



**MSC Chain of Custody Certification**  
**Application form/ Questionario informativo**

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**FOREWORD**

*The purpose of this form is to provide RINA with the relevant information it requires in order to:*

- *identify the scope of the Chain of Custody assessment*
- *match the competency of our assessors with the needs of the required assessment*
- *estimate how much time will be required to carry out the assessment.*

*Please fill in the application form, providing as much information as possible – for any queries, please do not hesitate to contact us.*

*All the information provided will remain confidential between RINA and the applicant.*

**APPLICANT INFORMATION**

LEGAL NAME:

VAT:

HEAD OFFICE ADDRESS:

CITY:

PROVINCE/REGION:

ZIP CODE:

COUNTRY:

PHONE NO.:

FAX NO:

E-MAIL ADDRESS:

WEBSITE ADDRESS:

IS THE HEAD OFFICE ALSO THE COMPANY'S PRODUCTION SITE?

YES ☐

NO ☐

**PERSONNEL**

TOTAL NUMBER OF EMPLOYEES:

**MSC COC REFERENCE PERSON**

NAME:

POSITION:

PHONE NO.:

FAX NO.:

E-MAIL ADDRESS:

**SALES MANAGER** (IF DIFFERENT FROM THE MSC COC REFERENCE PERSON FOR PUBLICATION  
ON THE MSC WEBSITE AFTER SUCCESSFUL COMPLETION OF THE CERTIFICATION PROCESS)

NAME:

PHONE NO.:

FAX NO.:

E-MAIL ADDRESS:



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**SITES TO BE CERTIFIED (IF DIFFERENT FROM THE HEAD OFFICE)**

SITE NAME:

SITE ACTIVITY:

ADDRESS:

CITY:

ZIP CODE:

PROVINCE/REGION:

CITY:

PHONE NO.:

FAX NO.:

E-MAIL ADDRESS:

**REFERENCE PERSON FOR THE SITE (IF DIFFERENT FROM THE REFERENCE PERSON FOR THE HEAD OFFICE)**

NAME:

POSITION:

PHONE NO.:

FAX NO.:

E-MAIL ADDRESS:

EMPLOYEES OF THE SITE :

SITE NAME:

SITE ACTIVITY:

ADDRESS:

CITY:

ZIP CODE:

PROVINCE/REGION:

CITY:

PHONE NO.:

FAX NO.:

E-MAIL ADDRESS:

**REFERENCE PERSON FOR THE SITE (IF DIFFERENT FROM THE REFERENCE PERSON FOR THE HEAD OFFICE)**

NAME:

POSITION:

PHONE NO.:

FAX NO.:

E-MAIL ADDRESS:

EMPLOYEES OF THE SITE :

Please add a completed copy of this page for additional sites to be certified.



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**SUBCONTRACTORS**

SUBCONTRACTOR LEGAL NAME:

SUBCONTRACTOR ACTIVITY:

ADDRESS:

CITY:

ZIP CODE:

PROVINCE/REGION:

COUNTRY:

PHONE NO.:

FAX NO.:

E-MAIL ADDRESS:

DOES THE SUBCONTRACTOR HOLD A VALID MSC CERTIFICATE?

YES ☐

NO ☐

MSC CERTIFICATE NUMBER:

DATE OF ISSUE:

DATE OF EXPIRY:

APPLICATION FIELD:

OTHER SITES:

SUBCONTRACTOR LEGAL NAME:

SUBCONTRACTOR ACTIVITY:

ADDRESS:

CITY:

ZIP CODE:

PROVINCE/REGION:

COUNTRY:

PHONE NO.:

FAX NO.:

E-MAIL ADDRESS:

DOES THE SUBCONTRACTOR HOLD A VALID MSC CERTIFICATE?

YES ☐

NO ☐

MSC CERTIFICATE NUMBER:

DATE OF ISSUE:

EXPIRY DATE:

APPLICATION FIELD:

OTHER SITES:

Please add a completed copy of this page for additional subcontractors.



