



**Fisheries R & D Corporation to be accredited by the Australian Board of Standards Development Organisations as a Standards Development Organisation (SDO) to develop Australian Standards in the seafood industry**



Alan Snow Consulting

Alan J Snow

15 October 2013

FRDC Project No 2012/209.30

© 2013 Fisheries Research and Development Corporation.  
All rights reserved.

ISBN [Insert ISBN/ISSN – researcher to obtain]

**Fisheries R & D Corporation to be accredited by the Australian Board of Standards Development Organisations as a Standards Development Organisation (SDO) to develop Australian Standards in the seafood industry**

FRDC Project No **2012/209.30**

**2013**

### **Ownership of Intellectual property rights**

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Fisheries Research and Development Corporation and Alan Snow Consulting.

This publication (and any information sourced from it) should be attributed to Snow, A, Alan Snow Consulting, 2013, *Fisheries R & D Corporation to be accredited by the Australian Board of Standards Development Organisations as a Standards Development Organisation (SDO) to develop Australian Standards in the seafood industry* Brisbane, November CC BY 3.0

### **Creative Commons licence**

All material in this publication is licensed under a Creative Commons Attribution 3.0 Australia Licence, save for content supplied by third parties, logos and the Commonwealth Coat of Arms.



Creative Commons Attribution 3.0 Australia Licence is a standard form licence agreement that allows you to copy, distribute, transmit and adapt this publication provided you attribute the work. A summary of the licence terms is available from [creativecommons.org/licenses/by/3.0/au/deed.en](http://creativecommons.org/licenses/by/3.0/au/deed.en). The full licence terms are available from [creativecommons.org/licenses/by/3.0/au/legalcode](http://creativecommons.org/licenses/by/3.0/au/legalcode).

Inquiries regarding the licence and any use of this document should be sent to: [frdc@frdc.gov.au](mailto:frdc@frdc.gov.au).

### **Disclaimer**

The authors do not warrant that the information in this document is free from errors or omissions. The authors do not accept any form of liability, be it contractual, tortious, or otherwise, for the contents of this document or for any consequences arising from its use or any reliance placed upon it. The information, opinions and advice contained in this document may not relate, or be relevant, to a readers particular circumstances. Opinions expressed by the authors are the individual opinions expressed by those persons and are not necessarily those of the publisher, research provider or the FRDC.

The Fisheries Research and Development Corporation plans, invests in and manages fisheries research and development throughout Australia. It is a statutory authority within the portfolio of the federal Minister for Agriculture, Fisheries and Forestry, jointly funded by the Australian Government and the fishing industry.

### **Researcher Contact Details**

Name: Alan Snow Consulting  
Address: PO Box 421  
CANNON HILL Qld 4170  
Phone: 0418 199 516  
Fax: 07 3123 6055  
Email: [ask@askonsulting.com.au](mailto:ask@askonsulting.com.au)

### **FRDC Contact Details**

Address: 25 Geils Court  
Deakin ACT 2600  
Phone: 02 6285 0400  
Fax: 02 6285 0499  
Email: [frdc@frdc.com.au](mailto:frdc@frdc.com.au)  
Web: [www.frdc.com.au](http://www.frdc.com.au)

In submitting this report, the researcher has agreed to FRDC publishing this material in its edited form.

# Contents

<b>Contents .....</b>	<b>iii</b>
<b>Acknowledgments.....</b>	<b>iv</b>
<b>Abbreviations .....</b>	<b>iv</b>
<b>Executive Summary.....</b>	<b>v</b>
<b>Introduction.....</b>	<b>1</b>
<b>Objectives.....</b>	<b>2</b>
<b>Discussion.....</b>	<b>3</b>
<b>Methodology .....</b>	<b>6</b>
<b>Implications .....</b>	<b>13</b>
<b>Further Development.....</b>	<b>13</b>
<b>Extension and Adoption .....</b>	<b>13</b>
<b>Project materials developed .....</b>	<b>14</b>
<b>Appendices .....</b>	<b>16</b>
Appendix 1 - FRDC Certificate of Accreditation .....	16
Appendix 2 - FRDC Evidentiary Materials to address ABSDO Requirements for accreditation.....	17
Appendix 3 - Actions following audits of Standards Development Function .....	1

# Acknowledgments

The author would like to acknowledge the valuable assistance and guidance provided by the following people in the completion of this project.

- John Wilson (FRDC) for assistance in ensuring that documentation developed throughout this project met FRDC documentation and quality standards
- Fred Reynolds (ABSDO) Who provided valuable assistance and advice in achieving SDO accreditation in a very tight timeframe
- Vicki Snow (ASK) Who provided valuable administrative support to the project

# Abbreviations

Term	Definition
ABSDO	Accreditation Board of Standards Development Organisations
SDO	Standards Development Organisation
SDC	Standards Development Committee
SSA	Seafood Services Australia

# Executive Summary

## ***What the report is about***

This report describes the steps taken by the Fisheries Research and Development Corporation (FRDC) to be accredited by the Accreditation Board of Standards Development Organisations (ABSDO) as a developer of Australian Standards.

FRDC has an audited quality system in place. Steps have been taken through this project to integrate the FRDC administrative requirements as a standards setting body into the FRDC quality system.

This report outlines:

- Why FRDC needed to be accredited; and
- Steps which were taken for FRDC to be successfully accredited.

## ***Background***

Seafood Services Australia (SSA) was accredited as an SDO in 2006 to develop Australian Standards in the seafood industry. SSA had one accredited Australian Standard, the Australian Fish Names Standard AS 5300.

SSA closed its doors in 2013 which meant that the Australian Fish Names Standard would have reverted to Standards Australia or ceased to be supported.

FRDC therefore accepted responsibility for the Australian Fish Names Standard and other standards which are to be developed.

## ***Aims/objectives***

The timeframe that had been set to achieve this milestone was extremely tight. The aim was to have FRDC accredited by 1 October 2013. The ABSDO audit was conducted on 2 and 3 September 2013 and ABSDO accreditation granted on 11 September 2013.

The main aim was to develop procedures that were integrated into existing FRDC quality procedures.

## ***Methodology***

The Principal Investigator of the project has vast experience in the development of procedures to meet ABSDO accreditation requirements. This experience was invaluable in meeting the very tight deadlines.

Access to resources that had been previously developed at SSA was also very beneficial in developing streamlined procedures.

Prior to the commencement of the project, an action plan was developed which set the work plan for the timely completion of the project.

## ***Results/key findings***

The objectives of the project were realised within the anticipated timeframe and FRDC was accredited as a developer of Australian Standards on 11 September 2013.

Following advice that the application for accreditation as a standards setting body had been successful, FRDC immediately took steps to:

- Reconstitute the Australian Fish Names Committee, the SDC responsible for the development and maintenance of the Australian Fish Names Standard;
- Develop a *Deed of Assignment of Intellectual Property* to transfer the intellectual property associated with the Australian Fish Names Standard from SSA to FRDC

The development and maintenance of the Australian Fish Names Standard and other seafood industry related standards will now continue through FRDC as the accredited SDO.

### ***Implications for relevant stakeholders***

It was important for all sectors of the seafood industry to have control over the maintenance and ongoing development of seafood industry related Australian Standards.

The success of this project also ensures that the hard work that has been done by a number of people in the development and maintenance of the Australian Fish Names Standard will continue.

It will also facilitate the timely development of a range of seafood industry standards using the methodology that has been developed as part of this process.

### ***Keywords***

Australian Fish Names Standards, Standards Development Organisation, standards development

# Introduction

The Australian Board of Standards Development Organisations (ABSDO) accredits suitable organizations to develop Australian Standards.

Organisations seeking to be accredited as an SDO are required to have:

- Appropriate recognition and standing within its industry;
- An appropriate level of corporate governance procedures in place;
- Adequate resources to undertake the Standards development activities.

Their standards development processes and administrative procedures must be rigorous and the organisations must operate a Complaints Procedures to resolve any issues and concerns arising from their Standards development activities.

SSA was initially accredited as a developer of Australian standards within the scope, "To develop Australian Standards in the fields of terminology, sustainability, and operational practices in the seafood industry".

SSA had been reaccredited as an SDO in 2013 for a further three years. However, SSA was no longer financially viable and the SSA Board decided to wind the company up in late 2013.

One of the main Standards Australia conditions of accreditation of SDO's is that, when an organization is no longer accredited, the standard and all associated materials and IP are handed to Standards Australia.

This effectively means that the Australian Standard for Fish Names would be given to Standards Australia and not touched for another 5 years. This was, however, not acceptable to the seafood industry as the AFNS is a dynamic standard with changes keeping pace with new knowledge, etc.

FRDC agreed that the seafood industry needed to continue to have an accredited SDO and sought to become accredited as an SDO with the same scope to that held by SSA.

Alan Snow was asked to assist FRDC in this exercise because of his experience in:

- His role in getting SSA accredited as an SDO initially;
- His ongoing role with the Fish Names Committee and ensuring that SSA continued to meet the ABSDO Requirements for Accreditation;
- His ongoing role with in developing systems and documentation for another Standards Development Organisation.

