



Responsible Fishing Ports Scheme Standard for Large Ports

Requirements for Certification

Version 1: Issue 1

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Standard Holder

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Foreword

The Responsible Fishing Ports Scheme (RFPS) is a voluntary programme that demonstrates responsible food safety and good operational practices within fishing ports and fishing harbours. Certification to the RFPS includes an independent audit to demonstrate that a large port or harbour is following good practice in five (5) core areas:

- Food Safety and Structural Integrity,
- Working Environment,
- Care for the Environment,
- Care of the Catch, and
- Seafood Traceability.

The key objective of the RFPS is:

“The Responsible Fishing Ports Scheme (Standard) programme shall promote and encourage responsible operating practices within UK fishing ports and harbours to give greater assurance and transparency to buyers and users of seafood sold through UK fishing ports.”

Further development of the scheme

The RFPS has been designed to be a flexible initiative able to accommodate future changes in the requirements of the seafood supply chain.

- The intention is to revisit the Standard at periodic intervals to assess any changes that might be required in the future.
- A separate strategic development plan (SDP) will be developed and updated regularly to capture areas that will need further consideration for future iterations of the standard.
- The SDP will be available on the Seafish website to accompany the standard.

Introduction

This document sets out the requirements that an applicant large fishing port or fishing harbour will need to meet in order to achieve certification to the Responsible Fishing Ports Scheme Standard. These requirements are derived from the Responsible Fishing Ports Code of Practice (CoP) which underpins this Standard and was produced in collaboration with industry experts and other stakeholders (see below).

All property rights, which include the Standard, the Code of Practice, and the Auditor and Standard Interpretation Documentation, are owned solely by the RFPS Standard Holder. The Standard Holder is the Seafish Board which comprises nominated representatives appointed by DEFRA to promote and develop the seafood industry within all parts of the UK. The Seafish Board gives final approval on the initial requirements of the RFPS standard and any subsequent revisions.

The RFPS Governance Structure

The development of the strategic direction and objectives of the Responsible Fishing Ports Scheme were delegated by the Seafish Board to an independent RFPS Oversight Board (OB), which is made up of representatives from each key supply chain sector within the Seafood Industry.

The development of the RFPS CoP and Standard were delegated by the RFPS OB to an RFPS Technical Committee (TC) made up of sector-specific experts. The primary role of the TC was to design and develop a set of performance criteria which each potential Applicant for certification to the Standard would have to attain. An additional role of the TC was to ensure that the technical compliance indicators and CoP guidance produced for the RFPS certification scheme meet the strategic objectives of the Scheme and comply with ISO 17065 accreditation requirements.

To maintain governance integrity, the credentials of the Technical Committee and Oversight Boards' members were vetted, and members were asked to sign conditions of engagement which are documented in a Terms of Reference and available for public review. In addition, each serving member signed a Confidentiality Agreement to protect the Intellectual Property of the RFPS.

Core Modules

The Standard comprises five core areas, each of which contains a set of requirements (criteria) with which all applicants must comply. The core areas are as follows:

Core Area	Aim	Criteria
Module 1 – Food safety/Structural Integrity	Promote food safety and mitigate contamination risks	<ul style="list-style-type: none"> • Hygiene levels – internal and external • Structural Condition - internal and external • Food protection - site security, protection from malicious damage, and extraneous factors (e.g. dog fouling)
Module 2 – Port and the Working Environment	Provide a safe working environment through enhanced operating and welfare practices and provisions	<ul style="list-style-type: none"> • Due Diligence and Compliance with Legislation • Improve Skills and Knowledge, Training Provision • Health and safety, and welfare of port operatives (welfare)
Module 3 – Care of Environment	Promote and encourage a positive approach to the protection of the environment	<ul style="list-style-type: none"> • Waste management • Recycling • Environmental controls
Module 4 – Care of the catch; Fish is Food	Promote and maintain food protection	<ul style="list-style-type: none"> • Grading • Quality Maintenance - temp control (Ice, chilled) • Temperature control
Module 5 – Traceability	Provide provenance for all the seafood handled	<ul style="list-style-type: none"> • Traceability systems in place

The process of assessing a port using the clauses in the RFPS Standard is designed to establish whether an applicant is meeting the aims of these five core areas; hence certified large ports will have demonstrated compliance with criteria within the RFPS CoP and associated laws and regulations.

A review of the RFPS Standard for large ports shall be conducted at regular intervals (at least annually) by the elected Technical Committee, under the leadership of the Oversight Board, to ensure that the RFPS Standard remains fit for purpose and continues to meet its primary objective.

Scope and Applicability of RFPS Standard

This document defines the conformance criteria which must be met for certification to the RFPS Standard Version 1 Issue 1.

The RFPS, at this stage, has one Standard which is applicable only to large ports defined as category 3 or 4 (see Table below). Application to certification is therefore currently limited to commercially registered Category level 3 or 4 fishing ports and fishing harbours with a designated selling or auction facility that supplies the UK seafood market.

Small Port	Level 1	Fishing ports that are registered with the local authority and only have facilities such as a quay to allow fishers to land their catch.
	Level 2	Fishing ports that are registered with the local authority have facilities such as a quay to allow fishers to land their catch and facilities to store the catch.
Large Port	Level 3	Fishing ports that are registered with the local authority have facilities such as a quay to allow fishers to land their catch, have facilities to store the catch and conduct sales directly to the supply chain.
	Level 4	Fishing ports that are registered with the local authority have facilities such as a quay to allow fishers to land their catch, have facilities to store the catch and conduct sales by auction (and direct sales) to the supply chain.

The content and structure of this RFPS Standard is designed to enable the effective assessment of Category levels 3 and 4 ports in the core modules described previously. The rationale behind this decision is that in these ports there will be organisations (e.g. fish selling companies and agents) that will take control of the catch from the fishers and sell this on their behalf to the supply chain.

