For use with Longline Observer Forms
Revised SPC/FFA MARCH 2014

2014 Longline Evaluation Form

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*

Longline Debriefing Sequence

1. First Check

*(*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 should 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 finally 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. 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 point out specific questions which could be asked 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 correct across all forms, that the data has been submitted on regional standard data forms, complete their written report. Check the header details including the trip ID when possible.)

Once the written report is complete
(a maximum of 14 days after the observer's arrival to their home 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. LL report receipt form filled {Documents if the observer forms, notebooks, daily diary 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. LL 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.}

- Before debriefing (Observer is not present). The written report is read and the data sheets are visually scanned by the debriefer.
- During debriefing (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.
- After debriefing (Observer is not present). 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. LL 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 and that all header details have been properly filled.

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 'LL-2/3 Set and Haul Details' forms together and then the 'LL-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.
- Mark an 'X' on the side of the form (on the same line) to bring attention to the problem.
- 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 LL 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 longliner the observer went out on, and they observed a line shooter 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 branchline lengths should not be recorded in one data field. 10m,17m.

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 (however, they may be used to join comments in comment data fields. { }

- 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 by 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. Question the observer about all dashes and all blank data fields. Especially dashes where information would normally be expected.

- Change errors, if 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 unsure about what the correct answer is (sometimes it is not possible to know) it is enough to just circle the error and to mark an "X" 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.

- A debriefer should limit their own comments on the data forms to a minimum. Generally, it should be sufficient to circle the error and mark an "X" 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 the 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 all forms. However, the debriefer was able to retrieve the correct information and fill all blank data fields.

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

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

Cc – *Correct.* The submitted data was completely and correctly filled in

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. For instance if the observer has recorded a 210 cm yellowfin, this would be very unusual. However, if the debriefer can confirm that the observer did come across such a huge yellowfin they should circle the X and explain why the are confident the data is right.

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.

The '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. In these cases the debriefer confirms 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'.

RGKT

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 is made specify exactly what the error was on the debriefing form. Write the comment in a manner that will help an observer understand their mistake. This will also help the debriefer fill in the 'Evaluation Form' after debriefing. It may also be useful for the observer to note page numbers where errors are made. A photocopy of the error can be made for the observer, if a photocopier is available.

• Read through the LL 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 preformed 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 did not use a pen to fill in 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 space for comments are required they can be recorded in the observer's diary 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 an observer had to deal with any personal conflicts with 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 debriefing form.

If an error has been made make a concise note in the "notes" section that specifies just what that error was. Use the terminology used in the 'Common Error Examples' when recording these notes.
If a new type of error is seen 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.

Pre-debriefing check: (Use this area to note things that should be discussed with the observer during debriefing)

Form Type/ Page No./ Date Section/	

Form Type/ Page No./ Date Section/	

FORM VERSION

1	SUP-2 was revised 2014	Y	N	In no, year is:	
2	LL-1 were revised 2014	Y	N	In no, year is:	
3	LL-2/3 were revised 2014	Y	N	In no, year is:	
4	LL-4 were revised 2014	Y	N	In no, year is:	
5	GEN-1 were revised 2014	Y	N	In no, year is:	
6	GEN-2 were revised 2014	Y	N	In no, year is:	
7	GEN-3 were revised2014	Y	N	In no, year is:	
8	GEN-4 were revised 2014	Y	N	In no, year is:	
9	GEN-6 were revised 2014	Y	N	In no, year is:	
10	SUP-3 was revised 2014	Y	N	In no, year is:	
11	SUP-4 was revised 2014	Y	N	In no, year is:	

ALL FORMS - HEADER DETAILS

12	**Observer Name** is completely and correctly filled	Cc	Inc	InR	Er	ErR	X
13	**Observer trip ID No.** is completely and correctly fille	Cc	Inc	InR	Er	ErR	X
14	**Vessel Name** is completely and correctly filled	Cc	Inc	InR	Er	ErR	X
15	**Page Numbers** is completely and correctly filled	Cc	Inc	InR	Er	ErR	X

