



## **FISH PROCESSING INSPECTION REPORT**

**OPERATOR:** Vicfish Ltd

**PROJECT NAME:** Vicfish Ecolabelling Project

**PROJECT NUMBER:** VFL-020-2009

**INSPECTION REPORT No:** VFL-002-2009

**INSPECTION DATES:** 28<sup>nd</sup> – 30th Jan 2009

Code	004/PIR	First Approved	July 2005
Responsible	CEO	Last Approved	Sept 2007
Distribution	Public	Approved by	CEO
Filename	UgoCert Processing Inspection Report		

## 1 Production and Operator

<b>Operator's name and address:</b> Vicfish Ltd P.O. Box. 1139, Bukoba. Tanzania.		<b>Telephone:</b> 225 22 20541	
		<b>Fax:</b> 225 22 20566	
		<b>E-mail:</b> <a href="mailto:info@naturesbountytz.com">info@naturesbountytz.com</a> <a href="mailto:tiwari@baharibounty.com">tiwari@baharibounty.com</a>	
<b>Managing Director:</b>		H. Bhagat	
<b>Director /General Manager:</b>		Murtaza Alloo	
<b>Operator's registration number:</b>		<b>Commissioner:</b>	Vicfish Ltd
<b>Report code:</b>		<b>Place:</b>	Kampala, Uganda.

## 2 Inspections

<b>Inspector's name:</b>	Charles walaga		<b>Date of inspection:</b>	28 <sup>th</sup> – 30 <sup>th</sup> Jan 2009	
<b>Type of production</b>	Fish processing		<b>Products actual for certification:</b>	Nile Perch Fish Fillets	
<b>Inspection conducted according to:</b>			<b>Inspected units:</b>	<b>Office:</b> ✓	<b>Stores:</b> ✓
<b>UOS:</b>	<b>EU Regulation:</b>			<b>Handling and processing:</b> ✓	<b>Transportation:</b> ✓
<b>NOP:</b>	<b>JOP:</b>			<b>Others (specify): Marketing:</b> ✓	
<b>Naturaland Processing Standards:</b> ✓					
<b>Earlier Inspections (Maximum of five):</b>			<b>Name of Inspector</b>	<b>Report Code</b>	<b>Month and year of Inspection</b>
None					
<b>Earlier Certifier</b>			<b>No:</b> ✓	<b>Yes</b>	<b>Name of certifier:</b>
<b>Address of inspected units:</b>			Plot No. 7. Nyamkazi Industrial Area, Bukoba, Tanzania		
<b>Contact person for organic processing:</b>			Muragesh Mohantashettar (Quality Assurance Manager)		
<b>Telephone:</b>			225 22 20541		
<b>Fax:</b>			225 22 20566		
<b>E-mail:</b>			info@naturesbountytz.com		
<b>Persons present during the whole inspection</b>					
<b>Name :</b> M. Muragesh			<b>Position:</b> Quality Assurance Manager		
<b>Name:</b> B.G. Nagaraj			<b>Position:</b> Production Manager		

<b>Persons present during part of the inspection</b>	
<b>Name:</b> Harsha Kumar	<b>Position:</b> Production Incharge
<b>Name:</b> S.N Tiwari	<b>Position:</b> Project Coordinator

<b>Name:</b> Jacob Maiseli	<b>Position:</b> Project Manager
<b>Name:</b> Hussein S. Bukuba	<b>Position:</b> Human Resources Officer
<b>Name:</b> George Daudi	<b>Position:</b> Documentation Officer
<b>Name:</b> Yunus A. Kabyemela	<b>Position:</b> Landing Site Supervisor

### 3 Details and methods of inspection

#### 3.1 Scope of the inspection

Scope	Details
Initial assessment/first inspection	✓
Annual inspection	
Follow up inspection	
Spot check inspection	
Announced inspection	✓
Unannounced inspection	
Others (specify)	