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**CERTIFICATIONS**

*(I.E. ISO 9001, ISO22000, HACCP, BRC, IFS, GLOBALGAP, ETC)*

STANDARD	CERTIFICATE DETAILS	
	CERTIFICATE NO.:	
	DATE OF ISSUE / EXPECTED DATE OF ISSUE:	EXPIRY DATE:
	CERTIFICATION BODY:	
	DETAILS / APPLICATION FIELD:	
	CERTIFICATE NO.:	
	DATE OF ISSUE / EXPECTED DATE OF ISSUE:	EXPIRY DATE:
	CERTIFICATION BODY:	
	DETAILS / APPLICATION FIELD:	
	CERTIFICATE NO.:	
	DATE OF ISSUE / EXPECTED DATE OF ISSUE:	EXPIRY DATE:
	CERTIFICATION BODY:	
	DETAILS / APPLICATION FIELD:	
	CERTIFICATE NO.:	
	DATE OF ISSUE / EXPECTED DATE OF ISSUE:	EXPIRY DATE:
	CERTIFICATION BODY:	
	DETAILS / APPLICATION FIELD:	

Please add a completed copy of this page for additional eventual certificates acquired.



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**MSC CoC CERTIFICATION SCOPE**

PLEASE COMPLETE THE FOLLOWING SECTION AND ADD COMPLETED COPY OF THIS PAGE FOR ANY ADDITIONAL CERTIFIED SPECIES AND / OR SUPPLIERS

	SPECIES (COMMON AND SCIENTIFIC NAME)	SUPPLIER NAME	MSC/ASC CERTIFICATE DETAILS (NUMBER DATE OF ISSUE/EXPIRY)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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**DETAILS OF PURCHASED PRODUCT**

IS THE PRODUCT INTENDED TO BE PRESENTED AS SUCH TO THE ULTIMATE CONSUMER?	YES <input type="checkbox"/>	IS THE PRODUCT FULLY OR PARTIALLY PACKED?	YES		
			NO		
		IS THE PRODUCT IDENTIFIED AS MSC BY A TAG?	YES		
			NO		
		CAN THE PACKAGING BE OPENED?	YES		
			NO		
			CAN THE PACKAGING BE OPENED AND RESEALED WITHOUT ALTERING THE INTEGRITY OF THE PRODUCT?	YES	
				NO	
			IS THE PRODUCT IDENTIFIED AS MSC BY A MARK THAT CANNOT BE REMOVED OR IF REMOVED CANNOT BE USED?	YES	
				NO	
	NO <input type="checkbox"/>	IS THE PRODUCT IDENTIFIED AS MSC BY A MARK THAT CANNOT BE REMOVED OR IF REMOVED CANNOT BE USED?	YES		
			NO		