The key premises that underpinned the project were:

1. The standards development procedures will interface with the existing FRDC Quality System and procedures;
2. As much as possible, the standards development policies and procedures will be similar to those already developed through SSA;
3. The IP and documentation associated with SSA's accreditation were available for use;
4. The exercise would be completed as quickly as practicable without compromising the procedures development.

# Objectives

The objectives of this project were:

- 1 A submission to ABSDO addressing all criteria in the document [Requirements for Accreditation of Standards Development Organisations](#)) is developed stating the case for FRDC to be accredited as an SDO.
- 2 FRDC is accredited by ABSDO as a Standards Development Organisation
- 3 All standards development manuals are rebadged and rewritten where necessary to align with FRDC administrative processes

All objectives were achieved



# Discussion

## ***What are standards***

Standards are published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.

Standards can be guidance documents including:

- Australian Standards;
- International Standards and Joint Standards;
- Codes;
- Specifications;
- Handbooks; and
- Guidelines.

These documents are practical and don't set impossible goals. They are based on sound industrial, scientific and consumer experience and are constantly reviewed to ensure they keep pace with new technologies.

They cover everything from consumer products and services, construction, engineering, business, information technology, human services to energy and water utilities, the environment and much more.

## ***Benefits of Australian Standards***

The Australian Standard brand has a high level of community awareness and provides consumer confidence. The 7 benefits of Australian Standards are listed below.

### **1. Standards protect Australians**

Australians at home, at play and at work are made safer by Standards. Traffic lights, footpaths, power points, seatbelts and child restraints, air quality, smoke and fire alarms are all underpinned by Australian Standards. Standards give businesses and consumers confidence that the goods and services they are developing or using are safe, reliable and will do the job they were intended for.

Standards help consumers make everyday choices between one product and another. They protect Australian tradesmen - builders, electricians, plumbers - and their customers. Government public health, safety and environment policies are often measured against Australian Standard yardsticks

### **2. Standards support Australian innovation**

Standards provide a platform on which to build new and exciting ideas. As our world changes, new Standards are introduced to reflect the latest technologies, innovations and community needs - redundant Standards are discarded. New closed circuit television Standards, infrastructure protection Standards and luggage safety advice will protect all Australians and are a direct response to community concerns around security issues. New risk management Standards have improved

business practice while information and communications technology Standards have helped spread 'cutting edge' practices across emerging industries.

### **3. Standards boost Australian production and productivity**

Australian manufacturing, materials handling, mechanical systems and components. Standards save businesses time and money. Standards cut production costs. They drive economies of scale, the use of common parts and specifications, help cut energy bills and foster new technologies. The Federal Government uses Australian and international record-keeping Standards to handle and move information around its vast networks. Small businesses become more efficient and grow by using Standards, guidelines and handbooks developed by industry experts.

### **4. Standards make Australian businesses more competitive**

Products that comply with Australian Standards have a competitive edge over products that don't - consumers know the difference. Businesses know products made to Australian Standards have more credibility - whether it's a bike helmet, baby capsule or complaints handling system. Australian exporters using international Standards have a head start when they move into overseas markets. International aerospace, food and medical equipment markets all have strict Standards that can dictate success or failure.

### **5. Standards link Australia to the world**

Standards ensure products manufactured in one country can be sold and used in another. A nut made in Melbourne fits a bolt made in London, 35 mm film made in Australia will fit 35 mm cameras made in Japan. Standards reduce technical barriers to international trade, increase the size of potential markets and position Australian firms to compete in the world economy. Around 70 per cent of all new Australian Standards are based on international equivalents. Containers, electrical equipment, mineral sampling, data packaging, PIN management - just a few of the Australian Standards that link local businesses directly with international markets.

### **6. Standards complement Australian regulation and make markets work better**

Around a third of all Australian Standards form some part of Territory, State or Federal law. They are at the heart of the Australian Building Code and the Trade Practices Act. They help governments craft laws to protect the community and defend against terrorism. Standards help make laws and regulations consistent across Australia. By using a Standard, a South Australian consumer law becomes consistent with a NSW fair trading regulation. Standards offer an alternative to regulation, with less red tape and business costs, while still providing security for families and small business consumers.

### **7. Working on Australian Standards rewards participants**

Being a part of an Australian Standards development team has its own rewards - increased knowledge, stronger business networks and competitive advantages. There is no better professional development than working with peers and colleagues drawing up an Australian Standard. There is no better personal satisfaction than knowing an Australian Standard has made the world a safer place.

## ***Benefits of accreditation to FRDC***

Under the ABSDO process, FRDC as an accredited SDO retains full control and intellectual property rights over the Australian Standards that it develops.

Benefits of accreditation to FRDC include:

- Ownership of the Standards development process in terms of determining the level of resources and timeframes to meet its sector requirements in consultation with stakeholders.
- Building stakeholder confidence in the organisation by involving all sections of the sector in the development of Australian Standards.
- A more efficient and effective industry / sector through the promotion and adoption of nationally recognised Australian Standards.

## ***Resources, processes and infrastructure required***

Some of the key requirements that FRDC needed to be able to demonstrate to be accredited as an SDO included:

- Credibility and repute within the sector to support its accreditation in the area of standardisation.
- Knowledge of the sector's interests and issues and be representative of the sector for which accreditation is sought.
- The resources and processes to carry out the Standards development work within its scope of accreditation.
- Demonstrated neutrality and independence.

## ***Steps taken by FRDC***

FRDC determined that accreditation was necessary to ensure the standards development activities that had been completed and were planned for the future would continue.

The steps that FRDC took immediately were:

1. To determine that FRDC would seek to become accredited as an SDO;
2. To engage a person who had the necessary skills and knowledge to undertake the task (Alan Snow)
3. To contact the Standards Australia and ABSDO secretary to advise of their intentions to seek accreditation with the same scope to that originally held by SSA;
4. To request meet with the ABSDO secretary and discuss key points and timelines of the accreditation.

Alan Snow was engaged to undertake the project and immediately developed an agreed Action Plan for the project. The Action Plan and completion dates are attached below.

# Methodology

## Process for accreditation

ABSDO has developed a series of policies and documents to assist organisations to achieve accreditation as an SDO

The following documents were used throughout this process to ensure that the new FRDC procedures were compatible with existing procedures and met ABSDO requirements for accreditation.

1. *Requirements for Accreditation of Standards Development Organisations*; ABSDO (2013); available at [http://www.absdo.org.au/pdf/Requirements\\_for\\_Accreditation.pdf](http://www.absdo.org.au/pdf/Requirements_for_Accreditation.pdf);
2. *Criteria for designation as an Australian Standard*; ABSDO (2013) ; available at [http://www.absdo.org.au/pdf/Criteria\\_for\\_Designation\\_as\\_an\\_Australian\\_Standard.pdf](http://www.absdo.org.au/pdf/Criteria_for_Designation_as_an_Australian_Standard.pdf)
3. Existing documentation from SSA;
4. Existing FRDC quality policies and procedures.

Key requirements for accredited Standards Development Organisation (SDO) are:

- To have appropriate recognition and standing within its industry;
- To have an appropriate level of corporate governance procedures; and
- To have adequate resources to undertake the Standards development task.

Standards development processes and administrative procedures must be rigorous and the organisations must operate a Complaints Procedures to resolve any issues and concerns arising from their Standards development activities.

SDOs are audited by ABSDO to ensure adequacy against the Requirements and periodically reassessed to verify on-going compliance.

The steps taken by FRDC to achieve accreditation are shown in Figure 1: Steps to Accreditation.

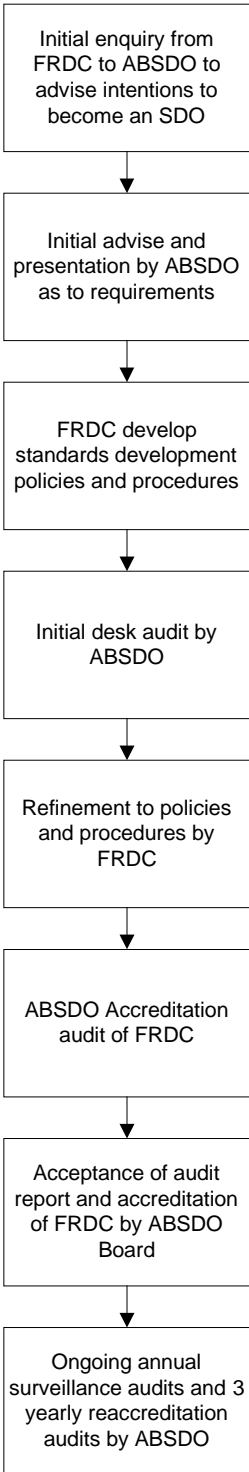


Figure 1: Steps to accreditation

## ***Steps taken by FRDC***

FRDC determined that accreditation was necessary to ensure the standards development activities that had been completed and were planned for the future would continue.

