



License Application for Sustainable hand-harvesting of *Ascophyllum nodosum* at Clew Bay (SAC Site Code 1482). In accordance with National Parks & Wildlife Service conservation objectives for marine and coastal habitats and species, and the EU Habitats Directive 92/43/EEC.

## **Appendix 8: Audit forms for Clew Bay.**

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## Quarterly Audit Part A: Records, Forms & Documents

Audit number and Date: (e.g. 1st Quarter)		Note: For documents to be up-to-date, they must (a) be appropriately revised, (b) be present in both electronic & paper format, (c) be completed correctly and in full.
Audit performed by:		
Time-frame assessed:		

Document Records	Electronic Records	---			Follow-up section (for use by QC staff only)		
	Hard Copy	---					
Document type/subset	Documents up-to-date (Y/N?)	Description / Corrective Action	Responsibility	Due Date	Are corrective actions closed out?		
1. Forms: receipt of training & verification of understanding					Explanation	Y/N	Date
Training/Teaching Material: SAC requirements, sustainable hand harvesting methods, the Code of Practice, H&S, Do's and Don'ts communicating with BioAtlantis, etc.							
Forms: cert of attendance at training classes (sustainable harvesting methods; health & safety, employee requirements)							
Verification Forms: Verifying harvester's understanding of training and their requirements for protecting the SAC.							
2. Completed Training Certs & Permits (obtained through training above.)	Documents up-to-date (Y/N?)	Description / Corrective Action	Responsibility	Due Date	Explanation	Y/N	Date
Training Certs							
Safety Certs							
Verification of staff training and understanding of requirements for working in SAC.							

3. Records, forms & documents	Documents up-to-date (Y/N?)	Description / Corrective Action	Responsibility	Due Date	Explanation	Y/N	Date
Codes of Practice							
Standard Operating Procedures (SOPS)							
Goods Received Notes (Clew Bay & Kanturk), Incident Reports forms, Non-conformance reports.							
Log of additional compliance measures (Painting of boats, cleaning of nets).							
Have nets been cleaned in production facilities and returned clean to harvesters (see production log sheets).							
<b>If YES to all of the above, Documentation is up-to-date</b>			QC				
<b>If NO to any of the above, system is not up-to-date and must be amended immediately</b>			QC				

## Quarterly Audit Part B: Quality Assessment (Documentation)

<b>Audit number and Date:</b>		<b>Note: For documents to be up-to-date, they must (a) be appropriately revised, (b) be present in both electronic &amp; paper format, (c) be completed correctly and in full.</b>
<b>Audit performed by:</b>		
<b>Time-frame assessed:</b>		Yes, Y; No, N; Not determined, ND; Not applicable; NA.

Follow-up section (for use by QC staff only)

Question	(Y/N?)	Description / Corrective Action	Responsibility	Due Date	Are corrective actions closed out?		
<b>Step 1. GRNs (Clew Bay)</b>					<b>Explanation</b>	<b>Y/N</b>	<b>Date</b>
Have all GRNs been completed since last audit?							
Have GRNs been completed in full, i.e. Bag tag No. Weight of harvest, Batch Code, etc.							
Have all inspection checks been completed?							
On failure of quality check, non-conformance was reported?							
On failure of quality check, have Management decided the appropriate action?							
Sand, gravel, stones, debris contamination is absent?							
Holdfast and Fucus contamination does not exceed <1%?							
Cutting of <i>A. nodosum</i> is >200mm above holdfast ?							
Have no more than 20% of areas have been harvested?							

Have activities only take place at approved sites (cross-check with schedule and sensitive site list)?							
Have health & safety requirements are adhered to?							
If YES to all of the above, control measures are effective.							
If NO to any of the above, then control measures are deemed ineffective.							
If ineffective, corrective actions have been taken.							
Corrective actions, if ineffective, have been documented.							
Introduction of further corrective actions, if any, have been documented.							
<b>Step 2. Production Logsheets (Production Facilities)</b>	<b>(Y/N?)</b>	<b>Description / Corrective Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Explanation</b>	<b>Y/N</b>	<b>Date</b>
Have all Production Logsheets been completed since last audit?							
Have Production Logsheets been completed in full?							
Have all inspection checks been completed?							
On failure of quality check, the non-conformance was reported.							
On failure of quality check, have Management decided the appropriate action.							
All GRNs are signed by production staff							
There is no evidence of sand, gravel, stones, debris?							
Holdfast and Fucus contamination is at <1%?							

