by an expert of Japan Industrial Safety and Health Association (Sep 22, 2017). - Records of H&S manager and promoter training organized by Okinawa Labour Standard Association (March 29, 2018 etc).</p>	<p>Target level</p>	
<p>c. Occupational health and safety assessment and personnel training</p>	<p>There is evidence that personnel are trained effectively on health and safety topics related to their role, responsibilities and activities.</p>	<p>Y</p>	<p>- Audit team confirmed with "10th Training plan" that there are plans for maintaining and enhancing knowledge and skills of workers regarding H&S for each section as well as records of past training.</p>	<p>Formal and regular training courses are undertaken. Risk assessments are documented and/or certified. Personnel are appointed to apply health and safety risk assessment, which may include an overseeing management committee, first aiders and/or fire marshals. Special risks associated with changing workplace or worker condition, such as expectant mothers, will have due consideration.</p>	<p>Y</p>	<p>- "Annual Safety Meeting" is organized in which, risk prediction workshop is arranged to raise awareness of risks among workers. Records and materials used in the meeting was confirmed. Interview demonstrated that each section organize regular (once a week or more) risk prediction training. - Near-miss accidents are recorded whenever happened. - Person responsible for safety management is appointed. He is responsible for overall health and safety, including risk assessment. - Audit team confirmed with H&S organization chart, H&S flow chart and interview to a person in charge of H&S management that allocation of roles and procedures regarding H&S are clear. - Group H&S management regulation is in place. Group H&S committee is held once in three months in which the president of the company and factory manager participate online. - Safety Committee and Health Committee are organized. Each section has committee members. Committee is held at least once a month (confirmed with meeting minutes). Regular inspection of fire extinguisher and risk assessment were recorded. During the site visit, regular inspection records of fire extinguisher were confirmed. - Fire drill was carried out in Sep 2017. Disaster-drills are to be implemented every 6 months. - There is a self-fire-fighting team. Annual training plan for the FY 2018 was included in "self-fire-fighting training plan". - Interview to workers demonstrated that sufficient care is in place for female workers (not only pregnant workers) to avoid physically hard works. - Safety management structure has not been documented. Although it is not required by this standard, it is desired to document the safety management structure.</p>	<p>- Group H&S Management Regulation. - Employment Regulation section 8 "Health and Safety". - Annual activity plan (in relation to safety). - Annual safety meeting (July 5, 2017): report, materials used, photos. - H&S organization chart - H&S flow chart. - Minutes of safety committee (March 2018 etc) - Minutes of health committee (Feb 2018 etc). - Safety patrol risk assessment, improvement records. - Near-miss accident records (Dec 25 2017, Jan 5 and Feb 19 2018 etc). - Risk Prediction Training records (Oct 25 and Nov 2 2017, Feb 6 2018 etc). - Interview to workers.</p>	<p>Target level</p>	
<p>d. Organisation responsibility and insurance provided for personnel accident or injury</p>	<p>No incidences of workers having to cover their own work-related medical expenses.</p>	<p>Y</p>	<p>- Audit team checked about the work related medical expenses for past accidents. It was confirmed that these expenses were paid by the company. Company has paid expenses even when staying in the hospital was not needed.</p>	<p>Organisation is responsible and there is proof of insurance (accident or injury) for personnel medical costs in a job-related accident or injury, unless otherwise covered. This includes all seasonal workers.</p>	<p>Y</p>	<p>Employment regulation section 9 specifies that the company is to compensate for any work-related medical expenses. Audit team confirmed that all workers including temporary employee and part-time workers are covered by the workers' accident compensation insurance as well as additional optional accident insurance that the group makes use of.</p>	<p>- Payment records of workers' accident compensation insurance in case of medical treatment (Feb 22 and 28, 2017). - Employment regulation. - Work related accident compensation regulation. - records of application of social insurances. - record of application of workers' accident compensation insurance (July 1, 2017) and its payment.</p>	<p>Target level</p>	