A separate standard for small ports (defined as category 1 and 2) without direct sales or auction facilities is to be developed after April 2018. This approach has been agreed by the OB to ensure the RFPS is fit for purpose and covers the requirements of all types of fishing ports/harbours in the UK.

The RFPS Third-Party Certification Process

In order to become certified to the RFPS Standard, the Applicant must be assessed by a third-party Certification Body (CB). The CB must follow the certification process highlighted below: firstly, to ensure that it complies fully with ISO 17065 accreditation requirements for certification of a product, process or service; and secondly, to ensure that the certification process is impartial, credible and transparent.

The frequency of the re-assessment of a certified member to maintain its certified status is set by the RFPS Oversight Board with guidance from competent organisations. Maintenance of certified status will depend on the port's ability to consistently demonstrate compliance with the requirements of this RFPS Standard (Version 1 Issue 1).

The frequency of assessment is as follows:

- **Year 1** A pre-assessment of the Applicant's policies and an on-port audit by the certification body.
- **Year 2** Annual surveillance assessment by the certification body.
- **Year 3** Annual surveillance assessment by the certification body.
- **Year 4** RFPS certificate expires; certified member shall re-apply for RFPS certification.

All on-port audits shall be conducted in compliance with ISO 17021 to ensure that the audit is carried out in a consistent and credible manner.

Unit of Certification

The Unit of Certification will be the port, as defined by regulation and approved by the relevant authority for that purpose.

The port / port authority is the core Applicant. Depending on the specific circumstances at the port, the port authority may choose to remain the sole Applicant (thus taking direct responsibility for ensuring all clauses of the standard are met); or may choose to engage one or more other organisations (such as fish agents) as co-applicants.

As part of the application process, the roles and responsibilities of each organisation operating within the port must be defined, in order to set out clearly where responsibility lies for each criterion within the RFPS Standard. Where there are multiple organisations in the 'Applicant Group', a Memorandum of Understanding must also be produced in line with the requirements described in the Applicant Group Development and Maintenance section, below.

Applicant Group: Development and Maintenance

Where the Applicant consists of more organisations than just the port authority, there shall be a current and signed Memorandum of Understanding (MOU) or Agreement in place between all these applicant organisations.

- The MOU/Agreement shall define which organisation shall be responsible for each criterion within the RFPS Standard.

- The MOU/Agreement shall be reviewed on an annual basis and any amendments shall be agreed by all member organisations prior to a new MOU/Agreement being issued to the Applicant Group.
- Each organisation will provide a letter of compliance agreeing to abide by the standard and that their details should be entered onto a formal list.
- The Applicant shall inform their Certification Body of any amendments to the MOU/Agreement within a period of 10 working days.

Port Concessions

In a number of ports around the UK, facilities can be leased from the port authority to allow legally separate entities to conduct business activities within a port complex. These entities, and their associated activities (such as fish processing and marketing operations), are constrained to meeting the terms of the port authority's lease. Such facilities are defined in this RFPS Standard as a '**port concession**'; their activities are **not covered** in the scope of the RFPS as their own operating practices should ensure that they handle and process seafood in accordance with all current UK law.

The 'port concession' will be compelled to abide by this RFPS Standard only in the specified facilities/areas as determined by the port operators (of the port authority) such as storage, waste and facilities, etc.

Legal References

To be considered for certification, an Applicant must meet fully the legal obligations in place for the jurisdiction(s) in which they operate. The failure of a certified member to meet with their legal obligations does not place any liability on Seafish or any associated body involved in the development, implementation, auditing and issuing of certificates for this RFPS.

Further Information

Further detail on the RFPS Standard and its application, plus details of the rules and regulations of the RFPS, can be obtained from the Seafish Grimsby Office:

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Core Module 1: Food Safety/Structural Integrity.

Aim – Promote food safety and mitigate contamination risks.

Key Areas to Review

- Hygiene levels – internal and external
- Structural Fabric and Condition – internal and external
- Food protection – site security, protection from malicious damage, and extraneous factors (e.g. dog fouling)

Nominal References

The General Food Law Regulation (EC) 178/2002 is directly applicable EU legislation and provides the general principles of food safety which include the requirement on food businesses to place safe food on the market, for traceability of food, for presentation of food, for the withdrawal or recall of unsafe food placed on the market and that food and feed imported into, and exported from, the EU shall comply with food law.

The Food Safety Act 1990 (as amended) provides the framework for all food legislation in England, Scotland and Wales – similar legislation applies in Northern Ireland.

In England, The Food Safety and Hygiene (England) Regulations 2013 (as amended) provides for the enforcement (including imposing penalties) of certain provisions of Regulation (EC) 178/2002. These Regulations also provide for the execution and enforcement of the EU Hygiene Regulations that establish hygiene requirements for the landing, inspection, storage and transport of fish ashore.

The equivalence of these regulations is: in Scotland, The Food Hygiene (Scotland) Regulations 2005 (as amended); in Northern Ireland, The Food Hygiene (Northern Ireland) Regulations 2006 (as amended); and in Wales, The Food Hygiene (Wales) Regulations 2006 (as amended).” These are:—

- Regulation (EC) No. 852/2004 on the hygiene of foodstuffs.
- Regulation (EC) No. 853/2004 laying down specific hygiene rules for food of animal origin.
- Regulation (EC) No. 854/2004 laying down specific rules for the organisation of official controls on products of animal origin intended for human consumption.
- Regulation (EC) No. 2073/2005 on microbiological criteria for foodstuffs.

In Scotland and Wales, The General Food Regulations 2004 (as amended) provides for the enforcement (including imposing penalties) of certain provisions of Regulation (EC) 178/2002 and amended the Food Safety Act 1990 to bring it in line with Regulation (EC) 178/2002. Similar legislation applies in Northern Ireland.

1.1 - Port Food Safety Management

1.1.1 The port shall have conducted a HACCP-style assessment which is applicable to the current operations of the port, to ensure that the catch is handled and stored in a safe manner.