#### 3.2 Schedule of inspection

Date <i>Day/month/year</i>	Time <i>00.00 – 00.00</i>	Activity <i>Places inspected and responsible persons</i>
28 <sup>th</sup> Jan 2009	8.30 a.m. – 5.30 p.m.	Factory processing and handling, storages, social audit and interviews with authorities
29 <sup>th</sup> Jan 2009	8.30 a.m. – 5.00 p.m.	Waste water treatment, Records audit, document flow, by products treatment, social audit
30 <sup>th</sup> Jan 2009	8.00 a.m. – 12.00 noon	Records check and compilation of interim findings
	2.00 – 5.00 p.m.	Exit meeting/discussions

#### 3.3 Methods of inspection

i.	Verification of information in application form	Yes
ii.	Verification of information in earlier inspection report	No
iii. Verbal information from	<input checked="" type="checkbox"/>	Director/General Manager
	<input checked="" type="checkbox"/>	Senior staff
	<input checked="" type="checkbox"/>	Other employees (specify): Factory nurse and factory workers
	<input checked="" type="checkbox"/>	Authorities (specify) Labor Office, District Fisheries Officer
	<input checked="" type="checkbox"/>	Others (specify) Trade Union Officials
iv.	List all facilities and equipment that were physically inspected: <ul style="list-style-type: none"> <li>• Documentation office</li> <li>• Fish delivery trucks and truck packing areas</li> </ul>	

	<ul style="list-style-type: none"> <li>• First Aid Room</li> <li>• Fish reception area (Room)</li> <li>• Fish cleaning facilities</li> <li>• Fish filleting, trimming, slicing tables</li> <li>• Fish packing and labeling room</li> <li>• Fish storage rooms</li> <li>• Fish storage cold rooms</li> <li>• Fish Blast freezers</li> <li>• Fish remains handling and storage areas</li> <li>• Packing material storage room</li> <li>• Processed fish export loading area</li> <li>• Waste water treatment ponds</li> <li>• Factory toilets</li> <li>• Packing materials factory</li> </ul>														
v. Screening of documentation	<table border="1"> <tr><td><input checked="" type="checkbox"/></td><td>Delivery notes</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Storage ledgers</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Invoices</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Certificates (Beach Management Unit Fish catch certificates)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Production ledgers</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Analysis reports</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Others (specify) HACCP Manual, Employment Policy</td></tr> </table>	<input checked="" type="checkbox"/>	Delivery notes	<input checked="" type="checkbox"/>	Storage ledgers	<input checked="" type="checkbox"/>	Invoices	<input checked="" type="checkbox"/>	Certificates (Beach Management Unit Fish catch certificates)	<input checked="" type="checkbox"/>	Production ledgers	<input checked="" type="checkbox"/>	Analysis reports	<input checked="" type="checkbox"/>	Others (specify) HACCP Manual, Employment Policy
<input checked="" type="checkbox"/>	Delivery notes														
<input checked="" type="checkbox"/>	Storage ledgers														
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<input checked="" type="checkbox"/>	Certificates (Beach Management Unit Fish catch certificates)														
<input checked="" type="checkbox"/>	Production ledgers														
<input checked="" type="checkbox"/>	Analysis reports														
<input checked="" type="checkbox"/>	Others (specify) HACCP Manual, Employment Policy														
vi.	Others (specify)														
vii	Language used during the inspection      English and Swahili														
ix.	Name of translator if used      NA														
x	Additional information														

## 4 The factory as a whole

### 4.1 Basic data

i	This was the first inspection of the factory?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ii.	If the factory has been inspected before, has there been a change since the last inspection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, specify: NA	NA <input checked="" type="checkbox"/>	
iii.	Who owns the factory?	Operator (Vicfish Ltd)	
iv.	If not owned by operator, describe arrangements under which operator accesses the factory facilities:	NA	
v.	Number of production units:	1	
vi.	Number of employees in factory:	35 Vicfish workers and 512 casual workers subcontracted from Dejaplus technologies Ltd	
vii.	<i>Name of responsible persons</i>	<i>Position</i>	
	M. Muragesh	Quality Assurance Manager	
	B.G. Nagaraj	Production Manager	

