



Republic of the Philippines
Department of Agriculture
Office of the Secretary
Elliptical Road, Diliman, Quezon City

**BFAR ADMINISTRATIVE
CIRCULAR No. 251-1
Series of 2023**

**SUBJECT: AMENDING BFAR AC NO. 251, SERIES OF 2014, ENTITLED:
TRACEABILITY SYSTEM FOR FISH AND FISHERY PRODUCTS**

Whereas, Section 16 (d), 22, 27, 37 and 38 of Republic Act No. 10611 or the Food Safety Act of 2013, mandate the Department of Agriculture through the Bureau of Fisheries and Aquatic Resources (DA-BFAR) as a Food Safety Regulatory Agency to develop and enforce food safety and traceability standards and regulations for food supply chain while specifying punishable acts and their corresponding penalties;

Whereas, traceability is internationally recognized as an essential risk management tool enabling individual members of the supply chain to quickly identify problems and to promptly disseminate this information to affected parties;

Whereas, the Philippines, as a member of the Food and Agriculture Organization that endorsed the 2001 International Plan of Action to prevent, deter and eliminate illegal, unreported and unregulated fishing (IUUF) and through Executive Order no. 154, series of 2013, adopting its National Plan of Action (NPOA) against IUUF, is committed to curb IUUF by, among others, preventing international market entry of IUUF-derived products;

Whereas, the DA-BFAR as the Philippines' competent authority mandated to verify the application and enforcement of relevant laws, and regulations on the safety of fishery and aquaculture products;

Whereas, the importation of raw materials to be processed in the Philippines intended for re-export shall ensure that the country of origin shall provide official documents in compliance with the traceability requirements of the country of destination.

Whereas, the Philippine, as a party to the ASEAN Economic Community (AEC) 2015, is committed along with other members of the ASEAN, to combat IUUF, as part of the AEC blueprint;

Whereas, under Section 38 of Republic Act No. 8550 as amended by Republic Act No. 10654 on reportorial requirements, each, commercial fishing vessel shall keep a daily record of fish catch and spoilage, landing points, and quantity and value of fish caught, and off-loaded for transshipment, sale and/ or other disposal.

Whereas, under Section 65 (u) of the Implementing Rules and Regulation of Republic Act 8550 as amended by Republic Act No. 10654; BFAR shall adopt an appropriate monitoring, control, surveillance and traceability system for municipal fishing vessels supplying exporters, with concurrence of the local government units;

WHEREAS, traceability is an important component in the exchange of relevant information in Food Safety Emergency situations and in the implementation of the Philippine Rapid Alert System for Food and Feed (PhilRASFF), of which the Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR) is responsible in regulating the

safety and quality of fish and fishery products as provided under RA 10611 and RA 8550, as amended by RA 10654;

Wherefore, in view of these premises, this Circular establishing a traceability system for fish and fishery products is hereby promulgate for the information, guidance and compliance of all concerned.

Section 1. Definitions – For purposes of this Circular, the following shall mean:

- a. Aquaculture – fishery operations involving all forms of breeding, raising or farming of fish and other aquatic species in freshwater, brackish and marine areas;
- b. Competent Authority - refers to the Bureau of Fisheries and Aquatic Resources having the competence on fishery matters to enforce relevant national and international food safety and traceability regulations, anti-IUUF and other control measures;
- c. Captain/Mate’s Brailing Certificate – a document signed by the captain of the catcher and carrier vessels acknowledging and confirming the brailing of fish and fishery products from the net of the catcher vessel to the fish hold of fish carrier in group seining operation;
- d. Exclusive Economic Zone – an area beyond and adjacent to the territorial sea, under which the rights and jurisdiction of the coastal State and the rights and freedoms of other States are governed by the relevant provisions of the United Nations Convention on the Law of the Sea (UNCLOS);
- e. Electronic Reporting System - is used to record, report, process, store and send fisheries data (catch, landing, and transshipment).
- f. Fish Catch Report - refers to the daily recording of fish catch categorized into two:
 - e.1. Simplified fish catch report - is applicable to municipal fishing boat operators of which the report consists at least of the following information: fish species, fishing ground, and volume of catch.
 - e.2. Fishing Logsheets – is applicable to commercial fishing boat operators of which report contains details of fishing operations, coordinates/fishing grounds, species, volume filled out by the vessel master or fishing company having a reference number consisting of the company code, vessel code, year, and fishing trip sequence number.
- g. Fishery establishment - refers to fishing vessels, processing plants, cold storage, buying stations, auction market/consignacion, fishports/landing stations engaged in either domestic, import or export activities.
- h. High Seas – all parts of the sea that is not included in the territorial sea or in the internal waters of a State;
- i. Imported fish in bulk – this refers to fresh chilled and fresh frozen fish transported in bulk by a carrier/catcher fishing vessel to be unloaded at a designated port for berthing in the Philippines by a Philippine or foreign flagged fishing vessel accredited to import by the BFAR.

- j. **Imported fish in container** – this refers to fresh frozen fish transported by sea freight in reefer containers with a capacity to maintain -18 degrees Celsius. The importer shall be accredited by the BFAR.
- k. **Label** – means any tag, brand, mark, pictorial or other descriptive matter, written, printed, stenciled, marked, embossed or impressed on, or attached to the packaging or container of food containing information required by the market;
- l. **Logsheet** – the record containing details of a fishing operation filled out by the vessel master or fishing company having a reference number consisting of the company code, vessel code, year and, or the record containing details of an aquaculture operation filled out by the aquafarm operator containing among others farm registration number and reference number;
- m. **Lot** – the unique unit of identification of a fishery or aquatic product by a supply chain actor to facilitate supply chain tracking, management and detection of possible non-compliance with relevant laws, regulations or conservation and management measures and potential sources of failure in food safety or quality;
- n. **Official control** – all types of controls and control activities made by a regulatory agency to verify compliance with standards, operating procedures, practices and other regulatory requirements including but not limited to routine monitoring of food establishments and more intensive checks involving inspections, verifications, audits, samplings, and testing of samples and recalls of defective or non-compliant products;
- o. **Primary Production** – the production, rearing or growing of primary products including harvesting of farmed aquatic animal production and hunting, fishing or the harvesting of wild products;
- p. **Re-export** – bringing out or exporting of fish and fishery/aquatic products from the country which are previously imported
- q. **Traceability** – the ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production, processing and distribution;
- r. **Transshipment** – means unloading of goods from one ship and its loading into another to complete a journey to a further destination, even when the cargo may have to remain ashore before its onward journey. The term can also be applied more generally to other transport modes, such as freight transport by road or rail or air, or any combination.
- s. **Wild-caught** – taken from the wild rather than bred from captive stock.