Have nets been cleaned in Production Facilities and returned clean to harvesters (see production log sheets).							
<b>If YES to all of the above, control measures are effective.</b>							
<b>If NO to any of the above, then control measures are deemed ineffective.</b>							
<b>If ineffective, corrective actions have been taken.</b>							
<b>Corrective actions, if ineffective, have been documented.</b>							
<b>Introduction of further corrective actions, if any, have been documented.</b>							
<b>Step 3. Incident Reports</b>	<b>(Y/N?)</b>	<b>Description / Corrective Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Explanation</b>	<b>Y/N</b>	<b>Date</b>
Have all Incident Reports been accounted for (numerical sequence)?							
Has the cause of the incident been established?							
Have all corrective or preventative actions been completed?							
<b>Step 4. Non-conformance Reports</b>	<b>(Y/N?)</b>	<b>Description / Corrective Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Explanation</b>	<b>Y/N</b>	<b>Date</b>
Have non-conformances reports (if any) been completed in full?							
Has the cause of the NCR been established?							
Have all corrective or preventative actions been completed?							
<b>Step 5. Software Systems</b>	<b>(Y/N?)</b>	<b>Description / Corrective Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Explanation</b>	<b>Y/N</b>	<b>Date</b>
Is harvesting database up-to-date?							
Is harvesting schedule up-to-date?							

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Is hand harvesting taking place according to the schedule?							
Does software pass all checks (i.e. no errors)?							
<b>If YES to all of the above, the system has passed compliance checks.</b>							
<b>If NO to any of the above, system has failed compliance checks and urgent corrective actions are required.</b>							



## Annual Audit: Quality Assessment (on-site)

<b>Audit number and Date:</b>		Yes, Y; No, N; Not determined, ND; Not applicable; NA.					
<b>Audit performed by:</b>							
<b>Time-frame assessed:</b>							
					<b>Follow-up section (for use by QC staff only)</b>		
<b>Question</b>	<b>(Y/N?)</b>	<b>Description / Corrective Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Are corrective actions closed out?</b>		
<b>Step 1. Site Quality (inspection of harvested sites)</b>					<b>Explanation</b>	<b>Y/N</b>	<b>Date</b>
Has hand harvesting taken place according to the schedule?							
Have seaweed at the sites been cut 200-300mm above the holdfast?							
Has harvest been limited to 20% of the areas assessed?							
There is no evidence of disturbance or damage to reef or shingle?							
<b>If YES to all of the above, control measures are effective.</b>							
<b>If NO to any of the above, then control measures are deemed ineffective.</b>							
<b>If ineffective, corrective actions have been taken.</b>							
<b>Corrective actions, if ineffective, have been documented.</b>							
<b>Introduction of further corrective actions, if any, have been documented.</b>							
<b>Step 2. Harvest methods (inspection of techniques)</b>					<b>Explanation</b>	<b>Y/N</b>	<b>Date</b>
Are harvester blades and equipment sharp enough and fit-for-purpose?							

Are harvesters working on approved sites, according to schedule?							
Are harvesters cutting of <i>A. nodosum</i> is >200mm above holdfast ?							
Is harvest being limited to 20% of the areas assessed?							
Holdfast and Fucus contamination does not exceed at <1%?							
Is harvested seaweed free of shingle, stone, etc.?							
Are harvesters using clean, approved nets of appropriate size?							
Are harvesters actively avoiding fronds with high levels of periwinkle egg masses?							
Is by-catch being returned to the water?							
Are health & safety requirements being adhered to?							
Are there a maximum of 3 harvesters per site?							
<b>If YES to all of the above, control measures are effective.</b>							
<b>If NO to any of the above, then control measures are deemed ineffective.</b>							
<b>If ineffective, corrective actions have been taken.</b>							
<b>Corrective actions, if ineffective, have been documented.</b>							
<b>Introduction of further corrective actions, if any, have been documented.</b>							
<b>Step 3.Collection vessel</b>	<b>(Y/N?)</b>	<b>Description / Corrective Action</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Explanation</b>	<b>Y/N</b>	<b>Date</b>
Is vessel travelling according to schedule and within the bay?							
Are calibration and maintenance schedules in place?							

Are calibration and maintenance logs up-to-date?							
Does the Resource Manager have access to Incident Reports & GRN forms?							
Are communication systems in working order?							
Are health & safety requirements being adhered to?							
Has collection vessel been painted with anti-fouling agents this year?							
Have harvester boats been painted with anti-fouling agents this year?							
<b>If YES to all of the above, control measures are effective.</b>							
<b>If NO to any of the above, then control measures are deemed ineffective.</b>							
<b>If ineffective, corrective actions have been taken.</b>							
<b>Corrective actions, if ineffective, have been documented.</b>							
<b>Introduction of further corrective actions, if any, have been documented.</b>							