#### 4.2 Current production

i.	Is organic production applied to all parts of the production of the factory?	No
ii.	If no, what is the approximate total proportion of the production that was produced according to the Naturland Processing standards?	70%
iv.	Describe the type of processing actual for certification:	Filleting of Nile Perch Fish ( <i>Latus Niloticus</i> )
v.	List type of products for certification:	<ul style="list-style-type: none"> <li>• Chilled Nile Perch Fillets</li> <li>• Froezen Nile Perch Fillets</li> </ul>

#### 4.3 Legislation (How is this justified in the UOS and how would it be verified at inspection and what are then implications?)

The national legislation and regulations the company's (production and) management is aware of (comply with).				
Legislation		Yes	No	N.A.
1.	The Food Act ( <i>national name: Tanzania Food, Drugs and Cosmetics Act 2003 and the Tanzania Standards TZS 402: 1988</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Environmental Law ( <i>national name: National Environment Management Statute</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Work Environmental Act ( <i>national name: Factory's Act</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Work Hour Law ( <i>National name: The Employment and Labor Relations Act No.6 of 2004 and the Employment and Labor Relations Rules, 2007</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Social security regulations ( <i>national name: National Social Security Act</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Other Laws ( <i>specify</i> ): Minimum Levels of Contaminants in food stuffs: <i>The European Commission Regulation EC No. 1881/2006</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Additional information:			

#### 4.4 Environmental conditions

1.	Does the operator have an environmental policy and plan?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Not checked <input type="checkbox"/>
2.	If no, specify the reason for not having such a policy. NA			
3.	<b>Air</b>	Specify what kind of filtration is used for the outlet of air from the processing? NA		

4.	<b>Water</b>	Is any water used in the processing?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
5.		If yes, is the water quality analyzed regularly?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
6.		If yes, by who?	The operator in his own laboratory and the Government's Department of Fisheries		
7.	<b>Waste</b>	<i>Describe the waste treatments and how the waste is taken care of.</i>  There is no solid waste in the production. All fish remains after filleting are sold to a private processor who re-processes them into salt dried fish flesh for human consumption human, the bones into poultry feed and fat into cooking oil.	N.A. <input type="checkbox"/>		
8.	<b>Energy</b>	<i>Describe what source of energy used in the production.</i>  Hydroelectricity from the main government power grid and stand by diesel generators	N.A. <input type="checkbox"/>		
9.	<i>Additional information:</i>				

#### 4.5 Quality assurance

What kind of quality or environmental assurance is practiced in the handling and processing?					
1.	Internal control	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>	
2.	HACCP	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>	
3.	ISO 22000	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>	
4.	ISO 14000 (or later version)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>	
5.	Documented routines especially for the organic production.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>	

6.	If yes, are the routines available to all the employees involved in the production?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
7.	If yes, are the routines known by the employees?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
8.	<i>Additional information:</i> Factory also has certification for fish processing by the European Union (Approval No. 229) and British Retail Consortium (BRC)			

