# 2014 LL Written Report Assessment Checklist Template

## Note to Debriefers:

This written report assessment guideline was designed to assist debriefers to assess the sections of the written report as fairly as possible; and to further educate observers to properly write up their written reports.

Assessment Guidelines:

(Gaps in % banding limit over-generous marking, but debriefer's discretion to be used i.e. 13% = incomplete or weak)

00 – 10% = Incomplete

15 – 35% = Weak

40 – 60% = Good

65 – 85% = Very Good

90 – 100% = Excellent

Points System

- Full marks (2 points) for satisfactory explanation
- Half mark (1 point) for any attempt shown by observer to provide information on the section
- Zero mark (0 point) for no attempt at all.

For written report sections with multiple sub-sections, each sub-section should be allocated points using the same scoring system. Then total up all the points for all sub-section and calculate percentage accordingly to reflect the main section.

Note: Debriefers take note that there are some sections that the observer may not encounter during

| Sections | Topics | Tick if yes or X if no | Scores | | | Total | % |
|---|---|---|:---:|:---:|:---:|---|---|
| | | | 2 | 1 | 0 | | |
| 1.Background | Objective of trip | | | | | | |
| | How vessel was chosen for you (to cover) | | | | | | |
| | Name of placement officer (mention who sent you for trip if no placement) | | | | | | |
| | Preparation for trip (enough time) | | | | | | |
| | Proper placement conducted (observer, vessel owner, vessel captain) | | | | | | |
| | Placement form filled in | | | | | | |
| | WCPFC Guideline for Safety Check at start of trip | | | | | | |
| | Describe how safety check was carried out | | | | | | |
| | Assistance provided by placement officer, captain or carried out yourself | | | | | | |
| | Any problem association with boarding and placement meeting | | | | | | |
| 2.0 Cruise Summary | Departure port, date and time | | | | | | |
| | Outward transit arrangement (date, time if any) or comment if nothing | | | | | | |
| | How long to first fishing ground | | | | | | |
| | Number of days at sea for each vessel onboard (if on transit vessel/ catcher. | | | | | | |
| | total number of fishing operations made by the vessel; | | | | | | |
| | Number of fishing operations fully monitored by the observer. | | | | | | |
| | Explain if an unusual number of fishing operations were not observed. | | | | | | |
| | Average number of hooks set per fishing operation | | | | | | |
| | State any extra ordinary events | | | | | | |
| 2.1. Area Fished | General description of area fished | | | | | | |
| 2.2. End of Trip | Name of return port, and date and time of arrival | | | | | | |
| | Describe returning transit arrangements, date, time or comment saying no | | | | | | |
| | Describe how long it took to return to the port after fishing. | | | | | | |
| | Discuss any periods (and reason why) no fishing took place during the trip. | | | | | | |
| | If trip was incomplete (observer dropped off before vessel returned for complete unloading) explain why. | | | | | | |
| | Were you offered assistance from observer programme staff to disembark the vessel or other persons? | | | | | | |
| 3.0 Data Collected | SPC/ FFA Data forms used (check reference page of workbook) – observer filled this section completely | | | | | | |
| | Give reason why if no data collected in any regional forms | | | | | | |
| 3.1. Other Data Collected | Note any other forms used (crossed-endorsed, MSC, etc) | | | | | | |
| 4.0 Chain of Custody | | | | | | | |
| 4.0. Chain of Custody | Mention whether or not you involved in any Chain of Custody or Catch Documentation Scheme ( Marine Stewardship Council , etc) during this trip | | | | | | |
| | Describe the programme you were involved in, | | | | | | |
| | Describe your role | | | | | | |
| | Mention how successful the trip was | | | | | | |
| | Mention if CoC requirements were fulfilled | | | | | | |
| 5.0. Vessel and Crew Details | | | | | | | |
| 5.1. General Vessel Information | Explain reasons why unable to get some vessel details | | | | | | |
| | State if extra information about vessel details was discovered. | | | | | | |
| | Note any further vessel characteristics that have not been recorded onto the LL-1 form – | | | | | | |
| 5.2. Crew Nationality | Give reasons why if unable to fill some information on crew nationality data field | | | | | | |
| | Extra information on crew nationality | | | | | | |
| | Any crew leave or join vessel during trip | | | | | | |
| | How experience were the crew | | | | | | |
| | How long the crew work on this vessel | | | | | | |
| 5.2.1. Training of Pacific Islands National | Full Names of Pacific Islands Crews (if any) | | | | | | |
| | Previous seamanship experience | | | | | | |
| | Training background/ college | | | | | | |
| | Future goals | | | | | | |

