



# Seafood Processing Standard – Outsourcing Module

Issue 1.0 – Public Comment Draft

DD-MONTH-YEAR (Effective Date)

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Global Seafood Alliance Certification Standard

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Draft Public Comment

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## A Introduction

Outsourcing as defined by the Global Seafood Alliance is when a facility transfers a temporary part of the production process, including storage, primary packaging, labelling, slaughter, or product transformation, to an alternate site (herein referred to as the outsourcing facility) to perform an intermediate production process on materials supplied by the processing facility seeking SPS certification (herein referred to as the primary facility). Facilities conducting outsourced activities could be under the same or different ownership as the Primary Facility; however, control and final product must be maintained at the primary facility. Outsourced processed products must be returned to the primary facility for final processing and distribution.

## B Scope

This module applies to Primary Facilities that outsource any processes that may have an impact on food safety, legality, quality, traceability, and social responsibility. Eligible Best Aquaculture Practices (BAP) Farmed raised species and Best Seafood Practices (BSP) wild caught species are included in this scope.

## C Clause Requirements

OSP1 The facility shall exercise proper control over any entity that is used to outsource any processes that may have an impact on food safety, legality, quality, traceability, and social responsibility. In addition to the criteria within this module, control measures shall include either of the following:

- a) Outsourced processor's valid and current certification against GSA Seafood Processing Standard or;
- b) On-site audit of the outsourced processor by the primary facility's competent internal auditor conducted annually to include the full scope of the current version of Seafood Processing Standard and all relevant modules.

OSP1.1 Under part "b" above, the facility's internal auditors shall be trained and competent to conduct internal audits. Auditor competency can be demonstrated by meeting one of the requirements stated below:

- Attendance and successfully completing a GSA auditor training course or;
- Successfully completed industry recognized internal auditor training or;
- Conducting a witness audit with a trained internal auditor

OSP2 The CB auditor shall verify the internal audit (if applicable) has been conducted per the requirements of the GSA CB requirements.

OSP3 All nonconformances resulting from the outsourced facility internal audit have been accepted and closed in the timeframe allotted by the internal auditor.

OSP4 The facility shall only outsource processing services to suppliers who are approved in their Supplier Approval Program.

OSP5 Specifications for outsourced processing services shall be developed and implemented by the facility and included as part of a signed contract or service agreement between the facility and the outsourced processor.

OSP6 Any changes to contracted processes, ingredients, or packaging materials shall be approved in advance by the primary facility.

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- OSP7 The facility shall keep an up-to-date list of all entities they are outsourcing processing services to and the specific activities/services that are outsourced to each. This list shall be reviewed and updated at least annually.
- OSP8 The primary facility shall appoint a designated management person or persons with the authority to approve and/or disapprove outsourced processing services and each associated service provider.
- OSP9 Specifications shall be kept up-to-date and periodically reviewed and documented, which shall occur at a minimum, annually. Specifications shall be readily available for reference by designated personnel.
- OSP10 The primary facility shall not outsource the peeling and de-heading of shrimp to informal entities known as "peeling or de-heading sheds". To be eligible for SPS certification, peeling and/or de-heading of shrimp shall only occur in establishments with valid government approvals and with legal, food safety, environmental and social criteria in place which shall be subject to audits as stated in OSP1. Such establishments are either:
- owned by the applicant facility or;
  - completely controlled by the applicant facility with valid agreements in place or;
  - are located onsite of the primary facility or located within a 90 minute or less commute to the primary facility and included as part of the scope of the annual SPS audit.
- OSP11 The procedures and records shall clearly show controls and traceability at all steps: chain of custody evidence from the outsourced entity (country of origin, for example), transport to the outsourced entity, during handling, production, and/or storage at the outsourced entity, and during transport from the outsourced entity back to the facility.

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