

CHAIN OF CUSTODY: REPORTING CHANGES: SCOPE EXTENSION

COMPANY NAME:

BIO.INSPECTA NUMBER:

01 | NOTIFICATION OF CHANGES

The Chain of Custody standard requires that the certificate holder [inform their CAB](#) in writing or by email [within 10 days](#) of the following changes, thence **WE WOULD LIKE TO REPORT**: (Please select the applicable box and complete details in the relevant table)

 NEW CoC CONTACT PERSON

CoC person name	CoC person position	Email	Phone

 NEW SUPPLIER (S)

Supplier name	CoC (ASC/MSC) certificate code ¹

 NEW SPECIES

Species <small>Please include the Latin name</small>	Supplier name	CoC (ASC/MSC) certificate code ¹	Activities to be undertaken with respect to the new species	ASC	MSC
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

¹ Suppliers, certification code and species can be found for MSC CoC-holders at: [Find a MSC supplier](#), for ASC CoC-holders at: [Find an ASC supplier](#), for certified MSC fisheries at: [Track a MSC fishery](#) and for certified ASC farms at: [ASC find a farm](#). MSC or ASC codes are required when purchasing directly from MSC Fishery or ASC Farm

NEW SEAWEED SPECIES

(Always enclose the signed Seaweed Partnership Agreement)

Seaweed species/product ² Please include the Latin name	Production category ³ (a, bi, bii, ci, cii)	Supplier name	CoC (ASC/MSC) certificate code ¹	Activities to be undertaken with respect to the new species	ASC	MSC
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

NEW SITE(S)

Relevant for CFO clients with multi-site ONLY, when the increase in total number of sites is by more than or equal to 25% since the previous audit.

Site name	Site type ⁴	Address	Contact person	Email	Phone	Activity (regarding certified product)	ASC	MSC
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

¹ Suppliers, certification code and species can be found for MSC CoC-holders at: [Find a MSC supplier](#) , for ASC CoC-holders at: [Find an ASC supplier](#) , for certified MSC fisheries at: [Track a MSC fishery](#) and for certified ASC farms at: [ASC find a farm](#). MSC or ASC codes are required when purchasing directly from MSC Fishery or ASC Farm

² Further information on the ASC-MSC Seaweed Standard can be found at: [ASC-MSC Seaweed Standard](#)

³ Production category A: wild algae; production category Bi: algae farming with wild collection; production category Bii: algae farming; production category Ci: land-based production system with wild collection; production category Cii: land-based production system

⁴ A "consumer-facing site" is a discrete physical location (such as a restaurant location, fish counter, or catering site) that prepares, cooks, sells, or serves certified seafood directly to final consumers.

An "operations site" is any site that stores, processes, or packs certified product for distribution onto other consumer-facing sites. While an operations site may sell or serve some of their products to the final consumer, they do not do so exclusively. Further information on distinction between operations and consumer-facing sites can be found in Guidance 4.1 in the [CFO CoC standard](#).

The Chain of Custody standard requires that the certificate holder receive written approval from their CAB before making any of the following changes, thence **WE WOULD LIKE TO REPORT:**

NEW ACTIVITY(IES)

Activity ²	Relevant certified species	Site (If multi-site)	ASC	MSC
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

START HANDLING PRODUCTS FROM A DIFFERENT SCHEME THAT SHARE THE CoC STANDARD

If you already handle MSC-product and you want to start handling ASC-product OR vice versa, you need your CABs approval in advance. This requirement applies also to all existing CoC holders who want to start selling or handling certified seaweed for the first time.

Fish species and seafood ¹ Please include the Latin name	Supplier name	CoC (ASC/MSC) certificate code ¹	Activities to be undertaken with respect to the new species	ASC	MSC
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

¹ Suppliers, certification code and species can be found for MSC CoC-holders at: [Find a MSC supplier](#), for ASC CoC-holders at: [Find a ASC supplier](#), for certified MSC fisheries at: [MSC fisheries](#) and for certified ASC farms at: [ASC find a farm](#). MSC or ASC codes are required when purchasing directly from MSC Fishery or ASC Farm.

² Activity: Please confirm the correct activity according to the MSC activities definitions listed in the table on page 4. (MSC Chain of Custody Certification Requirements v3.1, table 4: Activity scope definitions)

NEW SUBCONTRACTOR(S)³ THAT DOES CONTRACT PROCESSING OR REPACKING OF CERTIFIED PRODUCTS

New subcontractor that does contract processing or repacking of certified products.

Company name	CoC code (If certified)	Address	Contact person	Email	Phone	Activity ² (re: certified product)	ASC	MSC
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

NEW SITE(S)

Use this also for:

- change in site address or company name (all CoC)
- new site (for Default CoC)
- new site that operates in a new country (CFO CoC only)
- new operations sites that are involved in certified product processing or repacking only (CFO CoC only)

Site name	CoC code If certified	Address	Contact person	Email	Phone	Activity ² (re: certified product)	ASC	MSC
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

START HANDLING UNDER-ASSESSMENT FISH¹

Species ¹ Please include the Latin name	Under-assessment fishery/farm	Fishery/farm certificate code	Activity ² (regarding under- assessment fish)	Eligibility date (If known)	ASC	MSC
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

¹ Applicable only if the organisation is part of the client group of a fishery being assessed or the same legal owner as a farm being audited

² Activity: Please confirm the correct activity according to the MSC activities definitions listed in the table on page 4. (MSC Chain of Custody Certification Requirements v3.1, table 4: Activity scope definitions)

³ If the organisation wishes to add a new storage or transport subcontractor, this will need to be updated on the record of subcontractors, but the CAB can be notified at the next audit (no prior approval is needed).