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| 5.3 Electronics | If unable to fill in some of the electronic data fields explain the reason why | | | | | | |
| | Extra information about the electronics that may be useful | | | | | | |
| | Description of Vessel's electronics condition, generally in good condition or mostly old | | | | | | |
| | Explain if any problems understanding the electronics data fields | | | | | | |
| | Mention if any significant advances with any of the electronics or any new types of electronics on board | | | | | | |
| 5.3.1. Radio Buoys | Describe type of radio buoys used (call up/non-call up, GPS) | | | | | | |
| | State any special features of the radio buoys | | | | | | |
| | Explain if any aspect of radio buoys that is difficult to understand | | | | | | |
| 5.4. Fishing Gear | Explain if unable to fill in some of the fishing gear data fields | | | | | | |
| | Extra information about the fishing gear that may be useful | | | | | | |
| | Explain sort of fishing gear used on the vessel? | | | | | | |
| | State if fishing gear in good mechanical order. | | | | | | |
| | State condition if mostly new or old gear | | | | | | |
| | Were there any serious breakdowns with the fishing gear during the trip? | | | | | | |
| | Make a note if you didn't understand any of the fishing gear data fields. | | | | | | |
| 5.4.1. Mainline | Explain here if you were unable to get all necessary information on the mainline | | | | | | |
| | Explain if there is any new and interesting information about the mainline | | | | | | |
| | Note the total length of the mainline that was available for use in a set | | | | | | |
| | if extra replacement line is kept in storage, describe this separately. | | | | | | |
| | Explain how these values were obtained | | | | | | |
| | Description of mainline and its diameter and/or strength | | | | | | |
| | Explain if there was anything about the mainline data fields that was difficult to understand. | | | | | | |
| 5.4.2. Branchline | If unable to fill in any branchline data fields note the reason why | | | | | | |
| | any new and interesting information about the branchlines | | | | | | |
| | Describe a complete branchline, including average length, diameter and/or strength and each type of material used to make up the branchline | | | | | | |
| | State if wire traces included on all branchlines | | | | | | |
| | Explain how were the branchlines attached to the mainline | | | | | | |
| | Draw a branchline, showing the lengths and the names of each of the pieces of the branchline | | | | | | |
| | Mention if average length of the branchlines change at any point during the trip | | | | | | |
| | describe the make up and length of shark lines if any was used | | | | | | |
| | Describe how they were attached to the mainline | | | | | | |
| | average number used during each set | | | | | | |
| | Explain any aspects of branchline information data collection that were difficult to understand. | | | | | | |
| 5.4.3. Floatlines | Is there any interesting information about the float lines | | | | | | |
| | Describe average length and type of material used to make up float line | | | | | | |
| | Mention if length of the float lines change during trip? | | | | | | |

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| 5.4.4. Branchline weights | Were there any branchline weights added to the end of the branchline | | | | | | |
| | If so describe the type of branchline weight that was used (safe lead, lumo lead, weighted swivel or others). | | | | | | |
| 5.4.5. Fish Hooks | Describe the types and sizes of hooks that were used by the vessel | | | | | | |
| | Mention if common Japanese tuna hooks used or circle hooks used | | | | | | |
| | Were the circle hooks offset | | | | | | |
| | Were J hooks used at all | | | | | | |
| | If different hook types were mixed on the line describe the pattern of hook setting if possible. | | | | | | |
| | If any shark lines were used describe the hooks used in these lines | | | | | | |
| | Percentage of each hook type used during your trip | | | | | | |
| 5.5. Safety Equipment | Explain reasons why if unable to fill some of safety equipment data fields | | | | | | |
| | useful comments about safety equipment on board the host vessel. | | | | | | |
| | Description of all safety equipment on board | | | | | | |
| | Was it in good working order and serviced regularly? | | | | | | |
| | Any safety briefing given to the observer while on board the vessel | | | | | | |
| | Did the observer have good access to safety equipment when onboard? | | | | | | |

