COMMUNITY CATCH

Self-Assessment User Guide

Start, complete and submit a Self-Assessment

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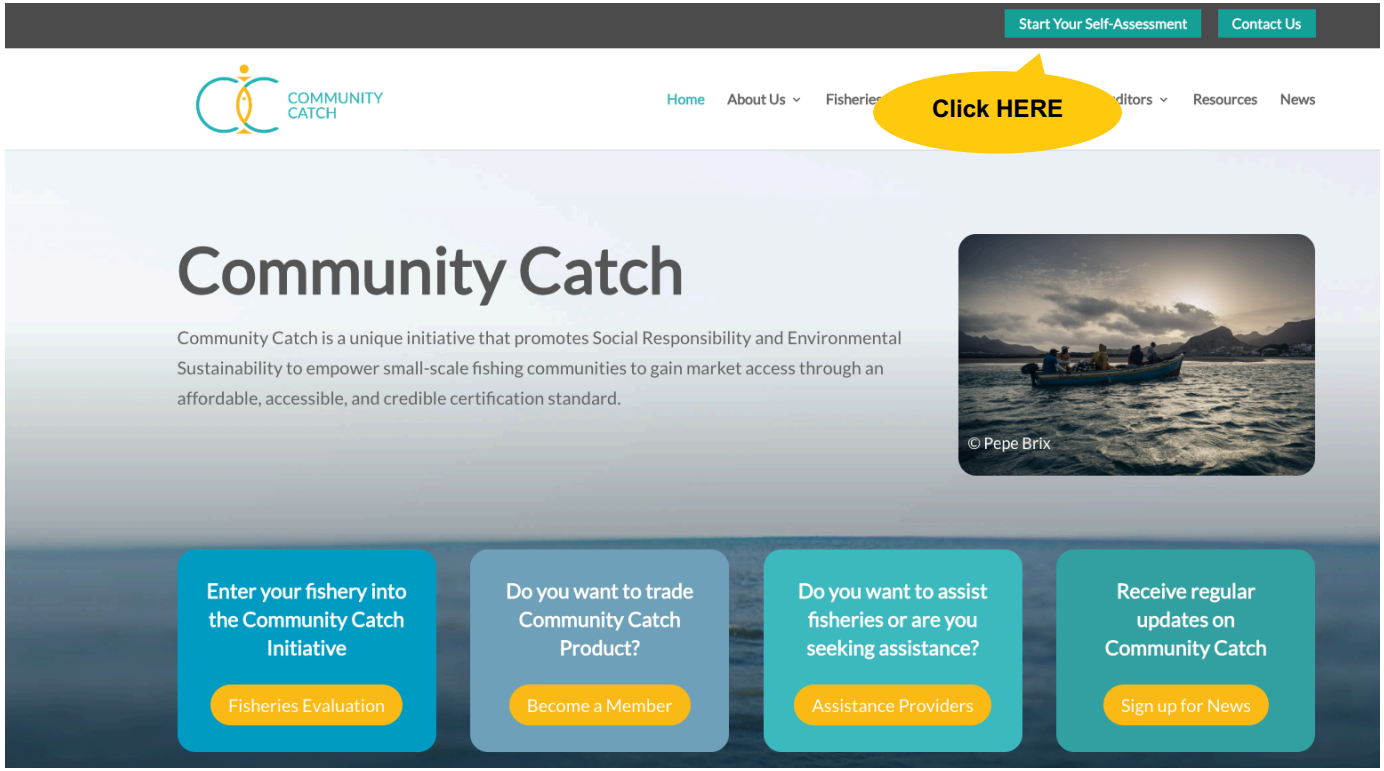
Task 1: Start a Self-Assessment

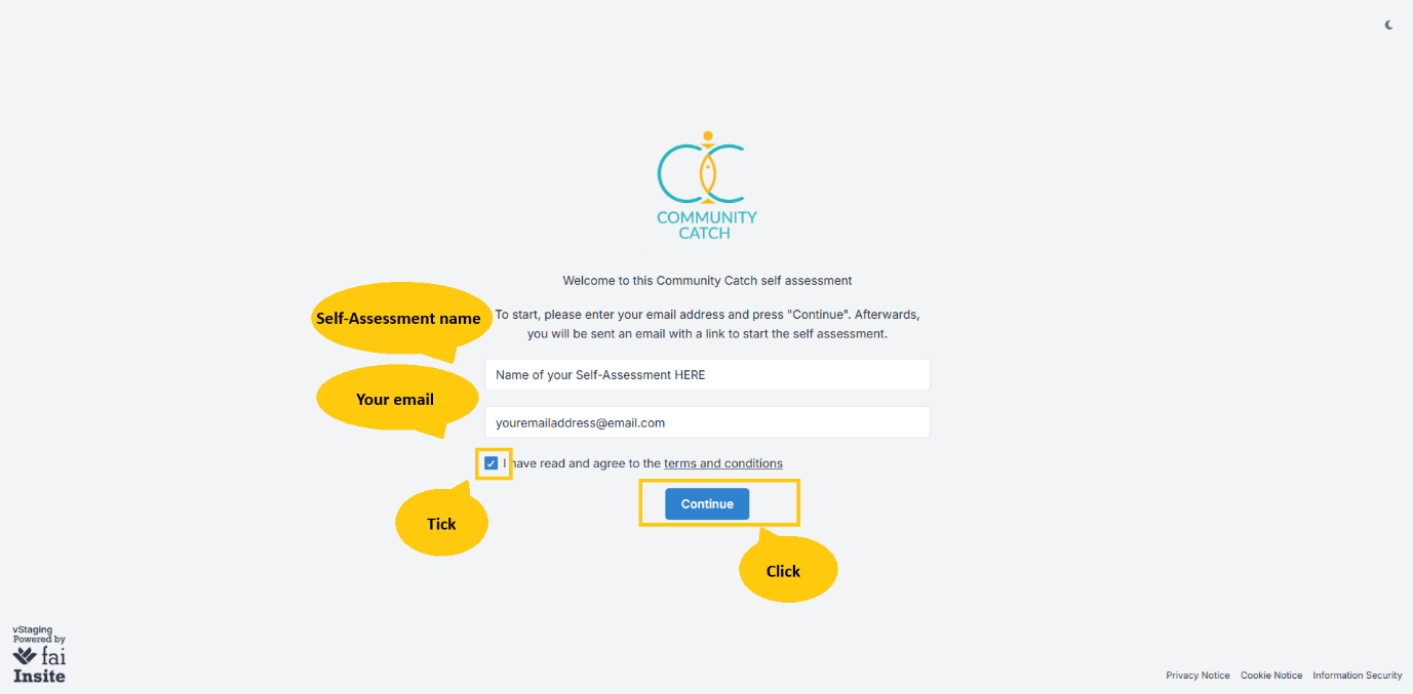
This is the first step in participating in the Community Catch certification scheme. Your answers are saved on your device and synced to our backend system regularly. If you suspect you have lost your previous answer (because you have changed device or clear your Browser cache, simply find your invitation email and click on “Start Self-Assessment” and use “Restore incomplete Self-Assessment” feature.