Section 2. Acronyms.

ASEAN	Association of Southeast Asian Nations
BFAR	Bureau of Fisheries and Aquatic Resources
CA	Competent Authority
CMM	Conservation and Management Measures
COLD	Catch Origin Landing Declaration
DA	Department of Agriculture
EC	European Commission
EEZ	Exclusive Economic Zone
EU	European Union
ERS	Electronic Reporting System

FA	Fishery and Aquaculture
FABOs	Fishery and Aquatic Business Operators
FAO	Food and Agriculture Organization
IUUF	Illegal, Unreported and Unregulated Fishing
LGU	Local Government Unit
RA	Republic Act
S/HC	Sanitary/Health Certificate
UNCLOS	United Nations Convention on the Law of the Sea
VMS	Vessel Monitoring System
WCPFC	Western and Central Pacific Fisheries Commission

Section 3. Scope

3.1. This Circular establishes the traceability system for **locally** wild-caught and farmed/ **farm-raised and imported** fish and other aquatic products. It covers the following business operations that make up their respective supply chain:

A. **Locally** Wild-caught

- fishing boats or vessels;
- boat or vessel landing at ports, buying stations and auction markets;
- pre-processing, cold storage and processing plants;
- transporters and dry warehouses; and,
- traders, shippers, wholesalers, distributors and retailers

B. Aquaculture / **Farm-raised**

- fish feed producers;
- hatcheries and breeders;
- wild fry suppliers;
- nurseries;
- aquaculture/grow-out farms;
- buying stations/auction market;
- live fish transporters;
- pre-processing and processing plants;
- transporters, cold stores and dry warehouses;
- traders, shippers, wholesalers, distributors and retailers

C. **Imported fish in bulk**

- **Transshipment fishing vessels (carrier/reefer)**
- **Fish landing port**
- **Weigh bridge station**
- **Pre-processing / Sorting area**
- **Cold storage warehouses**
- **processing plants**
- **Transporters, traders and shippers**

D. **Imported fish in container**

- **Registered Foreign Establishment**
- **Licensed importer**
- **Shippers, shipping lines (container cargo ship)**
- **Cold storage warehouses**
- **Canning, processing plants/ institutional buyer**
- **Transporters, traders and shippers**

E. Imported Fresh Chilled fish in bulk - Davao longliners

- Fish landing port
- Grading / Sorting area
- Transportation
- Canning, processing plants/ institutional buyer
- Transporters, traders and shippers

3.2. This Circular shall apply to all FABOs and business operators directly or indirectly involved in the production and processing of fishery and aquatic products for export **and import**, provided, that the Department, through subsequent regulations, shall coordinate with other regulatory agencies and the LGUs in the application of this Circular for FA products intended for domestic consumption, **export and re-export**.

Section 4. Responsibilities of Business Operators

All the business operators identified in the supply chain shall cooperate with the Competent Authority in carrying out official controls, and shall have responsibilities including but not limited to the following:

4.1. Registration of food facilities – The owner, operator, or agent in charge of a domestic or foreign food processing facility shall register with the Competent Authority.

4.2. Traceability system – FABOs must operate traceability procedures for ingredients, raw materials and FA products, at all stages of production, processing, transport, storage and distribution, and be able to:

- a. Identify any person or business operator that has supplied them with any food or feed product or substance intended, or likely to be incorporated into FA products;
- b. Identify any businesses to which they have supplied their products and the products that were supplied including quantity or volume; and,
- c. Supply this information to the Competent Authority upon request

4.3. Labelling or identification – FABOs must ensure that their products are adequately labeled or otherwise identified through relevant documentation and the application of an appropriate production or batch code and must also comply with the labeling requirements of the country of destination.

4.4. Inspection – FABOs shall allow inspection of their businesses and collaborate with the Competent Authority on action taken to avoid risks posed by the FA product which they have supplied and to prevent market entry of IUUF-derived products;

4.5. Withdrawal and recall – Should a FABO have reason to believe that a product it has produced, processed, distributed or imported is not safe or not compliant with food safety and other regulatory requirements, it shall immediately initiate procedures to withdraw said unsafe or non-compliant product, effectively and accurately inform the Competent Authority and consumers of the reason for the withdrawal, and if necessary, recall the same from the market;

4.6. Registration and traceability systems – Business operators involved in the fish supply chain other than FABOs, directly or indirectly involved in the production and processing of fishery and aquatic products are required to:

- a. Register with the Competent Authority; and,

- b. Create, update and maintain records needed to determine the immediate previous sources and the immediate subsequent recipients of FA products in order to allow the Competent Authority to address credible threats to or adverse consequences on human, animal, plant life or health as well as on the environment, and to enable the Competent Authority to prevent market entry of IUUF-derived products.

Section 5. Data requirements.

5.1. To ensure traceability, the data requirements for the business operations that make up the supply chain for **locally wild-caught fishery** products are stated in Annex A and those for aquaculture/ **farm-raised** are shown in Annex B.

5.2. The Competent Authority may refer to other documents such as, but not limited to, Observer Trip Reports, VMS Data, **Certificate of Registration of foreign establishment, Certificate of Accreditation/License of importers, Certificate of Registration of exporters** and Tracking Record and LGU registration of fish hatcheries, fish breeding facilities and private fishponds pursuant to Section 57 of R.A. 8550, to verify information provided by the supply chain actor, registered business operator, FABO, or control officers.