**APPLICANT ACTIVITY**

PLEASE SELECT ALL THE PROPER OPTIONS

<input type="checkbox"/>	<b>TRADING FISH</b>	
<input type="checkbox"/>	<b>TRANSPORT</b>	IF THE COMPANY IS RESPONSIBLE FOR THE TRANSPORT OF CERTIFIED PRODUCT FROM THEIR SUPPLIER, TO THEIR CUSTOMER OR BETWEEN THEIR SITES. THIS IS NOT USED IF THE CLIENT SUBCONTRACTS ALL TRANSPORTATION.
<input type="checkbox"/>	<b>STORAGE</b>	THIS REFERS TO PRODUCT BEING HELD IN A STORAGE AREA BY A COMPANY BEFORE PROCESSING, DISTRIBUTING OR SELLING AND AFTER PROCESSING.
<input type="checkbox"/>	<b>DISTRIBUTION</b>	IF THE COMPANY RECEIVES SEALED CONTAINERS, PALLETS, ETC., THAT MAY OR MAY NOT BE BROKEN DOWN INTO SMALLER SEALED UNITS, AND DELIVER THEM TO CUSTOMERS OR OTHER MEMBERS OF THEIR GROUP, I.E., THEY TAKE POSSESSION, BUT NOT OWNERSHIP.
<input type="checkbox"/>	<b>WHOLESALE</b>	IF THE COMPANY RECEIVE SEALED CONTAINERS, PALLETS, ETC., THAT MAY OR MAY NOT BE BROKEN DOWN INTO SMALLER SEALED UNITS, AND SELL THEM TO CUSTOMERS OR OTHER MEMBERS OF THEIR GROUP, I.E., THEY TAKE OWNERSHIP AND POSSESSION.
<input type="checkbox"/>	<b>HARVEST</b>	THIS SHALL BE USED WHEN FISHING VESSELS ARE BEING CERTIFIED. IF THEY ARE PROCESSING ON-BOARD, 'PROCESSING' SHOULD ALSO BE SELECTED.
<input type="checkbox"/>	<b>PACKING OR REPACKING</b>	THIS SHALL BE USED WHEN PACKAGING IS CHANGED BUT THE PRODUCT REMAINS THE SAME.
<input type="checkbox"/>	<b>PRIMARY PROCESSING</b>	THE FIRST TIME SEAFOOD IS CHANGED FROM ITS ORIGINAL FORM AS IT WAS HARVESTED. THIS INCLUDES HEADING AND GUTTING, FILLETING, DE-SCALING, SHELLING, ETC.
<input type="checkbox"/>	<b>SECONDARY PROCESSING</b>	AFTER PRIMARY PROCESSING, SUBSEQUENT CHANGES ARE MADE TO THE FORM OF THE SEAFOOD. THIS INCLUDES PREPARATION OF THE SEAFOOD WITH OTHER INGREDIENTS TO MANUFACTURE PRODUCTS FOR FOODSERVICE OR RETAIL SUCH AS BREADING, ADDING SAUCES OR BREAKING DOWN THE SEAFOOD INTO SMALLER COMPONENTS (E.G., LOINS, MINCE, OIL, ETC.)
<input type="checkbox"/>	<b>PRESERVATION</b>	THE LONG TERM CONSERVATION OF SEAFOOD. THIS INCLUDES SMOKING, DRYING, CANNING AND FREEZING. THIS CAN BE DONE AT BOTH PRIMARY AND SECONDARY PROCESSING.
<input type="checkbox"/>	<b>CONTRACT PROCESSING</b>	IF THE COMPANY CARRIES OUT PROCESSING ON BEHALF OF THE PRODUCT OWNER (DOES NOT TAKE LEGAL OWNERSHIP OF THE PRODUCT);



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<input type="checkbox"/> <b>USE OF CONTRACT PROCESSOR</b>	IF THE COMPANY USES A CONTRACT PROCESSOR TO PROCESS, REPACK OR TRANSFORM CERTIFIED PRODUCT ON THEIR BEHALF.
<input type="checkbox"/> <b>RETAIL TO CUSTOMER</b>	THIS INCLUDES FRESH FISH COUNTERS AT RETAILERS, FISH MONGERS, MARKETS SELLING DIRECT TO CONSUMERS, WHERE THE PRODUCT WILL BE TAKEN AWAY AND PREPARED BEFORE BEING EATEN BY A CONSUMER, OR WHEN SOLD IN A TRADITIONAL 'RETAIL' ENVIRONMENT.
<input type="checkbox"/> <b>RESTAURANT/TAKE AWAY</b>	THIS INCLUDES ANY FOODSERVICE SITUATION SUCH AS FISH AND CHIP SHOPS, STANDARD RESTAURANTS, QUICK SERVICE RESTAURANTS, WHERE THE PRODUCT IS PREPARED ON-SITE AND SOLD DIRECTLY TO CONSUMERS AS 'READY TO EAT', OR EATEN ON-SITE.
<input type="checkbox"/> <b>AQUACULTURE</b>	

IS THE APPLICANT AN ORGANIZATION OF RESTAURANTS OR A RETAILER SELLING TO CONSUMERS WHO TAKES OWNERSHIP OF THE PRODUCTS IN CONSUMER TAMPER-PROOF PACKAGING? YES ☐ NO ☐

DOES THE APPLICANT PROCESS ITS OWN GOODS AND CONTRACT PROCESSED GOODS FOR OTHERS? YES ☐ NO ☐

**DESCRIPTION OF THE APPLICANT ACTIVITY**

*PLEASE PROVIDE A DESCRIPTION OF THE ACTIVITIES AND PRODUCTS TO BE INCLUDED IN THE MSC COC CERTIFICATE SCOPE*



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**TRANSPOR AND STORAGE**

IS TRANSPORTATION PERFORMED BY  
ANOTHER PARTY?