SUP-2 WORKBOOK REFERENCE FORM

16	Observer Programme Details	Cc	Inc	InR	Er	ErR	X
17	Special Projects	Cc	Inc	InR	Er	ErR	X
18	Forms Management	Cc	Inc	InR	Er	ErR	X

LL-1 FORM : GENERAL INFORMATION

19	A complete set	Cc	Inc	InR	Er	ErR	X

TRIP DETAILS

20	Observer programme	Cc	Inc	InR	Er	ErR	X
21	Observer name	Cc	Inc	InR	Er	ErR	X
22	Observer nationality	Cc	Inc	InR	Er	ErR	X
23	Observer Trip ID No.	Cc	Inc	InR	Er	ErR	X
24	Trip start and trip end date and time	Cc	Inc	InR	Er	ErR	X
25	Trip start and trip end locations	Cc	Inc	InR	Er	ErR	X
26	Vessel departure port and date	Cc	Inc	InR	Er	ErR	X
27	Vessel name	Cc	Inc	InR	Er	ErR	X
28	Vessel departure date	Cc	Inc	InR	Er	ErR	X
29	Vessel departure port	Cc	Inc	InR	Er	ErR	X

VESSEL - details

30	Vessel Owner	Cc	Inc	InR	Er	ErR	X
31	Captain and Master; Names and ID documents & No.	Cc	Inc	InR	Er	ErR	X
32	Fishing permits (or license numbers)	Cc	Inc	InR	Er	ErR	X
33	Length	Cc	Inc	InR	Er	ErR	X
34	Registration number, IRCS (or WIN) and Flag	Cc	Inc	InR	Er	ErR	X
35	UVI	Cc	Inc	InR	Er	ErR	X
36	Flag	Cc	Inc	InR	Er	ErR	X
37	IRCS	Cc	Inc	InR	Er	ErR	X
38	Fish hold capacity	Cc	Inc	InR	Er	ErR	X
39	Gross Tonnage	Cc	Inc	InR	Er	ErR	X

CREW NATIONALITY

40	Nationality of Captin and Fishing Master	Cc	Inc	InR	Er	ErR	X
41	Other crew	Cc	Inc	InR	Er	ErR	X
42	How many	Cc	Inc	InR	Er	ErR	X

ELECTRONICS

43	Y / N data fields	Cc	Inc	InR	Er	ErR	X
44	Advances in technology	Cc	Inc	InR	Er	ErR	X
45	Usage	Cc	Inc	InR	Er	ErR	X
46	Make and Model	Cc	Inc	InR	Er	ErR	X
47	How many	Cc	Inc	InR	Er	ErR	X
48	VMS - system	Cc	Inc	InR	Er	ErR	X
49	Communication services	Cc	Inc	InR	Er	ErR	X
50	Information services	Cc	Inc	InR	Er	ErR	X
51	Comments (r.h.s.)	Cc	Inc	InR	Er	ErR	X

62	Branchline weight	Cc	Inc	InR	Er	ErR	X
63	Distance of weight from hook						

FISHING GEAR

52	Y / N	Cc	Inc	InR	Er	ErR	X
53	Usage	Cc	Inc	InR	Er	ErR	X
54	Advances in technology	Cc	Inc	InR	Er	ErR	X

Fishing gear - FISHING LINE MATERIAL

55	Mainline material	Cc	Inc	InR	Er	ErR	X
56	Mainline diameter	Cc	Inc	InR	Er	ErR	X
57	Mainline length	Cc	Inc	InR	Er	ErR	X
58	Branchline materials	Cc	Inc	InR	Er	ErR	X
59	Branchline diameter	Cc	Inc	InR	Er	ErR	X
60	Wire trace Y / N	Cc	Inc	InR	Er	ErR	X
61	Branchline Weights Y / N	Cc	Inc	InR	Er	ErR	X
62	Branchline weight	Cc	Inc	InR	Er	ErR	X
63	Distance of weight from hook						
64	Hook size	Cc	Inc	InR	Er	ErR	X
65	Hook percentage (%)	Cc	Inc	InR	Er	ErR	X
66	Hook - description *(swivels, offset, rings)*	Cc	Inc	InR	Er	ErR	X

