

code of good
practice



Code of good practice:
Company Headquarters

Chapter 7: Company Headquarters

Reading the Code

The Code of Good Practice for Scottish Salmonid Aquaculture (CoGP) comprises seven chapters, each relating to an operational area of salmonid aquaculture:

1. Broodstock
2. Freshwater Tanks, Ponds and Raceways
3. Freshwater Lochs
4. Seawater Lochs
5. Seawater Tanks
6. Processing Sites
7. Headquarters.

Each chapter sets out compliance points related to that specific operational area, which are grouped into sections by type. These sections are:

- Documents and Training
- Food Safety and Consumer Assurance
- Fish Health and Biosecurity
- Managing and Protecting the Environment
- Fish Welfare and Care
- Feed and Feeding
- Fallen Stock Management.

By setting the Code out as individual chapters, all sectional requirements which are critical for that area of operation are grouped together. Only those requirements which relate to the specific section are presented in each chapter.

A supplementary document, designed to assist the internal audit process, is available on request. It lists all sections and their compliance points in chronological order and is filterable by chapter.

Info Box:

Going beyond legal compliance, the Code sets out the responsibilities of farming companies in caring for the fish under their stewardship, managing the environment in which they operate, and producing high-quality food for human consumption. These responsibilities include:

- Planning, developing and managing aquaculture sites in a way that supports the economic, social and environmental sustainability of the operation;
- Engaging relevant stakeholders in the development and implementation of future policies and practices that support the economic, environmental and social sustainability of the Scottish aquaculture sector;
- Operating fish farms to ensure the highest standards of fish health and welfare;
- Being good neighbours to other stakeholders who share freshwater and marine environments;

- Co-operating with, and participating in, appropriate research, technological development and training activities focused on enhancing the economic, social and environmental sustainability of aquaculture.

The Code also seeks to advance the following objectives:

- Companies, Government, regulators and other stakeholders should work together to ensure that Scotland secures its share of the growing global market for aquaculture species;
- Companies, Government, regulators, investors and other stakeholders should work together to promote growth in production, while recognising the need for sustainable farm production and security of the human food supply;
- Companies should recognise their role and responsibilities within the seafood supply chain, including manufacturers, processors, transporters, retailers and consumers;
- To support 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.

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Compliance Points

Section 1:	Documents and Training
1.1	Document Control
1.1.1	Documents, records and other information relevant to the management of fish farming operations should be held and effectively controlled.
1.1.2	All documents should be the current version and be properly authorised.
1.1.3	All documents should be clearly written, contain sufficient details for the purpose and be readily accessible to the relevant personnel.
1.1.4	Reasons for amendments to, and replacement of, documents should be recorded.
1.1.5	All documents should be retained for an appropriate time and be available for inspection.
1.2	Training
1.2.1	Individuals should receive training relevant to their role.
1.2.2	Procedures should only be carried out by properly trained and competent personnel, or personnel in-training who are being supervised by an appropriate member of staff.
1.2.3	Documented evidence of training of individuals in relevant areas should be maintained, this includes but is not limited to areas such as: Fish Handling, Health and Safety, Sea Lice Management & Identification, Plankton identification, Vaccination, Boat Handling and operations.
1.2.4	Training of vaccinators should be carried out to British Veterinary Association or similar, recognised, veterinary standard.
Section 2:	Food Safety and Consumer Assurance
2.1 – 2.3	Not included in this chapter.
2.4	Freedom from Unacceptable Residues off Veterinary Medicines and Treatments
2.4.1	Not included in this chapter.
2.4.2	All relevant legislation should be observed to ensure that fish harvested for human consumption are free from unacceptable contamination.

