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Department of Agriculture
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SBFAR ADMINISTRATIVE CIRCULAR No. 251
SERIES OF 2014

*** TITLE: TRACEABILITY SYSTEM FOR FISH AND FISHERY PRODUCTS**

Whereas, Sections 16 (d), 22, 27, 37 and 38 of Republic Act No. 10611 or the Food Safety Act of 2013, mandate the Department of Agriculture through the Bureau of Fisheries and Aquatic Resources (DA-BFAR) as a Food Safety Regulatory Agency to develop and enforce food safety and traceability standards and regulations for food in the primary production and post-harvest stages of the food supply chain while specifying punishable acts and their corresponding penalties;

Whereas, traceability is internationally recognized as an essential risk management tool enabling individual members of the supply chain to quickly identify problems and to promptly disseminate this information to affected parties;

Whereas, the Philippines, as a member of the Food and Agriculture Organization that endorsed the 2001 International Plan of Action to prevent, deter and eliminate Illegal, Unregulated and Unreported Fishing (IUUF) and through Executive Order No. 154 series of 2013, adopting its National Plan of Action (NPOA) against IUUF, is committed to curb IUUF by, among others, preventing international market entry of IUUF-derived products;

Whereas, the European Union (EU), Australia, and members of the ASEAN recognize the DA-BFAR as the Philippines' Competent Authority mandated to verify the application and enforcement of relevant laws and regulations on the safety of fishery and aquaculture products;

Whereas, the Philippines, as a party to the ASEAN Economic Community (AEC) 2015, is committed along with other members of the ASEAN, to combat IUUF, as part of the AEC blueprint;

Wherefore, in view of these premises, this Circular establishing a traceability system for fish and fishery products is hereby promulgated for the information, guidance and compliance of all concerned.

SECTION 1. DEFINITIONS – The following shall mean:

- a. Aquaculture** – fishery operations involving all forms of breeding, raising or farming of fish and other aquatic species in freshwater, brackish and marine areas;
- b. Competent Authority** - officially designated national authority having the legal competence to enforce relevant national and international food safety regulations or control measures;



- c. **Captain/Mate's Receipt** – a document signed by the captain of the vessel acknowledging the receipt of fish and fishery products transferred from one vessel to another in group seining operation;
- d. **Exclusive Economic Zone** - an area beyond and adjacent to the territorial sea, under which the rights and jurisdiction of the coastal State and the rights and freedoms of other States are governed by the relevant provisions of the United Nations Convention on the Law of the Sea (UNCLOS);
- e. **Fish Catch Report** – a simplified record of required details of fishing operation for fishing boats less than 3.0 gross tons;
- f. **High Seas**—all parts of the sea that is not included in the territorial sea or in the internal waters of a State;
- g. **Label**—means any tag, brand, mark, pictorial or other descriptive matter, written, printed, stenciled, marked, embossed or impressed on, or attached to the packaging or container of food containing information required by the market;
- h. **Log sheet** —the record containing details of a fishing operation filled out by the vessel master or fishing company having a reference number consisting of the company code, vessel code, year and , or the record containing details of an aquaculture operation filled out by the aquafarm operator containing among others, farm registration number and reference number;
- i. **Lot** – the unique unit of identification of a fishery or aquatic product by a supply chain actor to facilitate supply chain tracking, management and detection of possible non-compliance with relevant laws, regulations or conservation and management measures and potential sources of failure in food safety or quality;
- j. **Official control** – all types of controls and control activities made by a regulatory agency to verify compliance with standards, operating procedures, practices and other regulatory requirements including but not limited to routine monitoring of food establishments and more intensive checks involving inspections, verifications, audits, samplings and testing of samples and recalls of defective or non-compliant products;
- k. **Primary Production** – the production, rearing or growing of primary products including harvesting of farmed aquatic animal production and hunting, fishing or the harvesting of wild products;
- l. **Traceability**— the ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production, processing and distribution; and,

m. Wild-caught – taken from the wild rather than bred from captive stock.

SECTION 2. ACRONYMS.

ASEAN	Association of Southeast Asian Nations
BFAR	Bureau of Fisheries and Aquatic Resources
CA	Competent Authority
CMM	Conservation and Management Measures
COLD	Catch Origin Landing Declaration
DA	Department of Agriculture
EC	European Commission
EEZ	Exclusive Economic Zone
EU	European Union
FA	Fishery and Aquaculture
FABOs	Fishery and Aquatic Business Operators
FAO	Food and Agriculture Organization
IUUF	Illegal, Unreported and Unregulated Fishing
LGU	Local Government Unit
RA	Republic Act
S/HC	Sanitary / Health Certificate
SPS	Sanitary and Phytosanitary
UNCLOS	United Nations Convention on the Law of the Sea
VMS	Vessel Monitoring System
WCPFC	Western and Central Pacific Fisheries Commission

SECTION 3. SCOPE.