Steps:

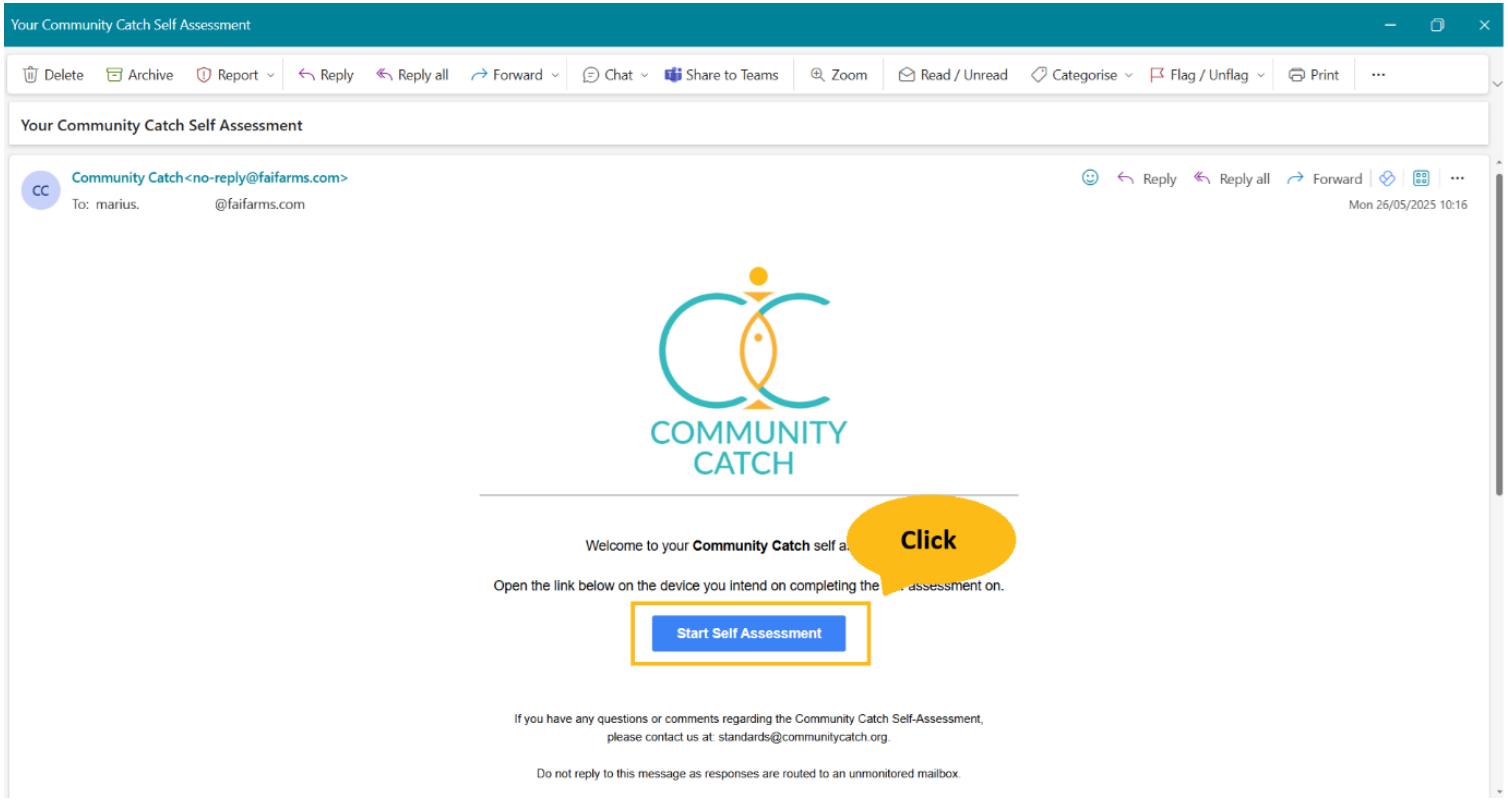
1. **Navigate** to the Community Catch website (https://communitycatch.org/)
2. **Click** the "**Start Your Self-Assessment**" button.



3. **Fill in your email address**, read and agree to the terms and conditions and **click** on “**Continue**”.