The steps that FRDC took immediately were:

- To determine that FRDC would seek to become accredited as an SDO;
- To engage a person who had the necessary skills and knowledge to undertake the task (Alan Snow)
- To contact the Standards Australia and ABSDO secretary to advise of their intentions to seek accreditation with the same scope to that originally held by SSA;
- To request meet with the ABSDO secretary and discuss key points and timelines of the accreditation.

Alan Snow was engaged to undertake the project and immediately developed an agreed Action Plan for the project. The Action Plan and completion dates are attached below.

## ***Guiding principles to be adhered to***

There were a number of agreed principles that formed the basis for the accreditation of FRDC.

These were essentially:

- The scope of accreditation sought by FRDC was to be similar to that previously held by SSA;
- The standards development and maintenance activities would be one element of the FRDC quality system and use existing procedures as appropriate;
- All policies and procedures would have the FRDC look and feel and be integrated into the NEMO document management system;
- All FRDC policies and procedures would meet the two ABSDO standards development guidelines, “*Requirements for Accreditation of Standards Development Organisations*; ABSDO (2013)” and “*Criteria for designation as an Australian Standard*; ABSDO (2013)”
- Standards development policies and procedures would be generic in nature and applicable to any standards development activity that FRDC or research providers to FRDEC would undertake;
- Some additional procedures which were specific to the Fish Names Committee needed to be developed;

## ***Steps taken by the Principal Investigator***

The steps that the Principal Investigator took to complete the project were:

1. Immediately develop an action plan which set specific timelines to be met to complete the project in a timely fashion. The Action plan for the project is included in the report.
2. A meeting was organised with the ABSDO secretary to discuss the project and to outline the reasons that FRDC was seeking accreditation. The ABSDO secretary had already discussed the proposal with Standards Australia and with the ABSDO Board who were supportive of the proposal.
3. A range of policies, procedures, and other documents were developed that demonstrated how FRDC would adhere to the guidelines, “*Requirements for Accreditation of Standards*

*Development Organisations; ABSDO (2013)” and “Criteria for designation as an Australian Standard; ABSDO (2013)”*. These are listed in Key Policies, Procedures and Guidelines developed as part of the project.

4. After the key documents had been prepared, an application was submitted to ABSDO to formally apply to ABSDO to become accredited as a standards setting body. The application addressed the key requirements for bodies seeking accreditation. A copy of the application, “*FRDC Application to ABSDO to become an SDO*” is filed on the FRDC document management system as document No 423,432 .
5. A supplementary document was prepared for the audit which provided the evidentiary materials for the key elements of the ABSDO documents, “*Requirements for Accreditation of Standards Development Organisations*” and “*Criteria for designation as an Australian Standard;*” This evidentiary material is included in this document as Appendix 2 - FRDC Evidentiary Materials to address ABSDO Requirements for accreditation . This document was used during the audit and was provided to the auditors at the audit.
6. The ABSDO audit was conducted at the FRDC premises on 2 and 3 September 2013. The Principal Investigator was heavily involved in the audit and needed to be on hand to provide advice to the auditors. Much of the information related to the previous activities undertaken by SSA in relation to the previous standards development.
7. The audit was very successful and only a small number of observations noted by the auditors. Many of these observations were completed during the audit. A document was prepared which identified the observations and the status of the observations. This document is included as Appendix 3 - Actions following audits of Standards Development Function.

Many if these observations were not noted in the audit report but were noted during discussions as opportunities for improvement.

### **Action plan for the project**

<b>Action</b>	<b>Timeframe</b>	<b>Status</b>
<b>Preliminary administrative steps</b>		
Develop an action plan to get FRDC accredited as an SDO	Updated as required	Continually updated
Develop a FishNET application and submit to FRDC	19 July 2013	Completed Project 2012-209.30
Complete Milestone Report for SSA project 2012/209	26 July 2013	Completed
<b>SSA administrative steps –existing standard</b>		

<b>Action</b>	<b>Timeframe</b>	<b>Status</b>
Write to the Fish Names Committee members as the relevant Standards Development Committee advising them that SSA will cease to be a SDO on 31 July and that the FNC is being ended.	24 July 2013	Completed
All standards development documentation relevant to the development of AS SSA 5300 to be sent to Standards Australia through the ABSDO Secretary	31 July 2013	Was not needed as a Deed of
All standards development documentation relevant to the development of AS SSA 5300 to be sent to FRDC	31 July 2013	Completed and ongoing update on Nemo Document Management System
Fish Names Searchable database to be relocated to FRDC server (or relocate <a href="http://www.fishnames.com.au">www.fishnames.com.au</a> )	31 July 2013	Not necessary – accessible through SSA website
Ensure that the back end to the Fish Names database (the admin section) works and is accessible	31 July 2013	Completed
Develop a Deed of Assignment of Intellectual Property to transfer the intellectual property associated with the Australian Fish names Standard from SSA to FRDC to be signed by directors of SSA and FRDC	30 September 2013	Completed
<b><i>Ongoing FNC functions to be maintained</i></b>		
Continue to collate feedback from the latest public consultation through <a href="mailto:fnc@seafoodservices.com.au">fnc@seafoodservices.com.au</a> (possibly redirect this email address)	Ongoing	Completed 24 September 2013
Redirect <a href="mailto:fnc@seafoodservices.com.au">fnc@seafoodservices.com.au</a>	31 July 2013	Completed –redirected to <a href="mailto:ask@askonsulting.com.au">ask@askonsulting.com.au</a>
Continue to accept applications to amend the AFNS	Ongoing	
Continue to respond to Fish Names enquiries	Ongoing	
<b><i>Development of standards development documentation for FRDC</i></b>		

<b>Action</b>	<b>Timeframe</b>	<b>Status</b>
Fred Reynolds (ABSDO Secretary) to meet with John Wilson and Alan Snow at FRDC	30 July 2013	Completed – 30 July 2013
Provide a briefing paper to John Wilson about : <ul style="list-style-type: none"> <li>• The planned process for FRDC to become an accredited SDO;</li> <li>• Board resolution regarding autonomy to the SDC (the FNC);</li> </ul>	13 August 2013	Completed – 26 July 2013 <a href="#">423,194</a>
Closing date for FRDC board papers	15 August 2013	Completed
Date for FRDC Board Meeting	28 August 2013	Completed
Develop a submission to ABSDO based on the document <a href="#">Requirements for Accreditation of Standards Development Organisations</a> ensuring all criteria have been addressed  Scope of accreditation sought to be the same as SSA currently has.	13 August 2013	Completed and circulated through ABSDO Board Members by FRED R  <a href="#">422,778</a>  Completed
Create the FRDC Standards Development Policy Document	14 August 2013	Completed and Board sign-off  <a href="#">422,396</a>
Create the FRDC Standards Development Procedures Manual	14 August 2013	Completed and Board sign-off  <a href="#">422,467</a>
Discuss submission with FRDC prior to submission to ABSDO	16 August 2013	Completed
Submit documentation to the ABSDO Secretary for initial review and comment allowing time for amendment to documentation	19 August 2013	Circulated through ABSDO Board Members by FRED R  <a href="#">422,778</a>  Completed
Develop supplementary procedures specific to the Fish Names Committee	29 August 2013	Completed  <a href="#">426,142</a>



<b>Action</b>	<b>Timeframe</b>	<b>Status</b>
Refine FRDC accreditation submission following feedback from ABSDO Secretary	14 August 2013	Completed
Resubmit final version of Accreditation submission to ABSDO Secretary	15 August 2013	Completed
ABSDO independent auditor to conduct an audit of FRDC	Scheduled for 2 and 3 September 2013	Completed
Last date for distribution of ABSDO Board papers	Wednesday 30 October 2013  Not necessary – Out of session approval	Completed
ABSDO Board will meet to assess the application and the results of the audit	Wednesday 13 November  Not necessary – Out of session approval	Completed
ABSDO Board approval of FRDC as an SDO	Not necessary – Out of session approval	Completed  Advice given on 17 September 2013 by ABSDO that FRDC has been accredited as an SDO
<b><i>Actions following successful audit and FRDC is accredited as an SDO</i></b>		
Re-establish the Fish Names Committee as the relevant Standards Development Committee advising them that FRDC is accredited as an SDO and has been given coverage of AS SSA 5300 by Standards Australia as it is in their scope of accreditation	11 October 2013	Completed
Organise and hold a Fish Names Committee meeting for final evaluation of applications <ul style="list-style-type: none"> <li>• 210 – Deepsea Dory</li> <li>• 211 – Flake</li> </ul> And initial evaluation on applications received (to date) <ul style="list-style-type: none"> <li>• 213 – Sardinella</li> <li>• 214 – Rock Lobster</li> </ul>	End October 2013	Still not resolved

<b>Action</b>	<b>Timeframe</b>	<b>Status</b>
<ul style="list-style-type: none"> <li>• 215 – Seriola quinqueradiata</li> </ul>		
Develop ongoing administrative procedures for the ongoing maintenance of SSA 5300 and additional standards in the pipeline	November 2013	Ongoing development
<b><i>Edit of specific documents and procedures relating to Fish Names</i></b>		
Audit of all documents referred to on fishnames.com.au	15 July 2013	Completed
Edit of FNC Amendment form to replace SSA with FRDC and other edits and replace on website		Completed
Ensure that <a href="mailto:fnc@seafoodservices.com.au">fnc@seafoodservices.com.au</a> is directed to Alan Snow	18 July 2013	Completed
All FNC documents edited and rebadged including <ul style="list-style-type: none"> <li>• Project Registration and Development Plan</li> <li>• SDC Members Code of Conduct</li> <li>• Procedure Demonstrating Consensus</li> <li>• Stds Development Committee Register</li> <li>• Fish Names Application Cover Sheet</li> <li>• Fish Names Application Form</li> <li>• Fish Names Stakeholder Feedback Form</li> <li>• Fish Names Stakeholder Feedback Summary</li> <li>• Nomination Form FNC Members</li> <li>• Fish Names Protocols</li> <li>• Schedule of Fees</li> <li>• Skills Matrix FNC Members</li> </ul>	29 August 2013	Completed

# Implications

The success of this project and accreditation by FRDC as a standards setting body will open the way for many more specific seafood industry standards to be developed.