3.1 This Circular establishes the traceability system for wild-caught and farmed fish and other aquatic products. It covers the following business operations that make up their respective supply chain:

A. Wild-caught

- fishing boats or vessels;
- boat or vessel landing at ports, buying stations and auction markets;
- pre-processing, cold storage and processing plants;
- transporters and dry warehouses; and,
- traders, shippers, wholesalers, distributors and retailers.

B. Aquaculture

- fish feed producers;
- hatcheries and breeders;
- wild fry suppliers;
- nurseries;
- aquaculture/grow-out farms;
- buying station/auction market
- live fish transporters;
- pre-processing and processing plants;
- transporters, cold stores and dry warehouses,
- traders, shippers, wholesalers, distributors and retailers

3.2 This Circular shall apply to all FABOs and business operators directly or indirectly involved in the production and processing of fishery and aquatic products for export, provided, that the Department, through subsequent regulations, shall coordinate with other regulatory agencies and the LGUs in the application of this Circular for FA products intended for domestic consumption.

SECTION 4. RESPONSIBILITIES OF BUSINESS OPERATORS.

All the business operators identified in the supply chain shall cooperate with the Competent Authority in carrying out official controls, and shall have responsibilities including but not limited to the following:

4.1. Registration of food facilities – The owner, operator, or agent in charge of a domestic or foreign food processing facility shall register with the Competent Authority.

4.2. Traceability system – FABOs must operate traceability procedures for ingredients, raw materials and FA products, at all stages of production, processing, transport, storage and distribution, and be able to:

- a) identify any person or business operator that has supplied them with any food or feed product or substance intended, or likely to be, incorporated into FA products;
- b) identify any businesses to which they have supplied their products and the products that were supplied including quantity or volume; and,

c) supply this information to the Competent Authority upon request.

4.3. Labeling or Identification. – FABOs must ensure that their products are adequately labeled or otherwise identified through relevant documentation and the application of an appropriate production or batch code and must also comply with the labeling requirements of the country of destination.

4.4. Inspection – FABOs shall allow inspection of their businesses and collaborate with the Competent Authority on action taken to avoid risks posed by the FA product which they have supplied and to prevent market entry of IUUF-derived product;

4.5. Withdrawal and Recall – Should a FABO have reason to believe that a product it has produced, processed, distributed or imported is not safe or not compliant with food safety and other regulatory requirements, it shall immediately initiate procedures to withdraw said unsafe or non-compliant product, effectively and accurately inform the Competent Authority and consumers of the reason for the withdrawal, and if necessary, recall the same from the market;

4.6. Registration and Traceability Systems – Business operators involved in the fish supply chain other than FABOs, directly or indirectly involved in the production and processing of fishery and aquatic products are required to:

- a. Register with the Competent Authority; and,
- b. Create, update and maintain records needed to determine the immediate previous sources and the immediate subsequent recipients of FA products in order to allow the Competent Authority to address credible threats to or adverse consequences on human, animal, plant life or health as well as on the environment, and to enable the Competent Authority to prevent market entry of IUUF-derived products.

SECTION 5. DATA REQUIREMENTS.

5.1. To ensure traceability, the data requirements for the business operations that make up the supplychain for wild-caught products are stated in **Annex A** and those for aquaculture are shown in **Annex B**.

5.2 The Competent Authority may refer to other documents such as, but not limited to, Observer Trip Reports, VMS Data and Tracking Record and LGU registration of fish

hatcheries, fish breeding facilities and private fishponds pursuant to Section 57 of RA 8550, to verify information provided by the supply chain actor, registered business operator, FABO, or control officers.

SECTION 6. RESPONSIBILITIES OF THE COMPETENT AUTHORITY.