5.3. **The Competent Authority shall review periodically the requirements as stated in Annexes of this Order and, through appropriate Memorandum signed by the Department or the duly authorized representative, revise such Annexes after consultation with the concerned stakeholders.**

Section 6. Responsibilities of the Personnel of the Competent Authority Involved in the Implementation of the Traceability System.

It shall be the responsibility of the Competent Authority to ensure compliance to traceability requirements and to initiate recall procedures in case of non-compliance. The following are the control officers of the Competent Authority:

- 6.1. *BFAR Internal Auditors* – are personnel duly designated by the BFAR Director to conduct quarterly audit on the systems implementation and procedures on Catch Certificate Issuance and Validation as well as the traceability system being conducted by the competent authority to ensure its effective implementation and continual improvement;
- 6.2. *Certifying Officers* – **personnel designated by the BFAR Director to issue catch certificate, sanitary or health certificates, import, export and domestic clearances (SPSIC, ECC, LTP) for fish and fishery products based in compliance to SPS, food safety and IUUF requirements and to the international laws and regulations.**
- 6.3. *Fisheries Quarantine Officers* – BFAR personnel designated by the DA Secretary upon recommendation of the BFAR Director, to implement fisheries quarantine functions **for domestic and international movement/trade of fish and fishery/aquatic products in compliance with sanitary measures, food safety and quality requirements, national regulations and international agreements;**
- 6.4. *Fisheries Observers* – personnel authorized by the BFAR Director or RFMO Regional Observer Program (ROP) to collect data and other scientific and additional information related to fishing as required by BFAR and other relevant RFMOs and/or concerned fisheries agencies in the Philippines;
- 6.5. *Fisheries Law Enforcement Officer* – BFAR personnel duly authorized by the BFAR Director to undertake fisheries-related port state measures including the conduct of

inspection of fishing vessels for the purpose of verifying the legality and traceability of catch while on board and during unloading;

6.6. *Fish Inspectors* – BFAR personnel designated by the BFAR Director to evaluate, assess, verify and monitor fishery and aquaculture processing establishment, fishing and freezer vessels, fish ports, landing areas, auction markets, ice plant and cold storage facilities, pre-processing and processing plants to determine compliance with Sanitary and Phytosanitary requirements; and,

6.7. *VMS Operators* – BFAR personnel responsible for tracking and monitoring the activities of commercial fishing vessels operating in the territorial waters, EEZ, high seas and waters of other coastal States through the BFAR Vessel Monitoring System

Section 7. Prohibitions. It shall be unlawful for any person/FABO to:

- a. Import, export and re-export of fish and fishery/aquatic products without full traceability at all stages of production, processing, transport, storage and distribution as required in Section 4 of this Circular. ok for IUUF
- b. Co-mingle at any stage of import or export, adulterate, misbrand, mislabel falsely advertise any food products which misleads the consumers and carry out any other acts contrary to Good Manufacturing Practices or traceability requirements; ok for IUUF
- c. Produce, handle or manufacture for sale, offer for sale, distribute in commerce, or import into the Philippines, any food or food product which has been ~~declared~~ or identified as derived from IUU fishing; ok for IUUF
- d. Falsification of regulatory import, export and domestic documents and other relevant supporting documents.
- e. Fail to comply with an order relating to notifications to recall unsafe products; food safety;
- f. Refuse access to pertinent records or entry of the Competent Authority in the performance of its functions and responsibilities;
- g. Produce, handle or manufacture for sale, offer for sale, distribute in commerce, or import into the Philippines any food or food product which is not in conformity with an applicable food quality, safety or traceability standard or requirement;
- h. Operate a food business serving fishery or aquatic resource without the appropriate authorization;
- i. Connivance between food business operators and with a personnel of the Competent Authority, which may result in food safety risks to the consumers or undermine traceability standards or requirements;
- j. Commit any act or omission in violation of this Circular.

Section 8. Penalties.

Violation of the prohibition under Section 7 (a) shall subject the offender to the penalties provided under Section 105 of RA 10654.

Violation of the prohibitions under Section 7 (b), (c) and (d) shall subject the offender to a fine of One hundred thousand pesos (P100,000.00) to Five million pesos (P5,000,000.00) in accordance with Section 128 of RA 10654.

For violation of the prohibitions under Section 7 (e) to (j), shall subject the offender to the penalties provided under Section 38 of RA 10611 and its Implementing Rules and Regulations.

In addition to the penalties mentioned above, the FABOs or registered business operators who fail to respond to any request for records by the Competent Authority or fail to comply with any provisions of this Circular shall be subject to administrative sanctions such as but not limited to non-issuance of Catch Certificates or Sanitary/Health Certificates, suspension of imports or exports for three months for the first offense, suspension of imports or exports for six months for the second offense; suspension of pertinent registration for six months for third offense; and revocation of pertinent registration for the fourth offense.

Section 9. Repealing clause. Any provisions in previous orders, rules and regulations inconsistent with the provisions of this Circular are hereby revoked or modified accordingly.

Section 10. Separability clause. Should any portion or provision of this Circular be declared unconstitutional or invalid, the other portions thereof which are not affected thereby shall continue to be in full force and effect.

Section 11. Effectivity. This Circular shall take effect fifteen (15) days after its publication in any newspaper of general circulation and after its filing with the Office of the National Administrative Register.

Section. Transition Period. Due to the substantially new requirement imposed by this Circular, a transition period of six (6) months from its entry into force is provided. During the transition period, FA products not complying with the new requirements set forth by this Circular may be sold or exported, and stocks of such FA products that have been produced before the end of the transitional period may continue to be sold or exported until exhausted.

Issued this _____ day of _____ in Quezon City, Philippines.

FERDINAND R. MARCOS, JR.