There is currently only one seafood industry standard, the Australian Fish Names Standard (AS 5300)

A number of additional standards are being considered or are currently under development.

## Further Development

A number of additional tasks need to be completed to finalise the transition to FRDC of the Australian Fish Names Standard and other activities.

### ***Re-badging of the AS 5300***

The Australian Fish Names Standard contains a number of references to Seafood Services Australia including the logo, etc. This documents needs to be rewritten and rebadged to make the document look and feel as a FRDC standard. This will need some minor changes to the standard which will need to be subjected to public consultation, etc. This will be completed in 2014.

### ***Re-badging of the old Fish Names website***

The web address [www.fishnames.com.au](http://www.fishnames.com.au) contains a considerable amount of information and links to the Australian Fish Names Standard including the searchable database. This site should be redeveloped with a FRDC look and feel. This will be completed in 2014.

### ***Preparation for the next audits***

FRDC will now undergo annual surveillance audits from ABSDO with reaccreditation audits every three years.

The evidentiary materials document which has been developed should be maintained and updated on an annual basis prior to audits. This will greatly facilitate auditing and will assist in ensuring that FRDC continue to meet the audit criteria.

### ***Integration into FRDC quality system***

The standards development activities and adherence to ABSDO policies and procedures should be integrated into FRDC's existing quality system and procedures. This should happen as soon as practicable.

## Extension and Adoption

Success of this project has been promoted and will continue to be promoted through normal FRDC communication channels.

# Project materials developed

## ***Key Policies, Procedures and Guidelines developed as part of the project***

A number of policies, procedures and other documents were developed as part of the project. These documents are available on the FRDC document management system and will be uploaded to the revamped website in the near future

<b>Document</b>	<b>FRDC Document No</b>
Standards Development Policy  Sets the policies that will guide the standards development activities of FRDC and research providers to FRDC	426,790
BP 21 Procedure Standards Development  The procedures that must be adhered to when FRDC is undertaking standards development activities. All persons involved in FRDC standards development activities will be required to adhere to these procedures.	426,402
BP-33 Fish Names Committee  These are the additional Fish Names Committee specific standards development procedures that are to be read in conjunction with BP 21 Procedure Standards Development	431,089
Project Registration and Development Plan  The document to be used to advise Standards Australia of a new standards development activity	422,471
Std Development Committee Register – Template  A register of membership of standards development committees needs to be maintained. This is the template to be used which contains all required information	422,542
SDC Members Code of Conduct  The code of conduct for all SDC members which is to be read in conjunction with the Standards Australia guideline, “Standardisation Guide 004 - Roles & Responsibilities of Standardisation” and “Standardisation Guide 002 - Structure and Operation of Standardisation Committees”	422,566
Demonstrating Consensus  A guide to achieving consensus in meetings of standards	422,802

<b>Document</b>	<b>FRDC Document No</b>
development committees	
Fish Names Stakeholder Feedback Form The form to be used by respondents as part of public consultation into amendments to the standard	426,196
Nomination Form – FNC Members Form to be used for nominees to standards development committees including the FNC	426,198

# Appendices

## Appendix 1 - FRDC Certificate of Accreditation

accreditation board for  
standards development  
organisations

Certificate of Accreditation as a  
Standards Development Organisation

### **The Fisheries Research and Development Corporation (FRDC)**

is hereby accredited to develop Australian Standards in the fields of  
terminology, sustainability, and operational practices in the fishing industry.

Period of Accreditation: to 1 October 2016



Martin Dwyer, Chairman  
Accreditation Board for Standards  
Development Organisations (ABSDO)  
11 September 2013



**Appendix 2 - FRDC Evidentiary Materials to address ABSDO  
Requirements for accreditation**



**ABSDO Audit Criteria**  
**Supporting Comments and Documentation**

Alan J Snow

Version - Monday, 19 August 2013

## 1 Standing

The organisation must be of good standing and suitable to undertake standardisation in the area in which accreditation is sought

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
1.1 The organisation must:	<b>C</b>		
a. Have sufficient credibility and repute within its business sector, profession and/or industry to support its accreditation in the area of standards development		<p>The FRDC also maintains strong relationships with its stakeholders: research partners, including state departments, the Commonwealth Scientific and Industrial Research Organisation (CSIRO), universities, cooperative research centres (CRCs), other rural RDCs and companies; industry groups; and co-investors in the private sector.</p> <p>The FRDC has a significant responsibility in ensuring, on behalf of the Australian Government, that research is undertaken to assist in the management of the fisheries resource for ongoing sustainability. This means that a significant proportion of funding is directed at research that has a public good benefit. It will continue to create and nurture new relationships to meet changing priorities e.g. extension; social; people development; indigenous communities</p>	
		<p><b><u>Supporting Documentation</u></b></p> <p>2013-2014 Operational Plan Executive Summary</p> <p>FRDC 2011-2012 Annual Report (About the FRDC – Part 1)</p> <p>Evolution of the FRDC – to 2012 – (Section 2011-2012)</p>	<p><a href="#">2013-14 Annual Operational Plan</a></p> <p><a href="#">Corporate documents on website</a></p> <p><a href="#">Corporate documents on website</a></p>



Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
<p>b. Demonstrate a knowledge of the sector’s interests and the issues impacting the sector sufficient to carry out the Standardization work</p>	<p><b>C</b></p>	<p>The FRDC supports a network of Fisheries Research Advisory Bodies (FRABs) covering Commonwealth fisheries and the fisheries of each state and the Northern Territory. The FRABs have an extremely important role in optimising the efficiency of the FRDC’s planning and investment processes. In the 2009-10 funding round approximately 95 per cent of all open call applications were submitted through, or reviewed by, the FRABs.</p> <p>The FRABs represent all sectors of the fishing industry, fisheries managers and researchers; and most also include environmental and other community interests.</p> <p>This network of FRAB’s will guide the FRDC in standardisation activities.</p> <p>The Research Development and Extension Plan (How the FRDC plans its RD&amp;E 2013-2014 Operational Plan Relationship with Stakeholders, FRDC 2011-2012 Annual Report Surveying the stakeholders Advisory Groups – website</p> <p>Evolution of the FRDC – to 2012 – (Section 2011-2012)</p>	<p>Hard copy and <a href="#">on Nemo</a></p> <p><a href="#">2013-14 Annual Operational Plan</a></p> <p><a href="#">Corporate documents on website</a></p> <p><a href="#">FRDC Website</a></p> <p><a href="#">Corporate documents on website</a></p>