It shall be the responsibility of the Competent Authority to ensure compliance to traceability requirements and to initiate recall procedures in case of non-compliance. The following are the control officers of the Competent Authority:

- 6.1. Catch Validators** – personnel designated by the BFAR Director or Regional Director to validate the authenticity of the vessel registration and license upon landing at port, the origin of the catch based on the log sheet, the conduct of transshipment activities and compliance with CMMs of RFMOs and with relevant laws and regulations;
- 6.2. Certifying Officers** – personnel designated by the BFAR Director to issue catch certificate or sanitary or health certificates for fish and fishery products based on verified compliance to relevant laws, rules and regulations;
- 6.3. Fisheries Quarantine Officers** – BFAR personnel designated by the DA Secretary of upon recommendation of the BFAR Director, to implement fisheries quarantine functions;
- 6.4. Fisheries Observers** – personnel authorized by the BFAR Director or RFMO Regional Observer Program (ROP) to collect data and other scientific and additional information related to fishing as required by BFAR and other relevant RFMOs and/or concerned fisheries agencies in the Philippines;
- 6.5. Fish Health Officers** – BFAR personnel with the authority and responsibility to implement aquatic animal health services, enforcement of national residue control programs, inspection and monitoring of primary production and aquafarm registration;
- 6.6. Fish Inspectors/Auditors** – BFAR personnel designated by the BFAR Director to evaluate, assess, verify and monitor fishery and aquaculture processing establishment, fishing and freezer vessels, fish ports, landing areas, auction markets, ice plant and cold storage facilities, pre-processing and processing plants to

determine compliance with IUUF regulations and requirements on product quality and safety; and,

6.7. VMS Operators– BFAR personnel responsible for tracking and monitoring commercial fishing vessel operating in the territorial waters, EEZ and the high seas through the BFAR Vessel Monitoring System.

SECTION 7. PROHIBITIONS. It shall be unlawful for any person/FABO to:

- (1) Import or export fish and fishery products without full traceability at all stages of production, processing, transport, storage and distribution as required in Section 4 of this Circular.
- (2) Refuse access to pertinent records or entry of the competent authority in the performance of its functions and responsibilities;
- (3) Adulterate, misbrand, mislabel, falsely advertise any food product which misleads the consumers and carry out any other acts contrary to good manufacturing practices or traceability requirements;
- (4) Produce, handle or manufacture for sale, offer for sale, distribute in commerce, or import into the Philippines any food or food product which is not in conformity with an applicable food quality, safety or traceability standard or requirement;
- (5) Produce, handle or manufacture for sale, offer for sale, distribute in commerce, or import into the Philippines, any food or food product which has been declared or identified as derived from IUU fishing;
- (6) Export any raw material, food or food product sourced from a country that is not approved by the country of destination;
- (7) Produce, handle or manufacture for sale, offer for sale, distribute in commerce, import into the Philippines or export to any country any raw material, food or food product sourced from a country which is not approved by the country of destination
- (8) Fail to comply with an order relating to notifications to recall unsafe products;
- (9) Operate a food business without the appropriate authorization;

(10) Connive with food business operators or food inspectors, which will result in food safety risks to the consumers or undermine traceability standards or requirements; and,

(11) Commit any act or omission in violation of this Circular.

SECTION 8.SANCTIONS.

8.1. Administrative Sanctions. – FABOs or registered business operators who fail to respond to any request for records by the Competent Authority or fail to comply with any provisions of this Circular shall be subject to administrative sanctions such as but not limited to: non-issuance of catch certificates or sanitary/health certificates, suspension of imports or exports for three months for the first offense, suspension of imports or exports for six months for the second offense; suspension of pertinent registration for six (6) months for third offense; and revocation of pertinent registration for the fourth offense.

8.2. Judicial Sanctions. – Upon conviction by a court of law:

8.2.1. Any person who causes the importation or exportation of fish or fishery products in violation of any provisions of this Circular shall be punished by eight (8) years of imprisonment, a fine of eighty thousand pesos (P80,000) and destruction of live fishery species and forfeiture of non-live fishery species in favor of DA-BFAR for its proper disposition: Provided that violators of this provision shall be banned from being member or stockholder of companies currently engaged in fisheries or companies to be created in the future;

8.2.2. Any person who commits any of the prohibited acts in Section 7 shall be penalized with:

(a) For the first conviction, a fine of not less than Fifty thousand pesos (P50,000.00) but not more than One hundred thousand pesos (P100,000.00) and suspension of appropriate registration or authorization for one (1) month;

(b) For the second conviction, a fine of not less than One hundred thousand pesos (P100,000.00) but not more than Two hundred thousand pesos (P200,000.00) and suspension of appropriate registration or authorization for three (3) months;

(c) For the third conviction, a fine of not less than Two hundred thousand pesos (P200,000.00) but not more than Three hundred thousand pesos (P300,000.00) and suspension of appropriate registration or authorization for six (6) months;