Secretary

Department of Agriculture

Recommending approval:

ATTY. DEMOSTHENES R. ESCOTO

Director

Bureau of Fisheries and Aquatic Resources

DRUSILA ESTHER E. BAYATE

Undersecretary for Fisheries

Department of Agriculture

Annex A is hereby amended as follows:

ANNEX A-1
Data Requirements for Wild-Caught Fish

Purse Seine/Ring-Net Vessels Supplying Fresh/Chilled Fish

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
CATCHING	Logsheet and Electronic Reporting System (ERS)	1. Logsheet control/reference number	Vessel Captain/ Fishing Company
		2. Vessel Name	
		3. Flag State	
	a. SPC-FFA logsheet	4. Vessel Registration Number	
	<i>(applicable only for fishing vessels operating in high seas pockets)</i>	5. CFVGL/DWFP Number	
		6. EU/BFAR Approval number	
		7. Name of Vessel Captain	
		8. FAO zone area (fishing ground)	
		9. Date of fishing/harvest	
	b. BFAR-prescribed logsheet	10. FAO 3-alpha species code	
	<i>(applicable only for fishing vessels operating within Philippine waters)</i>	11. Estimated weight per species	
	c. ERS is applicable to catcher fishing vessels with installed ALCs	12. Date and port of departure to fishing ground	
	BRAILING <i>(applicable for group seining operations only)</i>	Captain/Mates' Brailing Certificate	
2. Brailing coordinates			
3. Brailing date			
4. Estimated weight of fish per species			
5. Name of catcher vessel			
6. Name of carrier vessel			
7. Captains' signature			
8. Observer's signature <i>(if applicable)</i>			
Stowage Plan		1. Logsheet control/reference number	Carrier Vessel Captain
		2. Transshipment certificate number	
		3. Freezer vessel or carrier vessel name	
		4. Lot per hatch layout	
		5. Catcher vessel name	
	6. Estimated weight transhipped		
UNLOADING/ LANDING	Catch Origin Landing Declaration	1. Logsheet control/reference number	Fisheries Officer
		2. Name of the landing/unloading vessel	
		3. Registration and fishing license number	

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
		4. Owner name 5. Flag 6. Transshipment Certificate or Brailing Certificate number 7. Port/place landed 8. Source of catch (name of catcher vessel and flag) 9. Date/s unloaded/landed 10. Species of fish 11. Catch description 12. Verified weight landed (in kilograms) 13. Buyer/Destination 14. Name, signature and seal of the Fisheries Officer	

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ANNEX A-2
Data Requirements for Imported and Wild-Caught Fish

Purse Seine/ Ring-Net Vessels Supplying Frozen Fish

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
CATCHING	Logsheet and Electronic Reporting System (ERS) a. SPC-FFA logsheet <i>(applicable only for fishing vessels operating in high seas pockets)</i> b. BFAR-prescribed logsheet <i>(applicable only for fishing vessels operating within Philippine waters)</i> c. ERS is applicable to catcher fishing vessels with installed ALCs	1. Logsheet control/reference number	Vessel Captain/ Fishing Company
		2. Vessel Name	
		3. Flag State	
		4. Vessel Registration Number	
		5. CFVGL/DWFP Number	
		6. EU/BFAR Approval number	
		7. Name of Vessel Captain	
		8. FAO zone area (fishing ground)	
		9. Date of fishing/harvest	
		10. FAO 3-alpha species code	
		11. Estimated weight per species	
		12. Date and port of departure to fishing ground	
		13. Date and port of unloading	
TRANSHIPMENT	Transshipment Certificate	1. Logsheet control/reference number	Vessel captain of the catcher and carrier vessel
		2. Transshipment coordinates	
		3. Transshipment date	
		4. Estimated weight of the catch transhipped	
		5. Name of transferring vessel (catcher vessel)	
		6. Name of receiving vessel (freezer vessel)	
		7. Captain's Signature	
	Declaration of Transshipment (DoT) issued by the competent authority of the port State	1. Port of transshipment	Competent port authority
		2. Transshipment date	
		3. Name of the transferring vessel	
		4. Flag of the transferring vessel	
5. Vessel type			
6. Name of the receiving vessel			
7. Flag of the receiving vessel			
8. Species of fish			
9. Quantity of fish transhipped			
10. Name of the certifying person of the port authority			
11. Date of issuance and seal			
	Sanitary and Phytosanitary Import Clearance (SPSIC)		

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
	Stowage Plan	<ol style="list-style-type: none"> 1. Logsheet control/reference number 2. Transshipment certificate number 3. Freezer vessel or carrier vessel name 4. Lot per hatch layout 5. Catcher vessel name 6. Estimated weight transhipped 	Captain of carrier vessel
	Fish Origin Declaration Form or FODF(<i>applicable only for fishing vessels operating Papua New Guinea</i>)	<ol style="list-style-type: none"> 1. Catcher Vessel Name and License Number 2. Transfer position (Lat/ Long) 3. Estimated Catch before transfer 4. date, species, and quantity transferred 5. Carrier vessel name and License number 6. Hold Number 7. estimated quantity (MT) 8. Port of Unloading 9. Cold Storage/ cannery 10. Catchers FODF Number 11. Name of catcher vessel captain 12. Name of NFA Officer Onboard 13. Name of Carrier Vessel Captain 14. Name of NFA Officer at Port 	Third country competent authority
UNLOADING/ LANDING	Catch Origin Landing Declaration (<i>applicable only for catches landed in the Philippines</i>)	<ol style="list-style-type: none"> 1. Logsheet control/reference number 2. Name of the landing/unloading vessel 3. Registration and fishing license number 4. Owner name 5. Flag 6. Transshipment Certificate or Brailing Certificate number 7. Port/place landed 8. Source of catch (name of catcher vessel and flag) 9. Date/s unloaded/landed 10. Species of fish 11. Catch description 12. Verified weight landed (in kilograms) 13. Buyer/Destination 14. Name, signature and seal of the Fisheries Officer 	Fisheries Officer