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
c. Demonstrate that they will be able to support and maintain Standards into the future;	<b>C</b>	<p>The vision of the Fisheries Research and Development Corporation is a vibrant Australian fishing and aquaculture industry, supporting and adopting world-class research to achieve prosperity; and wisely using the natural resources on which it depends.</p> <p>FRDC’s Mission is Increased knowledge that fosters sustainable economic, environmental and social benefits for the Australian fishing industry; including indigenous, recreational, commercial and aquaculture sectors, and the community; through investing in research, development and adoption Sources of funding; resilience of these resources.</p> <p>The FRDC Organisation chart is attached. The FRDC co-opts additional staff as required, e.g. for standards development</p> <p>The FRDC is ISO accredited and has a commitment to quality and quality systems. Achieving accreditation as an SDO is a natural fit.</p>	<p><a href="#">2013-14 Annual Operational Plan</a></p> <p><a href="#">Corporate documents on website</a></p> <p><a href="#">422,396</a></p>
		<p>2013-2014 Operational Plan Relationship with Stakeholders Page 3, 15-17 and Annual AOP 2013-14 Budget Organisational Chart</p> <p>FRDC 2011-2012 Annual Report (Planned Outcome for the Corporation and Part 3) FRDC Policy Standards Development (Section 7)</p>	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
d. Be a registered legal entity.	C	<p>The Fisheries Research and Development Corporation (FRDC) is a co-funded partnership between its two stakeholders, the Australian Government and the fishing industry. It was formed as a statutory corporation on 2nd July, 1991, under the provisions of the Primary Industries and Energy Research and Development Act 1989 (the PIERD Act 1989) and is responsible to the Minister for Agriculture, Fisheries and Forestry.</p> <p>The FRDC is a Commonwealth Government entity</p> <p>The FRDC is exempt from all forms of taxation except FBT, payroll tax, and GST.</p>	
		<p>FRDC 2011-2012 Annual Report (Corporate Governance)</p> <p>2013-2014 Operational Plan Relationship with Stakeholders Page 3, 15-17 and Annual AOP 2013-14 Budget</p> <p>FRDC 2011-2012 Annual Report (Financial reports – 1.17 Taxation)</p> <p>Evolution of the FRDC – to 2012 – (Section 2011-2012)</p>	<p><a href="#">Corporate documents on website</a></p> <p><a href="#">2013-14 Annual Operational Plan</a></p> <p><a href="#">Corporate documents on website</a></p> <p><a href="#">Corporate documents on website</a></p>
1.2 The organisation seeking accreditation shall be representative of the sector of interest for which accreditation is sought and this may be tested by seeking the views of that sector of interest as part of	C	<p>The FRDC also maintains strong relationships with its other stakeholders: research partners, including state departments, the Commonwealth Scientific and Industrial Research Organisation (CSIRO), universities, cooperative research centres (CRCs), other rural RDCs and companies; industry groups; and co-investors in the private sector.</p> <p>(See above 1.1 a and b)</p>	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
consideration of the application.		FRDC 2011-2012 Annual Report (About the FRDC, and Surveying the stakeholders) 2013-2014 Operational Plan Executive Summary, Relationship with stakeholders The Research Development and Extension Plan (How the FRDC plans its RD&E Advisory Groups – website	<a href="#">Corporate documents on website</a> <a href="#">2013-14 Annual Operational Plan</a> Hard copy and <a href="#">on Nemo</a> <a href="#">FRDC Website</a>

## 2 Resources

The organisation must be appropriately resourced to carry out Standards development work within the scope of accreditation, and to do so in a reasonable time frame.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
2.1 The organisation must have sufficient resources to comply with any reasonable request to develop a Standard within the proposed scope of accreditation.	<b>C</b>	FRDC has an operating budget of \$27 million which is available for R & D. Project funding will be allocated and approved on a case by case basis for standards development activities.  Care funding will be permanently available to maintain FRDC SDO accreditation activities and core infrastructure activities such as administration, maintaining the ISO system, etc.  FRDC has a core staff for specific purposes (e.g. Quality Manager, IT support, etc) and will contract additional staff as the need arises for additional activities such as standards	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		development. E.g. Alan Snow is contracted as project manager of the Australian Fish Names Standard project.	
		<b><u>Supporting Documentation</u></b> 2013-2014 Operational Plan (Budget and staffing) FRDC Policy Standards Development (Section 7) Organisational Chart	<a href="#">2013-14 Annual Operational Plan</a> <a href="#">422,396</a>
2.2 The organisation must have:  a. The capacity to meet the cost of Standards development activities within the scope of accreditation	<b>C</b>	FRDC has ongoing revenue source budgeted as \$27 million in 2013-2014. This will vary over years but will remain at a significant level to facilitate standards development activities.  Standardisation activities are included in the budget for 2012-14 for the development and maintenance of the AS SSA 5300 and other standards development activities such as the Responsible fishing project, previously through funding to Seafood Services Australia.  Standardisation activities included in budget; three year budget forecast (assume 3 years to develop standard)  Continuing sources of funds	
		2013-2014 Operational Plan (Budget and staffing)	<a href="#">2013-14 Annual Operational Plan</a>

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC 2011-2012 Annual Report (Audited Accounts)	<a href="#">Corporate documents on website</a>
b. the capacity to achieve effective engagement with all key stakeholders;	<b>C</b>	FRDC has a highly effective communication strategy which includes: <ul style="list-style-type: none"> <li>• Effective website</li> <li>• Facebook page, twitter</li> <li>• Regular media releases with a communications team</li> <li>• Attendance/participation in seafood industry trade shows, etc</li> <li>• Printed media including Annual reports, operation plans, quarterly magazine</li> </ul>	
		FRDC website	<a href="#">FRDC Website</a>
		FRDC Website – Latest News, Publications and events FRDC Website – News and Media	<a href="#">FRDC Website</a> <a href="#">FRDC Website – Latest News, Publications and events</a>
		FRAB’s network – website	<a href="#">FRDC Website</a>
c. Adequate resources or access to such resources and staff who are competent to perform Standards development activities effectively	<b>C</b>	See 2.1  The FRDC funding model for standards development is that FRDC will fund the core s=role that FRDC plays as an SDO. Standards development activities will then be evaluated and funded in a case by case basis through the normal project application mechanism.  FRDC has access to people skilled in Standards Development through competitive project funding. E.g. Alan Snow will continue with standards development activities as a contractor	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		<p>to FRDC.</p> <p>Other FRDC staffs are skilled in the development and maintenance of ISO systems.</p> <p>The people involved in the standards development activities will be established to there is a mix of technical expertise and standards development expertise.</p>	
		<p>2013-2014 Operational Plan (Budget and staffing)</p> <p>Organisational Chart</p> <p>FRDC <i>Standards development policy</i> (Section 7, Section 10.2)</p>	<p><a href="#">2013-14 Annual Operational Plan</a></p> <p><a href="#">422,396</a></p>
d. sufficient resources available to participate in relevant international Standards development work; and	<b>TBD</b>	<p>FRDC is not considering international standards development in the near future. We will however, be monitoring international standardisation activities for relevance and will get involved as and when needed.</p> <p>FRDC will be guided by Standardisation Guides 007 and 0-15 in this regard.</p>	
		FRDC <i>Standards development policy</i> (Section 7, Section 19)	<a href="#">422,396</a>
e. Resources to maintain Standards within the proposed scope of accreditation into the future.	<b>C</b>	<p>Also covered in 1.1 (a)</p> <ul style="list-style-type: none"> <li>• Evidence of financial security and long term funding availability.</li> <li>• Forward estimates</li> </ul> <p>Documented commitment to doing this.</p>	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC 2011-2012 Annual Report (About the FRDC) 2013-2014 Operational Plan Executive Summary and budget FRDC <i>Standards development policy</i> (Section 7)	<a href="#">Corporate documents on website</a> <a href="#">2013-14 Annual Operational Plan</a> <a href="#">422,396</a>

### 3 Standards Development Process

The organisation must have documented processes for Standards development which satisfy the *Criteria for Designation as an Australian Standard*.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
1.1 The Standards development processes must address:  a. The evaluation of new work items (including evaluating the need and benefits of proposed Standards)	<b>C</b>	Procedures have been developed and are being continually monitored and updated as required  FRDC policy determines the responsibilities for all parties in Standards development FRDC <i>Standards development procedure</i> outlines the steps to be taken including the evaluation of value and relevance of new work items	
		<b>Supporting Documentation</b>  FRDC <i>Standards development policy</i> (Section 8, Section 10)	<a href="#">422,396</a>



Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC <i>Standards development procedure</i> BP 21 (Section 11, Figure 3)	<a href="#">422,467</a>
b. submission of new work items to the Secretary of the ABSDO;	C	FRDC policy regarding cooperation with ABSDO and Standards Australia FRDC <i>Standards development procedure</i> outlines the steps to be taken for submitting a new project plan to ABSDO including a template	
		FRDC <i>Standards development policy</i> (Section 8, Section 13) FRDC <i>Standards development procedure</i> BP 21 (Section 11, Figure 3, Section 11.4, Section 14, Section 21, Attachment 1 )	<a href="#">422,396</a> <a href="#">422,467</a>
c. establishing a balanced Standards Reference Body;	C	The FRDC policy regarding establishing an SDC FRDC <i>Standards development procedure</i> outlines the steps to be taken for submitting a new project plan to ABSDO including a template	
		FRDC <i>Standards development policy</i> (Section 8, Section 10.3) FRDC <i>Standards development procedure</i> BP 21 (Section 13 )	<a href="#">422,396</a> <a href="#">422,467</a>
d. planning and management of the Standards development process;	C	The FRDC policy regarding planning of standards development activity FRDC <i>Standards development procedure</i> outlines the steps to be taken for submitting a new project plan to ABSDO including a template	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC <i>Standards development policy</i> (Section 8, Section 10) FRDC <i>Standards development procedure</i> BP 21 (Section 11.4,12, 13, 14)	<a href="#">422,396</a> <a href="#">422,467</a>
e. public review, including reviews of stakeholder feedback;	C	FRDC policy regarding public consultation and stakeholder feedback FRDC <i>Standards development procedure</i> outlines the steps to be taken for conducting public consultation	
		FRDC <i>Standards development policy</i> (Section 8, Section 10.9, 10.10) FRDC <i>Standards development procedure</i> BP 21 (Section 15 )	<a href="#">422,396</a> <a href="#">422,467</a>
f. achieving and demonstrating consensus; and	C	FRDC policy regarding decision by consensus FRDC <i>Standards development procedure</i> outlines the steps to be taken for achieving consensus	
		FRDC <i>Standards development policy</i> (Section 8, Section 10.8) FRDC <i>Standards development procedure</i> BP 21 (Section 10.5, Attachment 3 )	<a href="#">422,396</a> <a href="#">422,467</a>
		Reference to Standards Australia SG001	
g. regularly reviewing and maintaining Standards.	C	FRDC policy regarding revision of standards and new versions of standards FRDC <i>Standards development procedure</i> discusses new editions and automatic withdrawals	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC <i>Standards development policy</i> (Section 8, Section 11) FRDC <i>Standards development procedure</i> BP 21 (Section 18.4 )	<a href="#">422,396</a> <a href="#">422,467</a>
3.2 The organisation must retain records to demonstrate compliance with its own processes and the <i>Criteria for Designation as an Australian Standard</i> for at least seven (7) years from the date of publication of a Standard.	<b>C</b>	The organisation must retain records to demonstrate compliance with its own processes and the <i>Criteria for Designation as an Australian Standard</i> for at least seven (7) years from the date of publication of a Standard.  The FRDC retains records indefinitely and all files are stored on the server in a secure manner. Records are then stored as per the requirements of the Australian National Archives FRDC policy dictates records will be stored for a minimum of ten years	
		FRDC <i>Standards development policy</i> (Section 15) FRDC <i>Standards development procedure</i> BP 21 (Section 22.1)	<a href="#">422,396</a> <a href="#">422,467</a>
3.3 The Standards development processes must be regularly reviewed and any changes tracked.	<b>C</b>	The standards development processes are reviewed regularly, particularly before any standards development activity.  Standards development issues will be part of the continuous improvement program of FRDC's ISO system.	
		FRDC <i>Standards development policy</i> (Section 8, Section 12) FRDC <i>Standards development procedure</i> BP 21 (Section 19)	<a href="#">422,396</a> <a href="#">422,467</a>