YES ☐

NO ☐

PLEASE PROVIDE DETAILS OF COMPANIES PROVIDING TRANSPORTATION  
SERVICES (I.E. NAME, LOCATION, DESCRIPTION OF ACTIVITIES  
PROVIDED):

IS STORAGE PERFORMED BY ANOTHER  
COMPANY?

YES ☐

NO ☐

PLEASE PROVIDE DETAILS OF COMPANIES PROVIDING STORAGE  
SERVICES (I.E. NAME, LOCATION, DESCRIPTION OF ACTIVITIES  
PROVIDED):

**DETAILS ON THE PRODUCTS TO BE CERTIFIED**

THE PRODUCTS TO BE CERTIFIED CONTAIN ONLY MSC /  
ASC CERTIFIED SPECIES?

YES ☐

NO ☐

PLEASE INDICATE THE PERCENTAGE OF THE  
EVENTUAL NON CERTIFIED SPECIES CONTAINED  
IN THE PRODUCTS %

**NON-CERTIFIED PRODUCTS**

PLEASE INDICATE THE PRESENCE IN THE COMPANY OF NOT CERTIFIED FISH PRODUCTS (FISH SPECIES, BUSINESS',  
PRODUCTS, ETC)

**OTHER INFORMATION**

PLEASE REPORT BELOW ANY OTHER INFORMATION YOU MAY WISH TO COMMUNICATE IN VIEW OF A BETTER  
UNDERSTANDING OF THE COMPANY'S ACTIVITY





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**CERTIFICATION OPTION PREFERRED BY THE APPLICANT**

**PLEASE SELECT THE PREFERRED OPTION**

- ☐ **SINGLE CoC CERTIFICATION**
- ☐ **MULTISITE CERTIFICATION**  
ORGANISATION WITH MORE THAN ONE LOCATION
- ☐ **GROUP CERTIFICATION**  
FOR A HOMOGENEOUS GROUP OF ORGANISATIONS
- ☐ **CONSUMER-FACING (CFO) CERTIFICATION**  
ORGANISATIONS THAT SERVE OR SELL SEAFOOD EXCLUSIVELY OR PRIMARILY TO THE FINAL CONSUMER
- ☐ **ASC (AQUACULTURE STEWARDSHIP COUNCIL)**  
ORGANISATIONS HANDLING ASC CERTIFIED PRODUCTS ORIGINATING FROM CERTIFIED SUSTAINABLE AQUACULTURE ACTIVITIES
- ☐ **INTERIM CERTIFICATION** (FOR ANY OF THE ABOVE CERTIFICATION OPTIONS)  
TEMPORARY CERTIFICATION ISSUED IN EXCEPTIONAL CIRCUMSTANCES WITHOUT AN AUDIT ON SITE (AUDIT ON SITE REQUIRED WITHIN 3 MONTHS)

**SERVICE REQUESTED**

**PLEASE SELECT THE PREFERRED OPTION**

- ☐ **CERTIFICATION AND MONITORING**
- ☐ **CERTIFICATE TRANSFER**

IN THE EVENT OF TRANSFER PLEASE REPORT THE CERTIFICATE DETAILS (NUMBER, ISSUE DATE / EXPIRY DATE, SCHEDULED SURVEILLANCE) AND CERTIFICATION BODY (NAME, CONTACT PERSON)

**LANGUAGE REQUESTED FOR THE AUDIT:**

**TIMEFRAME FOR THE AUDIT:**

Your personal data are processed by the data Controller in the ways and with the purposes described in the RINA privacy notice given to you pursuant to art. 13 of the Regulation (EU) 2016/679 (hereinafter, the "GDPR"), attached to this request/application form.

The Controller is RINA S.p.A., whose registered office is in Genoa (GE), via Corsica 12, Tax code and VAT n° 03794120109, as well as the Company(ies) in the RINA Group with which you have and/or may sign a services contract (hereinafter the "Controller").

You have the right to withdraw consent at any time, with particular reference to the consent given for the processing of your data for the purposes referred to in point 2 lett. (b), by writing an e-mail to [rina.dpo@rina.org](mailto:rina.dpo@rina.org). It does not compromise the execution of the service contract in place.