1.1.2 The HACCP-style assessment shall be specific to the premises and be appropriate to the nature, scope and volume of the catch handled.

1.1.3 The HACCP-style assessment shall follow HACCP principles and all 7 HACCP requirements, and shall cover all aspects of the port from its operating processes to the personnel that use them.

1.1.4 A documented review of the HACCP-style assessment shall be conducted annually to ensure that it remains fit-for-purpose or if a change has occurred in the operations of the facility or after a complaint, prosecution or change to food safety legislation.

1.1.5 The key aspects of the HACCP-style assessment shall be communicated to all employees and users of the facility by verbal communication, training or through the use of display material in public areas.

1.2 - Port External Landing Areas

1.2.1 A risk assessment must be carried out and the findings implemented to ensure that any risks arising from public access to catch-handling or landing areas during operations are mitigated.

1.2.2 Catch-landing and handling area shall be free from objectionable odours, smoke, dust and other contaminants (e.g. pesticides), infestation by pests, and not be subject to contamination by flooding.

1.2.3 Catch-landing and handling activities should be carried out to encourage a flow-through of the catch to minimise risk of cross-contamination and loss of quality from excessive exposure to the elements or air borne contaminants.

1.2.4 Vessel fuelling, maintenance, waste storage or other potentially contaminating activities shall be conducted in a manner, and at a time and place, which minimises the risk of contamination of catch.

1.3 - Port External Structural condition

1.3.1 All catch-landing and handling areas shall be maintained in a hygienic condition and minimise risk of personal injury.

1.3.2 Working area floor surfaces shall be constructed out of a hard wearing, impervious and non-slip material.

1.3.3 Drainage systems in place shall have been approved by the Environmental Health Officer (EHO).

1.4 - Port Internal Structural condition

General

1.4.1 Internal selling area(s) shall be fully enclosed, within a structure(s) that provides a protected and hygienic environment.

1.4.2 The auction/selling area shall be designed logically to prevent cross contamination.

1.4.3 The auction/selling area shall provide sufficient working space and storage capacity to enable all market/selling operations to be carried out effectively to maintain good hygienic and safe working conditions.

Floors and drains

1.4.4 The floors shall be in good structural conduction to facilitate cleaning and to minimise any potential risk of personal injury.

1.4.5 Drainage systems shall be maintained to prevent: pooling of water in the sales area; ingress of pests; and the generation of foul odours.

1.4.6 Walls, including floor/wall junctions and associated pipework, shall be kept clean according to the formal cleaning schedule.

Walls

1.4.7 All internal wall surfaces shall be constructed of a smooth, durable, and impervious material.

1.4.8 A light-coloured finish to all internal walls should be applied to highlight any dirt and debris.

1.4.9 Vulnerable doorways, pillars, and corners shall be protected or reinforced against potential physical damage by fork lifts and other traffic.

1.4.10 Any pipework in fish-handling areas should be chased into the wall, boxed in, or bracketed sufficiently clear of the walls to enable thorough cleaning.

1.4.11 Any glass present in fish-handling areas (such as windows or lightbulbs) shall be protected to minimise the chances of contamination in the event of breakage.

1.4.12 Window sills must not be used for long-term storage and should be cleaned regularly according to the formal cleaning schedule.

Doors

1.4.13 All doors enclosing the fish-handling area shall be food-safe and adequate for fire safety and security needs, and must be kept clean and well-maintained according to the formal cleaning schedule.

1.4.14 Entrances to the loading bay, reception areas and catch storage areas shall be designed to minimise the risk of contamination from those areas.

Ceilings and roof linings

1.4.15 All ceilings and roof linings shall be kept well-maintained and cleaned according to the formal cleaning schedule.

Lighting

1.4.16 Lighting in internal fish-handling and storage areas shall be designed and maintained to ensure a safe and hygienic working environment, and to enable inspection of the catch.

Utilities- water

1.4.17 All water used in the washing of the catch and equipment cleaning must be potable and free from harmful contaminants and chemicals.

1.4.18 Ice used to maintain catch temperature must be food safe and free from harmful contaminants or additives.

Equipment

1.4.19 All equipment used fish-handling areas shall be fit for purpose, and kept clean according to the formal cleaning plan.

1.4.20 All equipment used in fish-handling areas shall be maintained according to a documented maintenance programme.

Port Staff Facilities

1.4.21 There shall be an adequate number of staff toilets, washrooms, changing rooms and break facilities in accordance with Workplace (Health Safety and Welfare) Regulations and Food Safety Legislation.

1.4.22 Staff facilities shall be designed, positioned, maintained, and cleaned so as to minimise the contamination risk posed.

1.4.23 Additional wash basins shall be located within the work areas associated with direct handling of the catch.

1.4.24 Hand washing facilities shall be equipped hot and cold water, a suitable hand-cleaning preparation, and a hygienic means of drying hands.

1.5 - Port Cleaning Requirements

External Areas

1.5.1 External areas shall be hosed down using potable water after use, or in accordance with the formal cleaning schedule. Seawater must not be used as a cleaning agent.

1.5.2 Provisions shall be applied for safe access to high level cleaning operations of external gutters, skylights, overhead lighting, canopy ceilings etc. by means of scaffolding or platform lifts or by hiring in services.

1.5.3 All surface water guttering and down-pipes shall be cleaned according to the formal cleaning schedule but at least annually.

1.5.4 All fish waste storage areas shall be kept clean and tidy by hosing down thoroughly with potable water in accordance with the formal cleaning schedule.

Internal Areas

1.5.5 The floor surfaces of the sales or catch handling/ storage areas shall be cleaned according to the formal cleaning schedule.

1.5.6 All doors and lower surfaces of walls up to a height of 2 metres within the sales or catch handling/ storage areas shall be cleaned according to the formal cleaning schedule.