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| | Explain any aspects about safety equipment data collection that are difficult to understand | | | | | | |

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| 5.6 Refrigeration Methods | Explain here if it wasn't possible to circle "Y" or "N" for any of the refrigeration method data fields. | | | | | | |
| | Description of any new and interesting details about the refrigeration methods onboard. | | | | | | |
| | Discuss how the catch was stored on the vessel. | | | | | | |
| | Mention if some catch stored differently from other catch | | | | | | |
| | Did the storage method change at any point during the trip? | | | | | | |
| | Would any further observer training on refrigeration methods be useful ? | | | | | | |
| 5.7. Observations/ Comments / other use of gear | anything special observed (equipment, electronics, crews) | | | | | | |
| | Expand on usage code and equipment not working, working but not used or used in a unusual way | | | | | | |
| | Description of fishing gear / electronics believed to be different | | | | | | |
| | Make, model, special characteristic, usage or important about new gear | | | | | | |

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| 6.0. Fishing Strategy | Description of fishing strategy employed by the captain (which can be on any of the following examples below or any strategy not listed). Examples may include: they fished where they last caught fish; information from other vessels, directed by the boat owner, using the track plotter, echo sounder, captain's own knowledge of area, targeting a particular target species, etc. | | | | | | |
| 6.1. Fishery Information Services | types of information that are being accessed by the vessel - e.g.: phytoplankton, sea-surface temperature or sea-height | | | | | | |
| | types of equipment used to collect this information | | | | | | |
| | Note the name of websites that are being accessed | | | | | | |
| | Mention if information printed out and provided to the vessel prior to departure to sea | | | | | | |
| | Give reasons if any of the relevant data fields on LL–1 could not be answered | | | | | | |
| | Note if aspects of these fishery information services were not understood by the observer | | | | | | |
| 6.2. Oceanic Features | seamounts, | | | | | | |
| | trench current lines | | | | | | |
| | other natural features | | | | | | |
| 6.3. Setting / Hauling Information | Describe the general start of set time and its duration | | | | | | |
| | general start of haul time and its duration | | | | | | |
| | Mention if there were any major problems encountered during setting or hauling | | | | | | |
| | Note average number of hooks used in a basket | | | | | | |
| | Mention if this number changed significantly during the trip | | | | | | |
| | Give reason if it was not possible to fill any of the hook / basket, line setting speed data fields on the LL-2/3 | | | | | | |

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| 6.4 Target fishing depths (depth of the line/hooks | Was the vessel targeting a deep or shallow depth with its line | | | | | | |
| | State whether or not a line shooter used onboard | | | | | | |
| | If not, explain how the distance between branchlines was assessed | | | | | | |
| | Was the line shooter speed clearly displayed in knots or meters per second | | | | | | |
| | Was there a regular beep emitted for branchline attachment | | | | | | |
| | Did the crew stick closely to this rhythm | | | | | | |
| | Explain if unable to fill any of the setting interval or vessel speed data fields | | | | | | |
| | Note if there is any aspect of the setting interval data fields that are difficult to understand | | | | | | |
| 6.5 Bait / baiting sequence | If unable to fill any of the "bait used" data fields explain why here | | | | | | |
| | Mention type of the bait was used during the trip | | | | | | |
| | Mention if any of the bait used was live bait | | | | | | |
| | Describe any baiting sequence you might have observed on the vessel | | | | | | |
| | Mention if same baiting sequence used throughout the trip, or only some of the times | | | | | | |

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| | How was bait stored | | | | | | |
| | Describe any new interesting information about the bait or baiting sequence | | | | | | |