4.5 Fair and decent wages	a. Fair and decent wages	The organisation pays at least the legally required minimum wage. Deductions in pay for disciplinary actions are not allowed and payments are made in a manner convenient to workers.	Y	<p>a. Minimum wage can be checked by visiting the website of Health, Labour and Welfare Ministry Okinawa Labour Office. Audit team confirmed that the managers acknowledged the current minimum wage.</p> <p>b. Audit team confirmed that the company keeps employment contracts, Wage ledger, working hours records.</p> <p>c. Minimum wage of Okinawa Prefecture was 714 yen / hour (as of Oct 1, 2017). Employment contracts and wage ledger were checked and it was confirmed that wage level was set above the minimum wage and all workers were paid with higher wages than minimum wage.</p> <p>d. Wages and benefits are paid by bank transfer. Interview with workers demonstrated that there has been no problem regarding the payment.</p> <p>In the employment regulation, there is a statement on possibility of salary reduction as a disciplinary action. This does not mean that payment of worked time will be deducted, but future payment will be deducted by reducing work. Workers agree this employment regulation when they make working contract with the company. This is accepted by Japanese law and business custom. There has never been application of this disciplinary action in the past in this company. Hence audit team judged that this is not an action as deductions in pay for worked time for disciplinary actions.</p>	The organisation pays a living wage and there are no labour-only contracting relationships.	Y	<p>a. In Japan the national government sets minimum wages for each prefecture based on the results of survey of cost of living every year. Therefore, the minimum wage in Japan is considered publicly as living wage. They are reviewed and revised every year. All workers of the company are paid with wages above the minimum wage.</p> <p>Wage is decided based on the methodology specified in employment regulation section 6 "Wage". Based on annual personnel performance evaluation, wages for each worker is decided every year.</p> <p>b. It was confirmed with workers' list and employment contract that labour-only contracting arrangements, consecutive short-term contracts or false apprenticeship or other schemes to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security do not take place.</p> <p>Workers employed long time ago were not provided with the employment contract. The company should provide them with the employment contract.</p>	<ul style="list-style-type: none"> - website of Health, Labour and Welfare Ministry Okinawa Labour Office - Employment regulation - Workers' list - Employment contract and notification of working conditions. - Wage ledger - time card (before July 2017) - Working hours record (after Aug 2017) - A list of worker's working hours (March 2016 to July 2017). - A record of workers' working hours (Aug 2017 to March 2018). - Interview to workers. 	Target level	
4.6 Freedom of association and collective bargaining	a. Freedom of association and collective bargaining	There are no incidences of the production unit restricting worker access to associate or bargain collectively.	Y	<p>a. Labour union has been established and in operation. Confirmed with Labour Union Regulation, Member list of labour union and interview to representative of the labour union.</p> <p>b. Audit team confirmed that the company's management respect the activities of the labour union through interview to representative of the labour union and workers.</p> <p>c. Audit team confirmed that the labour union can directly access all workers freely through interview to representative of the labour union.</p>	There is evidence that the risk of restrictions to freedom of association and collective bargaining has been minimised.	Y	<p>"Approach to employment and work" (established on March 2, 2018) specifies that the company does not restrict workers from joining unions, political parties and other parties except in case of unauthorized secondary occupation.</p> <p>It was confirmed that all workers have joined the labour union and they are considering to make necessary dialogues with the management from now on through interview to representative of the labour union.</p>	<ul style="list-style-type: none"> - Labour Union Regulation - Member list of labour union (2018) - Approach to employment and work - interview to representative of the labour union. - Interview to worker. 	Target level	
4.7 Disciplinary practices	a. Disciplinary practices	There is a policy in place to ensure against abusive disciplinary practices. No incidences of tolerated abuse have taken place.	Y	<p>a. Audit team confirmed through interview to managers and workers that disciplinary practices are implemented in a fair way and there is no case of abuse (physical, verbal or mental).</p> <p>b. Approach to employment and work (established on March 2, 2018) specifies that the company does not carry out or support harassments (including but not limited to sexual and power), and does not carry out or support abusive disciplinary practices which include physical and mental abuses.</p> <p>c. A policy on preventing harassments is informed to workers by displaying on the notice board.</p>	The risk of potential abuse around discipline have been minimised. There are clearly outlined procedures to raise, file and respond to a complaint of abuse in an effective manner. Management and workers are clear on the policy and procedures. Training is provided to supervisors on acceptable disciplinary measures.	Y	<p>Employment regulation section 7 "reward and punishment" clearly specifies.</p> <p>contact details in case of any harassment, discrimination or abusive disciplinary practices are clearly specified. Procedures for addressing complaints are included in "Complaint resolution procedure".</p> <p>a. There has been no reported harassment in the past. Interview to workers demonstrated that there was no sign of harassment or abusive disciplinary practices.</p> <p>b. On April 2, 2018, there was a training on "Prevention of abuse, harassment and abusive disciplinary practices" at Euglena Co., Ltd. Most management staff participated online. Those who could not participate as well as all the other employees watched a video recording of the training. The company is making great effort to promote the policy on preventing harassment and abusive disciplinary practices.</p>	<ul style="list-style-type: none"> - Record of disciplinary practices (in 2017, a caution was given as a document). - Approach to employment and work - Complaint resolution procedure. - materials used for training on "Prevention of abuse, harassment and abusive disciplinary practices" (April 2018) - Interview to workers. 	Target level	

