

## 11.2 Changes to the certificate

### Guidance Section 11.2

Changes to a certificate may occur due to:

- ☐ New sites being added.
- ☐ New subcontractors being used.
- ☐ Scope extension for a new species.
- ☐ Scope extension for a new activity.
- ☐ Purchasing certified products from a new supplier.
- ☐ Purchasing from a new under-assessment fishery.
- ☐ Scope extension to handle products certified against recognised certification schemes that share the CoC Standard.

- 11.2.1 The CAB shall check continued eligibility against 6.2.9 where a change to the certificate adds a new entity.
- 11.2.2 The CAB shall inform the client that for any changes to scope, suppliers, subcontractors, product certified to another certification scheme, or contact details, the client should notify the CAB as detailed in the relevant CoC Standard.
- 11.2.3 In the event of the client adding a new subcontractor, the CAB shall visit the subcontractor if required as per Section 8.4.
- 11.2.4 For CFO clients, the CAB shall use its own judgement to determine if further on-site visits are required when notified that:
  - a. The number of sites within a CFO certificate has increased by more than or equal to 25%
  - b. The new operations site(s) is involved in processing, packing or repacking of certified product.
  - c. The new site(s) operates in a new country.
- 11.2.5 On receiving a request for an extension to scope that includes new activities, or the first scope extension to handle products certified to recognised certification schemes that share the CoC Standard, the CAB shall:
  - a. Review available information.
  - b. Consider if the client's existing management system is suitable for the proposed new scope of operations.
  - c. Consider if eligibility for the respective version of the CoC Standard will be maintained.
    - i. If a client is no longer eligible to be certified under the same version of the CoC Standard, the CAB shall inform the client they must be re-certified against the appropriate CoC Standard within 6 months.
  - d. Consider if the client is no longer eligible for remote audits and determine whether future audits will need to be on-site.

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- e. Decide whether an on-site audit is required before the scope can be extended and record the rationale for this decision.
  - f. Notify the client within 10 days of its decision.
- 11.2.6 Upon approval of the first scope extension for the client to buy product certified against recognised certification schemes that share the CoC Standard, the CAB shall issue a certificate against this scheme and update information in the relevant scheme's database.
- 11.2.6.1 The CAB shall not process an extension of scope to add products certified under another scheme into the client's CoC scope if the client has a valid CoC certificate issued by another CAB.

### Guidance 11.2.6.1

Where an organisation is CoC certified with MSC products in scope, they need to use the same CAB to process a scope extension to handle products certified by ASC (or other schemes that also share the CoC Standard). A client cannot have a CAB for their ASC scope and another CAB for their MSC scope.

- 11.2.6.2 The CAB shall notify the client within 10 days of the certificate scope extension.
- 11.2.7 The CAB shall update the scheme database within 10 days of a certificate lapse or a reported change to:
- a. Scope.
  - b. Subcontractors.
  - c. Suppliers.
  - d. New CoC contact person.
  - e. Sites.
    - i. Where relevant, the CAB should update and document the risk assessment and the sample table and plan for the client.
- 11.2.8 The CAB shall evaluate any new sites and subcontractors against 8.2.14-15.
- 11.2.9 The CAB shall notify the client within 10 days of a decision to add a new site, cancel a certificate or extend a certificate scope.
- 11.2.10 When adding a new site to a single or multi-site certificate, the CAB shall follow the same process as for a new applicant. This includes an on-site audit before adding the site to the existing certificate, unless the new site meets the requirements listed in 7.1.6.