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
	Declaration of Landing (<i>applicable only for catches landed in Papua New Guinea</i>)	<ol style="list-style-type: none"> 1. Port landed/unloaded 2. Date of landing/unloading 3. Company name 4. Catcher vessel FODF serial number 5. Catcher vessel name and flag 6. Name of the landing/unloading vessel 7. Country/Flag of registration 8. Species of fish landed/unloaded 9. Quantity of fish landed/unloaded (in metric tons) 10. Name and seal of the Monitoring Officer 11. Date of issuance 	Competent port authority

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ANNEX A-3
Data Requirements for Wild-Caught Fish

Handline Fishing Vessels

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
CATCHING	Fish Catch Report	1. Name of Vessel	Handline Operator
		2. Registration number/ permit number (LGU)	
		3. Owner/Handline operator	
		4. Fishing ground	
		5. Home port	
		6. Fishing gear	
		7. Place of departure	
		8. Date of return	
		9. No. of FADs used (<i>if applicable</i>)	
		10. Fish catch landing site	
		11. Number of individual landed	
		12. Target species	
		13. Weight	
		14. Retained by-catch species	
		15. Net weight	
UNLOADING/ LANDING	Catch Origin Landing Declaration	1. Logsheets control/reference number	Fisheries Officer
		2. Name of the landing/unloading vessel	
		3. Registration and fishing license number	
		4. Owner name	
		5. Flag	
		6. Transshipment Certificate or Brailing Certificate number	
		7. Port/place landed	
		8. Source of catch (name of catcher vessel and flag)	
		9. Date/s unloaded/landed	
		10. Species of fish	
		11. Catch description	
		12. Verified weight landed (in kilograms)	
		13. Buyer/Destination	
		14. Name, signature and seal of the Fisheries Officer	
DOMESTIC/ LOCAL TRANSPORT	Local Transport Permit (BFAR) or Auxiliary invoice (LGU) or Airway Bill/ Bill of Lading (Domestic)	1. Volume/ Quantity	Agriculture Office; Buyer procurement officer;
		2. Species Commodity	
		3. Date and Place of the clearance/ permit was issued	
		4. Shipper	
		5. Consignee	
		6. Destination	
		7. Vessel carrier	
		8. Value	
		9. Origin of Catch	
		10. Name of Reefer Van or Fish Car	
		11. License plate or Reefer van or Vehicle	

ANNEX B
Data Requirements for Farmed Fish

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
Feed procurement and distribution	Receiving Log	1. Supplier name 2. Batch/lot 3. Date received 4. Quantity	Farm Operator
	Dispatch Log	1. Supplier name 2. Batch/lot 3. Date of dispatch 4. Quantity 5. Destination	Farm Operator
Drug/Biological / Chemical Distribution	Receiving Log	1. Supplier Name 2. Receiving Date 3. Name of Product 4. Intended Use 5. Dosage Used 6. Quantity 7. Batch/Lot	Farm Operator
Pre-production (Hatchery)	Broodstock, Fry and PL Receiving Log	1. Receiving Date 2. Supplier name 3. Supplier Permit and /or registration number 4. Species 5. Quantity 6. Health Certificate	Hatchery Operator
	Fry and PL Distribution Log	1. Releasing Date 2. Farm Name with Registration number 3. Quantity 4. Size	
Pre-Production (Wild-Caught fry)	Wild-caught Fry Collection Report	1. Control/Reference number 2. Permit number 3. Collection/catch Area 4. Date of collection / harvest 5. Distribution list 6. Species 7. Quantity 8. Health Certificate	Hatchery Operator
Pre-production (Nursery)	Receiving Log	1. Receipt Number 2. Nature of input (feed, supplement, drug, etc.) 3. Supplier name 4. Receiving date 5. Quantity 6. Size	Nursery farm Operator
	Distribution Log	1. Name of Farm (Registration Number) 2. Quantity 3. Size 4. Date Supply 5. Species	

Pre-production (Hatchery, Wild-caught Fry, Nursery)	Feeding Log	<ol style="list-style-type: none"> 1. Date of Delivery 2. Pond Number 3. Date of Feeding 4. Time of Feeding 5. Quantity used 	Hatchery / Nursery farm operator
	Supplement / Medication Log	<ol style="list-style-type: none"> 1. Name of Product 2. Batch/Lot number 3. Intended Use and Dosage 4. Date and Time of Application 5. Duration of Application 	Hatchery / Nursery farm operator
Production (Grow-out)	Fry / Fingerling / PL Receiving Report	<ol style="list-style-type: none"> 1. Supplier name 2. Supplier Permit and/or registration number 3. Receiving date 4. Species 5. Quantity 6. Size 	Grow-out farm operator
	Consumable inputs Receiving Log	<ol style="list-style-type: none"> 1. Receipt number 2. Nature of Input (feed, supplement, drug, etc.) 3. Supplier Name 4. Receiving date 5. Quantity 6. Batch/Lot Number 	Grow-out farm operator
	Feeding Log	<ol style="list-style-type: none"> 1. Date of feeding 2. Time of feeding 3. Feeds Consumed 4. Cage / Pond number 5. Production Stage (size / age) 6. Brand and Type of Feed 	Grow-out farm operator
	Supplemental / Medication Log	<ol style="list-style-type: none"> 1. Name of Product 2. Batch / Lot Number 3. Intended Used and Dosage 4. Date and Time of Application 5. Duration of Application 	Grow-out farm operator
	Harvest Log	<ol style="list-style-type: none"> 1. Farm Registration Number 2. Date of Harvest 3. Species 4. Quantity 5. Pond / Cage Number 6. Production Lot (size/age/weight) 7. Destination of harvest (processing plants / auction market / retailer) 	Grow-out farm operator
Post-harvest (Transport)	Transport Log Sheet	<ol style="list-style-type: none"> 1. Name of Transporter 2. Driver's name 3. Vehicle Plate Number 4. Volume and Size/Age (Days of Culture) 5. Destination 6. Date and time of loading 7. Local Transport Permit Number Issued by BFAR (where applicable) 8. Production Lot 	Grow-out farm operator