4.8 Working hours	a. Working hours	The organisation abides at least to the legally required working and overtime laws. All overtime is voluntary.	Y	<p>a. Until Jul7 2017, workers were using time card to record working hours. Since August 2017, they started using finger print scanner to record working hours.</p> <p>b. Audit team confirmed with employment regulation, working hour records and interview to workers that legislations regarding working hours is adhered.</p> <p>c. Audit team confirmed with time card, working hour records, wage ledger and interview to workers that overtime works only happens in exceptional conditions, under voluntary nature with premium wage addition (duly paid).</p>	The organisation abides by industry norms. Overtime is not regular. Workers are provided with at least one day off following every six consecutive days of working.	Y	<p>- Working hours are clearly specified in employment regulation section 4 "Work". Working hours during week days are 7 hours 20 min. Working hour on Saturday is 3 hours 20 min. There are sections which employ three shifts around the clock. The records of annual shifts are available.</p> <p>a. Audit team confirmed with time card, working hour records, wage ledger and interview to workers that working hours do not exceed international standard of 48 hours a week and overtime of 12 hours a week. During March to April 2016, some workers worked 12 hours of overtime work and some workers worked for 7 consecutive days. It was due to an unexpected issue that needed to be addressed. Currently there is no such overtime or consecutive working days. Confirmed by interview.</p> <p>b, c. There is no work at sea.</p>	<p>- Employment regulation.</p> <p>- time card (before July 2017)</p> <p>- Working hours record (after Aug 2017)</p> <p>- Wage ledger.</p> <p>- Interview to workers</p>	Target level
4.9 Environmental and social training	a. Environmental awareness and training	Information is delivered to production unit workers about environmental and social issues included in this standard such as disposal of waste, and prevention and management of chemical and hydrocarbon spills, grievance procedure.	Y	<p>"chemical management, waste treatment, complaint resolution" was implemented to management staff and employees in charge. Training record as well as materials used and participants list were confirmed.</p> <p>c. Audit team confirmed with relevant records, site visit, interview to managers and workers that the company adhere to the regulations and plans regarding chemical and fuel management, working conditions and social impacts.</p>	There is evidence of environmental and social awareness and training, in production unit workers, sufficient for them to properly dispose of waste, and prevent and manage chemical and hydrocarbon spills, or to lodge a grievance.	Y	<p>a. Interview to President Nakano demonstrated that the company's policy is to assess the competency of all employees every 6 months and implement training to enhance their skills. When the factory maintenance plan is fixed for the second half of this year, a training plan is to be developed.</p> <p>b. Interview to workers demonstrated that the company is proactively providing opportunities for workers to obtain necessary qualifications or participate in appropriate training depending on the work of workers.</p> <p>c. Regarding waste treatment, prevention and management of chemical and hydrocarbon spills, operation procedures have been developed. Workers demonstrated good understanding of the procedures and the procedures are already in use in the every day operation. It was also confirmed via site visit.</p> <p>Regarding prevention of harassment, workshop is organized targeting all employees. Interview confirmed that level of awareness is improving.</p> <p>Regarding grievance procedure, there are contact details available for individual grievance. For issues concerning all workers, workers understand that they can collective bargain via labour union.</p> <p>The company should explain to all employees about ASC-MSC seaweed standard to make them understand basic idea of it.</p>	<p>- A record of training on "chemical management, waste treatment, complaint resolution" as well as materials used and participants list</p> <p>- Competence assessment sheet.</p> <p>- Interview to the president</p> <p>- Interview to the representative of labour union.</p> <p>- Interview to workers.</p>	Target level