1.5.7 The higher surfaces of walls, ceilings and overhead light fittings shall be cleaned according to the formal cleaning schedule.

1.5.8 All internal drains and gullies shall be cleaned according to the formal cleaning schedule.

1.5.9 All staff toilets, urinals and wash-hand basins shall be cleaned according to the formal cleaning schedule.

1.5.10 Environmental swabbing shall be utilised at a frequency determined by the HACCP-style assessment to ensure the cleaning schedule is effective.

1.5.11 Adverse swab results shall be investigated and appropriate action taken to amend the cleaning schedule or process.

1.5.12 A record of remedial actions taken shall be maintained for a period of three years.

Graders and other processing/weighing Equipment

1.5.13 A cleaning schedule shall be in place for all equipment which comes into contact with the catch.

1.5.14 Equipment cleaning schedules must be implemented.

1.5.15 After cleaning, equipment shall be stored to minimise the risk of exposure to contamination by airborne particulates prior to re-use.

Cleaning Equipment, Chemicals and Processes

1.5.16 All cleaning chemicals shall be approved by the relevant regulatory authority.

1.5.17 All cleaning equipment and chemicals shall be stored in a dedicated and secure area. Chemicals shall also be labelled, and secured in closed containers.

1.5.18 Cleaning materials and equipment used for cleaning toilets shall be segregated from those used elsewhere.

Cleaning Procedures

1.5.19 There must be one or more formal cleaning schedules in place which meet the following requirements:

- The formal cleaning plan(s) must cover all internal and external fish-handling areas and staff facilities.
- The contents of the formal cleaning plan(s) must be based on a risk assessment to ensure they are appropriate and effective.
- The formal cleaning plan(s) must include an indication of the appropriate frequency with which each area should be cleaned.
- The formal cleaning plan(s) must describe the cleaning process to be applied to each area, including chemicals and equipment if required.
- The personnel responsible for organising and carrying out the cleaning schedules shall be defined.
- The cleaning schedules shall ensure the safety of the operative by detailing any protective equipment or special operation requirements (such as for cleaning at heights) revealed by the risk assessment.

- Cleaning methods, including chemical use, shall be risk-assessed to ensure they are appropriate to the task and utilised safely.

1.5.20 Prior to any cleaning operation commencing, other port users shall be warned that cleaning is in progress by, for example, the erection of a sign or the use of Tannoy announcements etc.

1.5.21 Cleaning records of all cleaning activity within the facility shall be kept and retained for a period of 3 years.

1.5.22 All protective cleaning equipment shall be maintained in a good state of repair and replaced whenever necessary.

1.6 - Personal Hygiene Requirements

Personal Protective Clothing

1.6.1 All personnel (including visitors and market users) entering catch handling and storage areas shall be required to wear clean, washable protective over-clothing, including coat, hat and boots.

1.6.2 Staff involved in 'wet' operations should wear waterproof aprons, leggings or waterproof trousers/tops and rubber boots.

1.6.3 Staff handling the catch shall be equipped with disposable or hardwearing rubber gloves which are replaced as frequently as required to maintain functionality.

1.6.4 There shall be a policy in place on eating, drinking, smoking and spitting. Eating, drinking and smoking shall be permitted only in designated areas, and not in catch handling or storage areas. Spitting shall be banned throughout port premises/environs.

1.6.5 All staff and visitors shall be reminded to wash their hands by the provision of signage at strategic locations within the facility.

1.6.6 All port staff shall be contractually obliged to adhere to the rules on personal health and personal hygiene.

1.6.7 Visitors shall be informed of requirements relating to their own personal health and on the rules for personal hygiene prior to them being permitted access to the selling area.

1.6.8 Personal hygiene rules shall include a restriction on accessing port facilities if an individual has an infectious disease; a ban on jewellery in catch-handling areas (except a plain band or sleeper earrings); and a ban on excessive fragrance, make-up and nail varnish use.

1.6.9 There shall be a procedure in place to check, on a regular basis, that all staff and visitors are in compliance with the personal hygiene policy. Actions to be taken if the personal hygiene requirements are not being maintained shall be defined.

1.7 - Pest Control Requirements

1.7.1 There shall be a documented pest control policy and procedure which is based on risk and meets with the requirements of the port's current HACCP study.

1.7.2 The pest control plan shall include the following:

- A risk assessment of the fabric of the building and the physical barriers/measures that are in place to protect the catch and to prevent access by pests shall have been conducted.
- The frequency of inspection, monitoring methods, location of pest control bait boxes, substances used, and a system in place for recording the results of inspection or any reported sightings, or evidence of infestation.
- The actions to be taken in the event of infestation.

1.7.3 All personnel working in or entering the catch-handling or storage areas shall be made aware of the importance of good housekeeping, the need to keep doors shut and to spot and report any signs of infestation by the placing of prominent signage and/or induction training.

1.7.4 A pest control manual shall need to be maintained; to include, as a minimum, the following;

- The risk assessment process used to design the programme.
- Clearly defined responsibilities for site management and for the contractor.
- Detailed records of pest control inspections and recommendations, and of any pest activity.
- Detailed proof of recommendations being implemented.
- Details of pest control products used and instructions for their use.
- A site plan showing the location of pest control devices.
- Actions to be taken in the event of an infestation.

1.7.5 It shall be possible to fully close off fish storage and market areas when not in use to minimise pest access.

1.8 - Food Security Requirements

1.8.1 There shall be a clearly defined and fully documented food protection (security management) policy statement and plan.

1.8.2 The policy and plan shall be reviewed annually to ensure it remains fit-for-purpose.

1.8.3 The food protection policy and plan shall include, as a minimum, the following:

- A full risk assessment of the potential threat levels for the facility.
- The steps and measures to be implemented to mitigate any risks identified.

1.8.4 The steps and measures identified by the food protection policy and plan shall be implemented, to ensure that the potential risks to the catch from the public or other associated risks such as dogs are kept to a minimum.