SAFETY EQUIPMENT

67	Provided for Observer:	Cc	Inc	InR	Er	ErR	X
68	Suitable size	Cc	Inc	InR	Er	ErR	X
69	Availability	Cc	Inc	InR	Er	ErR	X
70	No. of Life Buoys / Life Rings	Cc	Inc	InR	Er	ErR	X
71	EPIRBS - total	Cc	Inc	InR	Er	ErR	X
72	EPRIBS -no. with battery expired	Cc	Inc	InR	Er	ErR	X
73	Life rafts - No. of people	Cc	Inc	InR	Er	ErR	X
74	Life rafts - Inspection Date	Cc	Inc	InR	Er	ErR	X

REFRIGERATION METHOD

75	Y / N	Cc	Inc	InR	Er	ErR	X

WASTE DISPOSAL SYSTEM

76	Description	Cc	Inc	InR	Er	ErR	X

LL-1 FORM page 2 -

77	Observations / Comments / Other Gear	Cc	Inc	InR	Er	ErR	X

LL-2/3: SET AND HAUL INFORMATION

78	A complete set	Cc	Inc	InR	Er	ErR	X

LONGLINE SET SPECIFICATIONS

79	No. of Hooks per basket	Cc	Inc	InR	Er	ErR	X
80	Total No. of Baskets	Cc	Inc	InR	Er	ErR	X
81	Total No. of Hooks	Cc	Inc	InR	Er	ErR	X
82	Length of Floatline	Cc	Inc	InR	Er	ErR	X
83	Line Setting Speed	Cc	Inc	InR	Er	ErR	X
84	Branchline set interval (s)	Cc	Inc	InR	Er	ErR	X
85	Between branchlines	Cc	Inc	InR	Er	ErR	X
86	Length of branchline	Cc	Inc	InR	Er	ErR	X
87	Vessel speed for setting	Cc	Inc	InR	Er	ErR	X
88	Shark lines - Number	Cc	Inc	InR	Er	ErR	X
89	Shark lines - Length	Cc	Inc	InR	Er	ErR	X
90	Were TDRs deployed?	Cc	Inc	InR	Er	ErR	X
91	Target species	Cc	Inc	InR	Er	ErR	X

START OF SET

92	Ship's date and time	Cc	Inc	InR	Er	ErR	X
93	UTC date and time	Cc	Inc	InR	Er	ErR	X

MITIGATION

94	Y / N (includes offal discharge)	Cc	Inc	InR	Er	ErR	X

BAIT

95	Species	Cc	Inc	InR	Er	ErR	X
96	KGs	Cc	Inc	InR	Er	ErR	X
97	Hook Nos	Cc	Inc	InR	Er	ErR	X
98	Bait dyed blue	Cc	Inc	InR	Er	ErR	X
99	No. of light sticks	Cc	Inc	InR	Er	ErR	X

COMMENTS

100	Ship's time	Cc	Inc	InR	Er	ErR	X
101	Comments	Cc	Inc	InR	Er	ErR	X

UNUSUAL SET DETAILS

102	Unusual set details	Cc	Inc	InR	Er	ErR	X

SET LOG

103	Start - time and position	Cc	Inc	InR	Er	ErR	X
104	End - time and position	Cc	Inc	InR	Er	ErR	X
105	Observed directly	Cc	Inc	InR	Er	ErR	X

HAUL LOG

106	Start - time and postion	Cc	Inc	InR	Er	ErR	X
107	Mostly hourly	Cc	Inc	InR	Er	ErR	X
108	End - time and position	Cc	Inc	InR	Er	ErR	X

TOTAL BASKETS

109	Total baskets observed	Cc	Inc	InR	Er	ErR	X

GEN-3

110	Gen-3 - Y / N	Cc	Inc	InR	Er	ErR	X
111	Gen-3 - reported in journal	Cc	Inc	InR	Er	ErR	X

LL-4: CATCH MONITORING

112	A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

113	Set No.	Cc	Inc	InR	Er	ErR	X
114	Measuring Instrument	Cc	Inc	InR	Er	ErR	X
115	Ship's Start of Set Date and Time	Cc	Inc	InR	Er	ErR	X
116	Start of Haul Date	Cc	Inc	InR	Er	ErR	X