5.1 Community impacts	a. Community impact	An assessment of the production unit community impact is conducted, and if determined necessary by the assessment, an independent p-SIA is conducted.	Y	<p>Impact assessment on stakeholders of Yaeyama Shokusan Co., Ltd' has been developed. Stakeholders include employees, local community, related businesses, local organizations etc. It was assessed that there is no impact on stakeholders.</p> <p>a. i. Local people can submit comments to Yaeyama Shokusan directly by phone call, fax, post and via website. The company is always welcome to receive comments. However, both the company and local community recognize that there is no impact caused by the company on local community. So there has been no comment from local community to the company so far. In order to proactively communicate with local community, the company contribute to the local community by participating in event, providing lectures at schools, sponsoring festivals and events and co-hosting marathon and triathlon events.</p> <p>ii. Interview confirmed that both the company and local community recognize that there is no impact caused by the company on local community. Interview was also conducted to a symbolic ENGO of the area, WWF Shiraho Coral village. The company made declaration and agreements with Shiraho area about not causing any pollution when establishing the factories. Results of the assessment are available upon request.</p> <p>iii. Local community can always freely submit comments to the company.</p> <p>iv. There is no need for considering alternatives as there is no risk or actual impact identified.</p> <p>v. Research results or reports do not exist as no impact is identified.</p> <p>vi. No need to change.</p> <p>vii. No issue need to be mitigated.</p> <p>viii. No negative impact.</p> <p>b. Interview confirmed both the company representative and local community representative recognize that there is no impact caused by the company on local community.</p> <p>c. Impact assessment was conducted by employees and the president of the company.</p> <p>d. Opportunities for communicating with local community is highly meaningful. Local community representative also participate in local festivals and events.</p> <p>e. As aforementioned, the company makes use of various opportunities and exchange opinions with local community at least twice a year.</p> <p>f. Local community and stakeholders recognize that there is no impact caused by the company on local community.</p> <p>g. Not applicable as there is no resource to restrict access.</p>	Recommendations of the production unit's community impact assessment are being implemented and the production unit is shown to have positive social benefits for the community.	Y	<p>a. There is no impact caused by the company on local community, therefore there is no recommended measures against the impact.</p> <p>b. Currently there is no impact on local community identified. To make sure there is no impact in the future, the company is making active communication with the local community.</p> <p>c. More than 80% of employees are from Ishigaki Islands and 7 of them are from Shiraho area. The company greatly contribute to local job provider.</p> <p>d. There is no gender discrimination in employment practice. The company is greatly contributing to local economy by:</p> <ul style="list-style-type: none"> - Gaining naming rights of a shopping mall in Ishigaki Islands and ship terminal; - Co-hosting marathon and triathlon events; - Sponsoring local festivals and events. <p>The company provide lectures to local primary and secondary schools too.</p> <p>e. There is no resource available to local community within the facilities of the company. Hence not applicable.</p>	<ul style="list-style-type: none"> - Impact assessment on stakeholders of Yaeyama Shokusan Co., Ltd - Consultation to Shiraho Coral Village (conducted on Feb 19, 2018) - Employees list - Interview to local community. 	Target level	
5.2 Conflict resolution	a. Resolution of disputes	The management system incorporates or is subject by law to a mechanism for the resolution of legal disputes arising within the system.	Y	<p>a. No dispute regarding social issues has been received.</p> <p>b. Local people can submit comments to Yaeyama Shokusan directly by phone call, fax, post and via website. The company is always welcome to receive comments.</p>	The management system incorporates or is subject by law to a transparent mechanism for the resolution of legal disputes, which is considered to be effective in dealing with most issues and that is appropriate to the context of the UoA.	Y	"Dispute resolution procedure" of Euglena group is in place. Depending on the nature of dispute, dispute resolution group is organized from a certain section or from several sections. In case if legal actions are required, the company is to follow the requirements of national laws.	Dispute resolution procedure	Target level	
	b. Roles and responsibilities	Organisations and individuals involved in the management process have been identified. Functions, roles and responsibilities are generally understood.	Y	"Dispute resolution procedure" has been documented which specify contact details, responsible personnel, handing procedures. Understanding of the procedure among managers has been progressing.	Functions, roles and responsibilities are explicitly defined and well understood for key areas of responsibility and interaction/s.	Y	"Dispute resolution procedure" has been documented which specify contact details, responsible personnel, handing procedures. There is no instructions on recording method or reporting method. The company should make clear recording method and reporting method.	Dispute resolution procedure	Target level	