4. You will receive an email with an invitation to start the Self-Assessment. **Click** on "**Start Self-Assessment**".



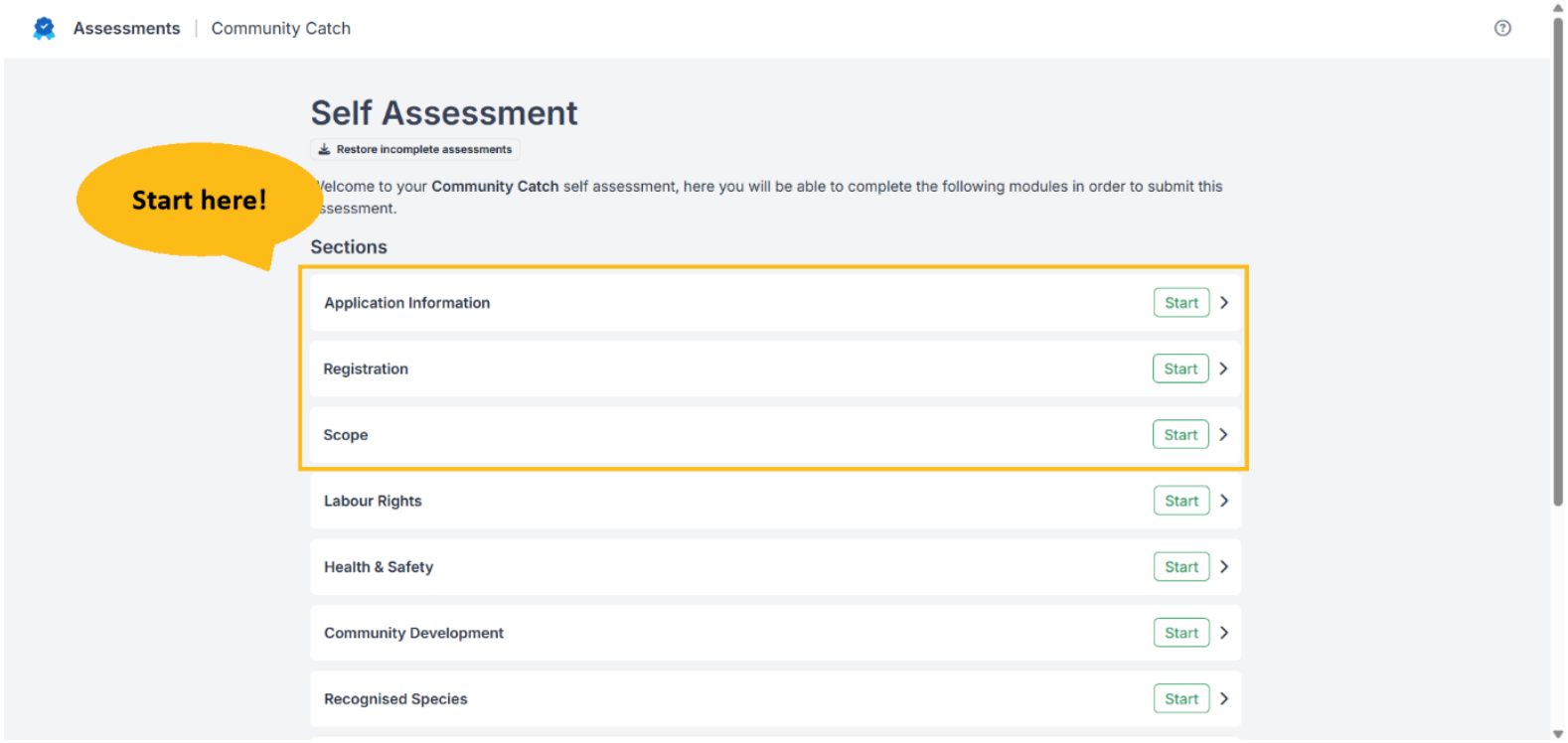
Next Step: Complete and submit a Self-Assessment.

Task 2: Complete and submit a Self-Assessment

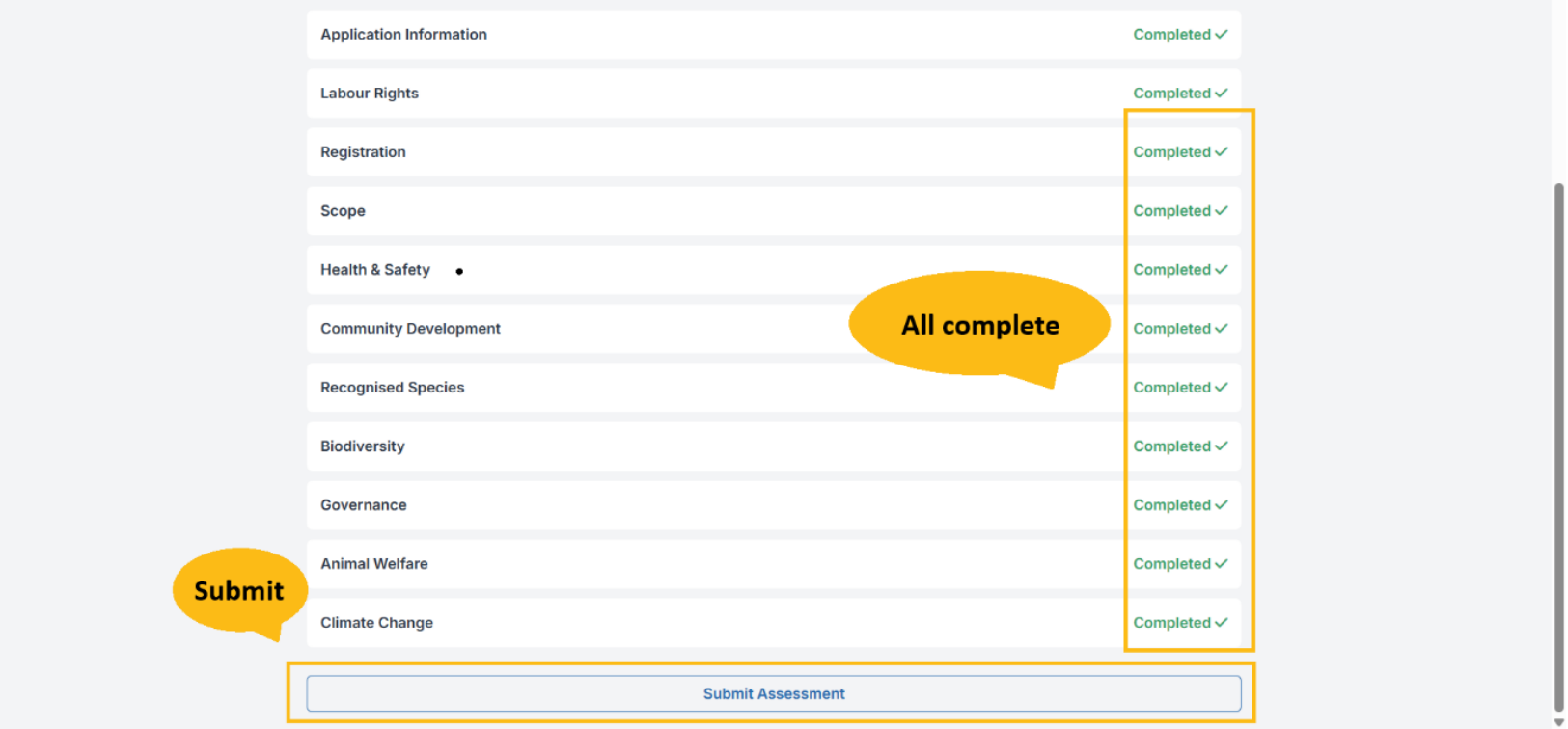
You can complete the Self-Assessment in any order. However, we **recommend starting with "Application Information", "Registration" and the "Scope" section** to confirm whether your fishery is eligible for certification. If your fishery is out of scope, you will still be able to submit the Self-Assessment, but you won't be able to proceed to the evaluation stage or continue with the Community Catch certification process.

