Purse-Seine Evaluation Form

(Complete version – 26 05 2016)

Giving direct feedback to scientists, national coordinators and trainers

TRIP DETAILS			
OBSERVER NAME	OBSERVER PROGRAMME	OBSERVER TRIP ID NUMBER	VESSEL NAME
PORT OF DEPARTURE	DATE OF DEPARTURE YY MM DD	PORT OF ARRIVAL	DATE OF ARRIVAL YY MM DD
DEBRIEFING DETAILS			
NAME OF DEBRIEFER	START OF DEBRIEF Date & Time YY MM DD *hhmm*	END OF DEBRIEF Date & Time YY MM DD *hh mm*	
if any pre-debriefing			
NAME OF pre-DEBRIEFER	START OF pre-DEBRIEF Date & Time YY MM DD *hhmm*	END OF pre-DEBRIEF Date & Time YY MM DD *hh mm*	

Purse-Seine Debriefing Sequence

1. *First Check (Pre-debriefing)*

(*The first check should be done as soon as possible after the observer disembarks. Every effort should be made to have the first check finished well before the vessel departs from the port.)

➢ If the observer has disembarked at a home port, the first check will be carried out by the debriefer.

➢ If the observer has disembarked at another port, the first check will be carried out by a debriefer from the national observer programme (This may not be the debriefer who will complete the debriefing process).

i. *GEN-3 form check {Documents vessel infringements)*

• The *GEN-3 form* is reviewed. The debriefer verbally questions the observer on each of the infringements listed on the *GEN-3 form* again. Any critical incidents occurring during the trip are immediately followed up by the debriefer. This is done by sending a copy of the GEN-3 form, as well as a full report of the critical incident to the boarding observer programme's 'Head of Surveillance' and their 'Observer Coordinator'.

➢ The original *GEN-3 form* will stay with the data

ii. **Information check** *(Pre-check of data with advice on completion)*

• The information collected to date by the observer is lightly checked by the debriefer. The pre- debriefing section of the evaluation form is used to highlight things the national observer programme debriefer should check for, or ask specific questions about during debriefing. Some questions are asked at this stage to see if the observer has followed the correct procedures and advice is given to the observer on how to compete their report. Questions to be asked during debriefing are noted on the pre-debriefing list. (Always advise the observer to; ensure their start of set times are submitted on regional standard data forms, complete their written report. Check that the correct trip ID number is checked if possible.)

Once the written report is complete (a maximum of 7 days after the observer's arrival to port) debriefing can start.

2. *Debriefing Check*

iii. *Trip Itinerary form check {Documents observer movements and allowances}*

• The Trip Itinerary form is checked.
➢ The Trip Itinerary form will stay with the observer data until it is submitted to the boarding observer programme for payment.

iv. *PS Report Receipt form filled {Documents if the observer forms, notebooks, daily journal and the written report have been submitted. Printed on a secure envelope. Also*

available as a loose form.)

- The debriefer checks and documents if all forms and supporting journals have been submitted.
- The debriefer should ensure that all data has been submitted on the regional standard data forms before the report receipt form is closed off. (Observer submitting information on paperwork other   than the standard regional forms should be asked to re-write the information on the standard forms,   during the pre-debriefing check.)
- The trip id number should be fully verified at this stage. If an incorrect trip ID number has been used, it should be changed on all data forms. (The **main trip ID number** will be that of the boarding programme, and this will be the stated number when referring to the trip. However, the national observer programme ID will also be recorded inside the observer workbook, the debriefing forms, the report receipt form and on the SPC database).

➤ Once the report receipt form/envelope is complete, the observer data should be placed inside a secure envelope.

v. PS Debriefing form filled {Checks each data field on the observer forms, marks the observer's work and documents for the observer how they can improve their work.}

- <u>Before debriefing </u>(Observer is not present). The written report is read and the data sheets are visually scanned by the debriefer.
- <u>During debriefing </u>(The observer is present). The debriefer fills in the debriefing form. Where possible photocopies of any errors made by the observer are made and given to the observer as reference material.
- <u>After debriefing (Observer is not present). </u>The evaluation form is completed.

➤ The completed debriefing form should be given to the observer after the evaluation form has been filled, along with copies of any errors that have been made.

vi. PS Evaluation form filled {Summarises in a table what errors have been made by the observer for data field. Gives feedback to national coordinators and trainers on how observers are performing}.

- Using the completed debriefing form the debriefer transfers the data quality check codes directly onto the evaluation form.
➤ The completed evaluation form stays with the observer data.

Fully debriefed observer data should be kept in a secure area until it is processed (entered into the data base). If the boarding observer programme is not responsible for processing the observer data, it should be photocopied or scanned before it is forwarded for processing (normally to SPC).

Filling in the Debriefing form

The aim of debriefing is:

- **To highlight the observer's errors.**
- **To give comprehensive feedback to observers, observer coordinators, trainers and other data users on what errors have been made.**
- **To suggest to observer how they can improve their work.**

Before debriefing starts;

Ask the observer to ensure that the start of set date and time are consistent across all forms.

To start debriefing

Fill in the debriefer's name on the front of the observer workbook.

During debriefing

- ➢ *When checking the observer's data, we suggest;*

    - ▪ Check the data sheets by going through the same form types at the same time (for instance, check all the 'PS-2 Set Details' forms together and then the 'PS-4 Catch Monitoring).

    - ▪ Use an ordinary blue or black pen to fill in the debriefing form.

    - ▪ Highlight the problems (blanks/errors) on the data forms by circling them with a coloured pencil.

- ➢ Use the following colours of pencils to indicate who has marked the data forms.

    - ▪ The observer should use a blue pencil if they edit their data after the trip is complete.
    - ▪ The debriefer should use a green pencil if they edit the observer's data at any stage.
    - ▪ Data-entry personnel should use a red pencil if they edit the data during data entry.

