

MSC Chain of Custody Labour Self-Assessment Form

Instructions

If a CoC applicant or certificate holder has one of the activities listed in [MSC Labour Eligibility Requirements v1.0](#) section 5.1 in scope and opts to submit a self-assessment they are required to provide a self-assessment of labour practices and sign an agreement to complete a labour audit if required to by the MSC. This form shall be used to provide the self -assessment and confirm agreement to complete a labour audit if required by the MSC.

This form shall be reviewed and updated annually as appropriate. This form shall be resubmitted to the CAB following an extension to scope request which includes: any non-certified subcontractor or sites with the activities in 5.1. in scope. The information shall cover all sites in the certificate. The exception is where a subcontractor may complete a separate self-assessment.

This form should be completed by the organisation in good faith and be based on information known and available to the certificate holder at the time of completion. It should be representative of the range of measures known to the certificate holder or applicant.

The completed form will be uploaded to the scheme database by your certification body. This form will not be published on the MSC/ ASC website.

1. Client declaration

[Insert organisation name] hereby declares that the information in this document is accurate and true to the best of our ability and that the information will be updated following any changes in the certificate that may affect the responses provided. We also agree to complete a labour audit if called upon to do so by the MSC.

It is understood that the organisation, the relevant sites within its Chain of Custody (CoC) certificate, and/or its subcontractor(s) will need to comply with the following requirements if called on to undertake an MSC commissioned audit.

- Allow the MSC commissioned audit to take place
- Provide the outcome of the commissioned audit to their CAB

Signed:

.....
Name of signatory on behalf of organisation

Job title:

.....
Job title of signatory at organisation

Date:

2. Applicant/Certificate Holder Information

Subject	Details
Applicant/CoC certificate holder Name	
MSC and/or ASC CoC Code	
Number of site(s) covered by the self-assessment	
Location of site(s) covered by this self-assessment – site name and country	
CoC scope activities	
MSC and/or ASC species handled	

3. Labour Self-Assessment

Number	Question	Y/N	Additional Detail
1	Do the sites hold any third-party social certification or hold any other types of approval or certification on labour practices, e.g. a 2nd party buyer audit? If so, please describe (program, certificate status, audit frequency, etc)?		
2	Does the certificate holder engage with migrant and/or worker rights groups? If so, please describe how this occurs and the organisations engaged.		
3	Does the certificate holder publicly disclose their efforts to mitigate the risk of forced and child labour in their operations and/or supply chains (e.g., CSR report, modern slavery statement)? If so, please link.		

Number	Question	Y/N	Additional Detail
4	Does the certificate holder or site, as appropriate, provide all workers (permanent/temporary/contract) with contracts that describe terms of payment, overtime, ID documents? If so, describe the nature of the contracts or legal work agreements and the issues addressed in such agreements.		
5	Does the certificate holder or site, as appropriate, have policies or measures (e.g., hotline) in place for staff voices to be heard and to report and remediate any instances of forced or child labour? If so, please describe.		
6	Does the certificate holder or site, as appropriate, employ migrant labour to handle seafood products? If so, describe the percentage of migrant workers: a) employed to handle seafood products; and b) who are on temporary contracts.		
7	Does the certificate holder or site, as appropriate, use recruitment agencies? Please describe the typical methods used to recruit workers.		
8	<p>Does the certificate holder or site, as appropriate, have a process in place to ensure no debt bondage or costs imposed on workers related to their employment? If so, please describe what practices are in place; for example, comprehensive service level agreements or commitments to the Employer Pays Principal.</p> <p>Costs related to their employment may include placement or brokerage fees, travel to the workplace, visa, medical, safety gear, clothing/protective gear, food at the workplace, communications access, remittance fees, repatriation, etc.?</p>		

Number	Question	Y/N	Additional Detail
9	Does the certificate holder or site, as appropriate, retain identity documents? If so, describe policies and practice in place to ensure that workers have free and timely access to their identification documents, including National ID, passports, visas, etc.		
10	Are there policies and systems in place to ensure that all staff meet national minimum age requirements? If so, please describe the national minimum age requirements for the site(s) in the certificate and how this is checked.		

4. Template information and copyright

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Template version control		
Version	Date of publication	Description of amendment
1.0	26 February 2021	N/A – First version
2.0	26 October, 2022	Amended to combine client agreement to MSC commissioned audits and labour self-assessment within one document and to align with MSC Labour Eligibility Requirement v1.0

A controlled document list of MSC program documents is available on the MSC website (msc.org).

Marine Stewardship Council
Marine House
1 Snow Hill
London EC1A 2DH
United Kingdom

Phone: + 44 (0) 20 7246 8900
Fax: + 44 (0) 20 7246 8901
Email: socialpolicy@msc.org