Steps:

1. **Complete every section** of the Self-Assessment but start with the first 3 sections to know if the fishery you assess is in scope for certification.



2. Once every section completed, click “**Submit”**.



Your answers are saved on your device and synced to our backend system regularly. Once your Self-Assessment submitted, you will receive an email with a User Name and Password to log in to the Community Catch platform.

Next Step: Log into the platform with the credentials you received.

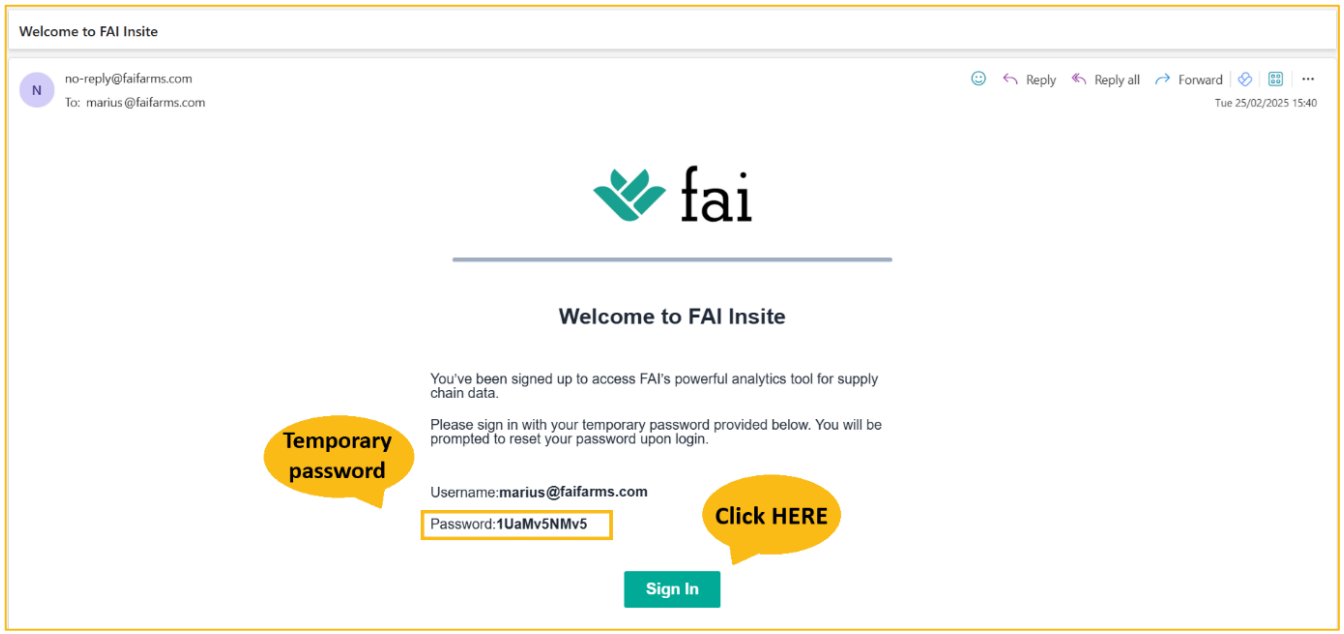
Task 3: Log into the Community Catch platform

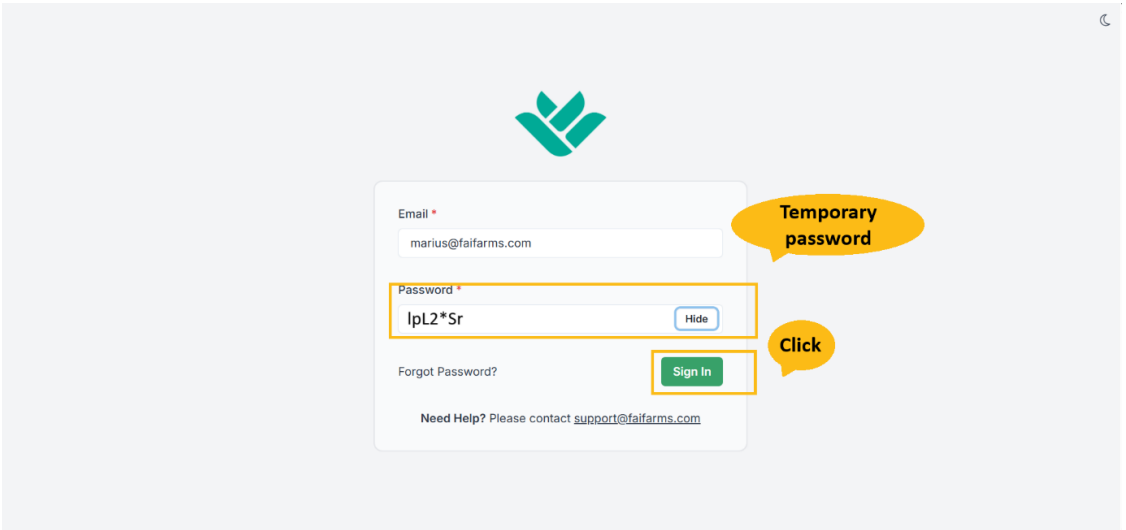
Once you have submitted your Self-Assessment, you can access the Community Catch platform. Through the platform you will be able to:

- View your Self-Assessment (questions and answers you provided)
- Assign a CAB to your Self-Assessment to be evaluated by a CAB
- Follow up your certification journey by
    - Accessing the CAB evaluation and the CAB evaluation results
    - Accessing Surveillance Audit to view your action plan progresses