Furthermore, as data subject you can exercise the rights provided for in articles 15 and following of the GDPR by sending a registered letter to RINA S.p.A., via Corsica 12, 16128 Genoa (Italy), to the attention of the Data Protection Officer, or by sending an e-mail to the address [rina.dpo@rina.org](mailto:rina.dpo@rina.org).

The Data Controller may be contacted via the contact details indicated on the website [www.rina.org](http://www.rina.org), as well as at the e-mail address of the Data Protection Officer [rina.dpo@rina.org](mailto:rina.dpo@rina.org).



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**SIGNATURE**

**Stamp and Signature**  
(Specify name and role)

Date\_\_\_\_\_

\_\_\_\_\_



## **PRIVACY NOTICE**

Pursuant to art 13 of Legislative Decree n° 196 of 30.6.2003 (hereinafter, the "Privacy Code") and art 13 of Regulation (EU) 2016/679 (hereinafter, the "GDPR") and in relation to data provided by the Client or obtained by the Controller during the contractual or pre-contractual relations, the Client is hereby informed that its data will be processed by the following means and for the following purposes:

### **1. DATA CONTROLLER**

The data controller is RINA S.p.A., whose registered office is in Genoa (GE), via Corsica 12, Tax code and VAT n° 03794120109, as well as the Company(ies) in the RINA Group with which you have and/or may sign a services contract (hereinafter the "Controller"). The Controller can be contacted via the contact details shown on the [www.rina.org](http://www.rina.org) website, or via the e-mail address for the Data Protection Officer [rina.dpo@rina.org](mailto:rina.dpo@rina.org).

### **2. PURPOSE OF PROCESSING**

The Controller processes the personal data (hereinafter, "personal data" or also "data") provided by the Client:

a) Without having to obtain your explicit consent, for the following purposes:

- pre-contractual due diligence activities;
- to submit offers and bids and other activities aimed at setting up a contractual relationship for the supply of services by the Controller;
- to fulfil pre-contractual, contractual, and fiscal obligations arising from relations in force with you;
- to fulfil the obligations imposed by law or by an order of the competent Authority;
- to exercise the Controller's rights, such as the right of defence in a lawsuit.

b) Only with your prior consent, for the following promotional purposes:

- to send you e-mails, post, sms and/or telephone calls, newsletters, commercial communications, and/or advertising materials on products or services offered by the Controller, and to measure the level of satisfaction with the quality of such services.

### **3. PROCESSING METHOD**

The Controller will process personal data in accordance with the principles of lawfulness, fairness and transparency.

Your personal data are processed by means of the following operations: collection, recording, organisation, structuring, storage, consultation, adaptation or alteration, use, dissemination, disclosure by transmission, retrieval, alignment or combination, restriction, erasure or destruction of the data. Your personal details are subjected to both hard-copy and electronic processing.

The Controller will process the personal data for the time necessary to carry out the purposes indicated above and, in any case, for not more than 30 years from termination of contractual relations and not more than 2 years from collecting data for marketing purposes.

Once 10 years have passed since the contractual relations have ceased, access to the data will be limited to heads of departments.

Should the Controller have a documented need to store the data for a period longer than 30 years (e.g. if erasure could compromise its legitimate right to defence or in general, to safeguard its company assets), such further storage shall take place, limiting access to said data to the head of the legal department only, in order to guarantee the legitimate exercising of the right of defence of the Controller.

### **4. RECIPIENTS OF THE DATA**

Your data may be made accessible for the purposes indicated in art 2.a and 2.b to the following recipients:

- affiliate companies or subsidiaries of RINA Group, in Italy and abroad, to the extent to which this is necessary for processing, in conformity to the binding corporate rules adopted by RINA Group;
- companies or other third entities (credit institutions, professional firms, consultants, insurance companies for providing insurance services, auditing companies, supervisory institutions, etc.) who carry out activities on an outsourcing basis, on the Controller's behalf;
- public entities, for fulfilling legal obligations.