    - ▪ If a mistake has been made explain the correct procedures to the observer. Refer to the PS Observer Guide to ensure you are giving the most up-to-date feedback to the observer.
    - ▪ Use personal experience to check the data. For instance, if the debriefer has recently boarded the Purse seiner the observer went out on, and they observed a track plotter onboard, but the observer failed to record one, the observer's data can be considered incorrect.
    - ▪ Ensure the data fields are filled in appropriately.
    - ✓ Only one response per data field is appropriate i.e. two activity codes should not be recorded in one data field. 9, 14.

    - ✓ Mathematical symbols should not be used in data fields. i.e. > 5mt or < 100 mt

    - ✓ Vague data is not suitable i.e. 20 – 30 mt

    - ✓ Brackets should not be used either within data fields or to join data from two or more different data fields (may be used to join comments). { }
- • Read all comments carefully. Errors are often found by reading the comments section, as the observer might say one thing in their comments, but record things differently in their data fields.

- **Fill in blank data fields, if possible.**

  - If any data field has been left blank ask the observer why. Try to recover the correct information through questioning, by checking the rest of the data forms, and reviewing the trip report. If they did not understand the question explain it to them. If they tried to get the information but couldn't – i.e. some vessel details for instance, tell them to put a dash in the data field and give a reason for the dash in the comments section. You should question the observer about all dashes and all blank data fields. Especially dashes where information would normally be expected.

- **Change errors, whenever possible.**

  - Sometimes a simple mistake will be made and the debriefer will be confident that they know the correct information. In this case, the debriefer should retrieve the data by correcting the error. Note down the correct information on the data form in a neat manner. If possible note the correct response just outside the circled error, if this is not possible place it in the comments section, but preferable on the same line as the error.

  - If you are not sure what the correct answer is (sometimes it is not possible to know) it is enough to just circle the error on the side of the form. This will highlight the error for other personnel who will look at the data.

  - If you suspect an error has been made, but are not sure circle the error. This will highlight the problem for other data users, who may be in a better position to decide whether a mistake has been made or not. However, debriefers will normally have the best opportunity to decide if a mistake was made, as they can directly question the observer.

- Debriefer should limit their own comments on the data forms to a minimum. Generally, it should be sufficient to circle the error on the form. If comments must be made on the data forms, they should be made in comments section.

- Check through the forms focusing on one sub-section of the data-fields at a time. Indicate the results of the check on the debriefing form by circling one of the pre-listed data quality codes.

  - **Inc** – Incomplete. The data fields were presented blank either on one, some, or all forms. The debriefer was unable to find the correct information to fill in all blank data field(s).

  - **InR**- *Incomplete, retrieved*. The data fields were presented blank on one, some or forms, however, the debriefer was able to retrieve the correct information and fill in all of the blank data fields.

  - **Er** – *Error*. A mistake was made by the observer. The debriefer was unable to correct the information.

  - **ErR** – *error, retrieved*. A mistake was made by the observer, but the debriefer was able to retrieve (correct the mistake) and fill in the correct information.

> **Cc** – *Correct.* The observer submitted data that was fully complete and correct.

> **DnE** – *Did not encounter.* This box has been placed at the top of some sections of the debriefing form to allow debriefers to move quickly through data sections which were not relevant to the trip. DnE means that the item was not encountered during the trip, for instance no pollution was encountered or observed during the trip, no species of special interest were encountered or observed during the trip, no other vessels were encountered or observed during the trip.

However, debriefers should be aware that when events do not happen i.e. when no pollution is observed observers are still required to fill in the header details of at least one form (i.e. GEN-6) and make a comment on the form to confirm that no pollution occurred. The debriefing form caters for this by asking debriefers to check that the correct amounts of forms were submitted.

'Did not encounter' (DnE) code is not available on other areas of the debriefing form even though the debriefer may find that the observer did not encounter other items – such as sharks instance. In these cases the debriefer should confirm that the item was not encountered by questioning the observer, cross- checking with the written report and the diary and then if the debriefer is satisfied that the observer has correctly recorded no sharks they can simply circle 'Cc - complete and correct'.

> X – *X factor.* The data is correct, however it looks incorrect, and is not consistent with previous data collected by observers. The debriefer has confirmed that the data is correct.

> **RGKQ**

The Random General Knowledge Test has been introduced to capture an observer's over-all skills. The debriefing and evaluation forms only assess the observer on the type of events they encountered during their last trip. The RGKT goes beyond that and can be used to question an observer more thoroughly across a broad range of observer skills. For instance, the observer might get all their species identification data correct on their form. However, by applying the RGKT you can ask them more questions, about species that they haven't seen during the trip for instance, i.e. birds maybe and check if their observer skills in this area are properly up to date.

The debriefer should choose five RGKT questions during the whole debriefing process and ask as many probing questions as possible to assess the observer in this area. Circle the tick if the observer shows a comprehensive understanding of this work area. Circle the cross if the observer lacks full understanding for this work area. If the RGKT is not done (and this will be the case for the majority of the sections on the debriefing form) then just leave these RGKT questions blank.
- If an error has been made specify exactly what the error was on the debriefing form.
- The comment should be written in a manner that will help the observers understand what their mistake was. It will also help the debriefer fill in the 'Evaluation Form' after debriefing.It may also be useful for the observer to note down the page numbers where the error has been made. A photocopy of the error can be made for the observer, if a photocopier is available.

- Read through the PS Observer Guide with the observer to make sure they know what the correct procedures are for collecting the information.

- Sum up for the observer how they have performed on each data field, by circling the feedback titles

- of the sentences at the end of each data field box on the debriefing form i.e.

(Revise!)

While debriefing keep an eye out that;

The observer has not re-written their data. Errors on observer forms are often found in transcribed data. We do not expect the data sheets to look too perfect! (Within reason please!) If the data looks as if it has been transcribed remind the observer strongly not to transcribe their data, but to always record their data directly onto the observer forms.

- The observer has not used a pen to fill in their data forms. A '2B' pencil is always recommended.

- The observer has not to written across their data fields. It makes their work look untidy, and makes the work of the data entry people harder. Comments should be kept to the comments area only. If extra spaces for comments are required they can be recorded in the observer's journal or the written report as long as they note the page number/ document type where the rest of the information can be found.

- The debriefing session is a good opportunity for us to get feedback from the observer. Find out what areas the observer is having difficulty with, and if they would like any parts of the forms changed.