	c. Consultation process	The management system includes consultation processes that obtain relevant information from the main affected parties, including local communities and knowledge, to inform the management system.	Y	"Dispute resolution procedure" has been documented which specify that dispute from external individual / organization can be received via phone, e-mail and website. b. There was no local person who made any dispute to the company. Local people interviewed recognized that they can contact the company if needed. c. Since the company has never been asked about the dispute resolution procedure from local community, and there has been no issues for many years, the company has not provided the procedure. If provided, the records are to be kept.	The management system includes consultation processes that regularly seek and accept relevant information, including local communities and knowledge. The management system demonstrates transparency and consideration of the information obtained.	Y	"Dispute resolution procedure" has been documented which include a policy on dispute resolution. The company makes use of various opportunities and exchange opinions with local community at least twice a year. So far no dispute has been raised.	Dispute resolution procedure Interview to local community.	Target level	
	d. Participation	The consultation process provides opportunity for all interested and affected parties to be involved.	Y	a. The management system includes consultation process to provides opportunity for all affected stakeholders to be involved. b. Communication with local community does not discriminate any particular person/groups. Local people interviewed recognized that they can contact the company if needed.	No target specified for this PI. If minimum in met the target should be considered met.				Target level	
5.3 Rights of indigenous people	a. Rights of indigenous people	There is evidence that the rights of indigenous people are respected by the production unit (where applicable to growing area) and attempts are made to accommodate their needs.	N/A	Not applicable as there are no indigenous people in the region.	No target specified for this PI. If minimum in met the target should be considered met.				N/A	
5.4 Visibility, positioning and orientation of production units or water-based structures	a. Compliance with navigational rules and regulations	Production units allow access for other resource users as prescribed by custom or law.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.	Production units proactively facilitate access for other water users.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.		N/A	
	b. Positioning of production unit sites	Visible structures of production units are arranged in an orientation and position as prescribed by custom or law.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.	Visible structures of production units are arranged in a uniform orientation and position, except where specified by law.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.		N/A	
5.5 Identification and recovery of substantial gear	a. Identification of substantial gear	There is evidence that all substantial gear is identifiable to production unit.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.					N/A	
	b. Gear recovery	There is evidence that gear recovery is conducted by the production unit.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.	The production unit ensures that they maintain the proper equipment and /or mechanisms for recovering lost gear.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.		N/A	
	c. Float use	Float use is recorded by the production unit. Floats are securely attached so that they do not become loose.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.					N/A	
5.6 Noise, light and odour	a. Noise, light and odour	There are some measures that can help minimise operational noise, light and odour as appropriate to local custom.	Y	"Safe and healthy work specification" specifies operations that generate noise and clearly states measures.	There is evidence that noise, light and odour originating from the production unit are minimised in areas where it may impact others or as prescribed by law.	Y	Interview to local community confirmed that there is no issue of noise or light. Depending on the weather and wind directions, they can detect some odor of the facility but the degree is not at the level of any concern. Hence no measures needed.	Safe and healthy work specification	Target level	
5.7 Abandoned production units	a. Abandoned production units	There is a mechanism in place for clearing up any unused production units.	N/A	Not applicable as they do not use any substantial gear or structures in the wild aquatic environment.	No target specified for this PI. If minimum in met the target should be considered met.				N/A	