1.8.5 Port staff shall be trained in site security procedures according to the requirements identified by the food protection policy and plan, and encouraged to report or challenge unidentified or unknown visitors when it is safe to do so.

1.8.6 All contractors involved in maintenance or repair shall agree to abide by port rules or as directed by port officials.

1.9 - Internal Self- Assessment

1.9.1 An internal audit of their food safety operations shall be conducted and documented every 12 months (or after an incident) to ensure that all policies and procedures are still fit for purpose and are being complied with.

1.9.2 All non-conforming actions that result from this internal audit shall be recorded, with an appropriate member of staff assigned to action and close them out.

Core Module 2: Port and the Working Environment

Aim – Provide a safe working environment through enhanced operating and welfare practices and provisions.

Key Areas

- Due Diligence and Compliance with Legislation
- Improve Skills and Knowledge, Training Provision
- Health and safety, and welfare of port operatives (welfare)

Nominal References

The specific performance indicators in this module of the standard shall be based on national; and internationally recognized universal standards, including:

Legislation

- Harbours, Docks and Piers Clauses Act 1847,
- Harbours Act 1964,
- Dangerous Vessels Act 1985,
- Pilotage Act 1987,
- Merchant Shipping Act 1995
- Health & Safety at Work Act 1974.
- The Workplace (Health, Safety and Welfare) Regulations 1992,
- The Docks Regulations 1998
- The Loading and Unloading of Fishing Vessel Regulations 1988.

Guidelines and Code of Practices

- UK Government's port marine safety guidelines.
- Port Marine Safety Code.
- Approved Code of Practice LI48 Safety in Docks.
- ILO International Labour Convention core labour conventions (ILO Conventions 111 on discrimination, 138 and 182 on minimum age and child labour, 29 and 105 on forced labour, 87 on freedom of association, 98 on the right to organize an collective bargaining, 100 on equal remuneration and 99 on minimum wage) and transparent and non-discriminative hiring procedures and the complaint procedure. This shall include migrate workers in C97 and 143.
- Ethical Trade Initiative Code of Conduct.

2.1 - Due Diligence and Compliance with Legislation

2.1.1 The port shall comply with all legislation relating to legally operating as a port within the UK.

2.1.2 The port shall provide their annual performance targets as evidence that they operate in full alignment with the good practice guidance published by the Maritime and Coastguard Agency (MCA).

2.1.3 The port shall provide documented evidence that they operate in full alignment with the Port Marine Safety Code (PMSC) which governs the running of ports and harbours.

2.1.4 Auction halls and wholesale markets operating on the port shall hold a valid EU Approval Number.

2.1.5 In the event that the port has been served with an improvement notice, there shall be documented evidence of corrective actions instigated in response.

2.1.6 All buyers and sellers operating on their market shall be registered as a fish buyer and/or fisher seller and shall have a designated number with the relevant authority.

2.1.7 The port shall commit to the implementation of the 'Ports State Measures Agreement' scheme to minimise entry of IUU fish into UK and the sharing of information with the competent authorities (MMO, Marine Scotland).

2.2 - Improve skills, knowledge, and training provision

2.2.1 All port employees shall have defined job specifications and responsibilities which they have been made aware of.

2.2.2 All port employees, including managers, shall be covered by a training and development programme to ensure that they are equipped with the necessary skills and knowledge to undertake their role correctly and safely.

2.2.3 Up-to-date records shall be maintained of all port employees with the level of training each has received.

2.2.4 Port employees shall be subject to an employee performance appraisal system to ensure that their performance is evaluated and recorded.

2.2.5 Where specific training is required, especially on dangerous machinery (e.g. fork-lift trucks), port employees shall be suitably trained and monitored.

2.2.6 All new and "casual" port employees shall be placed through a full induction training that covers any of the following areas relevant to their role:

- Catch preservation.
- Food safety and personal protective equipment.
- Health and safety and personal protective equipment.
- Personal hygiene requirements.
- Staff welfare and employee rights.

2.2.7 Coordination of training activities and record keeping shall be the responsibility of a designated person.

2.3 - Health and safety of port operatives

2.3.1 There shall be a full health and safety strategy and policy in place.

2.3.2 A full Health and Safety risk assessment shall have been conducted and implemented to protect all users of the market.

2.3.3 A procedure shall be in place for recording any health and safety related incidents and corrective actions.

2.4 - Personal Protective Equipment

2.4.1 Robust, waterproof, non-slip and safety footwear shall be worn by all individuals when in the catch handling or selling areas.

2.4.2 A fully stocked first-aid kit that is equipped to meet current health and safety legislation shall be readily available to all staff and users of the facility.

2.4.3 The port should ensure that first aid provision, including equipment and personnel, meets the legal requirements appropriate to the size of the operation.

2.4.4 Dock areas shall be equipped with life rings and adequate lighting.

2.5 - Vehicle management (port owned)

2.5.1 Where vehicles employed by the port to move fish outdoors have a fully enclosed storage area, this area must be kept clean according to the formal cleaning plan and used only for the transport of food products.

2.5.2 Where vehicles without enclosed storage areas are used by the port to move fish outdoors, measures must be in place to ensure the catch is not exposed to the elements.

2.5.3 There shall be procedures in place to ensure that road vehicles are maintained in a road-worthy condition.

2.5.4 Where legally required, vehicle operators shall be registered with the appropriate authority.

2.5.5 There shall be procedures in place in case of vehicle breakdown or accident.

2.6 - Welfare of Employees

2.6.1 The port management shall sign and display (clearly) a self-declaration assuring good social practice and human rights of all employees, including a commitment to ensure no discrimination is practiced and no harsh or inhumane treatment is allowed.

2.6.2 Port employees shall have been informed about the self-declaration and it shall be revised at least every 3 years, or whenever necessary.