Without requiring your explicit consent, the Controller may communicate your data for the purposes indicated in art 2.a to supervisory bodies, judicial authorities, insurance companies for providing insurance services, as well as to entities to which communication is mandatory in terms of the law, for carrying out said purposes.

### **5. TRANSFERS OF DATA**

Personal data are stored on servers located within the European Union. In any case, it is understood that, should this be necessary, the Controller will have the right to move the servers even outside the EU. In such a case, the Controller hereby guarantees that transfers of data outside the EU will be done in accordance with

the applicable laws, also by means of including standard contractual clauses provided for by the European Commission, and adopting binding corporate rules for intra-group transfers.

#### 6. CONSENT

The provision of data and related processing for the purposes indicated in art. 2.a is necessary in order to guarantee the Controller's services you have requested, and for implementing the contract and any pre-contractual obligations. Any refusal will make it impossible for the Controller to provide the services covered by the contract.

Providing data for the purposes indicated in art. 2.b, on the other hand, is not mandatory. You may, therefore, decide not to provide any data or subsequently refuse processing of data already provided - the only consequence of any such refusal will be that receiving newsletters, commercial communications, and advertising materials related to the services offered by the Controller will not be possible. However, you will continue to have the right to the services indicated in art. 2.a.

#### 7. RIGHTS OF THE DATA SUBJECT

As the data subject, you have the right to:

- i. obtain confirmation of whether or not personal details regarding you are processed or not, as well as to obtain a copy of said data;
- ii. obtain an indication of: a) the source of the personal data; b) the purposes and means of processing; c) the logic involved in the case of processing done with the help of electronic instruments; d) the identity and the contact details of the controller, controller's representatives, processors and data protection officer; e) the recipients or categories of recipients to which the personal data can be communicated, or who can come to know the same as the designated representative within the territory of the State, processors, or employees who carry out processing;
- iii. obtain: a) updating, rectification, or completion of the data; b) erasure, transformation into an anonymous form or blocking of data processed in violation of laws; c) certification that the operations referred to in letters a) and b) have been made known, also in relation to their content, to those to whom the data have been communicated or disclosed by transmission, unless this is impossible or involves a disproportionate effort; d) a structured format, from the Controller, commonly used and provided in an intelligible and easily accessible form with the personal data related to you, and, where technically feasible, to obtain transmission of said data directly from one controller to another;
- iv. object to: a) processing of your personal data, even if pertinent to the purpose for which they were collected. b) processing of your personal data for the purposes of sending advertising or direct sales materials, or for carrying out market research or commercial communication, using automated telephone calling systems without an operator, by e-mail and or by means of traditional telephone and/or hard copy postal marketing methods. Such right of object may also be exercised only in part, thereby allowing the data subjects to choose whether to receive only communications using traditional means or only automated communications, or neither of the two types of communication.
- v. Therefore, in your capacity as Data Subject, you have the rights pursuant to art 7 of the Privacy Code and art 15 – 21 of GDPR, as well as the right to lodge a complaint with the competent Authority pursuant to art 77 of GDPR.

#### 8. PROCEDURE FOR EXERCISING RIGHTS AND COMMUNICATIONS

The Controller has appointed a Data Protection Officer, who can be contacted for all matters related to processing of your personal data and the exercising of related rights.

Therefore, you may contact the Data Protection Officer at any time, using the following procedure:

- by sending a registered letter with notification of receipt to RINA S.p.A., via Corsica 12, 16128 Genova, for the attention of the Data Protection Officer, or by
- sending an e-mail message to [rina.dpo@rina.org](mailto:rina.dpo@rina.org).

We wish to state that you have the right to withdraw the consent given at any time by writing to [rina.dpo@rina.org](mailto:rina.dpo@rina.org).

Yours sincerely,

I declare that I have examined the notice and accept its contents (mandatory consent for providing the Controller's services).

---

(Signature of the Data Subject)  
(Place & Date)



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*For the purpose of receiving e-mails, post, sms and/or telephone calls, newsletters, commercial communications, and/or advertising materials on products or services the Controller offers, and to measure the degree of satisfaction with the quality of such services (non mandatory consent).*

**I give my consent** ☐

**I do not give my consent** ☐

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(Signature of the Data Subject)  
(Place & Date)