- Take time to encourage, motivate and find out how things are going for the observer generally.

- If the observer has had to deal with any personal conflicts with the crew or captain, discuss the issues with them. Suggest ways that they can deal with these incidents in the future.

Filling in the Evaluation Form

Transfer the data quality codes directly from the debriefing form onto the evaluation form.

If an error has been made, make a concise note in the notes section specifying what the error was. Use the terminology used in the 'Common Error Examples' when recording these notes.   If a new type of error is seen, try to summarise what the error was as concisely as possible in the notes section. If X has been circled make a full and comprehensive report on why the data was coded X in the comments section of the form.

Note the observer trip id no here

Pre-Debriefing Check *(Use this area to note things that should be discussed with the observer during debriefing)*	
Form Type / Page No./ Data Section	

FORM VERSION

1	PS Workbook was revised 2014	Y	N	If no, year is:	
2	PS Trip report was revised 2014	Y	N	If no, year is:	
3	PS-4 forms were revised 2014	Y	N	If no, year is:	
4	Extra PS-2 forms were revised 2014	Y	N	If no, year is:	
5	Extra PS-3 forms were revised 2014	Y	N	If no, year is:	
6	Extra GEN-5 forms were revised 2014	Y	N	If no, year is:	

ALL FORMS - HEADER DETAILS

7	Observer Name	Cc	Inc	InR	Er	ErR	X
8	Observer trip ID No.	Cc	Inc	InR	Er	ErR	X
9	Vessel Name	Cc	Inc	InR	Er	ErR	X
10	Page Numbers	Cc	Inc	InR	Er	ErR	X

SUP-2 WORKBOOK REFERENCE FORM

11	Observer Programme Details	Cc	Inc	InR	Er	ErR	X
12	Special Projects	Cc	Inc	InR	Er	ErR	X
13	Forms Management	Cc	Inc	InR	Er	ErR	X

14	A complete set	Cc	Inc	InR	Er	ErR	X

TRIP DETAILS

15	Observer programme	Cc	Inc	InR	Er	ErR	X
16	Observer name & nationality	Cc	Inc	InR	Er	ErR	X
17	Trip ID number	Cc	Inc	InR	Er	ErR	X
18	Trip start and trip end location	Cc	Inc	InR	Er	ErR	X
19	Trip start (ship's date and time)	Cc	Inc	InR	Er	ErR	X
20	Trip end (ship's date and time)	Cc	Inc	InR	Er	ErR	X
21	Vessel name	Cc	Inc	InR	Er	ErR	X
22	Fishing Permits / Lic no.s	Cc	Inc	InR	Er	ErR	X
23	Vessel departure port & vessel departure date	Cc	Inc	InR	Er	ErR	X

VESSEL CHARACTERISTICS

24	Vessel Owner	Cc	Inc	InR	Er	ErR	X
25	Country Registration No.	Cc	Inc	InR	Er	ErR	X
26	IRCS & flag	Cc	Inc	InR	Er	ErR	X
27	UVI	Cc	Inc	InR	Er	ErR	X
28	Length and gross tonnage	Cc	Inc	InR	Er	ErR	X
29	Number of speed boats	Cc	Inc	InR	Er	ErR	X
30	Do tender boats work with catchers	Cc	Inc	InR	Er	ErR	X
31	Net skiff engine (make and power)	Cc	Inc	InR	Er	ErR	X
32	Cruising speed	Cc	Inc	InR	Er	ErR	X
33	Helicopter - make and model	Cc	Inc	InR	Er	ErR	X
34	Helicopter - registration no.	Cc	Inc	InR	Er	ErR	X
35	Helicopter - effective range	Cc	Inc	InR	Er	ErR	X
36	Helicopter– colour	Cc	Inc	InR	Er	ErR	X
37	Helicopter - No. of vessels the heli services	Cc	Inc	InR	Er	ErR	X

FISHING GEAR

38	Power block (make + model)	Cc	Inc	InR	Er	ErR	X
39	Purse-winch (make + model)	Cc	Inc	InR	Er	ErR	X
40	Net (Depth and Length) & units circled	Cc	Inc	InR	Er	ErR	X
41	Net no of strips	Cc	Inc	InR	Er	ErR	X
42	Net mesh size & units circled	Cc	Inc	InR	Er	ErR	X
43	Brail Capacity (brail 1 + brail 2)	Cc	Inc	InR	Er	ErR	X
44	Brailing description	Cc	Inc	InR	Er	ErR	X
45	Live fish brailing	Cc	Inc	InR	Er	ErR	X

ELECTRONICS

46	Y / N	Cc	Inc	InR	Er	ErR	X
47	Usage	Cc	Inc	InR	Er	ErR	X
48	Advances in technology	Cc	Inc	InR	Er	ErR	X
49	Make	Cc	Inc	InR	Er	ErR	X
50	Model	Cc	Inc	InR	Er	ErR	X
51	Comments	Cc	Inc	InR	Er	ErR	X
52	VMS (systems, usage, make and model)	Cc	Inc	InR	Er	ErR	X
53	Communication Services (phones + fax)	Cc	Inc	InR	Er	ErR	X
54	Information services (weather)	Cc	Inc	InR	Er	ErR	X
55	Information services (other)	Cc	Inc	InR	Er	ErR	X

OTHER OBSERVERVATIONS

56	Observervations / gear / use of gear	Cc	Inc	InR	Er	ErR	X

PS-1 FORM Page 2 - GENERAL INFORMATION FORM

57	A complete set	Cc	Inc	InR	Er	ErR	X

STORAGE

58	Total possible storage	Cc	Inc	InR	Er	ErR	X

CREW

59	Captain (name, yrs exp, nationality, licence no.)	Cc	Inc	InR	Er	ErR	X
60	Master (name, yrs exp, nationality licence no.)	Cc	Inc	InR	Er	ErR	X
61	Officers (name, yrs exp, nationality)	Cc	Inc	InR	Er	ErR	X
62	Crew (name, yrs exp, nationality)	Cc	Inc	InR	Er	ErR	X
63	Comments	Cc	Inc	InR	Er	ErR	X
64	Total number of crew (include capt + officers)	Cc	Inc	InR	Er	ErR	X