2.6.3 A designated person shall have been given the knowledge and/or access to national regulations concerning: gross and minimum wages, working hours, union membership, anti-discrimination, child labour, labour contracts, holiday and maternity leave, medical care and pension/gratuity.

2.6.4 Every port employee shall have a written contract or work agreement in a language that the employee understands fully.

2.6.5 Records of all employees and subcontractors shall be retained for at least 24 months.

2.6.6 There shall be a documented policy and records to demonstrate that each port employee has been paid for the work they have completed, including any approved overtime.

2.6.7 If payment is calculated per unit, port employees shall be paid at least the legal minimum wage (on average) within regular working hours.

2.6.8 No port employee may be below the age of 16.

2.6.9 Young persons (i.e. between the ages of 16-18) hired part-time shall not engage in work that has been risk assessed by the Health and Safety Risk assessment in clause 2.11 as being dangerous to their health and safety, jeopardizes their development or prevents them from finishing their compulsory school education.

2.6.10 Any organisation employing personnel who interact with or work at the port shall be obliged, via their operational contract with the port, to ensure that they implement the minimum levels of worker welfare described in this section.

2.6.11 The port authority shall have a documented policy and records on fair operating practice, which is made available to all their managers and key personnel. As a minimum, this shall cover;

- Bribery
- Corruption
- Coercion
- Inappropriate political lobbying or contributions.

2.6.12 Any port employees who are agency workers operating within the facility shall trigger additional risk assessment and due diligence enquiries when these workers are present.

2.6.13 The port shall have a documented grievance procedure, which details the time frame within which grievances will be resolved and ensures grievances and their resolutions are documented and retained for at least 2 years.

2.6.14 The port shall create and implement a policy detailing the response to serious or grievous concerns to worker welfare.

2.6.15 All port employees shall have chosen employment freely, with no forced, bonded or involuntary labour.

2.7 - Internal Self-Assessment

2.7.1 The port authority shall conduct and document an internal audit of their health and safety requirements every 3 years, and conduct an internal audit of the relevant section of their health and safety requirements after an incident, to ensure that all policies and procedures remain fit for purpose and are being complied with.

2.7.2 All non-conforming actions that result from this internal audit shall be recorded, with an appropriate member of staff assigned to action and close them out.

Core Module 3: Care of Environment

Aim – To encourage a culture of respect for the protection of the environment.

Key Areas

- Waste management
- Recycling
- Environmental controls

Nominal References

The specific performance indicators in this module of the standard shall be based on relevant national and EU legislation as well as subsidiary and connect legislation in relation to fisheries and the environment and amendments thereto, including:

- The Merchant Shipping Act (Port Waste Reception Facilities) Regulations 1997. SI No3018;
- The Water Resources Act 1991 (England and Wales; Equivalent legislation in Scotland is 'The Water Act 1989' and 'The Control of Pollution Act 1974'. In Northern Ireland it is the 'Water (Northern Ireland) 1999' and the 'Water and Sewerage Services (Northern Ireland) Order 2006.
- Water Industry Act 1991; Food Safety (General Food Hygiene) Regulations 1995 Chapter V Food Waste.
- The Food Safety and Hygiene (England) Regulations 2013 (as amended)
- Regulation (EC) No. 852/2004 on the hygiene of foodstuffs.
- Regulation (EC) No. 853/2004 laying down specific hygiene rules for food of animal origin.
- Regulation (EC) No. 854/2004 laying down specific rules for the organisation of official controls on products of animal origin intended for human consumption.
- Environmental Protection Act 1990, Part II - Receptacles for commercial or industrial waste.

3.1 - Waste management and waste disposal

3.1.1 A risk assessment shall have been conducted and documented that identifies relevant environmental issues and the provisions made to address the associated risks.

3.1.2 The port shall operate under a Waste Management Plan (WMP) which meets the requirements of the relevant authority.

3.1.3 Records shall be maintained of any non-compliance to the WMP, alongside processes to action in future plans and address these areas of non-compliance.

3.1.4 All waste (food and non-food) shall be categorised and separated according to legislation and the requirements of the waste collection organisation(s).

3.1.5 Only waste carriers licensed by the UK Environmental agency (or equivalent organisation) shall be used for the removal of waste material.

3.1.6 There shall be a policy of recycling non-food waste wherever possible.

3.1.7 Covered receptacle(s) shall be provided for the disposal of solid waste materials.

3.1.8 All port-generated waste waters, including those generated from cleaning operations where cleaning chemicals are used, ice melt-water, live shellfish (vivier) transport and staff facilities, shall be discharged to a public sewer or disposed of by other approved means.

3.1.9 There shall be a process in place to store and dispose of liquid material (e.g. engine oil) that cannot be discarded into the public sewage, and to ensure it does not pose a risk of contamination to the catch.

3.2 - Carbon Footprint requirements

3.2.1 Energy consumption at the port shall be reviewed on an annual basis.

3.3 - Local Community Engagement

3.3.1 There shall be a proactive policy in place to engage and evaluate the potential impacts of operations on the local community.

3.4 – Environmental Emissions

3.4.1 The port shall have in place a policy and records of permits for environmental emissions regulations as stated in current legislation to cover the following:

- Emissions to air tolerances,
- Discharge into the sewage systems,
- Release of toxic or hazardous substances,
- Noise, smell and dust pollution,
- Ground pollution.