#### 4.6 Cleaning, disinfections and fumigation (review phrasing of this section)

1.	Are the cleaning of the processing facilities and equipment documented?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Not checked <input type="checkbox"/>
2.	Are the cleaning agents used permitted in the organic standards?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Not checked <input type="checkbox"/>
3.	<i>If no, specify the reason for not using such cleaning agents. NA</i>			
4.	Are disinfections or fumigation carried out in facilities where certified organic raw products or products are stored?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
5.	<i>Comments:</i> <ul style="list-style-type: none"> <li>The storage facilities and the whole factory is sealed to stop insects from entering the factory.</li> <li>Rat baits are placed all around the factory</li> <li><b>The HACCP manual has specified the fumigation routines but the handling of sustainable fish during and after the fumigation is not specified anywhere though during the inspection, the operator indicated that fumigation is not practiced</b></li> </ul>			
6.	Do the disinfections or fumigation of the facilities and equipment comply with the standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N:A: Applicable <input type="checkbox"/>
7.	<i>If no, specify the reason for non-compliance with the standards. NA</i>  Uncertain if fumigation is practiced or not practiced due to contradictions in the verbal information that was provided and the information contained in the HACCP manual			
8.	Is the company affiliated to any pest control programme or contracts a specialized pest control company	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not

				checked <input type="checkbox"/>
9.	If yes, is there a record kept on the management of pests?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N.A. <input checked="" type="checkbox"/> Not checked <input type="checkbox"/>
10	<p><i>Additional information:</i></p> <p>The factory uses the 'Liquid Forma' detergent powder and liquid (Manufactured by 'Murzah Soap and Detergents Ltd') for washing hands and food contact surfaces used in the production of fish for human consumption. The detergent is produced to the Tanzanian Bureau of Standards (TBS) standard SLS 687:1985 and TZS 39:1979. The chemical composition of the detergent was available during this inspection.</p>			

#### 4.7 Social conditions

1.	The salaries are paid to the employees according to the agreements with the employer.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
2.	The employees have access to appropriate protection like clothes, ear plugs, mask etc.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
3.	The employees have the right to get organised in unions.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
4.	Only employees of 18 years or older are employed. No underage employees were found working during the inspection.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
5.	<i>Additional information:</i>			

## 5 The organic production

### 5.1 The operator's commitment and understanding of organic production

1.	Has the operator the valid Naturland Processing standards available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Not checked <input type="checkbox"/>
2.	Language of the standards ( <i>specify</i> ): English			
3.	Has the operator understood the requirements for certification?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Should be improved <input type="checkbox"/>
4.	<p><i>Additional information:</i></p> <p>Top management is fully involved in the implementation of the standards</p>			

## 5.2 Time of the organic production

1.	The frequency of the production runs:		
	<input checked="" type="checkbox"/> All year around	<input type="checkbox"/> Once a year	<input type="checkbox"/> Other, ( <i>specify</i> ):
2.	Has the handling/processing changed since earlier inspections and initial inspection?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N.A. <input checked="" type="checkbox"/>
3.	<i>Additional information:</i> The operator has been processing sustainable fish (in conversion) since September 2008		

## 5.3 Documentation and record keeping

1.	Has the operator signed the Operator's Contract with UgoCert?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Not checked <input type="checkbox"/>
2.	Is the handling and processing sub-contracted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N.A. <input type="checkbox"/>
3.	<i>If yes, who is the operator holding the license for certification:</i>	Only provision of factory workers is subcontracted to Dejaplus Technologies Ltd but the workers are supervised by Vicfish staff		
	<i>Name of the operator:</i>			
4.	Additional agreements needed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
5.	<i>Comment:</i> Copy of contract between Vicfish Ltd and Dejaplus Technologies Ltd for provision of factory workers by Dejaplus Technologies Ltd is annex 3.			
6.	Are the delivery notes and invoices for purchased Sustainable capture fish/organic raw material correct marked?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
10.	Could the company show valid certificates for the purchased organic raw material?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input checked="" type="checkbox"/> Not checked <input type="checkbox"/>
11.	Could the company show valid certificates from suppliers of the "risk" raw material that these do not originate from or contain genetically modified organisms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input checked="" type="checkbox"/> Not checked <input type="checkbox"/>
12.	<i>Comment:</i> Operator's source of raw materials (fish) is an own organized fishing project involving subcontracted suppliers, collectors and fishermen. Documentation and records of their fishing activities and quantities of fish supplied are maintained			
13.	Has the inspection included inspection of all types of raw materials/additives?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked

				<input type="checkbox"/>
14.	If no, has inspection of some raw material/additives been made?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input checked="" type="checkbox"/> Not checked <input type="checkbox"/>
15.	<i>Specify which raw material/additives that was included in the inspection:</i>  Nile Perch Fish. No additives are used in the processing (Ref: Naturland Inspection check list processing standards for aquaculture products)			
16.	Had the operator routines for analysing/sampling of UgoCert certified/organic raw and final products?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
17.	Does the operator maintain all the records for at least five (5) years?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Not checked <input type="checkbox"/>
18.	<i>Comment:</i> All records since the start of the project in 2007 are available and will be maintained for at least five years			

## 5.4 Products

### 5.4.1 Simple products

*A simple product is a product, which contains 100 percent of one UgoCert certified/organic raw/source material.*

1.	List the simple products actual for certification: <ul style="list-style-type: none"> <li>Chilled Nile Perch Fillets</li> <li>Frozen Nile Perch Fillets</li> </ul>			
2.	Has the operator sent the package/labels to Naturland for approval?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input checked="" type="checkbox"/>
3.	If yes, has any changes occurred of package/label after the approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input checked="" type="checkbox"/> Not checked <input type="checkbox"/>
4.	<i>Comment:</i> The operator currently uses labels with a claim of sustainable fish but these do not have the Naturland certification mark. The operator should be develop samples of labels with a Naturland Certification Mark and send to Naturland for approval before use.			

### 5.4.2 Compound products

A compound product is a product, which contains at least 70-95 percent of UGOCERT certified/organic raw/source material/ingredients.

1.	List the compound products actual for certification:  <b>There are no compound products in the production</b>			
2.	Have any changes of recipes occurred after the approval by UgoCert?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
3.	Have any changes of supplier of raw/source material occurred?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
4.	Is the period of validity for approved products running out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
5.	If yes, is the operator aware of this?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
6.	<i>Comment:</i>			
7.	If the operator has B-products – has any efforts been made to change the conventional ingredients for UgoCert certified/organic ( <i>e.g. documents showing request for tender, tests or similar</i> )?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
8.	<i>Comment:</i>			
9.	Has the operator sent the package/label to Naturland for approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
10.	If yes, has any changes occurred of package/label after the approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
11.	<i>Comment:</i>			

### 5.4.3 Packing materials

1.	Was the packaging environmental adapted for the ready-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>
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	made products so it complies with the standards (e.g. PVC)?			Not checked <input type="checkbox"/>
2.	List the packing materials that is/would be used for the organic ready made products: Paper boxes coated with Polyethylene, Biactionary oriented polypropylene, BOPP Cellotape and expandable polystyrene boxes			
3.	Was the packaging material treated with any preservatives, fungicides or other chemical agents?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
4.	If yes, do the treatments comply with the standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input checked="" type="checkbox"/> Not checked <input type="checkbox"/>
5.	Additional information:			

#### 5.4.4 Identification of organic production

1.	Did the inspection include inspection of purchasing and storage records?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
2.	Did the inspection include inspection of processing records?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
3.	Did the inspection include inspection of sales records?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
4.	Was the labelling of the production records, products, delivery notes and invoices of sold products satisfactory?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
5.	Had the operator got procedures for cancelling products that have been incorrectly labelled?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
6.	Was it possible to follow the identification of organic production through out the documentation of the processing?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
7.	<i>Comment:</i> The factory implements and well documented HACCP system which makes the identification of the sustainable fish throughout the processing, packaging, labeling storage and export dispatch possible and canceling of incorrectly labeled products possible			

#### 5.4.5 Possibilities to verify the flow of products - trace ability backwards

*This is a table describing of the steps of the handling/processing and the accompanying documents. Attach additional pages as appendix where necessary.*