- (d) If the violation results in slight physical injury of a person, a fine of not less than Two hundred thousand pesos (P200,000.00) but not more than Three hundred thousand pesos (P300,000.00), suspension of appropriate registration or authorization for six (6) months, and payment of the hospitalization and rehabilitation cost of the person injured;
- (e) If the violation results in less serious, or serious physical injury of a person, a fine of not less than Two hundred thousand pesos (P200,000.00) but not more than Three hundred thousand pesos (P300,000.00), suspension of appropriate authorization for one (1) year, and payment of the hospitalization and rehabilitation cost of the person injured;
- (f) If the violation results in death of a person, imprisonment of not less than six (6) months and one (1) day but not more than six (6) years and one (1) day, a fine of not less than Three hundred thousand pesos (P300,000.00) but not more than Five hundred thousand pesos (P500,000.00) and permanent revocation of appropriate authorization to operate a food business. If the offender does not have the appropriate authorization, the imposable fines shall be doubled.

If the offender is a government personnel, in addition to the penalty prescribed herein, said personnel shall be subjected to the appropriate civil service laws.

If the offender is a naturalized citizen, in addition to the penalty prescribed herein, the naturalization certificate and the registration in the civil registry of said citizen shall be cancelled. Immediate deportation after payment of fine and service of sentence shall also be imposed.

If the offender is an alien, said alien shall be summarily deported after payment of fine and service of sentence and perpetually barred from entering the country.

Any director, officer or agent of a corporation who shall authorize, order or perform any of the acts or practices constituting in whole or in part a violation of this Circular and who has knowledge or notice of non-compliance received by the corporation from the concerned department, shall be subjected to the penalties under this section.

In case the violation is committed by, or in the interest of a foreign juridical person duly licensed to engage in business in the Philippines, such license to engage in business in the Philippines shall immediately be revoked.

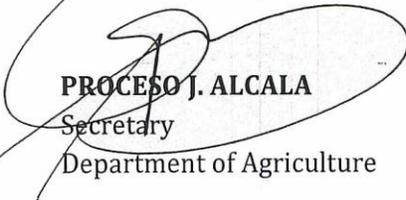
SECTION 9. REPEALING CLAUSE. – Any provisions in previous orders, rules and regulations inconsistent with the provisions of this Circular are hereby revoked or modified accordingly.

SECTION 10. SEPARABILITY. – Should any portion or provision of this Circular be declared unconstitutional or invalid, the other portions thereof which are not affected thereby shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY. – This Circular shall take effect fifteen (15) days after its publication in any newspaper of general circulation and after its filing with the Office of the National Administrative Register.

SECTION 12. TRANSITION PERIOD. – Due to the substantially new requirement imposed by this Circular, a transition period of six (6) months from its entry into force is provided. During the transition period, FA products not complying with the new requirements set forth by this circular may be sold or exported, and stocks of such FA products that have been produced before the end of the transitional period may continue to be sold or exported until exhausted.

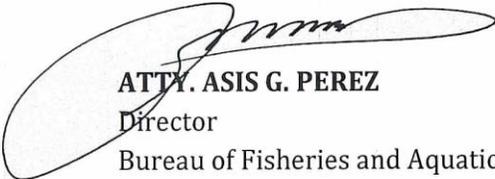
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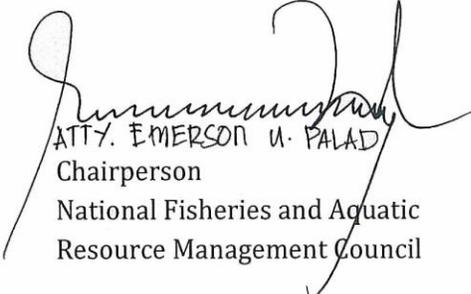

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ANNEX A
Data Requirements for Wild-Caught Fish

