



Code of Good Practice

Chapter 7: Company Headquarters



CHAPTER 7: COMPANY HEADQUARTERS

Table of Contents

	Page No.
AMENDMENT CONTROL.....	3
1 MANAGEMENT COMMITMENT AND CONTINUOUS IMPROVEMENT	4
➤ Documentation control	5
➤ Training	6
➤ Health and safety.....	6
2 FOOD SAFETY AND CONSUMER ASSURANCE	6
➤ Food safety plans based on HACCP principles	6
➤ Freedom from Unacceptable Residues of Veterinary Medicines and Treatments.....	7
➤ Flesh quality and nutritional benefits.....	7
3 FISH HEALTH AND BIOSECURITY	8
➤ Key principles of fish health and biosecurity management	8
➤ Sea lice.....	8
4 MANAGING AND PROTECTING THE ENVIRONMENT.....	8
➤ Environmental management and monitoring	8
➤ Redundant Equipment and Waste Materials.....	9

➤	Containment	9
5	FISH WELFARE AND CARE	9
➤	Predator control	9
➤	Stockmanship and husbandry	9
6	FEED AND FEEDING	10
➤	Feed formulation	10
➤	Sustainability	11

Front cover images courtesy of SSPO and Loch Duart Ltd.

AMENDMENT CONTROL: COMPANY HEADQUARTERS

The CoGP will be reviewed and updated, as necessary, to ensure it continues to take account of current developments in technology and best practice.

All companies participating in the Code will be advised of changes as they occur. The version of the Code accessible on www.thecodeofgoodpractice.co.uk is current and includes all material updates to the Company Headquarters chapter as listed below.

Amendment date	Section N°/Topic

CHAPTER 7: COMPANY HEADQUARTERS

1 MANAGEMENT COMMITMENT AND CONTINUOUS IMPROVEMENT

①

Going beyond simple legal compliance, the Code sets out the responsibilities of farmers in dealing with the fish under their care; in managing the environment in which they operate; and in producing high quality food for human consumption.

Implicit within this are duties in relation to:

- *Planning, developing and managing aquaculture sites in a manner that ensures the economic, social and environmental sustainability of the operation;*
- *Engagement with relevant stakeholders in the development and implementation of future policies and practices to enhance the achievement of economic, environmental and social sustainability of the Scottish aquaculture sector;*
- *Operating fish farms in a manner that ensures the highest standards of fish health and welfare;*
- *Being good neighbours to other stakeholders who share the freshwater and marine environments.*
- *Co-operating with, and participating in, appropriate research, technological development and training activities focused on enhancement of the economic, social and environmental sustainability of aquaculture.*

It also seeks to advance the following objectives:

- *Companies, Government, regulators and other stakeholders should work together to ensure that Scotland produces its share of the growing world market for aquaculture species;*

- *Companies, Government, regulators, investors and other stakeholders should work together to promote growth in production, recognising the needs for sustainable farm production and security in human food supply ;*
- *Companies should be aware of their role and responsibility in the seafood chain, which includes manufacturers, processors, transporters, retailers and consumers;*
- *In order to facilitate informed dialogue between farmers, Government and other stakeholders, all Scottish finfish farming companies are encouraged to be part of a national representative organisation;*
- *Individual farmers should take responsibility for the overall public perception of the aquaculture industry in Scotland and beyond;*
- *Companies should foster positive relationships with communities and other stakeholders.*

1.1 Companies should demonstrate a commitment to the requirements of the Code through the provision of evidence that adequate resources are being provided, that communication within the company is effective, that systems of documentation are being appropriately reviewed, and that corrective action and continuous improvement are being effectively implemented.

1.2 Systems for management of compliance with the Code should be reviewed at planned intervals, at least annually.

Documentation Control

1.3 Documents, records and other information relevant to the management of aquaculture operations should be held and effectively controlled.

1.4 All documents should be the current version and be properly authorised.

- 1.5 All documents should be clearly written, contain sufficient detail for the purpose and be readily accessible to relevant personnel.
- 1.6 Reasons for amendments to, and replacement of, documents should be recorded.
- 1.7 Other documents should be retained for an appropriate time and be available for inspection.

Training

- 1.8 Training should be an integral part of the operation of all finfish aquaculture businesses, with programmes and plans relevant to the various activities being documented.
- 1.9 Documented evidence of training of individuals in relevant areas should be maintained.

Health and Safety

- 1.10 Companies should remain up to date with, and collaborate in, new initiatives that arise in relation to health and safety.

2 FOOD SAFETY AND CONSUMER ASSURANCE

Food Safety Plans Based on HACCP Principles

- 2.1 Food safety plans should be based on Codex Alimentarius HACCP principles.
- 2.2 HACCP plans should be developed by a multi-disciplinary HACCP team.