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| 6.6. Mitigation Method | Describe in detail any of the mitigation methods the vessel used | | | | | | |
| | Mention if they used any of the following (side setting with a bird curtain, night setting with reduced deck lighting, tori lines, weighted branchlines, blue-dyed bait, deep setting line shooter, underwater setting chute, management of offal discharge | | | | | | |
| | Mention what crews were involved and what their role was | | | | | | |
| | Pay attention to the exact location of any mitigation equipment and its height relative to the handrail (above or below) | | | | | | |
| | Mention if the setting time was influenced by the mitigation method | | | | | | |
| 6.6.1 Fish Offal Management | Describe fully how the vessel managed it fish offal or fish waste (including any gills and guts from processed fish, discards and bait fish). | | | | | | |
| | Were there any specific procedures or times for when fish offal etc was thrown overboard | | | | | | |
| | If yes, describe what the procedures were | | | | | | |
| | Mention if fish offal etc. was thrown over at any time during the setting or hauling periods | | | | | | |
| | State whether it was done during all set/haul periods or just for some of them | | | | | | |
| 6.7 Hauling fish onboard | Describe how fish were hauled onboard | | | | | | |
| | noting if any special equipment or techniques were used to help (e.g.: tuna missile; electrocution before landing; winches to lift large species | | | | | | |
| 6.8 Unusual set details | Start of set date and time for unusual set detail | | | | | | |
| | Explanation of unusual set details – compare difference to individual sets | | | | | | |
| | Note any aspect of "unusual set details" that are difficult to understand | | | | | | |
| 6.9 Changes between sets | Describe any changes to the gear between sets | | | | | | |

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| **7.0 ENVIRONMENTAL CONDITIONS** | | | | | | | |
| 7.1 Weather | Describe the weather in general during the trip or for distinctive periods of the trip | | | | | | |
| | Was it windy, rainy, cloudy, fine | | | | | | |
| | What direction did the wind mostly come from and how strong; etc | | | | | | |
| | Indicate if fishing was not possible at any time because of adverse conditions | | | | | | |
| 7.2 Sea conditions | Describe the usual sea conditions for most of the trip or during notable parts of the trip | | | | | | |
| | Include: general direction and size of the swell | | | | | | |
| | sea surface temperature (if available) | | | | | | |
| | current direction and strength (if known) | | | | | | |
| 7.3 Moon phase | Describe the moon phase during the trip | | | | | | |
| | Was fishing during the full moon, new moon, or other | | | | | | |
| | Mention if moon phase have any effect on the **amount** or the type of species caught by the vessel | | | | | | |
| **8.0 CATCH DETAILS** | | | | | | | |
| 8.1 Target catch details | What was the target species for the vessel during the trip | | | | | | |
| | Was there more than one target species (tuna, swordfish, sharks) for any, or all, of the sets | | | | | | |
| | Did target species change from set to set or at any point during a set | | | | | | |
| | Describe catch of target species in detail (see appendix 2) | | | | | | |
| | State common name followed by scientific name and FAO code for each target species landed (e.g.: bigeye tuna (*Thunnus obesus,* BET)). | | | | | | |
| | Describe the total number taken | | | | | | |
| | General condition when landed. | | | | | | |
| 8.1.1 Target catch processing and storage | Describe exactly how the target catch were processed and stored: were they spiked, 'taniguchi-ed' (spinal chord destroyed) and/or bled; | | | | | | |
| | did the vessel appear to take care with processing | | | | | | |
| | how and where were they stored/ preserved | | | | | | |
| 8.1.2 Target catch discards | Were any target catch species discarded | | | | | | |
| | What was the reason for discarding these fish | | | | | | |
| | State total number of target species discarded under each fate category | | | | | | |

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| 8.1.3 Target catch damage | Were any of the target catch species damaged by whales, sharks, cookie cutter sharks, squid, the fishing gear or any other species. | | | | | | |
| | Give the number of target catch that were damaged for each category. | | | | | | |
| | Describe fully the type of damage you saw | | | | | | |
| | give the reason why you credited each type of damage to either whales, sharks, squid, the vessel or any other category. | | | | | | |
| 8.2 By-catch details | | | | | | | |
| 8.2.1 Other (non-target) tuna and billfish | Describe catch of other tuna and billfish. List common name followed by scientific name and FAO code in brackets for each species hooked (e.g. striped marlin (*Tetrapturus audax*, MLS). | | | | | | |
| | Describe the numbers dead or alive on landing | | | | | | |
| | The numbers that were shark or whale damaged … or some other sort of damage | | | | | | |
| | Did many or any escape before landing | | | | | | |
| | Describe how many were discarded or retained | | | | | | |
| | how they were processed, depending on condition | | | | | | |