Regular Catch Certification

Stage in the supply chain	Documentation	Data Required	Responsible Person/s
CATCHING	<p>Logsheet</p> <p>A. SPC-FFA logsheet (for PNG and HSPA caught fish)</p> <p>B. Philippine-prescribed logsheet (within EEZ and territorial areas)</p>	<ol style="list-style-type: none"> 1. Log sheet control/reference number(company code – vessel – year – sequence number) 2. Vessel Name 3. Flag State 4. Vessel registration number 5. CFVGL/IFP number 6. EU/BFAR Approval Number 7. Name of vessel captain 8. FAO zone area (fishing ground) 9. Date of fishing/harvest 10. FAO alpha-3 code of the species 11. Estimated Weight(+/-10% variance) 12. Date and Port of departure to fishing ground 13. Date and Port of unloading 	Vessel captain/ Fishing company
TRANSHIPMENT	Transshipment Certificate/Mates or Captain's Certificate	<ol style="list-style-type: none"> 1. Logsheet control/reference number/s 2. Transshipment coordinates 3. Transshipment date 4. Estimated weight of the catch to be transhipped (+/-10% variance) 5. Name of catcher vessel 6. Name of freezer vessel 7. Captain's signature 	Vessel captain of the catcher and carrier vessel
	Stowage Plan	<ol style="list-style-type: none"> 1. Logsheet control/reference number/s 2. Transshipment Certificate Number 3. Freezer vessel name 4. Lot per hatch layout 5. Catcher vessel name 6. Estimated weight to be transhipped 	Captain of carrier vessel
	Fish Origin Declaration Form (for Fishing Vessel operating in third countries)	<ol style="list-style-type: none"> 1. Catcher vessel name & License Number 2. Transfer Position (Lat/Long) 3. Estimated catch before transfer 4. Date, species and quantity transferred 5. Carrier vessel name & License Number 6. Hold number 7. Estimated Quantity (MT) 8. Port of Unloading 9. Cold Storage/Cannery 10. Catchers FODF Number 11. Name of catcher vessel captain 12. Name of NFA Officer Onboard 13. Name of carrier vessel captain 14. Name of NFA Officer at Port 	Third Country competent authority
UNLOADING/ LANDING	Foreign Catch Certificate	Information contained in the Flag State Catch Certificate	

Stage in the supply chain	Documentation	Data Required	Responsible Person/s
	Catch Origin Landing Declaration	<ol style="list-style-type: none"> 1. Logsheets control/ reference number/s 2. Name of Unloading Vessel 3. Owner name 4. Registration & Fishing License Number 5. Fishing ground (FAO zone area) 6. FAO alpha-3 species code 7. Catch Description 8. Date Unloaded/Landed 9. Port Unloaded/Landed 10. Verified weight landed (per species) 11. Destination 	Catch Validator
TRANSPORT	Truck Trip Ticket/Truck Trip No.	<ol style="list-style-type: none"> 1. Logsheets control/reference number/s 2. Trip Ticket Number 3. License Plate Number 4. Trip Number 5. Driver name 6. Date and time of loading 7. Place/location of loading 8. Lot Number 9. Net weight 10. Supplier name 11. Destination and EU approval number of establishment 	Cannery representative (QA/QC)
BLAST FREEZING (FOR ICE/CHILLED FISH)	Blast freezing monitoring record	<ol style="list-style-type: none"> 1. Logsheets control/reference number/s 2. Name of Company that availed Blast Freezer 3. Quantity 4. Date and time of freezing 5. FAO alpha-3 species code 	
STORAGE (LANDED CATCH)	Cold Storage Stowage Plan/Cold Storage Report	<ol style="list-style-type: none"> 1. Log sheet control/reference number/s 2. Vessel name 3. Location in the stacking lay-out of fish bins 4. Date stored 5. Weight 6. Supplier name 7. Species 8. Name of Processing Establishment 	Cannery representative (QA/QC)
	Bin Tag	<ol style="list-style-type: none"> 1. Log sheet control/reference number/s 2. Bin number 3. Vessel name 4. Supplier name 5. Species 6. Name of Processing Establishment 	Cannery representative (QA/QC)
PROCESSING	Fish Receiving Report and Fish Sizing Summary Report	<ol style="list-style-type: none"> 1. Log sheet control/reference number/s 2. Cold Storage Origin 3. Supplier name 4. Time and date received 5. Total weight received 6. Lot number 	Cannery representative (QA/QC)