- 2.3 It should be possible to demonstrate that the team members have specific knowledge of HACCP principles and relevant knowledge of the production process.
- 2.4 Senior management should demonstrate commitment to, and support for, the HACCP team.
- 2.5 HACCP plans should comply with the 12 steps of the requirements of Codex Alimentarius (see Annex 1).
- 2.6 HACCP plans should consider all potential food safety hazards, including chemical, microbiological and physical hazards not controlled by existing provisions.

Freedom from Unacceptable Residues of Veterinary Medicines and Treatments

- 2.7 Companies should be able to demonstrate that fish harvested for human consumption are free from unacceptable residues of veterinary medicines and treatments used during the course of their production.
- 2.8 Companies should maintain records of the results of residue testing carried out on their fish.

Flesh Quality and Nutritional Benefits

- 2.9 It is recommended that companies participate in testing for important quality characteristics, notably Omega-3 fatty acids in the case of salmonid species.

3 FISH HEALTH AND BIOSECURITY

Key Principles of Fish Health and Biosecurity Management

- 3.1** Companies should have written procedures to ensure that production staff notify company management immediately when disease is suspected, where abnormal behaviour is evident, or where morbidity or mortality levels are unusually high or subject to rapid increase.
- 3.2** Transgenic finfish should not be used.

Sea Lice

- 3.3** All companies within the SSPO should provide sea lice data and other information relevant to the management of sea lice to the SSPO at monthly intervals.

4 MANAGING AND PROTECTING THE ENVIRONMENT

Environmental Management and Monitoring

- 4.1** Companies considering making an application for a new, renewed or modified development consent should make contact at an early stage with the relevant regulatory bodies (SEPA, MSS, SNH) to identify potential issues.
- 4.2** Companies should have an environmental management plan.
- 4.3** It is recommended that environmental management plans take the form of a recognised and independently audited environmental management system.
- 4.4** Companies should ensure that consideration is given to the potential effects of the siting and operation of farms on sensitive wildlife and habitats.

- 4.5 Companies should seek advice from SNH and/or other competent authorities on activities which may have a detrimental effect on natural heritage.

Redundant Equipment and Waste Materials

- 4.6 The recycling of waste should be incorporated into the company's environmental management system.

Containment

- 4.7 Companies should ensure all staff are fully aware of the importance of containment and best practice.

5 FISH WELFARE AND CARE

Predator Control

- 5.1 Safeguarding farms and fish against predation should be taken into account in any risk assessment prepared when planning and siting a fish farm.

Stockmanship and Husbandry

- 5.2 Companies should ensure that personnel have access to a copy of the current edition of the CoGP and are aware of their obligations under it.
- 5.3 Companies should have in place measures to minimise the risk of emergencies such as fire, leaks and problems with transportation.
- 5.4 Companies should have in place contingency plans to minimise risks to the welfare of fish in the event of an emergency arising.

6 FEED AND FEEDING

①

Fish feed manufacturing is a specialist sector of the feed manufacturing industry. Fish farmers will therefore generally source their feed through specialist commercial suppliers, who must operate within the relevant feed legislation and strict regulatory controls. That situation is therefore reflected in this section of the Code.

Feed Formulation

- 6.1** Feed should be sourced from suppliers who participate in the [Universal Feed Assurance Scheme](#) (UFAS), or, where this is not the case, farmers should obtain and hold on file written confirmation from their feed supplier that the feed supplied meets the requirements of UK and European legislation.
- 6.2** In the event that there is not a specifically-designated commercial diet available for the finish species in question, farmers experimenting with cultivation of new finfish species should seek advice from feed suppliers and/or independent fish nutrition experts as to the most appropriate type of feed to use.
- 6.3** Companies should regularly review the specification and use of diets with their supplier with a view to effecting improvements in performance.
- 6.4** Companies should use feed suppliers who have in place programmes for monitoring levels of undesirable substances in feed and ensure that levels of such substances are within legal limits.
- 6.5** Monitoring schemes should be reviewed and revised to take into account substances giving rise to new areas of public concern.
- 6.6** Companies should obtain written assurances from their feed suppliers that levels of carotenoids present within feeds supplied meet requirements.

Sustainability

6.7 Companies should request a written declaration from their feed supplier that the fishmeal and fish oil used in the manufacture of their feed was obtained from fisheries:

- whose vessels are registered within a state that has publicly subscribed to the FAO's [‘Code of Conduct for Responsible Fisheries’](#) , and/or
- which has been recognised by the International Fish Meal and Fish Oil Organisation (IFFO), as publicised by the Fish Meal Information Network (FIN) and others, as having ‘independent national or international management controls’, or
- which has met the terms of some equivalent reputable and globally recognised standard of responsible operation.

***** END *****