#	Activity, Step of the handling/processing	Location	Label / ID	Documentation Name of document used
1	Receiving fish at factory, fish washing, quality check (freshness, size and temperature) and weighing	Fish Receiving Area at the factory	Fish is identified by the accompanying documents: <ul style="list-style-type: none"> <li>• BMU certificate which gives the total quantity of fish in the batch</li> <li>• Catch analysis data per boat per trip which contains detailed of individual boats that delivered the fish in that batch</li> <li>• Batch number on the 'Raw Material Checking and Receipt Note'</li> </ul>	Raw Material Checking and Receipt Note
2	Filleting and grading	Factory processing floor	<ul style="list-style-type: none"> <li>• The processing report indicates that it is sustainable fish in the processed batch</li> </ul>	Processing report
3	Packing of processed fish fillets	Factory Fish packing area	<ul style="list-style-type: none"> <li>• The packing has a written sustainable fish indication and the corresponding batch number</li> <li>• Packing Register has indication of the sustainable nature of the fish and the batch number</li> </ul>	Packing Register
4	Storage	Factory cold rooms	<ul style="list-style-type: none"> <li>• Labeled storage areas within the cold room</li> </ul>	Cold room stock
5	Fish export	Fish export loading area	<ul style="list-style-type: none"> <li>• The fish shipping schedule has a written sustainable fish indication and the corresponding batch number</li> </ul>	Fish shipping schedule

### 5.5 Storage

1.	Did the inspection include inspection of storage for raw materials?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
2.	Did the inspection include inspection of storage for intermediary materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input checked="" type="checkbox"/> Not checked <input type="checkbox"/>
3.	Did the inspection include inspection of storage for ready-made products?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
4.	Were the storages and storing according the standards?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>

5.	<p><i>Comment:</i> Raw materials are stored in collector boats owned by the contracted suppliers at offshore landing sites and in bins for onshore landing sites. Once the fish from the collector boats and bins has been loaded on to the operator's trucks, the trucks are driven to the factory and packed at the factory packing yard till it is offloaded. Once offloaded, the fish is immediately processed in the factory. The fish is iced during the storage in the collector boats, bins and on the trucks.</p>
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### 5.6 Input-output calculation

1.	Has the inspection included inspection of input-output of the production?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
2.	Does the quantities of purchased raw/source material correspond to the quantities of sold products?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
3.	<p><i>Comment( including output – input ratio calculation):</i> The out-turn (output - input ratio) ranged from 39.6% to 43.5% for the four samples that were calculated during this inspection. 40% for Benny Kikomo's fish of 1-3<sup>rd</sup> Dec 08 and Bashiru Kabyemela's fish of 2-3<sup>rd</sup> Dec 08; 39.6% for Ediphance Rutta's fish of 3<sup>rd</sup> Dec 08 and 43% of Kikomo's fish of 13<sup>th</sup> Dec 08.</p>			

### 5.7 Risk for contamination and mixing

1.	Are the sustainable fish products stored and handled in order to avoid mixing with non- sustainable fish products?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
2.	Are the additives and the processing aids for the sustainable fish production stored in order to avoid risk of mixing with non- sustainable fish are avoided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input checked="" type="checkbox"/> Not checked <input type="checkbox"/>
3.	If the operator were producing both sustainable fish and non- sustainable fish products, would the handling and processing of sustainable fish products be separated from the non- sustainable fish, in time and place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
4.	<p><i>Comment:</i> Processing is separated in time and the processing lines and equipment are cleaned before processing of sustainable fish. There is space separation in storage for the sustainable fish and non- sustainable fish.</p>			

### 5.8 Transport and export

1.	<p><i>Describe how the transport normally is (would be) arranged between the operator and the buyer of the sustainable fish products.</i></p> <p>Sustainable fish is transported in refrigerated containers by road to Entebbe airport in Uganda and directly loaded on to aircrafts for airlifting to the buyer in Europe. Aircraft were not inspected. Another mode of transportation is by refrigerated containers to Mwaza for on ward transportation to Dar es Saalam port for transportation by ship export markets around the world</p>			
2.	Does the transport comply with the standards?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Not checked <input type="checkbox"/>

