

## SPC / FFA REGIONAL EXPANDED LONGLINE LOGSHEET INSTRUCTIONS

Logsheets must be completed for each trip. The start of a trip is defined to occur when a vessel leaves port to transit to a fishing area or to transit to another port to complete unloading. The end of a trip is defined to occur when a vessel enters port to unload part or all of the catch or when any authorised transshipping of catch occurs. (*Nautical time is the vessel's time related to its longitude position. Nautical time zones change with every 15 ° of longitude.*)

### Block One: Vessel Identification and Trip Information

Country of Registration and Registration Number in Country of Registration: Print the name of the country in which the vessel is registered (e.g. "Japan") and the registration number issued by the country in which the vessel is registered (e.g. "ME1-808").

FFA Vessel Register Number: Print the number issued by the Forum Fisheries Agency for inclusion of the vessel on the FFA Regional Register (e.g. "12345"). Unique Vessel Identifier: Print the vessel's UVI number. Fishing Permit or Licence Number(s): If the vessel fished under one or more bilateral access agreements, then print the fishing permit number issued by each of the coastal states in whose waters the vessel fished during the trip. If the vessel fished under a multilateral treaty, then print the fishing permit number issued to the vessel under the multilateral treaty. If the vessel is registered in the coastal state, then print the fishing licence number issued by the coastal state.

Name of Agent in Port of Unloading or Name of Carrier Vessel and Destination when transshipping at sea: Print the name of the agency or agencies which represented the vessel in the port or ports in which the vessel unloaded the catch recorded on the logsheet. In case of transshipment at sea, print the name of the carrier and destination of the unloaded catch.

Year and Trip Number This Year: Print the year in which the vessel departed from port at the start of the trip and the number of trips the vessel has taken this year (including this trip). The start of a trip is defined to occur when a vessel transits to a fishing area after unloading part or all of the catch, regardless of whether the unloading took place in port or at sea. The end of a trip is defined to occur when a vessel unloads part or all of the catch, regardless of whether the unloading took place in port or at sea.

Place of Unloading/Transshipment: Specify the name of the port where the catch was unloaded, or the GPS position where transshipment occurs at sea.

Date and Time of Departure and Date and Time of Unloading/Transshipment: Specify the start date and time when the catch was unloaded in port, or when transshipment of catch occurs at sea. Use the vessel's nautical time and this format (YYYY-MM-DD: hh:mm)

Primary Target species: Print the primary target species for this trip.

### Block Two: Set Details and Catches

Complete at least one daily column of Block Two for each set that was made during the trip. If no sets were made during the day, then provide the Month, Day, Activity Code, and the vessel's position at nautical noon-time. If necessary, use more than one line to record the catch of other species.

Month and Day: The day should correspond to the day on which the crew started the set; record the day number and not the day of the week.

Activity Code: Use Activity Code 1 ('A set') if the daily column in Block Two corresponds to a set of the longline gear in the water. Use Activity Code 2 ('A day at sea but not fished and not in transit – please specify') if the vessel was at sea, but the longline gear was not placed in the water that day and the vessel was **not** in transit, please describe the activity on the line that refers to that day. Use Activity Code 3 ('Transit') if no sets were made and the vessel spent most of the day in transit. Use Activity Code 4 ('In port - please specify') if no sets were made and the vessel spent most of the day in port. If no code exists, please describe the activity on the form.

Start of Set or Nautical Noon Time Position: If a set was made, print the position of the start of the set. If no sets were made during the day, print the vessel's position at nautical noon time. The position should be recorded to the nearest minute of latitude and longitude (e.g. "08–22 N" and "165–45 E").

Set Start Time: Print the vessel's nautical time when the crew started placing the longline gear in the water.

Number of Hooks: Print the total number of hooks that were set.

Hooks between Floats: Print the average number of hooks used between two successive floats.

Catches: For **tuna**, print the number of fish caught and retained under *NO. RET.* Print the total amount of the whole weights for albacore, and the gilled-and-gutted weights for bigeye and yellowfin, of all fish that were caught and retained, in kilograms, under *KG RET.* Print number of fish that were discarded or released under *NO. DISC.* Record small tuna (< 9kg / 20lbs / tuna too small for commercial markets) in one of the "Other species" rows at the bottom of the form. For **marlin**, print the number of fish caught and retained under *NO. RET.* Print total amount of the processed weights of all fish that were caught and retained, in kilograms, under *KG RET.* Print number of fish that were discarded or released/struck off (live or dead) under *NO. DISC.* For **sharks**, print the number of fish caught and retained, **excluding** fish from which only the fins were retained and not the body, under *NO. RET.* Print the number of fish discarded or released/struck off (live or dead), **including** fish from which only the fins were retained and not the body, under *NO. DISC.* For **other species**, print the full name of the species in the left-hand column. Print the number of fish caught and retained under *NO. RET.* Print the total amount of the processed weights of all fish that were caught and retained, in kilograms, under *KG RET.* Print number of fish that were discarded or released/struck off (live or dead) under *NO. DISC.* When more than three 'other' species occur, use any unused lines on the logsheet by crossing out the name of the species and writing in the name of the other species.

Vessels Sighted: If other fishing vessels are sighted, write the name of the vessel, and other identifiers, such as the vessel type, somewhere in the daily column of the logsheet.

Whale Predation: If any fish were predated by whales, write the number of fish predated by whales somewhere in the daily column of the logsheet.

ACTIVITY CODES	
1	A SET
2	A DAY AT SEA BUT NOT FISHED AND NOT IN TRANSIT - PLEASE SPECIFY
3	TRANSIT
4	IN PORT - PLEASE SPECIFY