Core Module 4: Care of the catch - Fish as Food

Aim – Promote and maintain food protection and quality

Key Areas

- Grading
- Quality Maintenance - temp control (Ice, chilled)
- Temperature Insulation/Control

Nominal References

The specific performance indicators in this module of the standard shall be based on internationally recognized universal standards, including:

- Food Safety -General Principles and the general prescriptions of foodstuff legislation and setting out procedures in relation to food safety EC No 178/2002.
- Guidance Notes for Food Business Operators on Food Safety, Traceability, Product Withdrawal and Recall. A guide to compliance with Articles 14, 16, 18 and 19 of General Food Law Regulation (EC) 178/2002- FSA.
- Food hygiene- Regulation 852/2004 (as amended) - food hygiene requirements.
- Regulation 853/2004 (as amended) - requirements during and after landing.
- Marketing standards - Regulation 2406/96 (as amended) - common marketing standards for fishery products.
- Fisheries Control - Regulation 1224/2004 (as amended) - establishing a Community control system for ensuring compliance with the rules of the common fisheries policy.
- Regulation 850/98 (as amended) - technical measures for the protection of juveniles of marine organisms.
- Common Fisheries Policy - landing obligation applicable to discards: Regulation 1380/2013.
- Regulation 1069/2009 - health rules as regards animal by-products and derived products not intended for human consumption.

4.1 - Catch Handling Requirements

4.1.1 Training and supervisory initiatives to ensure that the catch is treated as food by all staff, to minimise the risk of the catch being crushed, stood upon, dropped, thrown or otherwise roughly handled.

4.1.2 All catch-handling equipment shall be operated to minimise the risk of physical damage to the catch.

4.1.3 The level of ice and catch shall not exceed the rim of each box, to prevent catch from being crushed when boxes are stacked.

4.1.4 A maximum stacking height shall be enforced and based on a risk assessment of the specific circumstances at the port.

4.2 - Hygienic handling and use of facilities

4.2.1 A risk assessment shall have been conducted and implemented to ensure the catch is not exposed to risks of contamination at any point while on port premises.

4.2.2 Any catch that is held in areas exposed to the elements shall be kept covered.

4.2.3 Prior to any work-break, any catch remaining on the quay, conveyor belts or grading tables etc. shall be cleared.

4.2.4 Fish must not be allowed to make direct contact with the market floor.

4.2.5 A risk assessment shall have been conducted and implemented to ensure that other port users and operations do not pose a risk of contamination to catch being landed.

4.2.6 Where mechanised equipment is used to unload, handle, grade and weigh etc. the catch, there shall be procedures in place to ensure that the manufacturer's instructions are complied with.

4.2.6 Operators of mechanised equipment shall be trained in its correct use, and records of this training shall be retained.

4.2.7 With the exception of disposable one-use containers, distribution boxes and pallets intended for transporting/displaying the catch shall be constructed of an impervious material and be of good structural condition.

4.2.8 All distribution boxes/containers and pallets shall be cleaned after use.

4.2.9 The cleanliness of boxes shall be ensured by the implementation of periodic bacterial swab sampling.

4.3 - Size and quality grading (marketing standards)

4.3.1 All size grading of the catch which occurs at the port shall be executed consistently and meet with the port's specifications.

4.3.2 The size grading specifications of the port shall be made publically available.

4.3.3 All catch products shall be labelled on the market at the point of sale to meet with current legislation.

4.4 - Quality grades

4.4.1 There shall be a procedure in place to check and monitor the catch quality to ensure all fish placed on the market is of merchantable quality.

4.5 - Weighing (fisheries control)

4.5.1 Catch weighing at the port shall be carried out following a procedure that is compliant with the RFPS CoP, including the maintenance of weighing records for a minimum of 3 years.

4.5.2 All catch weights shall be accessible by the time of first sale.

4.5.3 All records of any calibration tests of weighing equipment shall be retained along with actions taken when adverse readings are recorded.

4.6 - Temperature control (food safety)

4.6.1 The HACCP-style plan for the port shall include temperature considerations to ensure that from the point of landing to the point of removal from the port, the catch is maintained close to zero degrees centigrade / at a temperature approaching that of melting ice (0oC to +4oC), or at the appropriate temperature in the case of live catch.

4.6.2 Where used, mechanical refrigeration shall have the capability of achieving an operating temperature approaching that of melting ice (0oC to +4oC).

4.6.3 During any break in the grading/handling process, the catch shall be stored at suitably chilled temperatures.

4.6.4 There shall be a procedure in place to ensure the catch temperatures described in 4.5.1 are maintained.

4.6.5 A record of these temperature checks shall be maintained along with any actions taken when adverse readings were observed.

4.7 - Undersized fish (landings obligation)

4.7.1 To comply with the EU landing obligation, there shall be policies and procedures in place to ensure the following:

4.7.2 There shall be policies and procedures in place to ensure that no undersized fish are used for direct human consumption.

4.7.3 There shall be policies and procedures in place to ensure that undersized fish intended for non-direct human consumption markets shall be handled/stored/transported according to ABP rules.

4.7.4 There shall be policies and procedures in place to ensure that facilities that are Animal By Product (ABP) approved are also registered with the relevant animal health agency.

4.7.5 There shall be policies and procedures in place to ensure that ABP storage and handling facilities, including those used to store and handle bait, have sufficient separation between ABP fish and fish for human consumption during handling, storage and transportation.

4.7.6 There shall be policies and procedures in place to ensure that container(s) used to store ABP fish, including bait, shall be leak-proof and labelled as 'CATEGORY 3: not for human consumption'.

4.8 - Toxins Harmful to Human Health

4.8.1 The following families of fish must be specifically excluded from being placed onto the market: Tetraodontidae (pufferfish); Molidae (sunfish); Diodontidae (porcupinefish) and Canthigasteridae (toby / sharpnose puffer).

4.8.2 Food Business Organisations (FBOs) who operate auction markets shall have policies and procedures that address the sale of bivalve molluscs which may or may not contain biotoxins above regulatory limits for biotoxins. Consideration should be given to known testing results as published on the Cefas website and shared industry results.

4.9 - Continuous Improvement

4.9.1 Any enquiries, complaints and any incidents associated with the port's activities, practices, and seafood products that are landed must be recorded, along with any action taken in response.