Stage in the supply chain	Documentation	Data Required	Responsible Person/s
		7. Bin number 8. FAO alpha-3 species code 9. Number of samples and results of histamine analysis 10. Temperature of fish upon receipt	
	Pre-Cooking Report	1. Logsheets control/reference number 2. Supplier name 3. Time and date received 4. Fish size 5. Weight 6. Duration of pre-cooking 7. Temperature 8. Production date 9. Batch code/number	Cannery representative (QA/QC)
	Pack-shaping/Filling Report	1. Logsheets control/reference number 2. Weight of fish 3. Species 4. Production date 5. Batch code/number 6. Type of packaging materials and its supplier's name	Cannery representative (QA/QC)
	Seaming Report	1. Logsheets control/reference number/s 2. Batch code/number 3. Production Code 4. FAO alpha-3 species code 5. Food contact material supplier name 6. Number of cans/tins/pouch produced	Cannery representative (QA/QC)
	Retorting Report	1. Logsheets control/reference number/s 2. Batch code/number 3. Production code 4. Species 5. Type of packaging materials and its supplier's name 6. Production date 7. Temperature 8. Pressure 9. Number of cans/tins/pouch produced 10. Yield report	Cannery representative (QA/QC)
STORAGE DRY WAREHOUSE	Labelling and Packing Report	1. Logsheets control/reference number/s 2. Production code 3. Product description 4. FAO alpha-3 species code 5. Manufacturing date 6. Best before date 7. Establishment approval number 8. Brand 9. Country of origin	Cannery representative (QA/QC); Fish inspectors
TRANSPORT	Pre-trip Inspection Report	1. Requested setting of the temperature 2. Container interchange 3. Container and seal number (for sea freight) / Airway bill number (for air	Company representative

Stage in the supply chain	Documentation	Data Required	Responsible Person/s
	Van Loading Report	freight) 1. Logsheets control/reference number/s 2. Pre-trip Inspection Report 3. Country of destination 4. Establishment approval number 5. Production code 6. Quantity	Company representative
	Pre-shipment Inspection Report	1. Van loading report 2. Labelling requirement 3. Storage Requirement compliance with temperature requirement 4. Production Code 5. Container Number 6. Seal Number 7. Packing List 8. Proforma Invoice	Fish Inspectors
SHIPMENT	Health certificate	1. Pre-shipment Inspection Report 2. Application Letter for Fishery Products	Certifying Officer
	Export Commodity Clearance	1. Health certificate 2. Proforma Invoice 3. Export Declaration	Quarantine Officer
	Airway Bill/Bill of Lading	1. AW/BL Number 2. Date issued/shipment date 3. Shipper 4. Consignee 5. Name of vessel 6. Voyage No. 7. Port of Loading 8. Port of Destination 9. Product Net weight	Shipping Line
	Catch Certificate	1. Airway Bill/Bill of Lading Number	Certifying Officer

Simplified Catch Certification

Stage in the Supply chain	Documentation	Data Required	Responsible Person/s
CATCHING	Fish Catch Report (for boats <3.0 GT) or Logsheet (for boats >3.0 GT)	<ol style="list-style-type: none"> 1. Name of vessel 2. Registration number/permit Number (LGU) 3. Owner/pumpboatoperator 4. Fishing ground 5. Home port 6. Fishing gear 7. Place of departure 8. Buying Station/Auction market 9. Landing Area 10. Date of Return 11. No. of FADs used (if applicable) 12. Fish catch landing 13. Number of Individual landed 14. Target species 15. Weight 16. Retained by-catch(species) 17. Net weight 	Pumpboat operator
UNLOADING/ BUYING STATION	Catch Origin Landing Declaration (COLD) – (for boats >3.0 GT)	<ol style="list-style-type: none"> 1. Logsheet control/ reference number/s 2. Name of Unloading Vessel 3. Owner name 4. Registration & Fishing License Number 5. Fishing ground (FAO zone area) 6. FAO alpha-3 species code 7. Catch Description 8. Date Unloaded/Landed 9. Port Unloaded/Landed 10. Verified weight landed (per species) 11. Destination 	Catch Validator
	Raw material receiving report (for boats <3.0 GT)	<ol style="list-style-type: none"> 1. Landing Area 2. Date landed 3. Fishing vessel name 4. Fishing ground 5. No. of fish landed 6. Total weight landed (per fishing boat) 	Buying Station owner
LOCAL TRANSPORT	Local transport permit (BFAR) Auxiliary invoice (LGU)	<ol style="list-style-type: none"> 1. Volume/Quantity 2. Species commodity 3. Date and place the clearance/permit was issued 4. Shipper 	BFAR Quarantine Officer; Fish Inspector; Municipal