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC Quality Manual (Section 5.2.5.12)	<a href="#">419899</a>
		FRDC Quality Manual (Section 5.2.4.3)	<a href="#">419899</a>
3.4 The Standards development processes must be available for audit and to any other interested party.	<b>C</b> <b>TBD</b>	FRDC policy states that the standards development procedures are available for audit where there is a genuine need for such an audit.	
		FRDC policies and procedures regarding standards development will be available on the FRDC website	
		FRDC <i>Standards development policy</i> (Section 8, Section 14)	<a href="#">422,396</a>
		FRDC <i>Standards development procedure</i> BP 21 (Section 20)	<a href="#">422,467</a>

#### 4 Administrative Procedures

The organisation must have suitable written administrative procedures to support its Standards development processes.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
4.1 The administrative procedures must include appropriate and	<b>C</b>	FRDC is accredited to AS/NZS ISO 9001 2008 and undertakes both internal and external audits of its operations.	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
effective record keeping systems and document management systems, including a records management policy.		FRDC has a document management system in place based on SharePoint which has excellent records control. SharePoint can make files available to stakeholders as required.  Through the Share Point system, all versions of documents are stored and can be retrieved or previous versions reinstated. Automatic version numbering is installed and ensures that previous versions can be recalled if needed.	
		<p><b><u>Supporting Documentation</u></b></p> <p>FRDC <i>Standards development policy</i> (Section 8, Section 15) <a href="#">422,396</a></p> <p>FRDC <i>Standards development procedure</i> BP 21 (Section 22) <a href="#">422,467</a></p> <p>BP – 19 Records management Policy <a href="#">234</a></p> <p>FRDC Privacy of Personal Information Policy <a href="#">418747</a></p>	
4.2 The administrative procedures must be available for audit and regularly updated to ensure effectiveness.	C	The FRDC administrative procedures are available for audit and audited regularly for effectiveness	
		<p><b><u>Supporting documentation</u></b></p> <p>FRDC <i>Standards development policy</i> (Section 8, Section 15) <a href="#">422,396</a></p> <p>FRDC <i>Standards development procedure</i> BP 21 (Section 22) <a href="#">422,467</a></p> <p>FRDC Quality Manual QP-05 <a href="#">419899</a></p>	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC Quality Management System Audits	<a href="#">19118</a>

## 5 Neutrality and Independence

The organisation must demonstrate independence and neutrality throughout the Standards development process.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
<p>5.1 The organisation must be operated so as to safeguard the objectivity and impartiality of the individuals or groups responsible for Standards development.</p> <p>Note: The requirement for impartiality and neutrality does not preclude the organisation from having an interest in the subject matter of the Standard, or from being represented on a Standards Reference Body. However the organisation must be able to comply with the intent of</p>	<b>C</b>	<p>FRDC policy safeguards the objectivity and impartiality of individuals and groups responsible for standards development.</p> <p>FRDC has a privacy policy which will be complied with by all people associated with the SDO. Also, SDO members are expected to comply with the Code of Conduct for SDC members</p> <p>The role of the SDC chair and the impartial facilitator are also highlighted in the policy and the procedure</p>	
		<p><b>Supporting Documentation</b></p> <p>FRDC <i>Standards development policy</i> (Section 11.3, 12, 16) – Chair and facilitation</p> <p>FRDC Privacy of Personal Information Policy</p> <p>FRDC <i>Standards development procedure</i> BP 21 (Section 9.4, Attachment 4)</p>	<p><a href="#">422,396</a></p> <p><a href="#">418747</a></p> <p><a href="#">422,467</a></p>

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
Clause A.5 – Independent Facilitation of the <i>Criteria for Designation as an Australian Standard</i> .		FRDC <i>Standards development procedure</i> BP 21 (Section 10,4, 10.5, 16, )	<a href="#">422,467</a>
5.2 The decisions of Standards Reference Bodies developing Standards must not be able to be changed or over-ruled by the organisation without due process.	<b>C</b>	The autonomy of the SDC is included in the <i>Standards development policy</i> – this policy is authorised by the FRDC board Section 17 of the procedure covers process approval and publishing of the standard	
		<b>Supporting Documentation</b> FRDC <i>Standards development policy</i> (Section 8.1, 9, 16.2) FRDC <i>Standards development procedure</i> BP 21 (Section 7, 17, 18, 18.2)	<a href="#">422,396</a> <a href="#">422,467</a>
5.3 Communication concerning the content of a Standard between the governance structure of the organisation and the Standards Reference Body must be documented, open and available for audit.	<b>C</b>	Section 8 of the policy describes the specific responsibilities of the governance structure and the SDO. Section 19.1 of the Procedure outlines the flow of information between the FRDC and the SDC. The FRDC will also be advised through milestone reports, etc from the secretary/PI of the standards development project.	
		<b>Supporting Documentation</b>	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC <i>Standards development policy</i> (Section 8.1,8.3, 9, 16.2)	<a href="#">422,396</a>
		FRDC <i>Standards development procedure</i> BP 21 (Section 19.1)	<a href="#">422,467</a>

## 6 Complaints Procedure

The organisation must have a procedure for hearing complaints arising out of the Standards development process.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
6.1 The complaints procedure must: a. be fair, unbiased, accessible and not impose any undue burden on the complainant b. provide for the timely hearing of complaints, and must attempt to fully address each complaint; and c. be reviewed regularly to ensure its effectiveness.	<b>C</b>	The Quality Manual determines a commitment to improvement.  Section 18 of the <i>Standards development policy</i> states that FRDC will maintain an unbiased complaints procedure.  Section 23 of the <i>Standards development procedure</i> details the procedure to be used for handling complaints	
		<b><u>Supporting Documentation</u></b>  FRDC Quality Manual (Section 5.2.5.12)	<a href="#">419899</a>



Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		FRDC <i>Standards development policy</i> (Section 18)	<a href="#">422,396</a>
		FRDC <i>Standards development procedure</i> BP 23)	<a href="#">422,467</a>
		FRDC <i>Corrective action procedure</i> QP-03	<a href="#">7419</a>
		<i>Recording and responding to stakeholder feedback</i> CP-09	<a href="#">335,008</a>
6.2 A copy of the complaints procedure, all records related to the complaint and the outcome of each complaint must be available for audit, and to any other interested party.	<b>C TBD</b>	FRDC policy states that the standards development procedures are available for audit where there is a genuine need for such an audit. The policy and procedures manual for Standards Development will be listed and available on the FRDC website for any party for audit, Interested parties are defined in both the policy and the procedure.	
		<b>Supporting Documentation</b>	
		FRDC <i>Standards development policy</i> (Section 8, Section 14)	<a href="#">422,396</a>
		FRDC <i>Standards development procedure</i> BP 21 (Section 22, 23)	<a href="#">422,467</a>
		Recording and responding to stakeholder feedback CP-09	<a href="#">335,008</a>

