



# RFM Procedure 7: Internal Annual RFM Program Review

*Alaska Responsible Fisheries Management (RFM)  
Certification Program  
17065*

## Procedure 7: Internal Annual RFM Program Review

### Purpose

This procedure defines the method by which the RFM Team reviews the RFM Program and Quality Management System to ensure that the system continues to support the policies and strategies approved by the ASMI Board of Directors and the requirements of Accreditation, FAO and GSSI Benchmark Standards and other recognized benchmarking templates.

### Scope

The review will consider the performance of the Committees, Certification Bodies and Accreditation Bodies operating within RFM and the Quality Management System, as demonstrated by activities in keeping with procedures, certifications, accreditation service, and customer complaints and observations. Consideration will also be given to the suitability of the Quality Management System to support the on-going policies and strategies of the Program and to the relevance and practicality of the RFM Standards.

### Method

#### 1.1 Current Performance

The Sustainability Director shall report to the ASMI Executive Director and ASMI Board at least once each calendar year on the performance of the RFM Program and Quality Management System.

The report will include the following:

- a) An review of the RFM Program and Quality Management Systems, including a summary of an internal audit program highlighting any areas of concern and proposed corrective action;
- b) A full report on each Certification Body and Accreditation service provider, highlighting any observations or non-conformances, which could affect the RFM Program and Certification Body's accreditation;
- c) A formal documented report on the relationships between Committee members and external parties to ensure that there are no conflicts of interest;
- d) A summary of any complaints and actions taken; and
- e) A summary of open comments from the public or stakeholders.

The ASMI Executive Director or RFM Committee Chair will confirm agreement with the course of action taken, or proposed, and will advise on alternative strategies, if

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necessary. The results of the Internal Review will be circulated and presented to the relevant Committees (RFM /CCC / ASMI Technical Committee) and the ASMI Board.

### Method (continued)

#### 1.1 Future Plans

Opportunity will be taken during the review to determine the adequacy of the present RFM Program, the Program Resource and the Quality Management System to support future potential developments.

### Records

The minutes of the ASMI Board and RFM Committee and other relevant committee meetings shall record the relevant response to the review, including any actions to be implemented by the ASMI Sustainability Director or the Executive Director.

Copies of reports presented will be maintained in the Internal Review file held by the Sustainability Director.

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