WASTE DISPOSAL SYSTEM

65	Y / N	Cc	Inc	InR	Er	ErR	X
66	Description	Cc	Inc	InR	Er	ErR	X

SAFETY EQUIPMENT

67	Lifejacket - provided + suitable size	Cc	Inc	InR	Er	ErR	X
68	Lifejacket - availability	Cc	Inc	InR	Er	ErR	X
69	Number of lifebuoys / life rings	Cc	Inc	InR	Er	ErR	X
70	Life rafts - number of people	Cc	Inc	InR	Er	ErR	X
71	Life rafts - inspection date + L or D	Cc	Inc	InR	Er	ErR	X
72	EPIRBs - 406 (Total No.)	Cc	Inc	InR	Er	ErR	X
73	EPIRBs - 406 (No. with expired batteries)	Cc	Inc	InR	Er	ErR	X
74	EPIRBs - other (Total No.)	Cc	Inc	InR	Er	ErR	X
75	EPIRBs - other (No. with expired batteries)	Cc	Inc	InR	Er	ErR	X

WELL DRAWINGS

76	Drawings & comments	Cc	Inc	InR	Er	ErR	X

PS-2 FORM - DAILY LOG

77	A complete set	Cc	Inc	InR	Er	ErR	X

START OF THE DAY

78	Ship's date and time	Cc	Inc	InR	Er	ErR	X
79	UTC date and time	Cc	Inc	InR	Er	ErR	X

DAILY LOG

80	Ship's time	Cc	Inc	InR	Er	ErR	X
81	Position (latitude + longitude)	Cc	Inc	InR	Er	ErR	X
82	Fishing position (always filled in for activity 1)	Cc	Inc	InR	Er	ErR	X
83	EEZ Code	Cc	Inc	InR	Er	ErR	X

ACTIVITY CODE

84	ACTIVITY CODE	Minimum of three	Cc	Inc	InR	Er	ErR	X
85		Excessive amount (Y=observer correct)	Y	N				
86		Logical (Y=observer correct)	Y	N				
87		End of day codes	Cc	Inc	InR	Er	ErR	X
88	SET INFO.	Every set has unique code 1	Cc	Inc	InR	Er	ErR	X
89		Net cleaning sets	Cc	Inc	InR	Er	ErR	X
90	INVESTIGATIONS	All free schools investigations recorded	Cc	Inc	InR	Er	ErR	X
91		Free school investigation for every set	Cc	Inc	InR	Er	ErR	X
92		Unique activity code 8	Cc	Inc	InR	Er	ErR	X
93		All floating object investigations recorded	Cc	Inc	InR	Er	ErR	X
94		Corresponding floating object investigation for any early morning set	Cc	Inc	InR	Er	ErR	X
95		Unique activity code 9	Cc	Inc	InR	Er	ErR	X

WIND

96	Knots and degrees	Cc	Inc	InR	Er	ErR	X
97	Mostly aligned with sea state	Cc	Inc	InR	Er	ErR	X
98	Sea States	Cc	Inc	InR	Er	ErR	X

HOW DETECT / SCHOOL ASSOCIATION CODES

There is a corresponding how detected and school assocation code for every:

99	Code 1	Cc	Inc	InR	Er	ErR	X
100	Code 8	Cc	Inc	InR	Er	ErR	X
101	Code 9	Cc	Inc	InR	Er	ErR	X
102	Code 10	Cc	Inc	InR	Er	ErR	X
103	Code 12	Cc	Inc	InR	Er	ErR	X
104	Code 15	Cc	Inc	InR	Er	ErR	X
105	Code 17	Cc	Inc	InR	Er	ErR	X

COMMENTS and Set No. - from PS-3

106	Comments and set no. from PS-3	Cc	Inc	InR	Er	ErR	X

SIGHTINGS

107	Sightings (tallied & filled)	Cc	Inc	InR	Er	ErR	X

GEN-3 FORM

108	GEN-3 FORM	Cc	Inc	InR	Er	ErR	X
109	Journal Page	Cc	Inc	InR	Er	ErR	X

PS-3 FORM - SET DETAILS

110	A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

111	Set No. (from page number)	Cc	Inc	InR	Er	ErR	X
112	Observer (start of set date and time)	Cc	Inc	InR	Er	ErR	X
113	Vessel (start of set date and time)	Cc	Inc	InR	Er	ErR	X

SET SEQUENCE TIMES

114	Set Sequence times	Cc	Inc	InR	Er	ErR	X

SET CATCH DETAILS

115	Brail capacity (type 1 brail)	Cc	Inc	InR	Er	ErR	X
116	Sum of all brails (type 1 brail)	Cc	Inc	InR	Er	ErR	X
117	Brail capacity (type 2 brail)	Cc	Inc	InR	Er	ErR	X
118	Sum of all brails (type 2 brail)	Cc	Inc	InR	Er	ErR	X
119	Total catch	Cc	Inc	InR	Er	ErR	X
120	Less bycatch	Cc	Inc	InR	Er	ErR	X
121	Total tuna catch	Cc	Inc	InR	Er	ErR	X
	Under: Observer's breakdown of total tuna catch						
122	Y / N circled	Cc	Inc	InR	Er	ErR	X
123	% data fields	Cc	Inc	InR	Er	ErR	X
124	Number of YFT tuna + number of BET	Cc	Inc	InR	Er	ErR	X

BYCATCH

125	Speces code (species identification checked later)	Cc	Inc	InR			
126	Fate code	Cc	Inc	InR	Er	ErR	X
127	Observer (mt + number)	Cc	Inc	InR	Er	ErR	X
128	Vessel log (mt + number)	Cc	Inc	InR	Er	ErR	X
129	Total weight of bycatch (observer + vessel log)	Cc	Inc	InR	Er	ErR	X