Post-harvest (Auction Market)	Log Sheet	1. Supplier Name 2. Farm Registration Number 3. Volume 4. Distribution List	Trader at Auction Market
Post-harvest (Transport)	Local Transport Permit	1. Farm Registration Number 2. Quantity 3. Species	Fisheries Quarantine Officer
	Transport Log Sheet	4. Local Transport Permit Number 5. Supplier 6. Box Number	Processing Establishment
Post-harvest (Processing)	Fish Receiving Report / Batch Monitoring Report	1. Supplier Name 2. Time and Date 3. Total Weight and age/size received 4. Farm Registration Number 5. Local Transport Permit Number 6. Lot/Batch Number 7. Destination	Processing Establishment
	Production Report	1. Date and Time processed 2. Batch / Lot Number 3. Production Type 4. Production Code 5. Destination	Processing Establishment
	Labelling and packing Report	1. Production Code 2. Batch / Lot Number 3. Production description 4. Species 5. Manufacturing date 6. Best before date 7. Establishment approval number 8. Brand 9. Country of Origin	Processing Establishment
Cold Storage	Cold Storage Report	1. Stowage Plan 2. Location in the stacking lay-out of Cold Storage 3. Production Code 4. Name of Processing Establishment 5. Destination 6. Registration Number (If separately located from the processing plant)	Cold storage operator
Transport	Pre-trip Inspection Report	1. Requested setting of the temperature 2. Container interchange 3. Container and seal number (for sea freight) / Airway bill number (for air freight)	Shipper
	Van Loading Report	1. Pre-trip Inspection Report 2. Country of destination 3. Establishment approval number 4. Production code 5. Quantity	Exporter
	Pre-shipment Inspection Report	1. Loading Report 2. Labelling requirement 3. Storage Requirement compliance with temperature requirement	Fisheries Inspector

		4. Packing List 5. Proforma Invoice	
Shipment	Health Certificate	1. Pre-shipment inspection report	Certifying Officer
	Export Commodity Clearance	1. Health Certificate 2. Proforma Invoices	Quarantine Officer
	Airway Bill / Bill of Lading	1. AW / BL Number 2. Date issued / shipment date 3. Shipper 4. Consignee 5. Name of Vessel 6. Voyage number 7. Port of Loading 8. Port of Destination 9. Product 10. Net weight	Shipping Line

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ANNEX C-1
Data Requirements for Processing Plants' Internal Traceability

For Tuna Canneries

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s	
TRANSPORT	Truck Trip Ticket/ Truck Trip No.	1. Trip Ticket Number	Cannery Representative (QA/QC)	
		2. License plate number		
		3. Trip number		
		4. Driver name		
		5. Date and time of loading		
		6. Place/ location of loading		
		7. Lot/ batch number		
		8. Net weight		
		9. Catcher/carrier vessel		
		10. Destination		
BLAST FREEZING (<i>for ice/chilled fish</i>)	Blast freezing monitoring record	1. Logsheets control/reference number/ batch number	Blast Freezing/ Cannery Representative	
		2. Name of company that availed blast freezer		
		3. Quantity		
		4. Date and time of freezing		
		5. FAO 3-alpha species code		
STORAGE (<i>landed catch</i>)	Cold Storage Stowage Plan/ Cold Storage Report	1. Logsheets control/reference number / batch number	Cannery Representative	
		2. Supplier/ Fishing Company Name		
		3. Date stored		
		4. Weight stored		
		5. Catcher/Carrier Vessel		
		6. Species		
		7. Name of Cold Storage Facility and Cold storage room number		
		8. Date of Withdrawal		
		9. Volume of Withdrawal		
	Bin Tag		1. Logsheets control/reference number / batch number	Cannery Representative
			2. Bin number	
			3. Catcher /Carrier vessel name	
			4. Supplier/Fishing company name	
			5. Species	
PROCESSING	Fish Receiving Report and Fish Sizing Summary Report	1. Lot no./ Batch no.	Cannery Representative	
		2. Cold storage origin		
		3. Supplier/Fishing company name		
		4. Time and date received		
		5. Total weight received per vessel		
		6. Bin number		
		7. FAO 3-alpha species code		
		8. Catcher/Carrier vessel		

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
	Pre-Cooking Report	1. Batch number/ lot number	Cannery Representative
		2. Pre cooker number	
		3. Time and date cooked	
		4. Fish size	
		5. FAO 3-alpha species code	
	Pack-shaping/ filling report	1. Batch number / lot number	Cannery Representative
		2. Number of cans/tins/ pouch produced	
		3. FAO 3-alpha species code	
		4. Production date	
		5. Fill weight	
	Seaming Report	1. Production code	Cannery Representative
		2. Number of cans/tins/ pouch produced	
Retorting Report	1. Production code	Cannery Representative	
	2. Number of cans/tins/ pouch produced		
STORAGE DRY WAREHOUSE	Labelling and Packing Report	1. Production code and/or product description	Cannery Representative Fish Inspectors
		2. EU establishment approval number/ License to Operate / FDA Facility Registration Number (<i>if applicable</i>)	
		3. Brand	
		4. Country of destination	
PRE-SHIPMENT	Pre-shipment Inspection Report	1. Product name or/and type	Fish Inspectors
		2. EU approval number/ License to Operate number / US FDA Facility Registration number (whichever is applicable)	
		3. Container number	
		4. Seal number	
		5. Date of shipment	
		6. Consignee	
		7. Country of destination	
		8. Name of processor/manufacturer	
		9. Name of exporter	
		10. Net weight	
		11. Product code	
SHIPMENT	Van Loading Report	1. Country of destination	Shipper
		2. EU Establishment Approval Number/ FDA Facility Registration Number (<i>if applicable</i>)	
		3. Product code	
		4. Number of boxes/cases/bags/pallet	
		5. Net weight	
		6. Product name or/and type	