CATCH DETAILS

117	Ship's Time	Cc	Inc	InR	Er	ErR	X
118	Hook No.	Cc	Inc	InR	Er	ErR	X
119	Species Code	Cc	Inc	InR	Er	ErR	X
120	Condition Caught	Cc	Inc	InR	Er	ErR	X
121	Condition Discard	Cc	Inc	InR	Er	ErR	X
122	Length (cm)	Cc	Inc	InR	Er	ErR	X
123	Length (code)	Cc	Inc	InR	Er	ErR	X
124	Weight	Cc	Inc	InR	Er	ErR	X
125	Fate Code	Cc	Inc	InR	Er	ErR	X
126	Sex	Cc	Inc	InR	Er	ErR	X

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

DNE

127	A complete set	Cc	Inc	InR	Er	ErR	X

VESSEL OR AIRCRAFT SIGHTINGS

DNE

128	Ship's time - date and time		Cc	Inc	InR	Er	ErR	X
129	Observer's vessel position		Cc	Inc	InR	Er	ErR	X
130	SIGHTED VESSEL OR AIRCRAFT	Name	Cc	Inc	InR	Er	ErR	X
131		IRCS	Cc	Inc	InR	Er	ErR	X
132		Flag	Cc	Inc	InR	Er	ErR	X
133		Type Code	Cc	Inc	InR	Er	ErR	X
134	Compass bearing and distance		Cc	Inc	InR	Er	ErR	X
135	Action code and photo frame		Cc	Inc	InR	Er	ErR	X
136	Photo frame #		Cc	Inc	InR	Er	ErR	X
137	Comments		Cc	Inc	InR	Er	ErR	X

FISH TRANSFERS, DUMPING, BUNKERING

DNE

138	Observer's vessel - Ship's date and time	Cc	Inc	InR	Er	ErR	X
139	Observer's vessel - Position	Cc	Inc	InR	Er	ErR	X
140	Other vessel - name	Cc	Inc	InR	Er	ErR	X
141	Other vessel - IRCS	Cc	Inc	InR	Er	ErR	X
142	Other vessel - Flag	Cc	Inc	InR	Er	ErR	X
143	Other vessel - Type Code	Cc	Inc	InR	Er	ErR	X

FISH TRANSFERRED

DNE

144	Species	Cc	Inc	InR	Er	ErR	X
145	Units (weight or No)	Cc	Inc	InR	Er	ErR	X
146	Action Code - host vessel	Cc	Inc	InR	Er	ErR	X
147	Comments	Cc	Inc	InR	Er	ErR	X

GEN-2 FORM - SPECIES OF SPECIAL INTEREST

148	A complete set	Cc	Inc	InR	Er	ErR	X

THE SPECIES WAS — DNE

149	Species code	Cc	Inc	InR	Er	ErR	X
150	Species description	Cc	Inc	InR	Er	ErR	X
151	'The species was' ticked	Cc	Inc	InR	Er	ErR	X
152	Time of first observer sighting	Cc	Inc	InR	Er	ErR	X
153	Final Encounter - ship's date and time	Cc	Inc	InR	Er	ErR	X
154	Final Encounter - position	Cc	Inc	InR	Er	ErR	X
155	Did the observer sight before set	Cc	Inc	InR	Er	ErR	X

SPECIES LANDED ON DECK — DNE

156	Landed - Condition Code	Cc	Inc	InR	Er	ErR	X
157	Landed - Condition Description	Cc	Inc	InR	Er	ErR	X
158	Discarded - Condition Code	Cc	Inc	InR	Er	ErR	X
159	Discarded - Condition Description	Cc	Inc	InR	Er	ErR	X
160	Length	Cc	Inc	InR	Er	ErR	X
161	Length Code	Cc	Inc	InR	Er	ErR	X
162	Sex	Cc	Inc	InR	Er	ErR	X
163	Description	Cc	Inc	InR	Er	ErR	X

