



FIA PNG MSC Group CoC team:

1. OBJECTIVES:

To provide specific guidelines, descriptions, and criteria for all the contacts of the FIA PNG team who is responsible for all communication with the certification body, FIA PNG lobster members, NFA, and stakeholders. The team also responds to any requests for information and 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 responsibilities of personnel in the FIA PNG office/ staff of the MSC Group CoC

3. RESPONSIBLE PERSON(S) & RESPONSIBILITIES:

The FIA PNG Management Team Members will review this manual at least once per year. The committee 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 for ensuring FIA PNG MSC Group CoC team members work according to the annual plans and timelines.
3. The contact person to liaise between FIA PNG office and NFA for Lobster fishery legal matters.
4. To support FIA PNG MSC Group CoC Coordinator to comply with the MSC CoC standard (providing finance, logistics, government, and authorities contact details)

- **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) - Lobster processing factories and exporters, and any new applicant for the FIA PNG MSC Group CoC and provide them with information 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 as 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 procedures, and forms for assuring the FIA PNG MSC Group CoC policy and follow the 6 MSC Group CoC standard V2.0 principles.
 3. To audit the site (s) and new applicants who want to join and be part of the FIA PNG MSC Group CoC group scheme.
 4. To be responsible for the management system and manage documents.
 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 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 provide advice to the FIA PNG personnel and audit team involved in the FIA PNG MSC Group CoC scheme,
 9. Together with the FIA PNG Sustainability and CSR Director, they will be the contact people with the Certification Assessment Body (CAB)
- **Nialangis 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 the mass balance of each operation/ per processor and per export.
6. Carry out FIA PNG MSC Group CoC training and audits if 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 VMS and Traceability Coordinator (MSC Group CoC Coordinator.)
3. To audit site - members and new applicants who want to be part of 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 manage documentation 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:

Date of issue:	Prepared / Review by:	Checked/Approved	Review #:
20 December 2023	Marcelo Hidalgo	Seafoodmatter / FIA PNG Sustainability & CSR Director	Initial Draft
23 January 2024	FIA PNG MSC Group CoC Coordinator and Sustainability & MSC Coordinator	FIA PNG MSC Group CoC team	Whole document, responsibilities and members (V1.0)

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 RDFP.