Core Module 5: Traceability

Aim – Provide provenance for all seafood handled

- Traceability systems in place
- Food authenticity

Nominal References

- Food safety- Regulation 178/2002 - general principles and requirements of food law and procedures in matters of food safety.
- Implementing Regulation 931/2011 - extends traceability requirements of Regulation 178/2011.
- Fisheries control- Regulation 1224/2009 - establishes an EU control system for ensuring compliance with the rules of the common fisheries policy.
- Implementing Regulation 404/2011 - further detail of catch information requirements required under Regulation 1224/2009.
- Fish Marketing- Regulation 1379/2013 - common organisation of the markets in fishery and aquaculture products.
- Third country imports- Regulation 1005/2008 - establishes a Community system to prevent, deter and eliminate illegal, unreported and unregulated fishing from third countries.
- Common Fisheries Policy – landing obligation applicable to discards - Regulation 1380/2013 - Common Fisheries Policy.
- Regulation 1069/2009 – health rules as regards animal by-products and derived products not intended for human consumption.

5.1 - Traceability

5.1.1 There shall be processes in place that enable the traceability of a catch to its originating vessel, including a record of any other fishing ports the catch has passed through.

5.1.2 Those organisations responsible for the sale of fish on the fish-market shall provide catch information no later than the point of “first sale”, including fish imported from non-EU countries.

5.1.3 Fish at the port shall be subject to a traceability process that is documented and has the ability to trace the catch through all stages of handling, processing, and distribution while within the facility.

5.1.4 Records shall be kept of who has put fish onto the market and to whom it was subsequently supplied.

5.1.5 There shall be a documented procedure to identify a particular catch, lot or batch, its product description, quantity and date of dispatch.

5.1.6 All records used to determine the traceability of the catch shall be maintained for a period of 3 years or more.

5.2 - Registration of Buyers and Sellers

5.2.1 All registered buyers or sellers of fish shall complete and submit to Fisheries Departments a sales note for each transaction.

5.3 - Catch information requirements

5.3.1 All catches shall be put into ‘lots’ before first sale, based upon species and size for each fishing vessel, or group of fishing vessels.

5.4 - Information required for each lot of fish or shellfish (prior to first sale)

5.4.1 The following information shall be available prior to first sale for catch landed at the port:

- Reference to ‘lot’ or ‘batch’ through information describing vessel, species, date and geographical catching area.
- Name and address of supplier.
- Name of fishing vessel and port identification number (PLNs).
- Date of catch or trip; this can include several calendar days or a single period of time corresponding to several dates of catches.
- Box weight or number of individual fish or shellfish.
- Predominant FAO sub area or division where caught.
- Category of fishing gear used.
- Commercial designation and scientific name of species caught.
- FAO alpha-3 species code.

5.5 - Catches sourced from a third country

5.5.1 The following information shall be available for third country imports of fisheries products:

- FAO catch area.
- Category of fishing gear used.
- Commercial designation and scientific name.

5.5.2 The catch certificate for all marine caught fish shall be available on entry for fish imported into the EU from non-EU countries.

5.6 - Food authenticity – Third Party Chain of Custody Requirements.

5.6.1 There shall be specific procedures in place to verify that certified seafood is handled in the appropriate way in order to provide reassurance to the supply chain.

APPENDIX 1

The RFPS Code of Practice (CoP)

The RFPS CoP guide deals with specific key requirements relating to specific areas of port operations; it has been designed to be upgraded, as required, to reflect good industry practice and changes in national and international legislation.

The RFPS CoP guide aims to deal directly with requirements relating to specific industry concerns and is designed to actively encourage better practice. The RFPS CoP underpins the relevant sections of this RFPS Standard.

The CoP will be available separately.

APPENDIX 2: Key Definitions

Applicant: The port / port authority is the core applicant. Depending on the specific circumstances at the port, the port authority may choose to remain the sole Applicant (thus taking direct responsibility for ensuring all clauses of the standard are met); or may choose to engage one or more other organisations (such as fish agents) as co-applicants, forming an Applicant Group .

Certified Port: A port that has been formally be certified by the Certification Body as meeting the RFPS Standard.

Certified Claim: A claim made by a certified Applicant port approved for use and licensed by the Standards Owner.

Code of Practice (CoP): Industry-agreed codes of practice that describe best practice for operations of a fishing port.

Identification Number: A certificate number issued to each certified port.

Port Authority: The port authority is a governmental or quasi-governmental public authority for a special-purpose district, formed usually by a legislative body (or bodies) to operate ports and other transportation infrastructure.

Port Operator: Include fish-selling companies, fish agents or fish auction companies tasked with selling seafood on behalf of the fishermen to the supply chain via an auction or direct selling

Processor Concession: This is an operator that works within the port complex under a lease agreement with the Port Authority, mainly to conduct primary fish processing activities, but is not considered to be a Port Operator.

The Standard: This is the list of requirements that the port Applicant shall need to meet to claim certification to the Standard and /or use the certified claim.

Unit of certification: The Unit of Certification comprises the entities/bodies that are assessed against and, if certified, are able to make claims against a Standard. Within the RFPS, the Unit of Certification comprises the port itself.

APPENDIX 3: Acronym Glossary

Acronym	Long name
AIPCE -CEP	European Union Fish Processors and Traders Association
CFP	Common Fisheries Policy
COP	RFPS Code of Practice
COSHH	Control of Substances Hazardous to Health
EEA	European Economic Area
EEC	European Economic Community
EU	European Union
FAO	Food and Agriculture Organisation of the United Nations
GHG	Green House Gas Protocol
HACCP	Hazard Analysis Critical Control Point
ILO	International Labour Organization
IMO	International Maritime Organization
ISO	International Organization for Standardization
MCA	Maritime and Coastguard Agency
MGN	Marine Guidance Note
MSC	Marine Stewardship Council
MSFD	Marine Strategy Framework Directive
MSN	Merchant Shipping Notice
NGO	Non-Governmental Organization
OECD	Organization for Economic Co-operation and Development
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
RFPS	Responsible Fishing Ports Scheme