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| 8.2.2 Sharks and rays | For each shark or ray species hooked, list the common name followed in brackets by the scientific name and FAO code (e.g.: silky shark (*Carcharhinus falciform*, FAL)) | | | | | | |
| | Describe the number of each landed | | | | | | |
| | general condition when landed (i.e. mostly dead or alive), | | | | | | |
| | whether they were retained or discarded, | | | | | | |
| | Mention if any escaped | | | | | | |
| | Mention if any were damaged and how | | | | | | |
| | how processed (especially if unusual processing techniques are used for some species) | | | | | | |
| | Especially note if sharks were being targeted with use of special shark hooks | | | | | | |
| | Did the vessel use electronic stunner to kill the hooked catch? | | | | | | |
| | Report all details with regards to landed OCS or FAL sharks in section 8.4 | | | | | | |
| 8.2.3 Other by-catch species | For each 'other by-catch species' hooked, list the common name followed, in brackets, by the scientific name and FAO code (e.g.: mahi-mahi (*Coryphaena hippurus*, DOL)) | | | | | | |
| | For each species describe the number landed | | | | | | |
| | For each species describe the number landed | | | | | | |
| | For each species describe the general condition (i.e. mostly dead or alive) | | | | | | |
| | For each species describe whether discarded or kept (retained) on board. | | | | | | |
| | Did many or any escape | | | | | | |
| | was it especially noticeable that those landed were damaged in any way | | | | | | |
| | if retained how were they processed | | | | | | |
| 8.3. Unspecified Species / Local Names / Group species codes. | State whether or not local name was used for encountered unspecified species | | | | | | |
| | Provide full description of species | | | | | | |
| | Photo/drawing/sample provided | | | | | | |
| | State any attempt to bring back sample | | | | | | |

8.4. SPECIES OF SPECIAL INTEREST

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 8.4.1. Species of special interest (SSI) - landed | Write a brief and accurate description of every single species of special interest landed on deck | | | | | | |
| | Summarise the interaction/treatment/release. | | | | | | |
| | State the code/name/*scientific name* (TUG/green turtle/*Chelonia mydas*) for each landed species | | | | | | |
| | Did you notice the SSI before the set was made | | | | | | |
| | Were there any problems identifying the different species | | | | | | |
| | Give full description for each landed species, and condition when landed | | | | | | |
| | Note the treatment it received onboard and its condition when discarded or released. | | | | | | |
| | Do you, in your opinion, need further training for SSI identification | | | | | | |
| | Pay particular attention to any Oceanic White Tip Sharks (OCS) or Silky Sharks (FAL). | | | | | | |
| 8.4.2 Species of | Code/name/scientific for each species interacted | | | | | | |
| | State if it was possible to identify these species properly | | | | | | |
| | If you have any doubts about the identification give a full description of | | | | | | |

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| special interest – interactions | the id features | | | | | | |
| | Note if it was harm in any way during interaction | | | | | | |
| | State if vessel made attempt to assist creature to escape | | | | | | |
| | Were the WCPFC handling guidelines for whale shark followed correctly | | | | | | |
| | More notes can be written under paragraph 13.0 Vessel Trip Monitoring | | | | | | |
| | State if any OCS or FAL interacted | | | | | | |
| 8.4.3 Species of special interest – interactions with toothed whales and dolphins (cetacean predation) | Did the vessel have problems with toothed whales and dolphins during the trip | | | | | | |
| | Did you see any whale damaged fish? If so during how many sets? | | | | | | |
| | Was there any mention of dolphins taking bait from the hooks | | | | | | |
| | Did the vessel steam to new fishing grounds to get away from whales on any occasion | | | | | | |
| | How many times did that occur, if any | | | | | | |
| | Did the Captain have any techniques for avoiding whales and dolphins | | | | | | |
| 8.4.4 Species of special interest (S.S.I) – sightings | Did you sight any species of special interest from the vessel | | | | | | |
| | What species did you see? | | | | | | |
| | How hard was it to identify the species | | | | | | |
| | Are you confident in your identification | | | | | | |
| | What identification features did you notice | | | | | | |
| | How far away were the species from the vessel. | | | | | | |
| | Was there more than one sighting | | | | | | |
| | Could you tell if there were adults and calves together | | | | | | |
| 9.0 TRANS-SHIPPMENT / TRANSFER OF CATCH | Mention any transhipment occurring out at sea | | | | | | |
| | Mention the total amount (in numbers) for each target species | | | | | | |
| | Mention the name of the receiving vessel | | | | | | |