03 | LABELLING OF THE NEW PRODUCT

Information:

The labelling of new products with the MSC/ASC labels and the use of the labels on other materials must be submitted to the MSC. Contact: ecolabel@msc.org. You will then receive an approval of the product or materials from the MSC, usually by e-mail. Please keep this with you for the next audit. Pure trading products that you no longer label yourself do not have to be presented to the MSC.

DATA

- The MSC approval for the labelling of the new product(s) or the use of the logo on other materials is available.
- N/A. We trade/handle a commercial product which is not labelled by us.

04 | FORCED OR CHILD LABOUR DECLARATION (for new sites/subcontractors ONLY)

If the addition of new site(s) or new subcontractor(s) is reported above:

- I confirm that none of them has been successfully prosecuted for violations of laws on forced or child labour in the last 2 years?

05 | CONFIRMATION AND APPLICATION FOR DATABASE UPDATE

I hereby confirm that the above information is complete and correct. I therefore request that the MSC/ASC database is updated with the above-mentioned new suppliers, products etc.

Signature

Name and Date

bio.inspecta Pty Ltd

Fitzroy North, Victoria

AUSTRALIA, 3068

+61 (0) 460 863 845

Approval Date: 28-08-2024 14:14:28
seafood@bio-inspecta.com



	ACTIVITY	DEFINITION
1	ASC Aquaculture	Shall be used for any entity involved in the farming of aquatic organisms.
2	Contract processing	This refers to any certificate holder that carries out processing on behalf of the product owner (does not take legal ownership of the product).
3	Distribution	Distribution shall be used for companies that receive sealed containers, pallets, etc., that may or may not be broken down into smaller sealed units, and DELIVER them to customers or other members of their group, i.e., they take possession, but not ownership.
4	Manual off-loading	This shall be used for any entity that manually off-loads product directly from fishing or aquaculture vessels, using permanent, temporary, or sub-contracted staff.
5	MSC Harvest	This shall be used when fishing vessels are being certified. If they are processing on-board, processing should also be selected.
6	Packing or repacking	This shall be used when packaging is changed but the product remains the same. It is assumed that companies processing will also be packing, so it is not necessary to select packing as well as processing. If a company receives product from a processing company for the sole reason of packing it into a specific type of pack, this scope category applies.
7	Processing Primary	Primary processing – the first time seafood is changed from its original form as it was harvested. This includes heading and gutting, filleting, descaling, shelling, etc.
8	Processing Secondary	Secondary processing – After primary processing, subsequent changes are made to the form of the seafood. This includes preparation of the seafood with other ingredients to manufacture products for foodservice or retail such as breading, adding sauces or breaking down the seafood into smaller components (e.g., loins, mince, oil, etc.)
9	Processing Preservation	Preservation – the long term conservation of seafood. This includes smoking, drying, canning and freezing. This can be done at both primary and secondary processing.
10	Processing Other	Other processing please specify.
11	Restaurant / take away to consumer	This includes any foodservice situation such as fish and chip shops, standard restaurants, quick service restaurants, where the product is prepared on-site and sold directly to consumers as 'ready to eat', or eaten on-site.
12	Retail to consumer	This includes fresh fish counters at retailers, fish mongers, markets selling direct to consumers, where the product will be taken away and prepared before being eaten by a consumer, or when sold in a traditional 'retail' environment.
13	Storage	This refers to product being held in a storage area by a company before processing, distributing or selling and after processing. This will also likely be included in many of the clients' scopes as they will be storing fish before processing/distributing/ selling it and after processing it.
14	Trading fish (buying/selling)	This will likely be in nearly every company's scope, with the exception of subcontractors that do not take legal ownership of the product. In most instances, an additional activity will also be selected for this client, unless they are solely a 'trader'. If the client physically handles products, they will also need to have 'storage', 'wholesale' or 'distribution' selected.
15	Trading fish meal	Shall be used for any entity trading fish meal.
16	Trading fish oil	Shall be used for any entity trading fish oil.
17	Transportation	This shall be used if a client is responsible for the transport of certified product from their supplier, to their customer or between their sites. This is not used if the client subcontracts all transportation. Transportation companies are not required to be certified for CoC, unless they also take legal ownership. In some cases, however, using a transport company could increase the risk to such a level that the CAB might require its client to request the transport company to become CoC certified (e.g., a vessel involved in transshipping).
18	Use of contract processor	This refers to any certificate holder that uses a contract processor to process, repack or transform certified product on their behalf.
19	Wholesale	Wholesale shall be used for companies that receive sealed containers, pallets, etc., that may or may not be broken down into smaller sealed units, and SELL them to customers or other members of their group, i.e., they take ownership and possession.
20	Other (please specify)	Must be clearly defined and explained how it does not fit into another category.
GUIDANCE FOR SEAWEED PRODUCTS		
5a	MSC Harvest	This shall only be used when vessels, or collection of seaweed from the wild environment, are being certified to the MSC CoC Standard. If they are processing on-board, "processing" shall also be selected.
1a	ASC Aquaculture	This shall be applied to any entity involved in the farming of aquatic organisms including seaweed (Seaweed Production Categories Bi, Bii, Ci, and Cii in Table 2 of the ASC-MSC Seaweed Standard). If there is processing at farm level, "processing" shall also be selected.