3.	<i>Comment:</i> The transportation from the factory to Entebbe Airport in Uganda was verified to be compliant. Other transportation arrangements were not verified during this inspection
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### 5.9 Marketing and sales

1.	The products actual for certification are marked as sustainable fish products?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
2.	Has the operator any domestic clients?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
3.	Does the operator sell the sustainable fish products on export?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
4.	The operator is fully informed about the requirements for export of sustainable fish products.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input type="checkbox"/>
5.	State the approximately sales value: US\$/Euro/Tz. shs:	Was not determined		
6.	A list of the sold products and quantities is attached to this report.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/> Not checked <input checked="" type="checkbox"/>
7.	<i>Comment:</i> The operation is not yet certified. The quantities sold since September 2008 as in-conversion sustainable fish products was not determined during this inspection as there were no summary figures available at the factory and the time required to compile the figures from the raw information during this inspection would have been untenable. However, for the period Sep to Dec 2008 a total of 1,380 tones of fish were harvested from the lake of which 39.6 tones were rejected (undersize and by catch).			

### 5.10 Future development

1.	The plans of developing the production ( <i>specify</i> ). <ul style="list-style-type: none"> <li>• The operator is currently preparing an additional new fishing group (supplier, collector and fishermen) and a new landing site at Nyaburo for the sustainable Ecolabeling fish project</li> <li>• The operator will prepare new labels with the Naturland certification mark</li> </ul>
2.	The plans for changes of the handling and processing of the sustainable fish production ( <i>specify</i> ). None

### 5.11 Other critical issues

1.	Issues that need special attention or future notice ( <i>specify</i> ). <ul style="list-style-type: none"> <li>• Confirm if fumigation of the factory takes place</li> <li>• Establish minimum working conditions for casual factory workers conditions and fishermen</li> <li>• Establish minimum housing conditions and remuneration for fishermen</li> </ul>
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### 5.12 Additional information

1.	Questions from the operator to UgoCert ( <i>specify</i> ):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	None		
2.	Suggestions from the operator to UgoCert ( <i>specify</i> ):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	None		
3.	Other comments ( <i>specify</i> ):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	None		

## 6 Conclusions and recommendations

### 6.1 Compliance with previous conditions

Follow up how the producer has followed conditions from the certification process.

**NA: This was the first inspection**

1.	The conditions from the certification process were followed up.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N.A. <input type="checkbox"/>
2.	Date of the certification decision:			

Conditions	Comments by the inspector on the compliance with the conditions:
<input type="checkbox"/> No conditions	
<input type="checkbox"/> Conditions that must be fulfilled before the certification decision	
<input type="checkbox"/> Conditions that must be fulfilled before certification becomes effective	
<input type="checkbox"/> Conditions that must be fulfilled according to a certain timetable	

### 6.2 Recommendations for the certification program

*Note: The inspectors are encouraged to make recommendations to the certification programme. The operator shall be aware of that these recommendations may be rejected by the programme and additional conditions or the certification programme may take other decisions.*

#### 6.2.1 Relevant adaptations of the standards

1.	Should the Naturland standards be adapted due to different circumstances?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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2.	<i>If yes, the inspector suggests the following standard/s should be adopted:</i>	There is need for adoption of the Naturland Social Standards to include a provision for casual workers and housing/living conditions for fishermen. These should be included in the next version of the Round Table standards that should be prepared by the Project to be approved by Naturland.
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### 6.2.2 The production's compliance with the standards

1.	According to the observations made by the inspector, the production was fully according the applicable standards.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	According to the observations made by the inspector, it is uncertain if the factory production is fully according the applicable standards.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.	<i>If uncertain ,state why?</i> The operator claims that there is no fumigation of the factory but the HACCP manual indicates that thee operator has contracted professional fumigators (Ref: section 13.4 of the Annex 4 - Vicfish Haccp manual-Oct 2008) who fumigate the factory four (or two!) times per year with NUVAN 500. The operator needs to provide the procedures followed when fumigation and the handling of the sustainable fish during and after the fumigation. Such procedures should be documented and staff adequately sensitized about them.		