TARGET TUNA: SKJ - YFT - BET

130	A: Observer estimates of total for each species caught	Cc	Inc	InR	Er	ErR	X
131	Observer fate	Cc	Inc	InR	Er	ErR	X
132	Observer mT	Cc	Inc	InR	Er	ErR	X
133	Vessel fate	Cc	Inc	InR	Er	ErR	X
134	Vessel mT	Cc	Inc	InR	Er	ErR	X
135	B. Observer totals (mT) discards + RCC (a+b+c)	Cc	Inc	InR	Er	ErR	X
	Under: Tuna retained onboard for later unloading						
136	Fate	Cc	Inc	InR	Er	ErR	X
137	Obs (mt)	Cc	Inc	InR	Er	ErR	X
138	Vessel (mt)	Cc	Inc	InR	Er	ErR	X
	Then under: RWW						
139	Observer (mt)	Cc	Inc	InR	Er	ErR	X
140	Vessel (mt)	Cc	Inc	InR	Er	ErR	X
	Under : Due to gear break/bycatch mitigation						
141	Observer (mt)	Cc	Inc	InR	Er	ErR	X
142	Vessel (mt)	Cc	Inc	InR	Er	ErR	X

SPECIES IDENTIFICATION

143	Target tuna	Cc	Inc	InR	Er	ErR	X
144	All juvenille tuna	Cc	Inc	InR	Er	ErR	X
145	All bycatch tuna	Cc	Inc	InR	Er	ErR	X

Record in the boxes below any tuna species codes that remain incorrect after debriefing

[ ] [ ] [ ] [ ]

146	All billfish	Cc	Inc	InR	Er	ErR	X

Record in the boxes below any billfish species codes that remain incorrect after debriefing

[ ] [ ] [ ] [ ]

147	All sharks	Cc	Inc	InR	Er	ErR	X

Record in the boxes below any shark species codes that remain incorrect after debriefing

[ ] [ ] [ ] [ ]

148	Other species	Cc	Inc	InR	Er	ErR	X

Record in the boxes below any 'other' species codes that remain incorrect after debriefing

[ ] [ ] [ ] [ ]

149	Species of Special Interest	Cc	Inc	InR	Er	ErR	X

Record in the boxes below any SSI species codes that remain incorrect after debriefing

[ ] [ ] [ ] [ ]

TAGS

150	Tags	Cc	Inc	InR	Er	ErR	X

Comments

151	All comment areas	Cc	Inc	InR	Er	ErR	X

PS-4 FORM - LENGTH FREQUENCY

152	A complete set	Cc	Inc	InR	Er	ErR	X

SAMPLING DETAILS - SAMPLE TYPE

153	Only one ticked	Y	N				
154	If grab - (target no. of samples)	Cc	Inc	InR	Er	ErR	X
155	If spill - (brail # sampled + how many fish measured?)	Cc	Inc	InR	Er	ErR	X
156	If other - (use code)	Cc	Inc	InR	Er	ErR	X
157	Which brail size was sampled?	Cc	Inc	InR	Er	ErR	X
158	Brail times	Cc	Inc	InR	Er	ErR	X
159	No. of PS-4 forms used	Cc	Inc	InR	Er	ErR	X
160	Measuring Instrument	Cc	Inc	InR	Er	ErR	X
161	Calibrated this set	Cc	Inc	InR	Er	ErR	X
162	Comments on sampling protocol	Cc	Inc	InR	Er	ErR	X

SAMPLING DETAILS - BRAIL

163	Brail tallies	Cc	Inc	InR	Er	ErR	X
164	Brail tally total number filled	Cc	Inc	InR	Er	ErR	X
165	Total brails	Cc	Inc	InR	Er	ErR	X
166	Sum of all brails	Cc	Inc	InR	Er	ErR	X
167	Pattern: fullness	Cc	Inc	InR	Er	ErR	X
168	Pattern: samples	Cc	Inc	InR	Er	ErR	X

LENGTH FREQUENCIES

169	Species Code	Cc	Inc	InR	Er	ErR	X
170	Length - cm	Cc	Inc	InR	Er	ErR	X
171	Column totals	Cc	Inc	InR	Er	ErR	X
172	LF data reflects sample type	Y	N				

PAGE TOTALS

173	Number sampled	Cc	Inc	InR	Er	ErR	X
174	Sum of lengths	Cc	Inc	InR	Er	ErR	X
175	Average length	Cc	Inc	InR	Er	ErR	X

LENGTH MEASUREMENTS

176	Tuna, Shark and bycatch	Cc	Er
177	Billfish	Cc	Er
178	Turtles	Cc	Er
179	Rays	Cc	Er
180	Fish with no fork in their tails	Cc	Er

PS-5 FORM - WELL TRANSFER RECONCILIATION FORM

181	A complete set	Cc	Inc	InR	Er	ErR	X

All FORM DATA FIELDS

182	Date and Time	Cc	Inc	InR	Er	ErR	X
183	Well activity codes	Cc	Inc	InR	Er	ErR	X
184	Source	Cc	Inc	InR	Er	ErR	X
185	Destination	Cc	Inc	InR	Er	ErR	X
186	Metric tonnes moved	Cc	Inc	InR	Er	ErR	X
187	Vessel change	Cc	Inc	InR	Er	ErR	X
188	New cumulative total	Cc	Inc	InR	Er	ErR	X
189	Recorded on logsheet	Cc	Inc	InR	Er	ErR	X
190	Comments	Cc	Inc	InR	Er	ErR	X
191	CR well numbers	Cc	Inc	InR	Er	ErR	X

Debriefer

If necessary, provide an explanation for any PS form questions marked X; or other comments you might have.