Summary of scoring table

Principle	Performance Indicator	Level	Number of Conditions	Pass
1	PI 1.1	Stock Status	N/A	Passed
	PI 1.2	Harvest strategy	N/A	
	PI 1.3	Genetic impact on wild stock	N/A	
2	PI 2.1	Habitat	Target level	Passed
	PI 2.2	Ecosystem structure and function	Minimum level 1	
	PI 2.3	ETP species	Target level	
	PI 2.4	Other species	N/A	
	PI 2.5	Waste management and pollution control	Target level	
	PI 2.6	Pest(s) and disease(s) and management	Minimum level 1	
	PI 2.7	Energy efficiency	Target level	
	PI 2.8	Translocations	N/A	
	PI 2.9	Introduction of alien species	N/A	
3	PI 3.1	Legal and/or customary framework	Target level	Passed
	PI 3.2	Decision-making processes	Target level	
	PI 3.3	Compliance and enforcement	Target level	
4	PI 4.1	Child labour	Target level	Passed
	PI 4.2	Forced, bonded or compulsory labour	Minimum level 1	
	PI 4.3	Discrimination	Minimum level 1	
	PI 4.4	Health, safety and insurance	Target level	
	PI 4.5	Fair and decent wages	Target level	
	PI 4.6	Freedom of association and collective bargaining	Target level	
	PI 4.7	Disciplinary practices	Target level	
	PI 4.8	Working hours	Target level	
	PI 4.9	Environmental and social training	Target level	
5	PI 5.1	Community impacts	Target level	Passed
	PI 5.2	Conflict resolution	Target level	
	PI 5.3	Rights of indigenous groups	N/A	
	PI 5.4	Visibility, positioning and orientation of farms or water-based structures	N/A	
	PI 5.5	Identification and recovery of substantial gear	N/A	
	PI 5.6	Noise, light and odour	Target level	
	PI 5.7	Decommissioning of abandoned farms or water-based structures	N/A	

Table 4. Maximum number of conditions allowed for a certified UoA

Principle	Production system category (as in Table 2)				
	A	Bi	Bii	Ci	Cii
P1	1	1	0	1	0
P2	2	2	2	2	2
P3	1	1	1	1	1
P4	2	2	2	2	2
P5	2	2	2	1	1
Total	8	8	7	7	6

Summary of conditions

The team shall create a schedule of conditions stating the specific requirements that are to be met within a specified timeframe, using the Summary of Conditions section of the ASCMSC Seaweed Audit Reporting Template [CAR, 17.12.4]

Note: If no conditions are raised, this tab should not be completed.

Condition number	Condition	Timeframe	Performance Indicator	Scoring issue	Related to previously raised condition? (only for re-assessment or surveillance)	Action Plan (provided by the client in the review of the Client Draft Report)	Status of condition	Rationale for closing conditions (to be updated during surveillance)
1	The company shall provide evidences of drained water, rather than the current circumstance evidence, to support judgement that the UoA is highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.	Within one year after Public Certification Report is issued. To be checked at next surveillance.		2.2 a	N/A	Okinawa Prefecture Yaeyama Health Center informed us that the production site is out of the scope of the Water Pollution Control Law. Therefore, only data that seems to be the minimum was acquired. We will collect more than 3 samples of seawater near the production facilities and measure COD, Total P and Total N. It will be held by November 2018 and presented with a certificate of measurement results.	Open	
2	The company shall develop a documented strategy that is expected to prevent the spread of pests or diseases.	Within one year after Public Certification Report is issued. To be checked at next surveillance.		2.6 a	N/A	We have confirmed the abnormality of the target raw material each time at the time of cultivation, and since disease to the target raw material has never been reported so far, we have not prepared any additional measures. We will develop a documented strategy that is expected to prevent the spread of pests or diseases in case of detection of them for target algae species. We will create the documented strategy by November 2018 and present it.	Open	