### 6.2.3 Certification Summary

→ Overview of the raw materials and products recommended for certification

Raw materials	Source	Quantity of raw material	Processing ratio	Processed Product	Quantity of the product	Certificati on status
Fresh whole Nile Perch Fish	Lake Victoria	*5,215.2 tones	40%	Chilled nile perch fish fillet	**2,086.08 tones	Sustainable fish
				Frozen nile perch fish fillets		Sustainable fish

\* The mmaximum monthly catch for the period September to December 2008 from the sustainable fish ecolabeling project was 359 tons in December 2008. The maximum monthly catch of 395 tons is set for this production and is estimated based on the total December 2008 catch plus 10%. This gives a maximum of 5,215.2 tones for the a 12 months period

\*\* The maximum quantity of the products is based on a 40% processing ration

### 6.2.4 Recommendations for the conditions for certification

#### 6.2.4.1 Conditions that should be fulfilled by the operator before certification is granted

- i. The operator should be develop samples of labels with a Naturland Certification Mark and should send sample to Naturland for approval before use as a label

- ii. Missing documents to be provided by the operator:
- Factory layout Plan
  - Chemical composition of the detergents that are used in cleaning hands and factory surfaces that come in contact with sustainable fish
- iii. The operator should confirm if fumigation of the factory takes place, and if so, develop procedures to be followed when fumigation takes place and the handling of the sustainable fish during and after each fumigation exercise. Such procedures should be documented and staff adequately sensitized.

## 7 Follow up

*These tables will be used for follow up on previous inspections (if applicable) and follow up on this inspection during future inspections. The actions are not recognized as conditions from the certifier. The inspector recommends the following issues, who should be responsible for them and when they should be carried out. Add pages in appendix if necessary.*

No	Action	Section	Who	When
1	Develop appropriate labels with Naturland Certification Mark which should be approved by Naturland before use	5.4.1(4)	VicFish Ltd and Naturland	Before the labels are used
2	Check that the new fishing group at Nyaburo that is being prepared is in full compliance with all the sustainable fish standards before the operator can start processing the fish from this group	5.10 (1)	Inspector	During the spot inspection
3	Check if fumigation takes place, and if so, the fumigation procedures and handling of the sustainable fish during and after the fumigation	4.6 (5) and 6.2.2 (3)	Inspector	During the spot inspection
4	Check transportation conditions for sustainable fish that is transported through Mwaza port		Inspector	Next inspection
5	Check that there are approved social standards that cover casual factory workers and fishermen	Naturland Social standards	Inspector	Next inspection
6	Check that the approved social standards for casual factory workers and fishermen are being complied with	Naturland Social standards	Inspector	Next inspection

Charles Walaga	Kampala	14 <sup>th</sup> February 2009
<b>Signature of the Inspector:</b>	<b>Place</b>	<b>Date</b>

**8 Appendices** (List of submitted documents that support the inspection report. Only important documents)

N°	Description
<input checked="" type="checkbox"/> Annex 1-Vicfish ICS Manual (Jan 2009)	Location map with a road description
<input checked="" type="checkbox"/> Annex 3 - Dejaplus – Vicfish Workers Contract	Contract between Dejaplus Technologies Ltd and Vicfish Ltd for provision and supervision of factory workers
<input checked="" type="checkbox"/> Annex 4 - Vicfish Haccp manual-Oct 2008	Production Flow chart
<input checked="" type="checkbox"/> Naturland Inspection checklist: Processing standards for aquaculture products (13.1)	Covers additional Naturland requirements