QUESTION NUMBER	EXPLANATION

GEN-1 + GEN -1 SUPPLEMENTARY FORM -
VESSEL SIGHTINGS, TRANSFER LOG

192	A complete set	Cc	Inc	InR	Er	ErR	X

VESSEL OR AIRCRAFT SIGHTINGS   DNE

#			Cc	Inc	InR	Er	ErR	X
193	Ship's time - date and time		Cc	Inc	InR	Er	ErR	X
194	Observer's vessel position		Cc	Inc	InR	Er	ErR	X
195	SIGHTED VESSEL OR AIRCRAFT	Name	Cc	Inc	InR	Er	ErR	X
196		IRCS	Cc	Inc	InR	Er	ErR	X
197		Flag	Cc	Inc	InR	Er	ErR	X
198		Type Code	Cc	Inc	InR	Er	ErR	X
199	Compass bearing and distance		Cc	Inc	InR	Er	ErR	X
200	Action code and photo frame		Cc	Inc	InR	Er	ErR	X
201	Photo frame #		Cc	Inc	InR	Er	ErR	X
202	Comments		Cc	Inc	InR	Er	ErR	X

FISH TRANSFERS, DUMPING, BUNKERING   DNE

203	Observer's vessel - Ship's date and time	Cc	Inc	InR	Er	ErR	X
204	Observer's vessel - Position	Cc	Inc	InR	Er	ErR	X
205	Other vessel - name	Cc	Inc	InR	Er	ErR	X
206	Other vessel - IRCS	Cc	Inc	InR	Er	ErR	X
207	Other vessel - Flag	Cc	Inc	InR	Er	ErR	X
208	Other vessel - Type Code	Cc	Inc	InR	Er	ErR	X

FISH TRANSFERRED   DNE

209	Species	Cc	Inc	InR	Er	ErR	X
210	Units (weight or No)	Cc	Inc	InR	Er	ErR	X
211	Action Code - host vessel	Cc	Inc	InR	Er	ErR	X
212	Comments	Cc	Inc	InR	Er	ErR	X

GEN-2 FORM – SPECIES OF SPECIAL INTEREST

213	A complete set	Cc	Inc	InR	Er	ErR	X

THE SPECIES WAS

DNE

214	Species code	Cc	Inc	InR	Er	ErR	X
215	Species description	Cc	Inc	InR	Er	ErR	X
216	'The species was' ticked	Cc	Inc	InR	Er	ErR	X
217	Time of first observer sighting	Cc	Inc	InR	Er	ErR	X
218	Final Encounter – ship's date and time	Cc	Inc	InR	Er	ErR	X
219	Final Encounter – position	Cc	Inc	InR	Er	ErR	X
220	Did the observer sight before set	Cc	Inc	InR	Er	ErR	X

SPECIES LANDED ON DECK

DNE

221	Landed – Condition Code	Cc	Inc	InR	Er	ErR	X
222	Landed – Condition Description	Cc	Inc	InR	Er	ErR	X
223	Discarded – Condition Code	Cc	Inc	InR	Er	ErR	X
224	Discarded – Condition Description	Cc	Inc	InR	Er	ErR	X
225	Length	Cc	Inc	InR	Er	ErR	X
226	Length Code	Cc	Inc	InR	Er	ErR	X
227	Sex	Cc	Inc	InR	Er	ErR	X
228	Description	Cc	Inc	InR	Er	ErR	X

TAGS

DNE

229	Retrieved – tag number	Cc	Inc	InR	Er	ErR	X
230	Retrieved – type and organisation	Cc	Inc	InR	Er	ErR	X
231	Placed – tag number	Cc	Inc	InR	Er	ErR	X
232	Placed – type and organisation	Cc	Inc	InR	Er	ErR	X

INTERACTION WITH VESSEL OR VESSEL GEAR

DNE

233	Vessel Activity ticked	Cc	Inc	InR	Er	ErR	X
234	Start of Interaction – No	Cc	Inc	InR	Er	ErR	X
235	Start of Interaction – Condition Code	Cc	Inc	InR	Er	ErR	X
236	End of Interaction – No	Cc	Inc	InR	Er	ErR	X
237	End of Interaction – code	Cc	Inc	InR	Er	ErR	X
238	End of Interaction – Description	Cc	Inc	InR	Er	ErR	X
239	Description	Cc	Inc	InR	Er	ErR	X

SPECIES SIGHTED

DNE

240	Vessel activity when sighted	Cc	Inc	InR	Er	ErR	X
241	Number sighted	Cc	Inc	InR	Er	ErR	X
242	Number of adults	Cc	Inc	InR	Er	ErR	X
243	Number of juvenilles	Cc	Inc	InR	Er	ErR	X
244	Estimate the overall length(s)	Cc	Inc	InR	Er	ErR	X
245	Distance from vessel	Cc	Inc	InR	Er	ErR	X
246	Species behaviour when sighted	Cc	Inc	InR	Er	ErR	X

GEN-2 FORM - SSIs -Supplementary

247	A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS — DNE

248	Measuring Instrument	Cc	Inc	InR	Er	ErR	X
249	Start of Set Date and Time	Cc	Inc	InR	Er	ErR	X

SPECIES AND SEX — DNE

250	Species code	Cc	Inc	InR	Er	ErR	X
251	Sex	Cc	Inc	InR	Er	ErR	X

LENGTH — DNE

252	Length	Cc	Inc	InR	Er	ErR	X
253	Length Code	Cc	Inc	InR	Er	ErR	X

CONDITION — DNE

254	Condition code - landed	Cc	Inc	InR	Er	ErR	X
255	Condition code - discarded	Cc	Inc	InR	Er	ErR	X
256	Description	Cc	Inc	InR	Er	ErR	X
257	Further comments (back of form)	Cc	Inc	InR	Er	ErR	X
258	More measurements	Cc	Inc	InR	Er	ErR	X

GEN-3 FORM - VESSEL TRIP REPORT

259	A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

260	Observer programme	Cc	Inc	InR	Er	ErR	X
261	Nationality of boarding vessel (see box on right)	Cc	Inc	InR	Er	ErR	X
262	Observer name, nationality, trip ID number	Cc	Inc	InR	Er	ErR	X
263	Vessel name	Cc	Inc	InR	Er	ErR	X
264	Coastal statel icences	Cc	Inc	InR	Er	ErR	X
265	Country Reg No.	Cc	Inc	InR	Er	ErR	X
266	UVI, IRCS	Cc	Inc	InR	Er	ErR	X
267	Vessel flag	Cc	Inc	InR	Er	ErR	X
268	Vessel gear type	Cc	Inc	InR	Er	ErR	X