## 7 Existing Rights and Obligations

The SDO must demonstrate that any existing rights and obligations related to current Standards within the scope of accreditation have been negotiated and agreed with the relevant SDO.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
7.1 The organisation must provide details of any agreements reached in relation to current Standards within the relevant scope of accreditation.	<b>C</b>	At initial application this is unlikely to occur. However, where an organisation is taking over work (either current projects or completed standards) from another organisation then agreements to continue the work are required, together with transfer of any IP or copyright material.	
		<ul style="list-style-type: none"> <li>• FRDC is taking over the work program from the Fish Names Standards Development from SSA. This process has been agreed to as FRDC was the finding body responsible for the standards development.</li> <li>• This is essentially covered in the Copyright statement in 17.1 and in a position put to the FRDC board</li> </ul>	
		FRDC board papers	
		FRDC <i>Standards development policy</i> (Section 8, Section 17)	<a href="#">422,396</a>
7.2 Negotiations need not have been completed; however there must be evidence of a bona fide intention on the part of organisation and the existing SDO to reach such an agreement.	<b>NA</b>	<ul style="list-style-type: none"> <li>• Does not apply but covered above</li> </ul>	

## 8 Intellectual Property

The SDO will hold Intellectual Property Rights

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
8.1 All intellectual property rights created by the SDO will be owned by the SDO (unless otherwise agreed between the parties).	<b>C</b>	The copyright of all FRDC and former SSA developed standards will be held by FRDC	
		<b><u>Supporting Documentation</u></b>  FRDC <i>Standards development policy</i> (Section 8, Section 17)	<a href="#">422,396</a>
8.2 The SDO must ensure that it owns all intellectual property rights in, or is duly licensed to incorporate any third party material (including without limitation any content, concepts, tables, diagrams, formulae and photographs) into, the Standard(s) developed by it and that the Standard(s) developed by it do not infringe the rights of any third party (including without limitation any intellectual property rights).	<b>C</b>	The copyright of all FRDC and SSA developed standards will be held by FRDC  All SDC members are made aware of copyright issues and they sign the Code of Conduct to attest to this fact  The FRDC is well used to working with issues regarding copyright in its day to day activities./  <b>Probably need to develop a process (pro-forma) for obtaining licensing agreements from organisations supplying material.</b>	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
		<b>Supporting Documentation</b>  FRDC <i>Standards development policy</i> (Section 8, Section 17) FRDC <i>Standards development procedure</i> BP 21 (Attachment 4 Code of Conduct 5.8.e)	<a href="#">422,396</a>  <a href="#">422,467</a>

## PART B - On-Going Requirements

### 9 Maintain Standards

The organisation must maintain and keep up to date Standards within the scope of its accreditation.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
9.1 Standards within the area of accreditation must be regularly reviewed to ensure that they are up-to-date and current. This includes a commitment to revising Standards at intervals determined	<b>C</b>	<ul style="list-style-type: none"> <li>FRDC policy and procedure relate to maintaining standards..</li> <li>The timetable for standards development will be entered on the “to be developed” ABSDO website which will include the information about the standard and the date of review.</li> </ul>	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
by the Standards Australia.		<p><b><u>Supporting Documentation</u></b></p> <p>FRDC <i>Standards development policy</i> (Section 8, Section 11) <a href="#">422,396</a></p> <p>FRDC <i>Standards development procedure</i> BP 21 (Section 18) <a href="#">422,467</a></p>	
9.2 The organisation must address any reasonable enquiries about Standards within the scope of accreditation.	<b>C</b>	<ul style="list-style-type: none"> <li>Requests for a standards development activity will come from a number of sources as documented in the FRDC <i>Standards development policy</i>. The FRDC will consider the application and assign the resources to conduct the activity</li> </ul>	
		<p><b><u>Supporting Documentation</u></b></p> <p>FRDC <i>Standards development policy</i> (Section 8, Section 7-10) <a href="#">422,396</a></p> <p>FRDC <i>Standards development procedure</i> BP 21 (Section 11) <a href="#">422,467</a></p>	

## 10 Co-operation and Liaison with Standards Australia

The organisation must co-operate and liaise with Standards Australia with the intent of enhancing communication and co-ordination of Standards development activities across industry and government.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
10.1 The organisation must:	<b>C</b>	FRDC has a policy that it will cooperate with ABSDO and make records available as required. The Standards development procedure is quite specific in what it will do with an attachment 1 – the Project Registration and Development Plan	
a. register all new Standards development projects with the Secretary of ABSDO prior to commencing substantial work;		<b>Supporting Documentation</b>  FRDC <i>Standards development policy</i> (Section 8, Section 13) <a href="#">422,396</a> FRDC <i>Standards development procedure</i> BP 21 (Section 11, 21) <a href="#">422,467</a> FRDC <i>Standards development procedure</i> BP 21 (Attachment 1) <a href="#">422,467</a>	
b. prepare and make available to the Secretary of ABSDO an up to date Development Plan for each Standards development activity;	<b>C</b>	<ul style="list-style-type: none"> <li>As above</li> </ul>	
		<b>Supporting Documentation</b>  FRDC <i>Standards development policy</i> (Section 8, Section 13) <a href="#">422,396</a> FRDC <i>Standards development procedure</i> BP 21 (Section 11, 21) <a href="#">422,467</a> FRDC <i>Standards development procedure</i> BP 21 (Attachment 1) <a href="#">422,467</a>	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
c. Comply with all policies and procedures of the Accreditation Board for Standards Development Organisations ('ABSDO'), including for the determination and funding of appeals;	<b>C</b>	The FRDC has a policy that it will cooperate with ABSDO and make records available as required.  The <i>Standards development procedure</i> is quite specific in what t will do with an attachment 1 – the Project Registration and Development Plan	
		<p><b><u>Supporting Documentation</u></b></p> <p>FRDC <i>Standards development policy</i> (Section 8, Section 13) <a href="#">422,396</a></p> <p>FRDC <i>Standards development procedure</i> BP 21 (Section 21) <a href="#">422,467</a></p>	
d. comply with licensing requirements relating to the use of the trademark 'Australian Standard®' and any associated graphics;	<b>TBD</b>	This is new and cannot be complied with in full until requirements have been finalised. It will be covered in the accreditation agreement.  FRDC has a policy that it does so	
		<p><b><u>Supporting Documentation</u></b></p> <p>FRDC <i>Standards development policy</i> (Section 8, Section 13) <a href="#">422,396</a></p>	
e. make copies of draft and final documents available to Standards Australia via the	<b>C</b>	FRDC has a policy that it will cooperate with ABSDO and make records available as required.  SSA certainly did this with regards to the Australian Fish Names Standard and will continue to do so.	

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
ABSDO Secretariat, as required;		<b><u>Supporting Documentation</u></b>	
		FRDC <i>Standards development policy</i> (Section 8, Section 13) FRDC <i>Standards development procedure</i> BP 21 (Section 17, 21)	<a href="#">422,396</a> <a href="#">422,467</a>
f. notify the ABSDO of any significant changes in the organisation’s Standards development processes and obtain any necessary approval of those processes;	C	The FRDC <i>Standards development policy</i> states that it will advise ABSDO where there is any significant change to the standards development procedures	
		<b><u>Supporting Documentation</u></b> FRDC <i>Standards development policy</i> (Section 8, Section 13) FRDC <i>Standards development procedure</i> BP 21 (Section 21)	<a href="#">422,396</a> <a href="#">422,467</a>
g. submit to the ABSDO’s determination where there is a conflict in the scope of areas of accreditation;	C	<ul style="list-style-type: none"> <li>As above – Covered in the procedures</li> </ul>	
		<b><u>Supporting Documentation</u></b> FRDC <i>Standards development procedure</i> BP 21 (Section 21)	<a href="#">422,467</a>



Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
h. co-operate with Standards Australia and ABSDO regarding hand-over of relevant information and records where an SDO's accreditation ceases;	<b>C</b>	The FRDC has a policy in place for this. SSA has done this just recently and advised ABSDO immediately that the scope of accreditation was to cease.	
		<b>Supporting Documentation</b> FRDC <i>Standards development procedure</i> BP 21 (Section 21)	<a href="#">422,467</a>
i. co-operate with Standards Australia regarding activities of mutual interest; and	<b>C</b>	<ul style="list-style-type: none"> <li>As above – Covered in the procedures</li> </ul>	
		<b>Supporting Documentation</b> FRDC <i>Standards development procedure</i> BP 21 (Section 21)	<a href="#">422,467</a>
j. pay all relevant fees to the ABSDO to achieve and maintain accreditation.	<b>C</b>	<ul style="list-style-type: none"> <li>Depends on the outcome of the audit</li> </ul>	
		<b>Supporting Documentation</b> FRDC <i>Standards development procedure</i> BP 21 (Section 21)	<a href="#">422,467</a>

## 11 Submit to Audits by the ABSDO

The organisation must submit to surveillance audits by the ABSDO to establish on-going compliance with the requirements for accreditation and the organisation's suitability for on-going accreditation.

Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
11.1 The scope and frequency of such audits will be as determined by the ABSDO and set out in the organisation's accreditation conditions. However, such audits will not exceed what is reasonable to establish on-going compliance and suitability for accreditation.	<b>C</b>	<p>This is a statement with no requirements.</p> <ul style="list-style-type: none"> <li>• However, for the main clause it does place obligations on the applicant to comply and that the organisations management is aware of the requirement.</li> </ul>	
		<p><b>Supporting Documentation</b></p> <p>FRDC <i>Standards development procedure</i> BP 21 (Section 21)</p>	<p><a href="#">422,467</a></p>



Criteria	Status	Evidence	Location
<b>Status:</b> C – Complies, D – updating or developing, TBD – To be developed, NA – Not Applicable			
Requests for funding assistance by Standards Australia for delegates to attend international meetings will be in accordance with Standards Australia guidelines and shall include the recommendation of the SDO's Standards Reference Body		<b>Supporting Documentation</b>	

## Appendix 3 - Actions following audits of Standards Development Function

Audit Observation	Severity (Observation, non-Conformance, etc)	Actions to Remedy	Date completed
<b>Audit</b> ABSDO Accreditation Audit <b>Date</b> 2 <sup>nd</sup> September and 3 <sup>rd</sup> September 2013 <b>Auditor</b> Stan Rodgers/David Syme			
Nil	Major Nonconformities		
Nil	Minor nonconformities		
Clause 1.1c - The current technical understanding of the standard development activities resides with the consultant. As FRDC holds a current JAS-ANZ accredited Quality Management System certificate, the standards development activities should be rolled into this system to reduce potential future risks when the consultant is no longer contracted by FRDC	Observation	This will happen and has already commenced. The Standards Development function will become part of the overall quality management activities of FRDC	
Clause 3.1 - The SDC Register is not clear with linking back to the Skills Matrix, which demonstrates how the additional independent Expertise Based Members fill the skills and knowledge void of existing Members on the Reference Body.	Observation	The skills Matrix needs to be added to the Committee Register rather than as a standalone document  This has been completed for <ul style="list-style-type: none"> <li>• Attachment 3 of BP 21 Standards development procedure (<a href="#">422,467</a>)</li> <li>• The SDC Register Fish Names Committee (<a href="#">422,541</a>)</li> <li>• the SDC Committee Register Template (<a href="#">422,542</a>)</li> </ul>	Completed  3/9/2013
Clause 3.2 - The Standards Development Procedure BP-21 does not cover all of the current retention	Observation	Need to reference the Disaster Recovery procedure in the Procedure – Section 22.1	Completed  3/9/2013

Audit Observation	Severity (Observation, non-Conformance, etc)	Actions to Remedy	Date completed
measures or reference the procedure that does cover these measures.		Refer to the Disaster Recovery procedure in <a href="#">BP05 Recovery Procedure (24,666)</a>	
Clause 4.2 – The current SDC system has yet to be fully integrated into the FRDC’s accredited ISO 9001 QMS.	Observation		
Clause 6.1 - The current customer complaints process is not fully integrated into the FRDC system which may lead to unnecessary duplication and should be completed as soon as possible.	Observation	Need to have a complaints register  Also need to reference the Complaints Register in CP-09	
1. Confirmation that AS SSA 5300 has been amended to show that the Standard is now under the control of the FRDC as an accredited SDO.	Recommendation – next surveillance audit	<ul style="list-style-type: none"> <li>• Amendment 1 – Change Name from SSA to FRDC (end October) Also may need to change the introduction to the standard</li> <li>• Amendment 2 – As per normal amendments to the existing standard</li> </ul>	
2. Confirmation that a recurring budget allocation is in place to maintain the standard beyond the current 2 year funding period.	Recommendation – next surveillance audit		
3. Ongoing confirmation that the FRDC has no involvement with international standards (should it do so the procedures would need to be amended).	Recommendation – next surveillance audit		
4. Confirmation that customer complaints regarding standards development or availability are fully integrated into the FRDC system.	Recommendation – next surveillance audit		
5. That SSA badging for the website that contains the “Find A Fish Name” search engine has been transitioned to FRDC.	Recommendation – next surveillance audit		
6. Confirmation that the guide on the use of an “Australian Standards” mark, licensing requirements being developed by Standards Australia is	Recommendation – next surveillance audit	Will follow when the guide is released by Standards Australia	

Audit Observation	Severity (Observation, non-Conformance, etc)	Actions to Remedy	Date completed
being followed.			
<p>In both documents, split the Definitions into Normative and Informative</p> <ul style="list-style-type: none"> <li>• FRDC Policy Standards Development (</li> <li>• BP 21 Standards development procedure</li> </ul>	Observation for improvement	<p>split the Definitions into Normative and Informative</p> <p><a href="#">422,396</a></p> <p><a href="#">422,467</a></p>	<p>Completed</p> <p>3/9/2013</p> <p>3/9/2013</p>
<p>AS SSA 5300 Consider splitting Annex A into Finfish, Crustacean, Molluscs, Sharks and Rays, etc</p> <p>Options for this numbering include</p> <ul style="list-style-type: none"> <li>• Annex A Crustacean, Annex B Finfish, etc</li> <li>• Annex a.1 - Crustacean, Annex A.2 Finfish, Annex A.3 etc</li> <li>• AS 5300.1 Crustacean, AS 5300.2 etc</li> </ul> <p>Need to talk to Fred about the best option to be ISO compatible</p>	Observation for improvement		
<p>ISO have different styles of documents</p> <ul style="list-style-type: none"> <li>• Requirement Standard</li> <li>• Guidance Document</li> <li>• TS (Technical Standard) which is equivalent to Standards Australia Interim Standard – still certified, same approval mechanism</li> <li>• Can sit for 5 years as a TS and then confirm as a Requirement Standard or withdraw</li> </ul> <p>As an example – TS 14067</p>	Observation for improvement	<p>We should look at a TR style document for some things e.g. the Fish names pages with information, pictures, etc could be developed as a TR</p> <p>I am considering a TR about labeling which would be a guidance type document</p> <p>Also as an example ISO/TR 14069:2013</p> <p>Consider the Fish Stock Status Report as a TR type document</p>	

Audit Observation	Severity (Observation, non-Conformance, etc)	Actions to Remedy	Date completed
<p>BP 21 Standards development procedure (Section 9.1)</p> <p>Concern that membership of a SDC could be limiting in some cases e.g. where a SD process was almost completed</p>	<p>Observation for improvement</p>	<p>A Clause 4 has been added</p> <p>The FRDC may at its discretion, extend the term of an SDC member under special circumstances where the technical expertise or leadership of the SDC member is required to enable the standards development activity to be completed effectively.</p> <p><a href="#">422,467</a></p>	<p>Completed</p> <p>3/9/2013</p>
<p>Need to describe what a standard is to do in FRDC Policy Standards Development (</p>	<p>Observation for improvement</p>	<p>Look at definition in <a href="#">Standardisation Guide 001 - Preparing Standards</a></p> <p>Definition strengthened and added to the Policy document</p> <p><a href="#">422,396</a></p>	<p>Completed</p> <p>3/9/2013</p>
<p>Need to add the possibility of sub-committees to the Procedures</p> <p>Refer to <a href="#">SG 02</a> for guidance and use those terms</p>	<p>Observation for improvement</p>	<p>New section 13.3 Sub-committees and Working Groups added t the Procedure</p>	<p>Completed</p> <p>27/9/2013</p>
<p>Need to Reference WTO Standardization Guide</p> <ul style="list-style-type: none"> <li>• ISO/IEC 17007:2009 - Conformity assessment -- Guidance for drafting normative documents suitable for use for conformity assessment</li> <li>• ISO/IEC Guide 59:1994 - Code of good practice for standardization</li> </ul>			
<p>Need to add the word SDC in Part 9 – the Board Resolution</p> <p><b>9. FRDC BOARD DELEGATION</b></p> <p>The FRDC board will delegate authority to the SDCs to:</p> <ol style="list-style-type: none"> <li>1. act with independence and with authority on the review and maintenance of the standard and technical matters relating to the standard; and</li> <li>2. approve amendments to the relevant standards subject to the</li> </ol>		<p>Insert the word SDC</p> <p>Email sent to FRDC Board on 3 August 2013</p>	<p>Completed</p> <p>359/2013</p>



Audit Observation	Severity (Observation, non-Conformance, etc)	Actions to Remedy	Date completed
<p>committees compliance with FRDC endorsed policies and procedures, the committees' budgets, and FRDC's scope of accreditation as a SDO.</p> <p>The FRDC board, being responsible for the accredited SDO, will:</p> <ol style="list-style-type: none"> <li>1. set policies to guide the standards development activities of the SDCs and</li> <li>2. ratify the SDC's decisions subject to the committees' compliance with FRDC SDC policies and procedures and the terms of FRDC's accreditation as a SDO.</li> </ol>			
<p>Add the additional Fish Names Procedures as an Appendix to the Standards Development Procedures – not a standalone document</p> <p>Documents affected are</p> <ul style="list-style-type: none"> <li>• BP 21 Standards development procedure (<a href="#">422,467</a>)</li> <li>• Fish Names Standards Development Procedure(<a href="#">426,142</a>)</li> </ul>		<p>Create additional SDC specific procedures as required for each SDC</p> <p>Completed</p> <p>Document is now rebadged as Supplementary Procedures – Fish Names</p>	<p>Completed 27/9/2013</p>