	Airway Bill/Bill of Lading (Domestic)	<ol style="list-style-type: none"> 5. Consignee 6. Destination 7. Vessel carrier 8. Value 9. Origin of catch 10. Name of Reefer Van or Fish Car 11. License Plate of Reefer Van or Vehicle 	Agriculture Office; Buyer procurement officer; Airline company
PROCESSING	Incoming raw material inspection report	<ol style="list-style-type: none"> 1. Weight/Volume 2. Supplier 3. Date and time raw material was received 	Quality Control Supervisor
	Production record	<ol style="list-style-type: none"> 1. Date and time begins 2. Supplier/ Vessel name 3. Volume 4. Time of production ends 5. Production code 6. Date and time packed 	
COLD STORAGE	Cold storage record	<ol style="list-style-type: none"> 1. Date received 2. Stowage Plan (as attachment) 3. Volume to be stored 4. Temperature requirement (Data logger and manual of recording) 	Cold Storage Personnel
TRANSPORT	Pre-trip Inspection Report	<ol style="list-style-type: none"> 1. Requested setting of the temperature 2. Container interchange 3. Container and seal number (for sea freight) / Airway bill number (for air freight) 	Shipping Line
	Van Loading Report	<ol style="list-style-type: none"> 1. Logsheets or Fish Catch Report control/reference number 2. Pre-trip Inspection Report (as attachment) 3. Country of destination 4. Establishment approval number 5. Production code 6. Quantity 	Shipper
	Pre-shipment Inspection Report	<ol style="list-style-type: none"> 1. Van loading report 2. Labelling requirement 3. Storage Requirement compliance with temperature requirement 4. Packing List 5. Proforma Invoice 6. Production Code 7. Container Number 8. Seal Number 	Fish Inspectors
SHIPMENT	Health Certificate	Pre-shipment Inspection Report	Certifying Officer
	Airway Bill/Bill of	1. AW/BL Number	Shipping Line

	Lading	<ul style="list-style-type: none"> 2. Date issued/shipment date 3. Shipper 4. Consignee 5. Name of vessel 6. Port of Loading 7. Port of Destination 8. Product 9. Net weight 	
	Catch Certificate	Airway Bill/Bill of Lading	Certifying Officer
	Export Commodity Clearance	<ul style="list-style-type: none"> 1. Health Certificate Number 2. Catch Certificate Number 3. Export Declaration 	Certifying Officer

ANNEX B
Data Requirements for Farmed Fish

Stage in the Supply Chain	Documentation	Data Required	Person/s Responsible
Feed procurement and distribution	Receiving Log	<ol style="list-style-type: none"> 1. Supplier name 2. Batch/lot 3. Date received 4. Quantity 	Farm operator
	Dispatch Log	<ol style="list-style-type: none"> 1. Supplier name 2. Batch/lot 3. Date of dispatch 4. Quantity 5. Destination 	Farm operator
Drug/Biological/Chemical Distribution	Receiving Log	<ol style="list-style-type: none"> 1. Supplier Name 2. Receiving Date 3. Name of Product 4. Intended Use 5. Dosage used 6. Quantity 7. Batch/Lot 	Farm operator
Pre-production (Hatchery)	Broodstock, Fry and PL Receiving Log	<ol style="list-style-type: none"> 1. Receiving date 2. Supplier name 3. Supplier Permit and/or registration number 4. Species 5. Quantity 6. Health Certificate 	Hatchery operator
	Fry and PL Distribution Log	<ol style="list-style-type: none"> 1. Releasing Date 2. Farm Name with Registration Number 3. Quantity 4. Size 	Hatchery operator
Pre-production (Wild-caught Fry)	Wild-caught Fry Collection Report	<ol style="list-style-type: none"> 1. Control/reference number 2. Permit number 3. Collection/catch Area 4. Date of collection/harvest 5. Distribution List 6. Species 7. Quantity 8. Health Certificate 	Hatchery operator;
	Receiving Log	<ol style="list-style-type: none"> 1. Receipt Number 2. Nature of input (feed, supplement, drug, etc.) 3. Supplier name 4. Receiving date 5. Quantity 6. Size 	

Stage in the Supply Chain	Documentation	Data Required	Person/s Responsible
Pre-production (Nursery)	Distribution Log	<ol style="list-style-type: none"> 1. Name of Farm (Registration Number) 2. Quantity 3. Size 4. Date Supply 5. Species 	Nursery farm operator
Pre-production (Hatchery, Wild-caught Fry, Nursery)	Feeding Log	<ol style="list-style-type: none"> 1. Date of Delivery 2. Pond Number 3. Date of feeding 4. Time of feeding 5. Quantity used 	Hatchery/Nursery farm operator
	Supplement/Medication Log	<ol style="list-style-type: none"> 1. Name of Product 2. Batch/Lot Number 3. Intended Use and Dosage 4. Date and Time of Application 5. Duration of Application 	Hatchery/Nursery farm operator
Production (Grow-out)	Fry/Fingerling/PL Receiving Report	<ol style="list-style-type: none"> 1. Supplier name 2. Supplier Permit and/or registration number 3. Receiving date 4. Species 5. Quantity 6. Size 	Grow-out farm operator
	Consumable Inputs Receiving Log	<ol style="list-style-type: none"> 1. Receipt Number 2. Nature of input (feed, supplement, drug, etc.) 3. Supplier name 4. Receiving date 5. Quantity 6. Batch/Lot Number 	Grow-out farm operator
	Feeding Log	<ol style="list-style-type: none"> 1. Date of feeding 2. Time of feeding 3. Feeds Consumed 4. Cage/Pond Number 5. Production Stage (size/age) 6. Brand and Type of Feed 	Grow-out farm operator
	Supplement/Medication Log	<ol style="list-style-type: none"> 1. Name of Product 2. Batch/Lot Number 3. Intended Use and Dosage 4. Date and Time of Application 5. Duration of 	Grow-out farm operator