RS- OBSERVER RIGHTS / SOCIAL BEHAVIOUR

269	Ticked	Cc	Inc	InR	Er	ErR	X
270	Page No	Cc	Inc	InR	Er	ErR	X

NATIONAL REGULATIONS

271	Ticked	Cc	Inc	InR	Er	ErR	X
272	Page No	Cc	Inc	InR	Er	ErR	X

WCPFC - CMMs

273	Ticked	Cc	Inc	InR	Er	ErR	X
274	Page No	Cc	Inc	InR	Er	ErR	X

LOGSHEET RECORDING

275	Ticked	Cc	Inc	InR	Er	ErR	X
276	Page No	Cc	Inc	InR	Er	ErR	X

SPECIES OF SPECIAL INTEREST - SSIs

277	Ticked	Cc	Inc	InR	Er	ErR	X
278	Page No	Cc	Inc	InR	Er	ErR	X

POLLUTION

279	Ticked	Cc	Inc	InR	Er	ErR	X
280	Page No	Cc	Inc	InR	Er	ErR	X

SEA SAFETY

281	Ticked	Cc	Inc	InR	Er	ErR	X
282	Page No	Cc	Inc	InR	Er	ErR	X

GEN-3 FORM - page 2 - VESSEL TRIP REPORT

283	A complete set	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**

EXPLANATION

284	Description is clear	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
285	Journal Page numbers indicated	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
286	Signature & Date	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**

GEN-4 FORM - CONVERSION FACTORS

287	A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS   DNE

288	Measuring Instrument	Cc	Inc	InR	Er	ErR	X
289	Make Model and Capacity of Scales	Cc	Inc	InR	Er	ErR	X
290	Ship's start and ship's end : Date & time	Cc	Inc	InR	Er	ErR	X

DETAILS OF WEIGHTS & MEASUREMENTS   DNE

290	Set number & ships's time	Cc	Inc	InR	Er	ErR	X
291	Label number and species Code	Cc	Inc	InR	Er	ErR	X
292	Lengths	Cc	Inc	InR	Er	ErR	X
293	Weights	Cc	Inc	InR	Er	ErR	X
294	Processed Weights	Cc	Inc	InR	Er	ErR	X
295	Landed weight	Cc	Inc	InR	Er	ErR	X
296	Comments	Cc	Inc	InR	Er	ErR	X

GEN-5 FORM - FAD INFORMATION RECORD

297	A complete set		Cc	Inc	InR	Er	ErR	X

INVESTIGATION INFORMATION — DNE

298	Date and time	Cc	Inc	InR	Er	ErR	X
299	Set number	Cc	Inc	InR	Er	ErR	X
300	Object Number	Cc	Inc	InR	Er	ErR	X
301	Origin of FAD	Cc	Inc	InR	Er	ErR	X
302	Deployment Position	Cc	Inc	InR	Er	ErR	X

FAD — DNE

303	FAD as found	Cc	Inc	InR	Er	ErR	X
304	FAD lifted Y / N	Cc	Inc	InR	Er	ErR	X
305	FAD as left	Cc	Inc	InR	Er	ErR	X

FAD MATERIALS — DNE

306	Main materials	Cc	Inc	InR	Er	ErR	X
307	Net/ mesh size	Cc	Inc	InR	Er	ErR	X
308	Attachments	Cc	Inc	InR	Er	ErR	X
309	Max est. depth	Cc	Inc	InR	Er	ErR	X
310	FAD length	Cc	Inc	InR	Er	ErR	X
311	FAD width	Cc	Inc	InR	Er	ErR	X
312	Buoy number	Cc	Inc	InR	Er	ErR	X
313	FAD / Payao No. and or markings	Cc	Inc	InR	Er	ErR	X

SPECIES OF SPECIAL INTEREST

314	SSI Seen	Cc	Inc	InR	Er	ErR	X
315	SSI Trapped	Cc	Inc	InR	Er	ErR	X

OTHER — DNE

316	Comments / Change details	Cc	Inc	InR	Er	ErR	X
317	Diagrams	Cc	Inc	InR	Er	ErR	X

GEN-6 - POLLUTION REPORT

318	A complete set	Cc	Inc	InR	Er	ErR	X
	INCIDENT DETAILS	DNE					
319	Ship's date and time	Cc	Inc	InR	Er	ErR	X
320	Position	Cc	Inc	InR	Er	ErR	X
321	EEZ / Harbour	Cc	Inc	InR	Er	ErR	X
322	Wind direction + speed	Cc	Inc	InR	Er	ErR	X
323	Sea conditions and current	Cc	Inc	InR	Er	ErR	X
324	Observer's vessel activity	Cc	Inc	InR	Er	ErR	X
325	Name of offending vessel	Cc	Inc	InR	Er	ErR	X
326	IRCS and type of vessel	Cc	Inc	InR	Er	ErR	X
327	Your position from offending vessel (compass + distance)	Cc	Inc	InR	Er	ErR	X
	WASTE DUMPED OVERBOARD	DNE					
328	Material ticked	Cc	Inc	InR	Er	ErR	X
329	Describe type	Cc	Inc	InR	Er	ErR	X
330	Describe quantity	Cc	Inc	InR	Er	ErR	X
	OIL SPILLAGES AND LEAKAGES	DNE					
331	Source ticked	Cc	Inc	InR	Er	ErR	X
332	Visual appearance / colour	Cc	Inc	InR	Er	ErR	X
333	Describe area and quantity	Cc	Inc	InR	Er	ErR	X
	ABANDONED or LOST FISHING GEAR	DNE					
334	Activity ticked	Cc	Inc	InR	Er	ErR	X
335	Describe gear	Cc	Inc	InR	Er	ErR	X
336	Estimate quantity	Cc	Inc	InR	Er	ErR	X
337	Other comments	Cc	Inc	InR	Er	ErR	X
	QUESTIONS	DNE					
338	Y / N	Cc	Inc	InR	Er	ErR	X
339	Photo Frame	Cc	Inc	InR	Er	ErR	X