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
	Packing List	1. Consignee	Processing Plant Representative
		2. Shipper	
		3. Country of destination	
		4. Port of origin	
		5. Product name or/and type	
		6. Net weight	
		7. Number of boxes/cases/ bags/ pallet	
		8. Departure date	
		9. Estimated time of arrival	
	Bill of Lading <i>(if shipped by sea)</i>	1. Bill of lading number	Shipper
		2. Container number	
		3. Seal number	
		4. Mother vessel	
		5. Mother vessel flag <i>(if applicable)</i>	
		6. Feeder vessel from the port of origin	
7. Date of shipment			
8. Country of destination			
Airway Bill <i>(if shipped by air)</i>	1. Airway bill number	Shipper	
	2. Airline		
	3. Flight details		
	4. Date of shipment		
	5. Country of destination		

ANNEX C-2
Data Requirements for Processing Plants' Internal Traceability

For Fresh Frozen Tuna Processing Plant

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
PROCESSING (Receiving)	Incoming raw material inspection report SPSIC (if imported)	1. Weight/Volume	Processor Representative
		2. Batch/ Lot Number	
		3. Supplier (catcher vessel)	
		4. Date and time raw material was received	
		5. country of origin	
Initial Processing (butchering to slicing)	Initial Processing Record	1. Date of initial processing	Processor Representative
		2. Lot/ batch number	
		3. Quantity	
		4. Weight	
		5. Species	
		6. Product Name or/and Type	
Initial Packaging/ Labelling	Initial Packaging/ Labelling Monitoring Record	1. Date of initial packaging	Processor Representative
		2. Lot/ batch number/ production code	
		3. Total Weight	
		4. Species	
		5. Product Name and Type	
		6. Frozen Date	
		7. Number of packs	
		8. Buyer and brand	
		9. Establishment Approval Number	
Freezing	Freezing Monitoring Record	1. Freezing Date	Processor Representative
		2. Lot/ batch #/ production code	
		3. Total Weight	
		4. Species	
		5. Product Name or/and Type	
		6. Number of packs	
Final Packing/ Boxing/ Cartooning	Packing Record	1. Date of final packing	Processor Representative
		2. Number of boxes	
		3. Lot No./ Batch No./ Production code	
		4. Product name or/ and type	
		5. Buyer and brand	
		6. Establishment Approval Number	
		7. Country of Destination	
COLD STORAGE	Cold storage record	1. Date deposited/stored	Cold Storage Personnel
		2. Stowage Plan (<i>as attachment</i>)	
		3. Volume to be stored	
		4. Cold storage room number	
		5. Withdrawal date and volume	
		6. Product name or/and type	
		7. Species	

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
PRE-SHIPMENT	Pre-shipment Inspection Report	1. Product name or/and type	Fish Inspectors
		2. Establishment Approval Number	
		3. Container number	
		4. Seal number	
		5. Date of shipment	
		6. Consignee	
		7. Country of destination	
		8. Name of processor/manufacturer	
		9. Name of exporter	
		10. Net weight	
		11. Product code	
SHIPMENT	Van Loading Report	1. Country of destination	Shipper
		2. EU Establishment Approval Number/ FDA Facility Registration Number (if applicable)	
		3. Product code	
		4. Number of boxes	
		5. Net Weight	
		6. Product name or/and type	
	Packing list	1. Consignee	Processing Plant Representative
		2. Shipper	
		3. Country of destination	
		4. Port of origin	
		5. Product name or/and type	
		6. Net Weight	
		7. Number of boxes	
		8. Departure date	
		9. Estimated time of arrival	
	Bill of Lading <i>(if shipped by sea)</i>	1. Bill of Lading number	Shipper
		2. Container number	
		3. Seal number	
		4. Mother vessel	
		5. Mother vessel flag <i>(if applicable)</i>	
		6. Feeder vessel from the port of origin	
		7. Date of shipment	
		8. Country of destination	
	Airway Bill <i>(if shipped by air)</i>	1. Airway Bill number	Shipper
2. Airline			
3. Flight details			
4. Date of shipment			
5. Country of destination			

ANNEX C-3
Data Requirements for Processing Plants' Internal Traceability

For Sardine Canneries

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
PROCESSING	Fish Receiving Report SPSIC (if imported)	1. Logsheet control/reference number	Cannery Representative
		2. Gross weight	
		3. Reject	
		4. Net weight	
		5. Supplier name/code	
		6. Date caught and time	
		7. Carrier vessel name	
		8. Supplier name	
		9. Time and date received	
		10. Total weight received per supplier	
		11. Lot number	
		12. Bin number	
		13. FAO 3-alpha species code	
		14. Number of samples and results of histamine analysis	
		15. Temperature of fish upon receipt 16. Country of origin	
PROCESSING	Seaming Report	1. Double seam specifications	Cannery Representative
		2. Product code	
		3. Supplier name	
PROCESSING	Retorting Report	1. Production date	Cannery Representative
		2. Production code	
		3. Retort chart and logsheet	
		4. Number of cans/tins/ pouch produced	
PROCESSING	Production Report	1. Fill weight per can size	Cannery Representative
		2. Production code	
		3. Percentage recovery	
		4. Average weight	
DRY WAREHOUSE	Labelling and Packing Report	5. Culled report	Cannery Representative
		1. Product code	
		2. Product description	
		3. Establishment approval number <i>(if applicable in Zamboanga)</i>	
		4. Brand name	
		5. Country of origin	
DOMESTIC/ LOCAL TRANSPORT	Pre- Inspection Report	1. Packing list	Company Representative
		2. Container and seal number (for sea freight)/ Airway bill number (for air freight)	