Stage in the Supply Chain	Documentation	Data Required	Person/s Responsible
		Application	
	Harvest Log	<ol style="list-style-type: none"> 1. Farm Registration Number 2. Date of harvest 3. Species 4. Quantity 5. Pond/Cage Number 6. Production Lot (size/age/weight) 7. Destination of harvest (processing plant/auction market/retailer) 	Grow-out farm operator
Post-harvest (Transport)	Transport Log Sheet	<ol style="list-style-type: none"> 1. Name of Transporter 2. Driver's name 3. Vehicle Plate Number 4. Volume and Size/Age (Days of Culture) 5. Destination 6. Date and time of loading 7. Local Transport Permit Number Issued by BFAR (where applicable) 8. Production Lot 	Grow-out farm operator
Post-harvest (Auction Market)	Log Sheet	<ol style="list-style-type: none"> 1. Supplier Name 2. Farm Registration Number 3. Volume 4. Distribution List 	Trader at Auction Market
Post-harvest (Transport)	Local Transport Permit	<ol style="list-style-type: none"> 1. Farm Registration Number 2. Quantity 3. Species 	Fisheries Quarantine Officer
	Transport Log Sheet	<ol style="list-style-type: none"> 1. Local Transport Permit Number 2. Supplier 3. Box Number 	Processing Establishment
Post-harvest (Processing)	Fish Receiving Report / Batch Monitoring Report	<ol style="list-style-type: none"> 1. Supplier name 2. Time and date received 3. Total weight and age/size received 4. Farm Registration Number 5. Local Transport Permit Number 6. Lot / Batch Number 7. Destination 	Processing Establishment

Stage in the Supply Chain	Documentation	Data Required	Person/s Responsible
Post-harvest (Processing)	Production Report	<ol style="list-style-type: none"> 1. Date and time processed 2. Batch / Lot Number 3. Product Type 4. Production Code 5. Destination 	Processing Establishment
	Labelling and Packing Report	<ol style="list-style-type: none"> 1. Production Code 2. Batch / Lot Number 3. Product description 4. Species 5. Manufacturing date 6. Best before date 7. Establishment approval number 8. Brand 9. Country of origin 	Processing Establishment
Cold Storage	Cold Storage Report	<ol style="list-style-type: none"> 1. Stowage Plan 2. Location in the stacking lay-out of Cold Storage 3. Production Code 4. Name of Processing Establishment 5. Destination 6. Registration Number (If separately located from the processing plant) 	Cold storage operator
Transport	Pre-trip Inspection Report	<ol style="list-style-type: none"> 1. Requested setting of the temperature 2. Container interchange 3. Container and seal number (for sea freight) / Airway bill number (for air freight) 	Shipper
	Van Loading Report	<ol style="list-style-type: none"> 1. Pre-trip Inspection Report 2. Country of destination 3. Establishment approval number 4. Production code 5. Quantity 	Exporter
	Pre-shipment Inspection Report	<ol style="list-style-type: none"> 1. Loading Report 2. Labelling requirement 3. Storage Requirement compliance with temperature requirement 4. Packing List 5. Proforma Invoice 	Fisheries inspector
Shipment	Health certificate	<ol style="list-style-type: none"> 1. Pre-shipment inspection report 	Certifying Officer

Stage in the Supply Chain	Documentation	Data Required	Person/s Responsible
	Export Commodity Clearance	<ol style="list-style-type: none"> 1. Health certificate 2. Proforma Invoice 	Quarantine Officer
	Airway Bill/Bill of Lading	<ol style="list-style-type: none"> 1. AW/BL Number 2. Date issued/shipment date 3. Shipper 4. Consignee 5. Name of vessel 6. Voyage No. 7. Port of Loading 8. Port of Destination 9. Product 10. Net weight 	Shipping Line