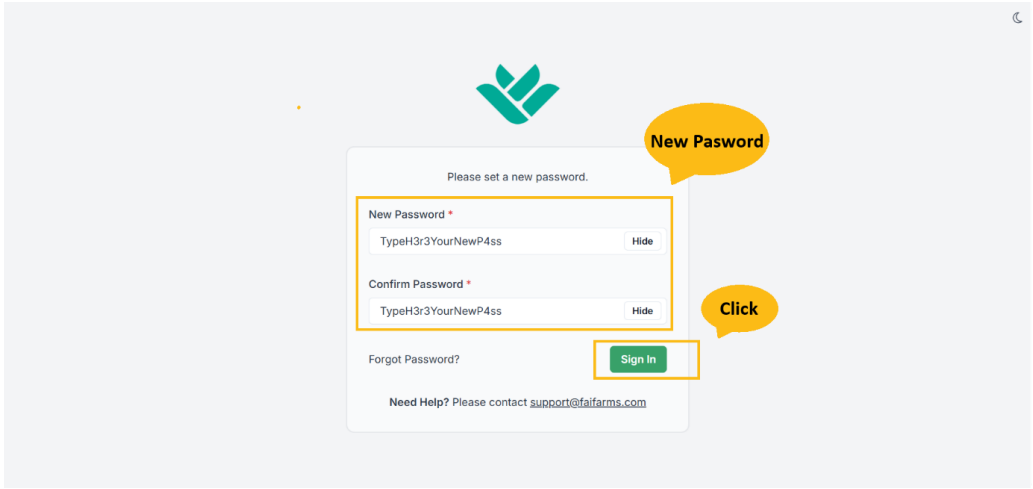
Steps:

1. Log into the platform with the credentials you received by email after having submitted your Self-Assessment. The email below shows where to find your temporary password in the invitation message:





2. Reset your password.



3. You are now logged into the Community Catch platform.

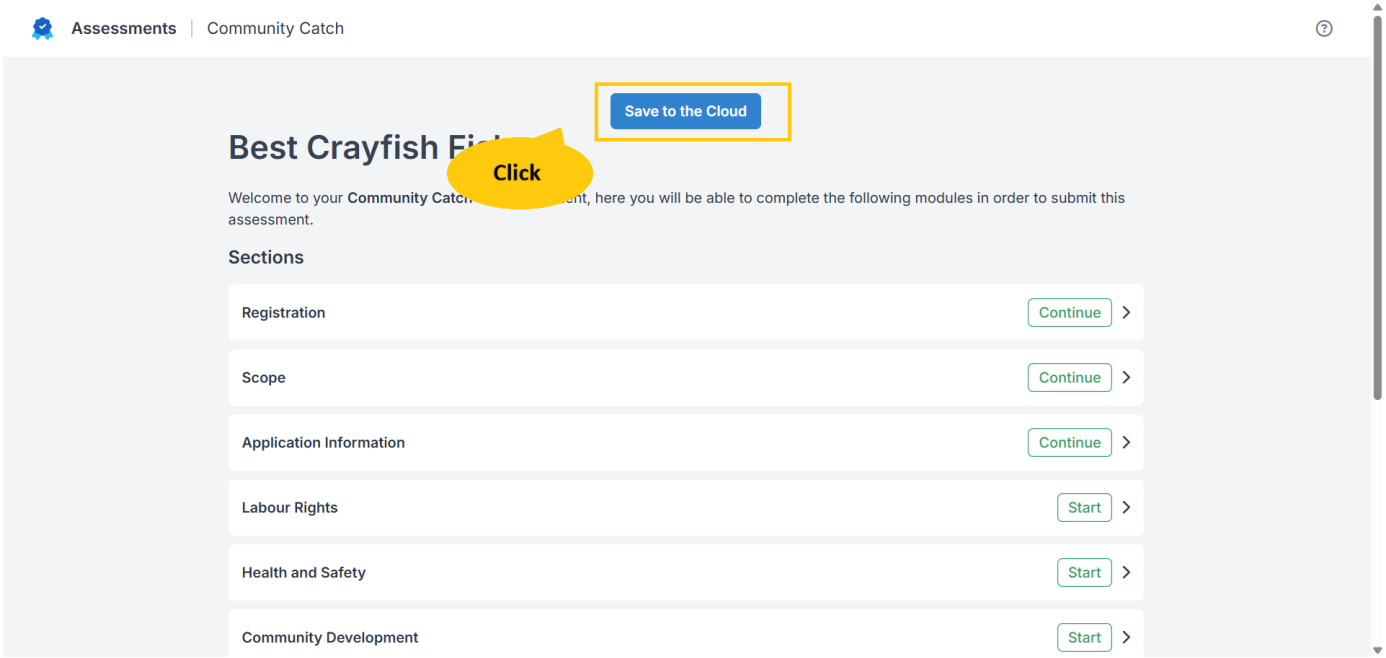
Task 4: Share the Self-Assessment with a colleague

It's possible for two people to collaborate on the same Self-Assessment—**but not at the same time**.

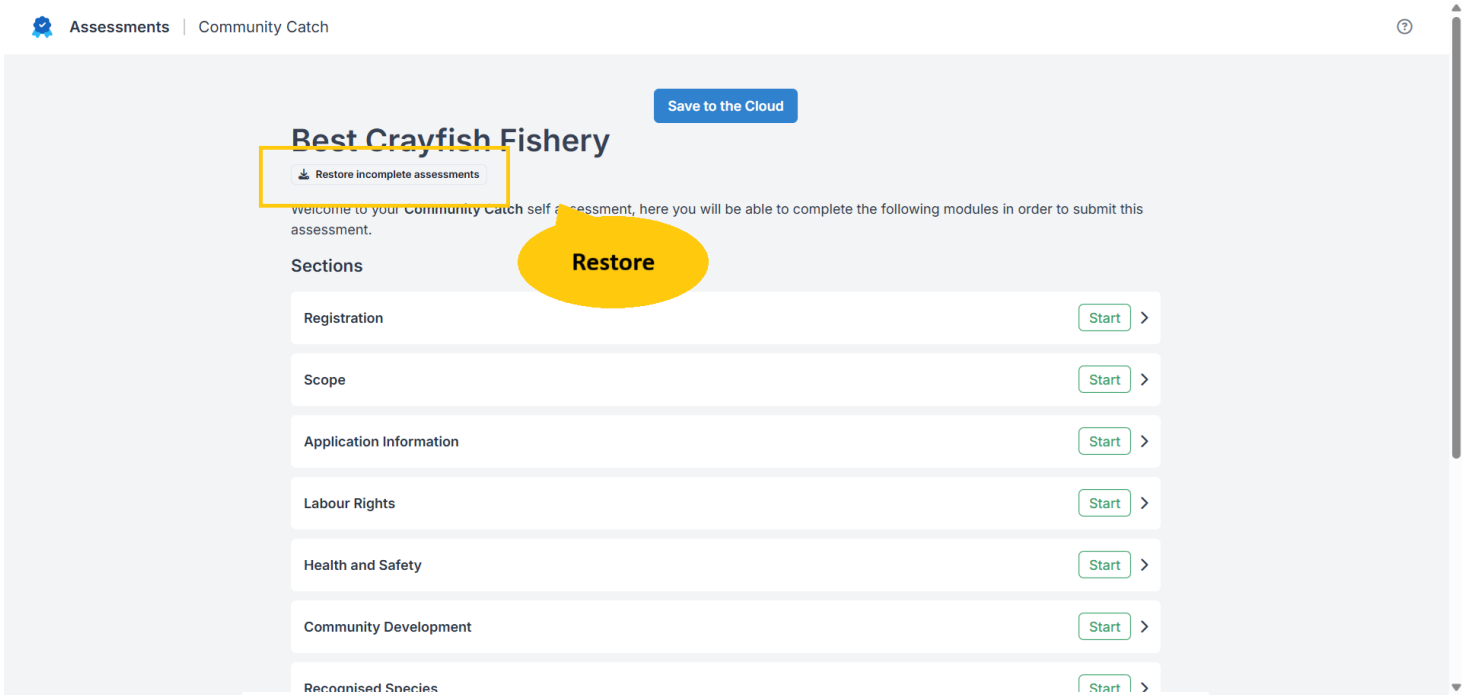
⚠ **Important:** The app does not currently support simultaneous editing. Always make sure **only one person** is updating the assessment at a time. Otherwise, data may be lost.