TAGS — DNE

164	Retrieved - tag number	Cc	Inc	InR	Er	ErR	X
165	Retrieved - type and organisation	Cc	Inc	InR	Er	ErR	X
166	Placed - tag number	Cc	Inc	InR	Er	ErR	X
167	Placed - type and organisation	Cc	Inc	InR	Er	ErR	X

INTERACTION WITH VESSEL OR VESSEL GEAR — DNE

168	Vessel Activity ticked	Cc	Inc	InR	Er	ErR	X
169	Start of Interaction - No	Cc	Inc	InR	Er	ErR	X
170	Start of Interaction - Condition Code	Cc	Inc	InR	Er	ErR	X
171	End of Interaction - No	Cc	Inc	InR	Er	ErR	X
172	End of Interaction - code	Cc	Inc	InR	Er	ErR	X
173	End of Interaction - Description	Cc	Inc	InR	Er	ErR	X
174	Description	Cc	Inc	InR	Er	ErR	X

SPECIES SIGHTED — DNE

175	Vessel activity when sighted	Cc	Inc	InR	Er	ErR	X
176	Number sighted	Cc	Inc	InR	Er	ErR	X
177	Number of adults	Cc	Inc	InR	Er	ErR	X
178	Number of juvenilles	Cc	Inc	InR	Er	ErR	X
179	Estimate the overall length(s)	Cc	Inc	InR	Er	ErR	X
180	Distance from vessel	Cc	Inc	InR	Er	ErR	X
181	Species behaviour when sighted	Cc	Inc	InR	Er	ErR	X

GEN-3 FORM - VESSEL TRIP REPORT

182	A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

183	Observer programme	Cc	Inc	InR	Er	ErR	X
184	Nationality of boarding vessel (see box on right)	Cc	Inc	InR	Er	ErR	X
185	Observer name, nationality, trip ID number	Cc	Inc	InR	Er	ErR	X
186	Vessel name	Cc	Inc	InR	Er	ErR	X
187	Coastal statel icences	Cc	Inc	InR	Er	ErR	X
188	Country Reg No.	Cc	Inc	InR	Er	ErR	X
189	UVI, IRCS	Cc	Inc	InR	Er	ErR	X
190	Vessel flag	Cc	Inc	InR	Er	ErR	X
191	Vessel gear type	Cc	Inc	InR	Er	ErR	X

RS- OBSERVER RIGHTS / SOCIAL BEHAVIOUR

192	Ticked	Cc	Inc	InR	Er	ErR	X
193	Page No	Cc	Inc	InR	Er	ErR	X

NATIONAL REGULATIONS

194	Ticked	Cc	Inc	InR	Er	ErR	X
195	Page No	Cc	Inc	InR	Er	ErR	X

WCPFC - CMMs

196	Ticked	Cc	Inc	InR	Er	ErR	X
197	Page No	Cc	Inc	InR	Er	ErR	X

LOGSHEET RECORDING

198	Ticked	Cc	Inc	InR	Er	ErR	X
199	Page No	Cc	Inc	InR	Er	ErR	X

SPECIES OF SPECIAL INTEREST - SSIs

200	Ticked	Cc	Inc	InR	Er	ErR	X
201	Page No	Cc	Inc	InR	Er	ErR	X

POLLUTION

202	Ticked	Cc	Inc	InR	Er	ErR	X
203	Page No	Cc	Inc	InR	Er	ErR	X

SEA SAFETY

204	Ticked	Cc	Inc	InR	Er	ErR	X
205	Page No	Cc	Inc	InR	Er	ErR	X

GEN-3 FORM - page 2 - VESSEL TRIP REPORT

206	A complete set	Cc	Inc	InR	Er	ErR	X

EXPLANATION

207	Description is clear	Cc	Inc	InR	Er	ErR	X
208	Journal Page numbers indicated	Cc	Inc	InR	Er	ErR	X
209	Signature & Date	Cc	Inc	InR	Er	ErR	X

