

## Overview of Alaska RFM Quality Management System (QMS) and RFM Governance

### Purpose of document:

This manual outlines the Policies and Controls for the auditing, evaluating, certifying, and accrediting processes of the RFM Program. The manual is comprised of chapters 1-7, and (10) Procedure documents. This document provides the RFM Program a transparent and structured management system and serves two key purposes:

- Maintains program consistency & credibility
- Information & training tool for staff & stakeholders of the RFM Program

This is the primary document reviewed by GSSI and other benchmarking initiatives to audit the governance and operations of the RFM Program.

### Process for developing currently posted document:

The current version of the QMS was completed and posted to the ASMI website in June 2015. The document needed to be public in order to complete the GSSI Pilot audit and application. The QMS was primarily written by Susan Marks and Peter Marshall, with minimal input from Alex Oliveira and Mike Cerne before they left. The RFM Committee reviewed sections 3.4 – 3.4.3.

### Process for developing the proposed draft:

The QMS is a fluid document and it was always intended and understood that it would undergo further review and edits. In September 2015 a sub-group of the RFM Committee reviewed all sections of the manual which resulted in 90 comments/questions (*see Appendix A*). The RFM Team organized these comments into a detailed spreadsheet cataloging the comments as housekeeping, process or policy related. On October 16<sup>th</sup> the RFM sub-group met to review all comments with the RFM Team and further edits were made. During the October 20<sup>th</sup> RFM Committee Meeting, major policy/process changes were discussed at length with the Committee, and the QMS received additional edits to produce the draft version for the ASMI Board to approve.

### Summary of Changes:

*Please refer to Appendix A: RFM Committee QMS Review\_Final\_Oct2015 for a detailed log and description of all changes*

### Process for developing future revisions:

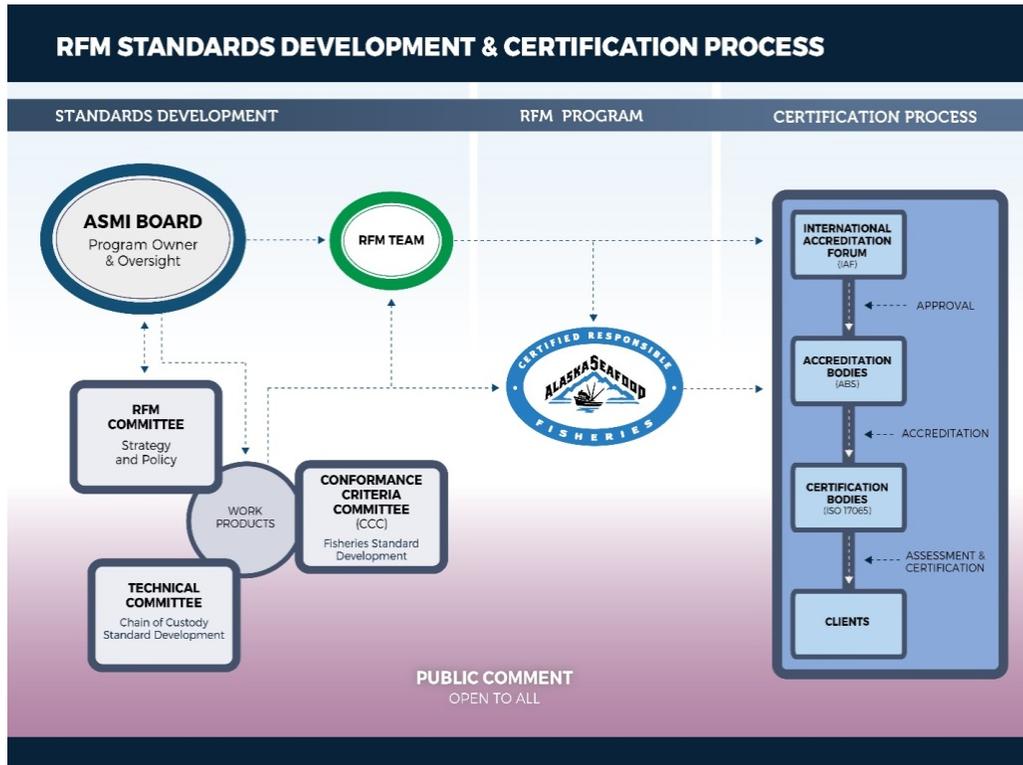
The QMS Manual will be reviewed annually or on an 'as needed' basis as determined by the RFM Sustainability Director, RFM Team and/or RFM Committee. All major programmatic/policy changes will go to the ASMI Board for final review and approval.

### **ACTION REQUESTED:**

- Recommend adoption of the RFM Quality Management System and Procedures as modified
- Extend the duration of the RFM Committee through removing the sunset provision, applying AMSI committee bylaws, and reviewing membership to ensure representation across all components of industry.

## RFM Governance:

The below Diagram and supplementary text is part of the updated QMS and will be posted on the ASMI website. The RFM Team and Committee want to ensure the ASMI Board has a chance to review this.



*(Proposed accompanying text)*

The Alaska Seafood Marketing Institute (ASMI) Board of Directors is the RFM Program owner and the approving body for all standards, strategy and policy related to the RFM Program.

Three advisory committees work with the RFM Team and have input into the RFM program. These committees make policy and work product recommendations to the ASMI Board for approval.

The RFM Team is made up of ASMI staff and expert consultants who manage the operations of the program and work with all three committees and the Board on RFM matters, including Standards Development.

The RFM seal in this diagram represents the RFM Program.

### Advisory Committees:

The **RFM Committee** is appointed by the ASMI Board and makes Program strategy and policy recommendations to the Board. The RFM Committee receives work products from the Technical and Conformance Criteria Committees and reviews recommendations made by each, which are then forwarded to the ASMI Board for final approval.

The **Technical Committee** is appointed by the Board and oversees the ongoing review and development of the Chain of Custody Standard.

The **Conformance Criteria Committee** is appointed by the Board and oversees the ongoing review and development of the Fisheries Standard.

**Certification Process:**

Accreditation Bodies are approved by the International Accreditation Forum. Accreditation Bodies extend accreditation to Certification Bodies. Certification Bodies assess and certify the client fisheries and chain of custody clients of the RFM program.

**Public:**

All ASMI Board Meetings and Committee Meetings are open to the public and are made public record. The RFM staff members are available to the public. There are additional opportunities for the public to provide comments or ask questions about the RFM Program and/or participate in the fishery certification process both through formal public comment periods and via the ASMI website.

**ACTION REQUESTED:**

- Review and adopt the Alaska RFM governance diagram and supplementary text as modified