2.4.3	Companies should maintain records of the results of residue testing carried out on their fish.
2.5	Sectoral Collaboration
2.5.1	Collaboration is an important method for the sharing of knowledge, expertise and information that enhances continuous improvement. All companies should actively engage with fora that provide opportunities for collaboration by nominating relevant staff to actively participate in Trade Body and other relevant working groups.
Section 3	Fish Health and Biosecurity
3.1	Key Principles of fish health and biosecurity management
3.1.1 – 6	Not included in this chapter.
3.1.7	Companies should have written procedures to ensure that production staff notify fish health teams immediately, and management where appropriate, when disease is suspected, where abnormal behaviour is evident, or where morbidity or mortality levels are unusually high or subject to rapid increase.
3.1.8	Personnel and visitors to sites should be made aware of the role they play in minimising the risk of disease transmission, following good hygiene practice and procedures.
3.2 – 3.3	Not included in this chapter.
3.4	Broodstock Origin
3.1 – 3.3	Not included in this chapter.
3.4.1 - 7	Not included in this chapter.
3.4.8	Transgenic Fish should not be used.
3.5 – 3.34	Not included in this chapter.
4	Managing and Protecting the Environment
4.1	Fuel Oil Handling and Storage
4.1.1	Contractors and third parties working on the site should have a contract which specifies the requirement to work within the conditions of this Code.
4.2	Environmental Management and Monitoring
4.2.1	Companies should have environmental management based on the structure of a recognised and accredited environmental management system.

4.3	Redundant Equipment and Waste Materials
4.3.1	Not included in this chapter.
4.3.2	The recycling of waste should be incorporated into the company's environmental management system.
4.4 – 6	Not included in this chapter.
4.7	Containment: Environmental Assessment
4.7.1	Not included in this chapter.
4.7.2	Companies should ensure all staff are fully aware of the importance of containment and best practice.
4.7.3 – 4	Not included in this chapter.
4.8 – 4.20	Not included in this chapter.
5	Fish Welfare and Care
5.1	Site Management and Care
5.1.1	Companies should have written contingency plans covering actions to be taken in the event of a serious incident, such as storm damage or water quality problems, to consider both the welfare of the fish and environmental protection.
5.2 – 5.19	Not included in this chapter
6	Feed and Feeding
<p>Info Box:</p> <p>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 CoGP.</p>	
6.1	Feed Formulation
6.1.1	Not included in this chapter.
6.1.2	Feed should be sourced from suppliers who participate in the Universal Feed Assurance Scheme (UFAS), GLOBALG.A.P. - CFM, or equivalent. 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.
6.1.3	Companies should regularly review the specification and use of diets with their supplier with a view to effecting improvements in performance.
6.1.4	Monitoring schemes should be reviewed and revised to consider substances giving rise to new areas of public concern.
6.2	Feed Delivery
6.2.1	To minimise the risk of horizontal transmission of disease, feed deliveries by boat should be undertaken in accordance with Annex 4. Farm health status should be considered when scheduling deliveries.
6.3 – 6.4	Not included in this chapter.
6.5	Sustainability
6.5.1	Companies should have on their records a written declaration from their feed supplier that the fishmeal and fish oil are derived from responsible fisheries certified by one of the following systems: <ul style="list-style-type: none"> • Marine Stewardship Council (MSC) or enrolment in the MSC ITM programme • MarinTrust or registered for the MarinTrust FIP programme • Friends of the Sea • Active registration with FisheryProgress
6.5.2	It is recommended that farmers consider the use of novel ingredients to support the sustainability of feed where appropriate.
6.5.3	It is recommended that farmers understand the impact of their diets (across areas such as CO ₂ , Freshwater Use, Land Use etc.).
6.5.4	Farmers should ensure that feed suppliers are using ingredients that are traceable to source.
6.5.5	Farmers should ensure that all soya ingredients sourced by their feed supplier are responsibly sourced and deforestation free.
7	Fallen Stock Management
7.1	Managing Fallen Stock
7.1.1	Finfish producers should develop and maintain a Fallen Stock Management Plan which includes, at a minimum, designation of responsibilities across the organisation for transport, storage and disposal of fallen stock.

7.1.2	Finfish producers should maintain a register of Fallen Stock Management service provider(s) adequate to their likely fallen stock management requirements.
7.2	Fallen Stock Collection
7.2.1 – 5	Not included in this chapter.
7.2.6	Handlers of fallen stock should ensure that any offensive odours that could arise because of handling activities are strictly managed and minimised through regular collection.
7.3	Using Fallen Stock
7.3.1	Fallen stock should be converted to useful products and not discarded, buried or burnt (other by incineration) except as allowed in legislation for acute mass mortality events.
7.3.2	Where used, "circular" and/or "sustainability" claims should be evidenced through third-party certification.



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