GEN-4 FORM - CONVERSION FACTORS

DNE

210	A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

DNE

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

DETAILS OF WEIGHTS & MEASUREMENTS

DNE

214	Set number & ships's time	Cc	Inc	InR	Er	ErR	X
215	Label number and species Code	Cc	Inc	InR	Er	ErR	X
216	Lengths	Cc	Inc	InR	Er	ErR	X
217	Weights	Cc	Inc	InR	Er	ErR	X
218	Processed Weights	Cc	Inc	InR	Er	ErR	X
219	Landed weight	Cc	Inc	InR	Er	ErR	X
220	Comments	Cc	Inc	InR	Er	ErR	X

	GEN-6 - POLLUTION REPORT	DNE					
221	A complete set	Cc	Inc	InR	Er	ErR	X
	INCIDENT DETAILS	**DNE**					
222	Ship's date and time	Cc	Inc	InR	Er	ErR	X
223	Position	Cc	Inc	InR	Er	ErR	X
224	EEZ / Harbour	Cc	Inc	InR	Er	ErR	X
225	Wind direction + speed	Cc	Inc	InR	Er	ErR	X
226	Sea conditions and current	Cc	Inc	InR	Er	ErR	X
227	Observer's vessel activity	Cc	Inc	InR	Er	ErR	X
228	Name of offending vessel	Cc	Inc	InR	Er	ErR	X
229	IRCS and type of vessel	Cc	Inc	InR	Er	ErR	X
230	Your position from offending vessel (compass + distance)	Cc	Inc	InR	Er	ErR	X
	WASTE DUMPED OVERBOARD	**DNE**					
231	Material ticked	Cc	Inc	InR	Er	ErR	X
232	Describe type	Cc	Inc	InR	Er	ErR	X
233	Describe quantity	Cc	Inc	InR	Er	ErR	X
	OIL SPILLAGES AND LEAKAGES	**DNE**					
234	Source ticked	Cc	Inc	InR	Er	ErR	X
235	Visual appearance / colour	Cc	Inc	InR	Er	ErR	X
236	Describe area and quantity	Cc	Inc	InR	Er	ErR	X
	ABANDONED or LOST FISHING GEAR	**DNE**					
237	Activity ticked	Cc	Inc	InR	Er	ErR	X
238	Describe gear	Cc	Inc	InR	Er	ErR	X
239	Estimate quantity	Cc	Inc	InR	Er	ErR	X
240	Other comments	Cc	Inc	InR	Er	ErR	X
	QUESTIONS	**DNE**					
241	Y / N	Cc	Inc	InR	Er	ErR	X
242	Photo Frame	Cc	Inc	InR	Er	ErR	X

TRIP RECONCILATION - SUP-3 FORM

243	A complete set	Cc	Inc	InR	Er	ErR	X
244	All travel details data fields	Cc	Inc	InR	Er	ErR	X

ADVANCES AND CLAIMS- SUP-4 FORM

245	A complete set	Cc	Inc	InR	Er	ErR	X
246	All advances and claims data fields	Cc	Inc	InR	Er	ErR	X

	TAG RECOVERY FORM	DNE					
247	A complete set	Cc	Inc	InR	Er	ErR	X

	CRITICAL TAG INFORMATION	DNE					
248	Tag number	Cc	Inc	InR	Er	ErR	X
249	Date returned or date when tag found	Cc	Inc	InR	Er	ErR	X
250	Where found	Cc	Inc	InR	Er	ErR	X
251	Activity when found or process when found	Cc	Inc	InR	Er	ErR	X
252	Well number	Cc	Inc	InR	Er	ErR	X

	FISH INFORMATION	DNE					
253	Species	Cc	Inc	InR	Er	ErR	X
254	Species Reliability	Cc	Inc	InR	Er	ErR	X
255	Fork length	Cc	Inc	InR	Er	ErR	X
256	How measure	Cc	Inc	InR	Er	ErR	X
257	Who measure	Cc	Inc	InR	Er	ErR	X
258	Fish Processed state when measured	Cc	Inc	InR	Er	ErR	X
259	Fish weight	Cc	Inc	InR	Er	ErR	X
260	How weighed	Cc	Inc	InR	Er	ErR	X
261	Fish processed state when weighed	Cc	Inc	InR	Er	ErR	X