## 10.0 OTHER PROJECTS

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|---|---|---|---|---|---|---|---|
| 10.1 Tags | Describe details if any tagged species were tagged and the condition of the tagged fish | | | | | | |
| | What type of tag, conventional/dart, pop-up satellite (PSATs) or regular archival tag | | | | | | |
| | Were any tagged fish found? Record tag number, species, GPS position/location, length and measured weight | | | | | | |
| 10.2 Stomach sampling | Briefly describe and comment on the sampling you carried out during your trip | | | | | | |
| | Was is easy to carry out the sampling, note any problems you faced | | | | | | |
| | suggestions you have to improve the sampling | | | | | | |
| | Mention how/ when and to who the samples and the data forms were handed to after your trip | | | | | | |
| 10.3 Any Other Samplings | Describe the data collected for any other special projects you were asked to carry out | | | | | | |
| | Use a new number and heading for each project | | | | | | |

## 11. Vessel Trip Monitoring

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|---|---|---|---|---|---|---|---|
| State reference section (and use same template for each reference section as in Gen 3 | Particular reference area as in Gen 3 | | | | | | |
| | Full description of infringement/incident (5WH Principle) | | | | | | |
| | State if any evidence captured | | | | | | |
| | State any reference to Journal page # | | | | | | |
| | State if discussed with captain or not and reason why | | | | | | |
| | Other information not stated above | | | | | | |

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| 12.0 VESSEL'S OWN DATA COLLECTION | Does the vessel use the regional logsheet / logbook.If not what kind of logsheet are they using | | | | | | |
| | Mention person primary (position) responsible for collecting vessel data | | | | | | |
| | Mention when they do they make entry into logsheet | | | | | | |
| | Type of paper or book the data written on | | | | | | |
| | A second paragraph should detail the type of data that is being collected | | | | | | |
| | How it is being estimated (weighted green-weights, weighted processed weights, eye-estimates of green-weights, eye-estimates of processed weights | | | | | | |
| | Stress where this differs from the data that you collect | | | | | | |

| Section | Description | | | | | | |
|---|---|---|---|---|---|---|---|
| 13.0 GENERAL | Clarify advance or expenses claimed | | | | | | |
| | Special problems for observers /Needs of observers on a similar vessel | | | | | | |
| | salaries, general experience and background | | | | | | |
| | Medical problems for observer or crew if observer opinion that general state of the vessel was unhygienic | | | | | | |
| | State whether or not any photos taken during trip | | | | | | |
| | List frame numbers and subject of photos | | | | | | |
| | information on new markets or markets for new target species | | | | | | |
| | new fishing strategies, new processing techniques | | | | | | |
| | intelligence about other licensing arrangements your vessel and/or vessel fleet have | | | | | | |
| | TDR Informations | | | | | | |

| Section | Description | | | | | | |
|---|---|---|---|---|---|---|---|
| 14.0. Problems Encountered | Problems not reported elsewhere – captain/ crew | | | | | | |
| | Information and data gathering and state possible solutions | | | | | | |
| 14.1 Form Change / Recommendation | State if anything on form need change or not understood | | | | | | |
| | State opinion on data fields that read incorrectly | | | | | | |
| | State if you believe instruction could be made clearer and include suggestions for improving | | | | | | |
| 15.0 Conclusion/ Recommendation | State general impression of trip | | | | | | |
| | State if any items need follow up or not | | | | | | |
| | State if any matter not covered in other sections of written report | | | | | | |
| 16. Acknowledgement | Provide acknowledgement to people, companies, organisation helped with trip | | | | | | |
| | Fishing companies, agents, vessel operators, captain, crews | | | | | | |