Steps:

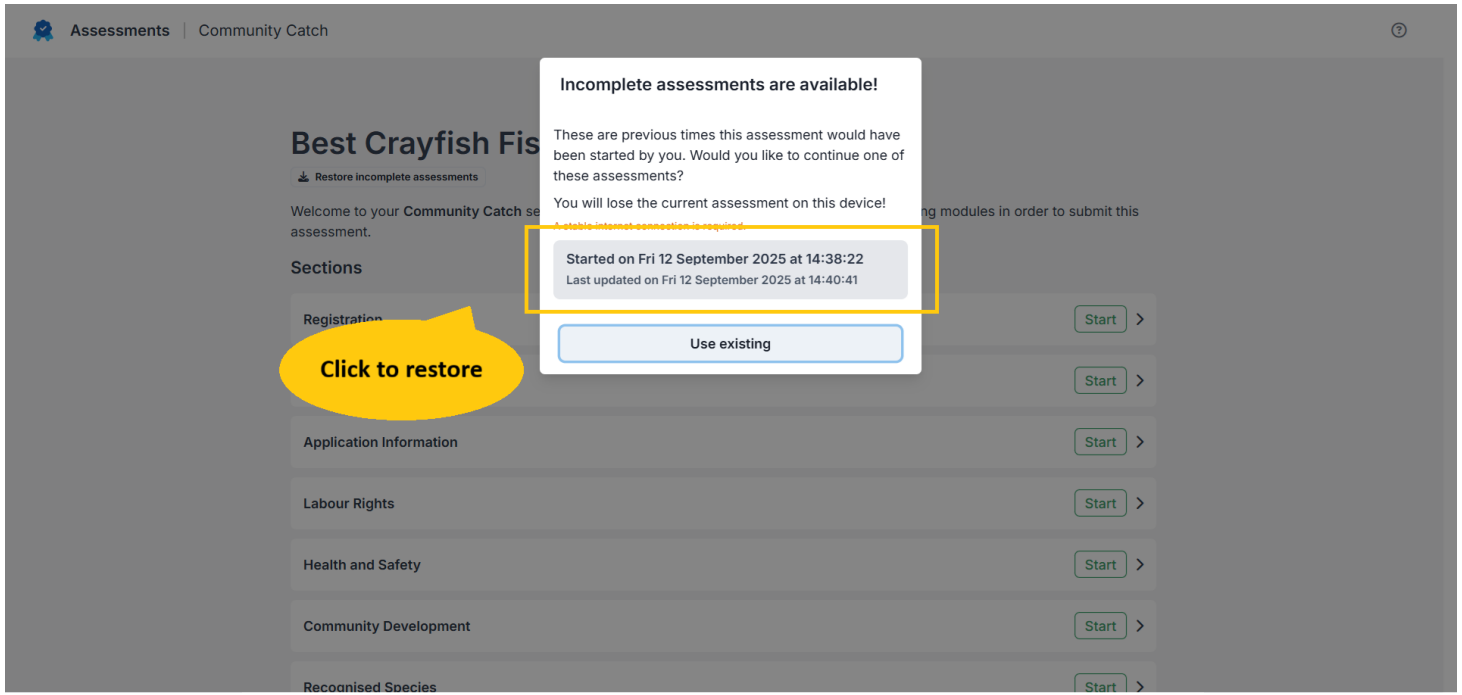
1. **User A starts the assessment:** Open the Self-Assessment using the link received by email. Begin filling in any sections. The answers are regularly saved in the cloud but just to make sure, we recommend users to click on "**Save to the cloud**" before they close the Self-Assessment or turn off their computer.