	FISH CATCH INFORMATION	DNE					
262	Date caught or date of catch	Cc	Inc	InR	Er	ErR	X
263	Latitude of catch	Cc	Inc	InR	Er	ErR	X
264	Longitude of catch	Cc	Inc	InR	Er	ErR	X
265	Describe fishing areas	Cc	Inc	InR	Er	ErR	X

	FISHERY INFORMATION	DNE					
266	Vessel name	Cc	Inc	InR	Er	ErR	X
267	Flag	Cc	Inc	InR	Er	ErR	X
268	Fishing method	Cc	Inc	InR	Er	ErR	X
269	School type	Cc	Inc	InR	Er	ErR	X

	CARRIER INFORMATION	DNE					
270	Carrier name	Cc	Inc	InR	Er	ErR	X
271	Carrier flag	Cc	Inc	InR	Er	ErR	X
272	Date of transhipment	Cc	Inc	InR	Er	ErR	X
273	Location of transhipment	Cc	Inc	InR	Er	ErR	X
274	Transhipment position	Cc	Inc	InR	Er	ErR	X

	FINDER INFORMATION	DNE					
275	Finder's name	Cc	Inc	InR	Er	ErR	X
276	Finder's address	Cc	Inc	InR	Er	ErR	X
277	Port of recovery or country of recovery	Cc	Inc	InR	Er	ErR	X
278	Information received	Cc	Inc	InR	Er	ErR	X
279	Tag provided with this form	Cc	Inc	InR	Er	ErR	X
280	Form completed by	Cc	Inc	InR	Er	ErR	X

LL WRITTEN REPORT

281	1.0	Background	Incomplete	Weak	Good	Very Good	Excellent
282	2.0	Cruise Summary	Incomplete	Weak	Good	Very Good	Excellent
283	3.0	Data collected	Incomplete	Weak	Good	Very Good	Excellent
284	4.0	Chain of Custody	Incomplete	Weak	Good	Very Good	Excellent
285	5.0	Vessel and Crew Details	Incomplete	Weak	Good	Very Good	Excellent
286	6.0	Fishing Strategy	Incomplete	Weak	Good	Very Good	Excellent
287	7.0	Environmental Conditions	Incomplete	Weak	Good	Very Good	Excellent
288	8.0	Catch Details	Incomplete	Weak	Good	Very Good	Excellent
289	9.0	Trans-shipment / Transfer	Incomplete	Weak	Good	Very Good	Excellent
290	10.0	Other Projects	Incomplete	Weak	Good	Very Good	Excellent
291	11.0	Vessel Trip Monitoring	Incomplete	Weak	Good	Very Good	Excellent
292	12.0	Vessel's Own Data Collection	Incomplete	Weak	Good	Very Good	Excellent
293	13.0	General	Incomplete	Weak	Good	Very Good	Excellent
294	14.0	Problems Encountered	Incomplete	Weak	Good	Very Good	Excellent
295	15.0	Conclusions / Rec	Incomplete	Weak	Good	Very Good	Excellent
296	16.0	Acknowledgements	Incomplete	Weak	Good	Very Good	Excellent

THE JOURNAL

297	Dates	Incomplete	Weak	Good	Very Good	Excellent
298	Times	Incomplete	Weak	Good	Very Good	Excellent
299	Page Numbers	Incomplete	Weak	Good	Very Good	Excellent
300	Headings	Incomplete	Weak	Good	Very Good	Excellent
301	Chronological Order	Incomplete	Weak	Good	Very Good	Excellent
302	Information Provided	Incomplete	Weak	Good	Very Good	Excellent
303	Sufficient Information	Incomplete	Weak	Good	Very Good	Excellent
304	New day / New page	Incomplete	Weak	Good	Very Good	Excellent
305	Hand writing	Incomplete	Weak	Good	Very Good	Excellent

DATA PRESENTATION

306	Directly	Cc	Er
307	Clear and legible	Cc	Er
308	One Response	Cc	Er
309	Vague data	Cc	Er
310	Comments	Cc	Er
311	2B Pencil (not pen)	Cc	Er
312	Previous data collection standards	Cc	Er

Further notes on queries, or for any explanations of the **X** factor

Form Type/ Query Number	

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