Stage in the Supply Chain	Documentation	Data Required	Responsible Person/s
	Packing List	<ol style="list-style-type: none"> 1. Product description 2. Local/foreign van 3. Country of destination 4. Establishment approval number 5. Production code 6. Quantity 	Company Representative
	Pre-shipment Inspection Report	<ol style="list-style-type: none"> 1. Product name or/and type 2. Establishment Approval Number 3. Container number 4. Seal number 5. Date of shipment 6. Consignee 7. Country of destination 8. Name of processor/manufacturer 9. Name of exporter 10. Net weight 11. Product code 	Fish Inspectors
	Local Transport Permit (LTP)	<ol style="list-style-type: none"> 1. Date 2. LTP Number 3. Shipper's Name 4. Consignee's Name 5. Commodity description 6. Quantity 7. Issued /Inspected by 8. Source 9. Transport details 10. AW/BL Number 	Certifying Officers
SHIIPMENT	Bill of Lading <i>(if shipped by sea)</i> Airway Bill <i>(if shipped by air)</i>	<ol style="list-style-type: none"> 1. Bill of Lading number 2. Container number 3. Seal number 4. Mother vessel 5. Mother vessel flag <i>(if applicable)</i> 6. Feeder vessel from the port of origin 7. Date of shipment 8. Country of destination 	Shipper
	Bill of Lading <i>(if shipped by sea)</i>	<ol style="list-style-type: none"> 1. Airway Bill number 2. Airline 3. Flight details 4. Date of shipment 5. Country of destination 	Shipper

ANNEX D

Data Requirements for Pasteurized Crabmeat Processors

Stage in the Supply Chain	Documentation	Data Required	Responsible Person
CATCHING	Crab Catch Report	1. Vessel Name and Code	Boat owner or captain
		2. Vessel Registration Number	
		3. Name of Owner	
		4. Fishing/ Catching Ground	
		5. Fishing Gear	
		6. Place Landed	
		7. Gross tonnage	
		8. Date of catch	
		9. Catch Time Started	
		10. Catch Time Ended	
		11. Total Raw Weight	
		12. Name and Signature of Vessel Captain	
PRE-PROCESSING AT PICKING STATIONS	Receiving Record	1. Date of receiving	FABO
		2. Source code	
		3. Total Number of Kilos Received	
		4. Vessel Registration Number	
	Cooking Log Sheet	1. Date of Cooking	FABO
		2. Lot Code	
		3. Raw Weight per load	
		4. Burner Number	
		5. Cooking Time Started	
		6. Cooking Time Ended	
		7. Total Cooking Time	
	Cooling Log Sheet	1. Date of Cooling	FABO
		2. Lot Code	
		3. Cooked Weight	
		4. Cooling Time Started	
		5. Cooling Time Ended	
		6. Total Cooling Time	
	In-process Monitoring Log Sheet	1. Date of Processing	FABO
		2. Lot Code	
		3. Cooked Weight	
4. Picking Time Started			
5. Picking Time Ended			
6. Total Picking Time			
7. Sorting Time Started			
8. Sorting Time Ended			
9. Total Sorting Time			
10. Packing Time Started			
11. Packing Time Ended			
12. Total Packing Time			

Stage in the Supply Chain	Documentation	Data Required	Responsible Person	
	Picking Monitoring Form Sheet	1. Date of Picking		
		2. Lot Code		
		3. Cooked Weight		
		4. Total Picked Weight per Product Format		
	Tag	1. Vessel Code	FABO	
		2. Buying Date		
3. Picking Date				
DOMESTIC/ LOCAL TRANSPORT	Delivery Receipt	1. Source Name	FABO (<i>Pre-processing Plant</i>) / Receiver	
		2. Place of Origin		
		3. Date and Time of Departure		
		4. Estimated Date and Time of Arrival		
		5. Actual Date and Time of Arrival		
		6. Carrier		
		7. Number of Boxes		
	Local Transport Permit/Auxiliary Invoice	1. Name of Shipper	BFAR/LGU	
		2. Address of Shipper		
		3. Consignee		
		4. Address of Consignee		
		5. LTP / Auxiliary Invoice Number		
		6. Product/ Specie Name		
		7. Quantity		
PROCESSING	Crabmeat Receiving	1. Date of Receiving	FABO	
		2. Source Code Name		
		3. Declared Weight		
		4. Actual Received Weight		
		5. Meat Temperature		
		6. Declared Number of Boxes		
		7. Actual Number of Boxes		
	Can Coding Monitoring Form Sheet		1. Date of Production	FABO
			2. Source Name	
			3. Batch Code	
			4. Product Format	
			5. Number of Cans/ Tubs	
			6. Time Started	
			7. Time Ended	
8. Sequential Number Started				
9. Sequential Number Ended				
10. Vessel Code				
	1. Date of Production	FABO		

	Pasteurization and Post-cooling Log Sheet	2. Pasteurization Time Started 3. Pasteurization Time Ended 4. Temperature 5. Source Code	
	Finished Goods Receiving Record	1. Date of Production 2. Source Name 3. Batch Code 4. Product Format 5. Number of Cans/ Tubs	FABO
PRE-SHIPMENT	Pre-shipment Inspection	1. Name of Product 2. Product Codes 3. Name and Address of Manufacturer 4. Establishment Approval Number 5. Country of Destination 6. Name and Address of Exporter 7. Date of Shipment 8. Container Number 9. Seal Number 10. Net Weight	Fisheries Inspectors
	Staffing Arrangement	1. Batch Code 2. Product Format 3. Number of Cartons	FABO
SHIPMENT	Packing List	1. Brand 2. Carrier/ Mother Vessel 3. Name of Consignee 4. Place of Origin 5. Destination 6. Sales Invoice Number 7. Product Description 8. Quantity 9. Net Weight 10. Gross Weight 11. Total Number of Packages 12. EU Approval Number	FABO
	Export Commodity Clearance	1. Name and Address of Exporter 2. ECC No. 3. Purpose of Exportation 4. Consignee 5. Source of Products 6. Approx. Date of Loading 7. Port of Loading 8. Port of Discharge 9. Country of Destination	Competent Authority
	Bill of Lading (if shipped by sea) Airway Bill	1. Bill of Lading number 2. Container number 3. Seal number	Shipper

	<i>(if shipped by air)</i>	4. Mother vessel	
		5. Mother vessel flag <i>(if applicable)</i>	
		6. Feeder vessel from the port of origin	
		7. Date of shipment	
		8. Country of destination	
	Bill of Lading <i>(if shipped by sea)</i> Airway Bill <i>(if shipped by air)</i>	1. Airway Bill number	Shipper
		2. Airline	
		3. Flight details	
		4. Date of shipment	
		5. Country of destination	
		6. Bill of Lading number	

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