	The company shall provide workers with the "Approach to employment and work" and make them understand as an evidence that the risk of forced, bonded or compulsory labour has been minimised.	Within one year after Public Certification Report is issued. To be checked at next surveillance.	4.2	a	N/A	Since forced, bonded or compulsory labour have never been reported, we did not distribute the document and make employees understanding of documents. We will will explain workers about the "Approach to employment and work" through morning meetings etc., and will provide workers with the policy and create distribution records. By November 2018, we will present a photograph at the time of explanation and distribution completion record.	Open	
4	The company shall provide workers with the "Approach to employment and work" and make them understand as an evidence that the risk of discrimination covering all aspects of potential discrimination has been minimised.	Within one year after Public Certification Report is issued. To be checked at next surveillance.	4.3	a	N/A	Since discrimination have never been reported, we did not distribute the document and make employees understanding of documents. We will will explain workers about the "Approach to employment and work" through morning meetings etc., and will provide workers with the policy and create distribution records. By November 2018, we will present a photograph at the time of explanation and distribution completion record.	Open	

[Create new rows as required]

Table 4. Maximum number of conditions allowed for a certified UoA

Principle	Production system category (as in Table 2)				
	A	Bi	Bii	Ci	Cii
P1	1	1	0	1	0
P2	2	2	2	2	2
P3	1	1	1	1	1
P4	2	2	2	2	2
P5	2	2	2	1	1
Total	8	8	7	7	6

[Summary of critical conditions]

Note: If no critical conditions are raised, this tab should not be completed

Condition number	Condition	Timeframe	Performance Indicator	Scoring issue	Related to previously raised condition? (only for re-assessment or surveillance)	Client response	Rationale for closing conditions
1	<i>None</i>		Select PI				
2			Select PI				
3			Select PI				

[Create new rows as required]

Traceability section (CAR 17.14)

1. Review and document:	Description			
1a. The flow of certified product from harvest to sale within the UoA	Euglena and Chlorella cultivated in cultivation pools are transported to centrifuge separator through pipes together with the cultivation solution. Then they are separated from water. They are then transported to spray dryer to be dried powder form. Powdered euglena and chlorella are then put in bags and packed in cardboard boxes. These processes are continuous and so the production process starting from cultivation pools to boxing are managed by batch.			
1b. The associated traceability system which allows product to be traced from first point of sale back to the harvesting/culturing facilities in the UoA	As aforementioned, harvesting is conducted in a batch. So packaged products are clearly identifiable to which cultivation pools they originated. Different colour of tapes are used to seal the cardboard boxes to clarify which slurry tanks the batch originated.			
1c. The traceability documentation at each stage of handling certified product and how product can be linked from each document (e.g. through batch codes, lot codes, etc.	All records such as which pools the products are harvested, when they are harvested, when they are packaged, how much product was generated are all kept. From the harvesting date and batch-specific colour of tapes used to seal the cardboard boxes, products can be linked to the records.			
1d. A detailed description of the systems used to segregate and identify certified product at each stage of handling	All euglena and chlorella produced in Yaeyama Shokusan's facilities (UoA) are included in the scope of certification. No non-certified portion exist.			
2. Identify if the following risks are currently or potentially applicable	Currently applicable risk (Y/N)	Potentially applicable risk (Y/N)	If answer to current or potential risk is yes clearly document the risk	Describe any traceability, segregation, or other systems in place to manage and minimise the risk.
2a. The possibility of mixing or substitution of certified and non-certified product, including product of the same or similar appearance or species, produced within the same UoA	No	No	-	All euglena and chlorella produced in Yaeyama Shokusan's facilities (UoA) and shipped from there are included in the scope of certification.
2b. The possibility of mixing or substitution of certified and non-certified product, type of production/harvest, including product of the same or similar appearance or species, present during production, harvest, transport, storage, or processing activities	No	No	-	All euglena and chlorella produced in Yaeyama Shokusan's facilities (UoA) are included in the scope of certification.
2c. The possibility of subcontractors being used to handle, transport, store, or process certified products	No	No	-	UoA does not include subcontractors handling certified products.
2d. Any other opportunities where certified product could potentially be mixed, substituted, or mislabelled with non-certified product before the point where product enters the Chain of Custody	No	No	-	All certified products are shipped in sealed cardboard boxes. Therefore there is no possibility of non-certified product entering the certified product before the product enters subsequent Chain of Custody.
3. Determination	Yes/No	Justification		
3a. Are traceability and segregations systems in place are sufficient to address the risks and to ensure all products identified and sold as certified originate from the UoA?	Yes	All euglena and chlorella produced in Yaeyama Shokusan's facilities (UoA) and shipped from there are included in the scope of certification.		
3b. Is a separate chain of custody certification required for the UoA before products can be sold as certified?	No	Since all products are to be certified products and there is no risk of mixing of non-certified products, a separate CoC certification is not needed for the UoA.		
3c. Confirm whether products are eligible to enter further chains of custody	Yes	All euglena and chlorella produced in Yaeyama Shokusan's facilities (UoA) and shipped from there are included in the scope of certification. Therefore, the products are eligible to enter further CoC.		
3d. If a separate chain of custody certification is not required, document the intended point of first sale	Yes	Point of first sale is where the boxed euglena and chlorella are shipped from Yaeyama Shokusan Co., Ltd.		
3e. If a separate chain of custody certification is not required, document the point from which chain of custody is required to begin	Yes	The point from which chain of custody is required to begin is where the boxed euglena and chlorella which left the facilities of Yaeyama Shokusan Co., Ltd arrives at processing facilities further down the supply chain.		

