



# FIA PNG MSC Group CoC team:

---

## 1. OBJECTIVES:

To provide specific guidelines, descriptions, and criteria for the contact FIA PNG team is responsible for all communication with the certification body, FIA PNG lobster members, NFA, and stakeholders. The team also can respond to any requests for information or documents relating to Chain of Custody conformity from the MSC (Certification Program setter) or the ASI (Accreditation body – Assurance Services International)

## 2. SCOPE

The procedure lays down the guidelines for the proper personnel responsibilities in the FIA PNG office/ staff MSC Group CoC

## 3. RESPONSIBLE PERSONS & RESPONSIBILITIES:

The FIA PNG Management Team Members will review this manual at least once per year. The committee's members are:

- **Donald Papaol – CEO – FIA PNG (Management)**

His responsibilities are but not limited to:

1. Follow and comply with the FIA PNG MSC Group CoC policy for each FIA PNG MSC Group CoC site – member within the Lobster processors and exporters representatives.
2. The top management representative is responsible in ensuring FIA PNG MSC Group CoC team members work according to the annual planning and timelines
3. The contact person to lease between FIA PNG office and NFA for Lobster fishery legal matters.
4. To support FIA PNG MSC Group CoC Coordinator needed to comply with the MSC CoC standard (providing finance, logistic, government contact, authorities contact, etc).

- **Marcelo Hidalgo – FIA PNG Sustainability and CSR Director (Management)**

His responsibilities are but not limited to:

1. Follow and comply with the FIA PNG MSC Group CoC policy for each FIA PNG MSC Group CoC site – member within the Lobster processors and exporters representatives.
2. The top management representative is responsible for ensuring that all Lobsters processing factories and exporters have EU Approval Numbers, export licenses, and legal registration.



3. To contact the site (s) – Lobsters processing factories and exporters, and any new applicant for the FIA PNG MSC Group CoC and address them about the FIA PNG MSC Group CoC scheme and the steps to be followed.
4. To support all FIA PNG operations needed to comply with the MSC Group CoC standard (advising of finance, logistics, government, authorities, etc).
5. Together with the FIA PNG MSC Group Coordinator be the contact people with the Certification Assessment Body (CAB)
6. In cases of change, he shall contact the certification body in writing or by email within 10 days of the changes including changes in processes, new species, assigning a new contact person, and finished products to request approval and authorization

▪ **Stephanie Pokajam – FIA PNG MSC Group CoC representative and coordinator**

Her responsibilities are but not limited to:

1. Follow and comply with the FIA PNG MSC Group CoC policy for each FIA PNG MSC Group CoC site – member within the Lobster processors and exporters representatives.
2. Develop procedure forms for assuring the FIA PNG MSC Group CoC policy and following the MSC Group CoC standard principles requirements.
3. To audit site (s) and new applicants who want to belong to the FIA PNG MSC Group CoC group scheme.
4. To be responsible for the management system and documentation management.
5. Be the link between the MSC fishery certification and the MSC Group CoC certification, extending the needed documents to each group
6. To train FIA PNG MSC Lobster processors, and exporters regarding to the FIA PNG MSC Group CoC Policy and procedures.
7. To be the contact person for external audits, inspections, and assessments of the FIA PNG MSC Group CoC scheme.
8. To train and address the FIA PNG personnel and audit team involved with the FIA PNG MSC Group CoC scheme,
9. Together with the FIA PNG Sustainability and CSR Director be the contact people with the Certification Assessment Body (CAB)

▪ **Nialingis Posanau – Sustainability and MSC Coordinator**

Her responsibilities are but not limited to:

1. Follow and comply with the FIA PNG MSC Group CoC policy for each FIA PNG MSC Group CoC site – member within the Lobster processors and exporters representatives.
2. For leading the development, implementation, and maintenance of the FIA PNG Lobster MSC Group CoC and Traceability Procedures
3. To organize and coordinate with the FIA PNG MSC Group CoC coordinator the annual training program and refreshment program for FIA PNG MSC Group CoC scheme – personnel.
4. Coordinate with NFA legal support for lobster transactions at the Processing factory and exporters to comply with the MSC Group CoC requirements.
5. To report mass balance per operation/ per processor / per export.
6. Carry out FIA PNG MSC Group CoC training and audits if it is required.



▪ **Zzzzzzzzzz Xxxxxxxx – MSC Chain of Custody and Traceability Officer**

His/ her responsibilities are but not limited to:

1. Follow and comply with the FIA PNG MSC Group CoC policy for each FIA PNG MSC Group CoC site – member within the Lobster processors and exporters representatives.
2. To report directly to the Traceability and VMS Coordinator (MSC Group CoC Coordinator)
3. To audit site - members and new applicants who want to belong to the FIA PNG MSC Group CoC group.
4. To review on an annual basis with the rest of the FIA PNG MSC Group CoC team the management system and documentation management of FIA PNG Lobster members.
5. To be the contact person for external audits, inspections, and assessments of the FIA PNG MSC Group CoC scheme.
6. To train and address the RDFP personnel and audit team involved with the RDFP MSC CoC group scheme,

**4. Document Control:**

<b>Date of issue:</b>	<b>Prepared / Review by:</b>	<b>Checked/Approved</b>	<b>Review #:</b>
20 December 2023	Marcelo Hidalgo	Seafoodmatter / FIA PNG Sustainability & CSR Director	Initial Draft
XX January 2024		FIA PNG MSC Group CoC team	Whole document, responsibilities and members
22 December 20204	Marcelo Hidalgo	Seafoodmatter / FIA PNG COO	Remove MSC CoC version, keep it without

**Document version control.** *This is a live document and will be updated regularly; modifications are to be recorded below:*

This is a living document and is reviewed on an ongoing basis and during the FIA PNG TDG calibration meetings.

The FIA PNG MSC Group CoC coordinator will ensure proper document control of the revised MSC COC Manual of the FIAO.