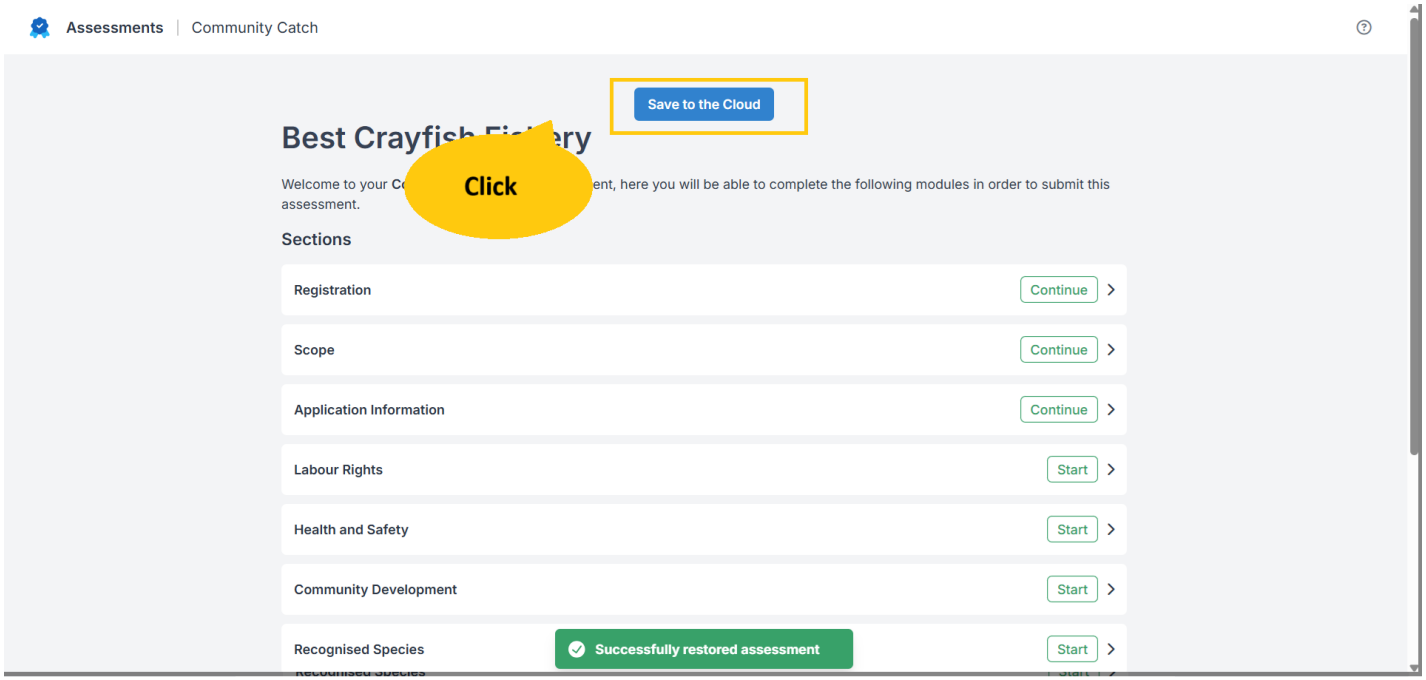
2. **User B continue filling Self-Assessment:** On their own device, User B opens the Self-Assessment using the link in the email invitation that User A received. They will see **a "Restore incomplete Self-Assessment"** button. This allows them to load the latest version User A has worked on.



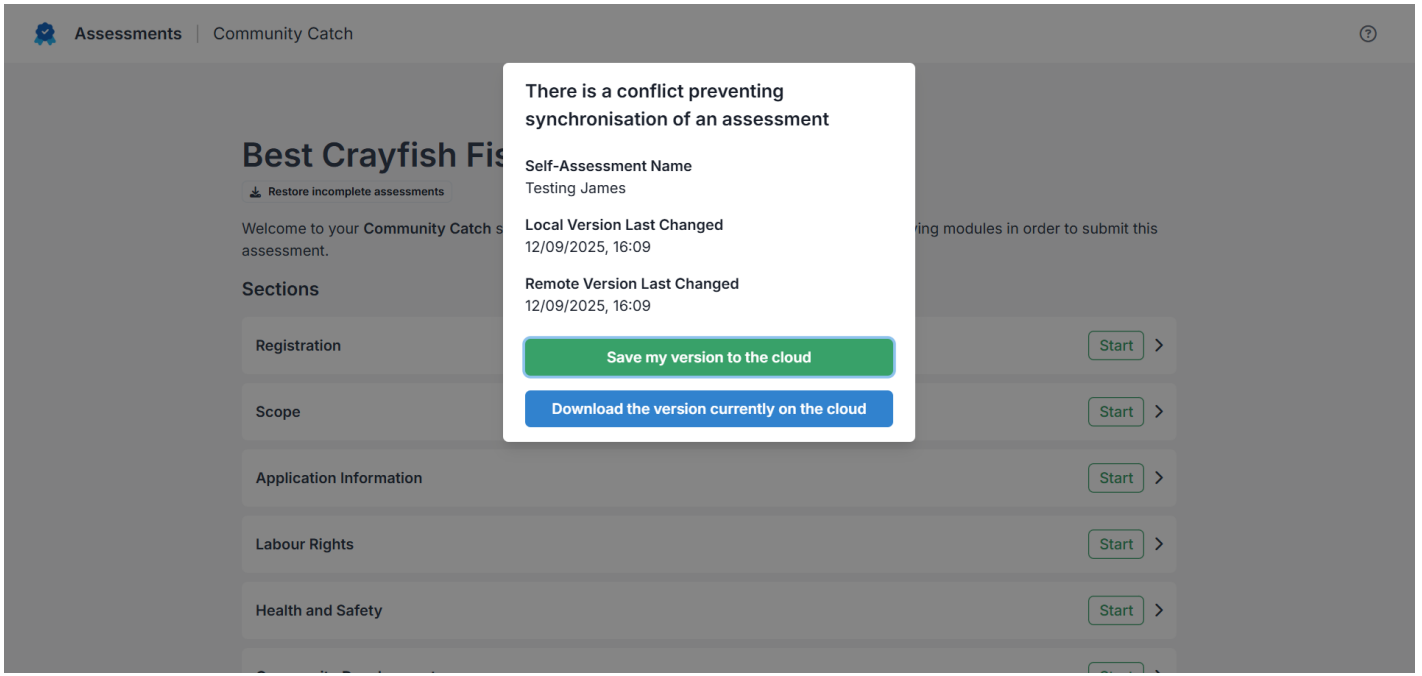
3. **Restore the latest version:** User B clicks on the only version shown in the list. This will restore the latest saved progress made by User A.



4. **User B finish completing their part of the Self-Assessment:** Once User B has completed their part, they need to close the windows. The answers are saved regularly on the cloud but just to make sure click “Save to the Cloud” before closing the Self-Assessment App.