TRIP RECONCILATION - SUP-3 FORM

340	A complete set	Cc	Inc	InR	Er	ErR	X
341	All travel details data fields	Cc	Inc	InR	Er	ErR	X

ADVANCES AND CLAIMS- SUP-4 FORM

342	A complete set	Cc	Inc	InR	Er	ErR	X
343	All advances and claims data fields	Cc	Inc	InR	Er	ErR	X

TAG RECOVERY FORM / MULTIPLE TAG FORM

344	A complete set	Cc	Inc	InR	Er	ErR	X

CRITICAL TAG INFORMATION   DNE

345	Tag number (this will be found in the recurring boxes for the multi-tag form)	Cc	Inc	InR	Er	ErR	X
346	Date returned or date when tag found	Cc	Inc	InR	Er	ErR	X
347	Where found	Cc	Inc	InR	Er	ErR	X
348	Activity when found or process when found	Cc	Inc	InR	Er	ErR	X
349	Well number	Cc	Inc	InR	Er	ErR	X

FISH INFORMATION (For multiple tag form, check through all recurring boxes on form)   DNE

350	Species	Cc	Inc	InR	Er	ErR	X
351	Species Reliability	Cc	Inc	InR	Er	ErR	X
352	Fork length	Cc	Inc	InR	Er	ErR	X
353	How measured	Cc	Inc	InR	Er	ErR	X
354	Who measured	Cc	Inc	InR	Er	ErR	X
355	Fish Processed state when measured	Cc	Inc	InR	Er	ErR	X
356	Fish weight	Cc	Inc	InR	Er	ErR	X
357	How weighed	Cc	Inc	InR	Er	ErR	X
358	Fish processed state when weighed	Cc	Inc	InR	Er	ErR	X

FISH CATCH INFORMATION   DNE

359	Date caught or date of catch (exact /estimated)	Cc	Inc	InR	Er	ErR	X
360	Latitude of catch (exact /estimated)	Cc	Inc	InR	Er	ErR	X
361	Longitude of catch (exact /estimated)	Cc	Inc	InR	Er	ErR	X
362	Describe fishing areas	Cc	Inc	InR	Er	ErR	X

FISHERY INFORMATION   DNE

363	Vessel name	Cc	Inc	InR	Er	ErR	X
364	Flag	Cc	Inc	InR	Er	ErR	X
365	Fishing method	Cc	Inc	InR	Er	ErR	X
366	School type	Cc	Inc	InR	Er	ErR	X

CARRIER INFORMATION   DNE

367	Carrier name	Cc	Inc	InR	Er	ErR	X
368	Carrier flag	Cc	Inc	InR	Er	ErR	X
369	Date of transhipment	Cc	Inc	InR	Er	ErR	X
370	Location of transhipment	Cc	Inc	InR	Er	ErR	X
371	Transhipment position	Cc	Inc	InR	Er	ErR	X

FINDER INFORMATION   DNE

372	Finder's name	Cc	Inc	InR	Er	ErR	X
373	Finder's address	Cc	Inc	InR	Er	ErR	X
374	Port of recovery or country of recovery	Cc	Inc	InR	Er	ErR	X
375	Information received	Cc	Inc	InR	Er	ErR	X
376	Tag provided with this form	Cc	Inc	InR	Er	ErR	X
377	Form completed by	Cc	Inc	InR	Er	ErR	X

PS WRITTEN REPORT

			Incomplete	Weak	Good	Very Good	Excellent
378	1.0	Background	Incomplete	Weak	Good	Very Good	Excellent
379	2.0	Cruise Summary	Incomplete	Weak	Good	Very Good	Excellent
380	3.0	Data collected	Incomplete	Weak	Good	Very Good	Excellent
381	4.0	Vessel + Crew Details	Incomplete	Weak	Good	Very Good	Excellent
382	5.0	Fishing Strategy	Incomplete	Weak	Good	Very Good	Excellent
*	6.0 Chain of Custody						
383	6.0 7.0	Enviromental Conditions	Incomplete	Weak	Good	Very Good	Excellent
384	7.0 8.0	Catch Details	Incomplete	Weak	Good	Very Good	Excellent
385	8.0 9.0	Sampling	Incomplete	Weak	Good	Very Good	Excellent
386	9.0 10.0	Other Projects	Incomplete	Weak	Good	Very Good	Excellent
387	10.0 11.0	Well Loading	Incomplete	Weak	Good	Very Good	Excellent
388	11.0 12.0	Vessels's Own Data Collection	Incomplete	Weak	Good	Very Good	Excellent
389	12.0 13.0	General	Incomplete	Weak	Good	Very Good	Excellent
390	13.0 14.0	Vessel Trip Monitoring	Incomplete	Weak	Good	Very Good	Excellent
391	14.0 15.0	Problems Encountered	Incomplete	Weak	Good	Very Good	Excellent
392	15.0 16.0	Conclusions / Recommendations	Incomplete	Weak	Good	Very Good	Excellent
393	16.0 17.0	Acknowledgements	Incomplete	Weak	Good	Very Good	Excellent

THE JOURNAL

		Incomplete	Weak	Good	Very Good	Excellent
394	Dates	Incomplete	Weak	Good	Very Good	Excellent
395	Times	Incomplete	Weak	Good	Very Good	Excellent
396	Page Numbers	Incomplete	Weak	Good	Very Good	Excellent
397	Headings	Incomplete	Weak	Good	Very Good	Excellent
398	Chronological Order	Incomplete	Weak	Good	Very Good	Excellent
399	Information Provided	Incomplete	Weak	Good	Very Good	Excellent
400	Sufficient Information	Incomplete	Weak	Good	Very Good	Excellent
401	New day / New page	Incomplete	Weak	Good	Very Good	Excellent
402	Hand writing	Incomplete	Weak	Good	Very Good	Excellent

DATA PRESENTATION

		Cc	Er
403	Directly	Cc	Er
404	Clear and legible	Cc	Er
405	One Response	Cc	Er
406	Vague data	Cc	Er
407	Comments	Cc	Er
408	Pencil (not pen)	Cc	Er
409	Previous data collection standards	Cc	Er

Further notes on the GEN and tag form etc or explain any X factor quality checks.   *Note the observer trip id no here*

Form Type / Query Number	Written Explanation	