Determination

Draft determination	<i>euglena Co., Ltd. will be recommended for certification based on the ASC-MSC Seaweed (Algae) Standard Version 1.0.</i>
Final determination	<i>Specify if any changes to the determination have been made after PCDR</i>
Entities allowed to use certificate	<i>euglena Co., Ltd. and its subsidiary company Yaeyama Shokusan Co., Ltd.</i>
The point from which CoC is required to begin	<i>The point from which chain of custody is required to begin is where the boxed euglena and chlorella which left the facilities of Yaeyama Shokusan Co., Ltd arrives at processing facilities further down the supply chain.</i>
Eligibility date	

Additional resources

Table 3. Applicability of PIs depending on the characteristics of the UoA production system.

Table 3: Applicability of PIs depending on the characteristics of the UoA production unit

Performance Indicators	Criteria	Yes/ No	Action
PI 1.1 Stock Status PI 1.2 Harvest strategy	1. Does the activity depend on wild stocks of seaweed or on seed supplied from them (categories A, Bi or Ci)?	Yes	Score these PIs
		No	Do not score these PIs
PI 1.3 Genetic impact on wild stock	1. Is translocation occurring or the activity requires stages cultivated in hatcheries?	Yes	See next criteria
		No	Do not score this PI
	2. Is it a land-based system (category C)?	Yes	See next criteria
		No	Score this PI
	3. Is there contact with, extraction from, or impact on the marine environment which cannot be considered negligible?	Yes	Score this PI
		No	Do not score this PI
PI 2.1 Habitat	1. Is it a land-based system (category C)?	Yes	See next criteria
		No	Score these PIs
PI 2.2 Ecosystem structure and function	2. Is there contact with, extraction from, or impact on the marine environment which cannot be considered negligible?	Yes	Score these PIs
		No	Do not score these PIs
PI 2.7 Energy efficiency	1. Is it a micro family business?	Yes	Do not score this PI
		No	Score this PI
PI 2.8 Translocations	1. Is translocation occurring?	Yes	See next criteria
		No	Do not score this PI
	2. Is it a land-based system (category C)?	Yes	See next criteria
		No	Score this PI
	3. Is there contact with, extraction from, or impact on the marine environment which cannot be considered negligible?	Yes	Score this PI
		No	Do not score this PI
PI 2.9 Introduction of alien species	1. Is the UoA targeting an alien species?	Yes	Score this PI
		No	Do not score this PI
PI 3.1 Legal and/or customary framework	1. Is the production of such low intensity, scale, and level of development as to be considered to not yet need a national legal framework?	Yes	Do not score this PI
		No	Score this PI
PI 5.4 Visibility, positioning and orientation of farms or water-based structures	1. Is it a land-based system (category C)?	Yes	See next criteria
		No	Score these PIs
PI 5.5 Identification and recovery of substantial gear	2. Does the activity require the use of substantial gear or structures in the wild aquatic environment?	Yes	Score these PIs
		No	Do not score these PIs