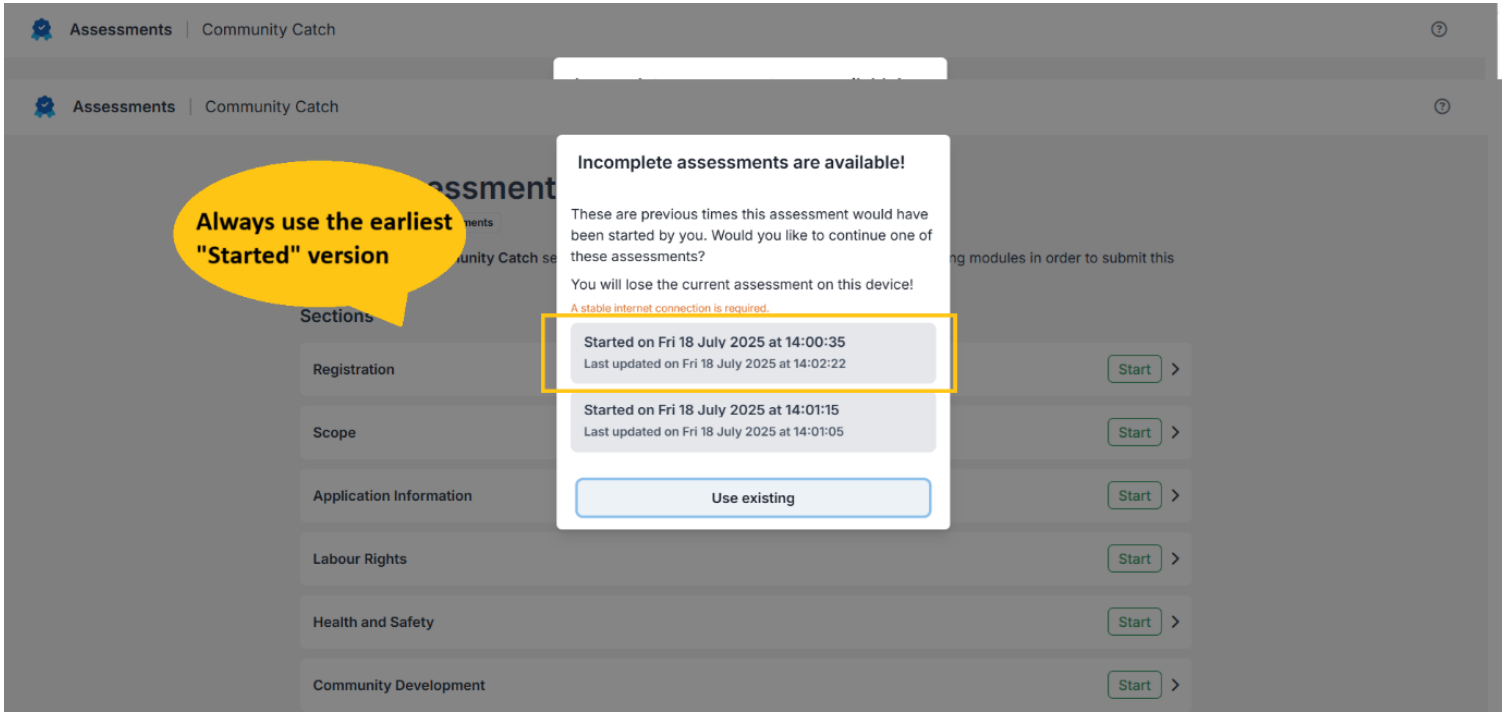


Conflict
If you see the following dialogue box, it means that the Self-Assessment is likely open on 2 devices and both devices have made changes on the Self-Assessment.



This is a cue that the Self-Assessment is open somewhere else—either by another user or by you on a different device/browser.

- **Blue — Download the version currently on the cloud**
  Use this if someone else is working on the Self-Assessment and you want their latest answers.
  Note: This will replace your current answers on this device — you may lose any you just entered.
- **Green — Save my version to the cloud**
  Use this if your copy is the most up to date. This will overwrite the cloud version, so the next person continues from yours.

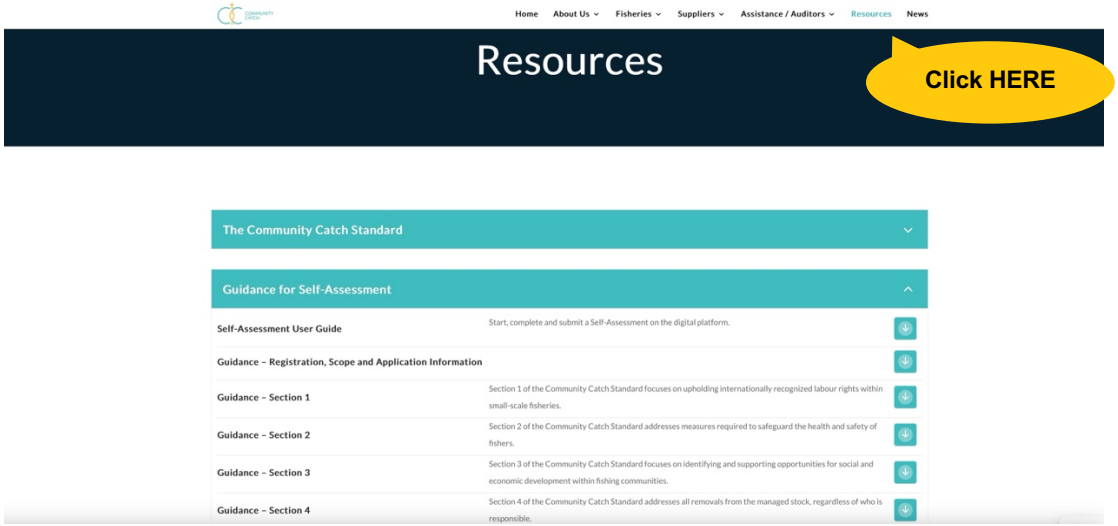

Assessments | Community Catch
Assessments | Community Catch
Always use the earliest "Started" version
Incomplete assessments are available!
These are previous times this assessment would have been started by you. Would you like to continue one of these assessments?
You will lose the current assessment on this device!
A stable internet connection is required.
Started on Fri 18 July 2025 at 14:00:35
Last updated on Fri 18 July 2025 at 14:02:22
Started on Fri 18 July 2025 at 14:01:15
Last updated on Fri 18 July 2025 at 14:01:05
Use existing
Sections
Registration
Scope
Application Information
Labour Rights
Health and Safety
Community Development
Start

Task 5: Find guidance on the Self-Assessment sections

As you complete the Self-Assessment, you will find helpful guidance to support you in answering each section's questions. This guidance includes definitions, clarifications, and examples drawn directly from the Community Catch Standard.
There are two ways to access this guidance:

1. **Click the "Guidance" button** in each section of the Self-Assessment.
   This will take you to the relevant guidance document on the Community Catch website.

2. **Visit the Community Catch Resource page** (https://communitycatch.org/resources/) directly, where you can browse or download all available guidance documents by section.



We recommend keeping the guidance open as you complete your Self-Assessment. It can help clarify what is expected and ensure your responses align with the intent of the Standard.