

**SPC/FFA REGIONAL OBSERVER
OBSERVER PLACEMENT MEETING RECORD**

FORM SUP-1 (pg1)

REV DEC. 2016

TRIP DETAILS

OBSERVER NAME		TRIP START LOCATION		TRIP START DATE (YY/MM/DD)	
OBSERVER TRIP ID NUMBER		ESTIMATED TRIP END LOCATION		VESSEL GEAR	
VESSEL NAME		FLAG	CALIPER SERIAL NUMBER	UVI and / or IRCS	
VESSEL SIZE:	circle to indicate	< 16 metres	16-25 metres	26-39 metres	> 65 metres
Personal Lifesaving Beacon (PLB)	Y / N	PLB Make:	Comments		
		PLB Model:			

OBSERVER PLACEMENT CHECKLIST

A Fisheries Authority Representative/Placement Officer is to assist the observer, before and during boarding, and oversee that information is recorded and actions taken as prescribed in this form. Please initial the space at the left of each numbered item to show it has been completed.

<i>Initial :</i>	<i>Placement Officer to initial when they have:</i>
1	Set up the placement meeting
2	Assisted the observer with their personal requirements before boarding
3	Checked that the observer has been assigned appropriate accommodation and an area to store their equipment
4	Carried out a vessel safety check in the presence of the observer and Captain
5	Ensured that the Captain receives and understands the attached description (check-list) of standard observer duties and vessel obligations
6	Ensured that both parties are informed of their rights and responsibilities under CMM 2008-01 (Show and, if necessary, supply copy)
7	Reminded the observer that there is no obligation to do extra duties, but it is very much appreciated if they can help out when appropriate.
8	Reminded the Captain and Observer of importance of cooperation
9	Supplied or informed the Captain of the "Vessel on Observer Report" form
10	Informed the Captain and Observer than an observer-debriefing meeting will take place immediately upon return to port at completion of trip
11	Ensured observer's compulsory 2-way communication device is tested and working.
<i>Initial :</i>	<i>Observer to initial when they have:</i>
12	Clearly described any special sampling requirements to the Vessel Captain
13	Has been present at the Vessel Safety Check and have agreed to board the vessel
14	Confirmed that they are medically fit, informed the Captain of any special medical issues (prescription medication etc); and supplied contact details for their next-of-kin
15	Understood that they must report all gifts in their trip report.
16	Understood that in line with their Observer Code of Conduct they should not drink alcohol at any point during the entire trip.
17	Ensured observer's compulsory 2-way communication device is tested and working.
<i>Initial :</i>	<i>Vessel Captain to initial when they have:</i>
18	Read and understood the "Obligations of the Vessel Operators to Observers"
19	Shown the observer all current and valid license certificates
20	Shown the observer the location of their life jacket
21	Informed the observer of all safety regulations, procedures and muster stations
22	Shown the observer which electronic bridge equipment is used and which is not used
23	Shown the observer how to obtain position and UTC time and date from the onboard GPS and plotter to which they have access to during the trip
24	Understood that offering excessive alcohol to observers may interfere with their work duties and general conduct; and be aware that many observers are required by their programmes' Code of Conduct not to drink alcohol at any time while onboard the vessel
25	Ensured observer's compulsory 2-way communication device is tested and working.

Notes for the VESSEL CAPTAIN on the OBSERVER PLACEMENT

An observer's primary function is to collect reliable and accurate information for scientific, management and compliance purposes. Observers collect data on; catch and effort, size composition, position, fishing methods, fisheries interactions, environmental impacts, processing and destination of the fish (including discards) and any other matters that may assist fisheries managers verify information for the purpose of administering fisheries regulations, license requirements and access agreements. The observer duties and their obligations, along with the vessel operator's obligations to the observer are described below. A thorough understanding of these by both the observer and the vessel operator will help ensure an effective working arrangement while on board.

→ Vessel Captain please read and initial on the right when the obligations of both parties are understood Capt. Initials

OBSERVER'S DUTIES AND OBLIGATIONS	
1	Must promptly report any harassment they were subjected to (including a written report to their fisheries authority representative or when not available the nearest Police station) 1
2	May take, measure and retain samples or specimens of any fish 2
3	May observe and record details of any incidental take, including the recording of set position information 3
4	May record position, activity and identification details of other vessels sighted 4
5	May use communications and other equipment of the vessel but should get permission from the Captain before using it 5
6	Should not be involved in the fishing operations but may assist in normal vessel housekeeping duties 6
7	Should not stand watch on the vessel 7
8	May take photographs of the fishing operations, including fish, gear, equipment, documents, charts and records, and remove from the vessel such photographs or film as was taken or used onboard 8
9	Observers should not drink alcohol at any point during the trip in accordance with Observer Code of Conduct. 9
10	Observer must sign for and report any gifts they have received from the vessel during the trip. 10
OBLIGATIONS OF THE VESSEL OPERATORS TO THE OBSERVER (CMM 2008-01)	
11	Ensure vessel personnel do not assault, obstruct, resist, refuse boarding to, delay, intimidate or interfere with an observer performing observer duties 11
12	Allow access to the bridge, communications and navigation equipment 12
13	Instruct observer on use of vessel communications equipment to receive and transmit message with the shore, Fishery Authority and other vessels 13
14	Assist observer as requested, in recording accurate vessel position using vessel navigation and positioning equipment 14
15	Provide access to areas where fish are held, processed, weighed or stored 15
16	Allow observer access to document and records, including all logbook for purpose of inspection and copying 16
17	Allow observer to remove samples 17
18	Ensure vessel personal do not assault, obstruct, resist, refuse boarding to, delay, intimidate or interfere with an observer performing observer duties 18
19	Show the observer appropriate vessel safety procedures and location of various safety equipment (life rafts, life jackets, etc) and how to use such equipment in the event of an emergency 19
20	Advise the observer of dangerous work areas and instruct the observer on how to minimise exposure (e.g. hard hat) to danger yet still do their work 20
21	Provide the observer with food, clean bunk space large enough for a national observer and any necessary medical facilities and treatment in the course of the observer trip and up to two full days after landing in port. 21
22	Provide appropriate space for the storage of observer equipment, supplies and samples 22
23	Vessel operators and owners should be fully aware that any instance of reported observer harassment will be fully investigated and, if warranted, legal action will follow, which may include civil and criminal penalties 23
24	Inform vessel Captain of where he can get a copy of the Vessel Report on the Observer 24

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OBSERVER NAME	VESSEL NAME	OBSERVER TRIP ID NUMBER
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VESSEL SAFETY CHECK

	CIRCLE ONE	COMMENTS
1 VESSEL SURVEY DOCUMENTATION (Current)	Yes No	
2 CORRECT SIZE PERSONAL FLOATATION DEVICES AVAILABLE	Yes No	
3 APPROVED LIFERAFT OR LIFEBOATS UNDER CURRENT SURVEY AND ADEQUATE FOR NUMBER OF CREW	Yes No	
4 EPIRBs (Current Survey)	Yes No	
5 DISTRESS SIGNALS AND FLARES	Yes No	
6 FIRE FIGHTING EQUIPMENT IN GOOD ORDER	Yes No	
7 FIRE EXTINGUISHERS (Current Checked)	Yes No	
8 MARINE RADIO HF SSB or SUBITUTE COMMUNICATIONS	Yes No	
9 NAVIGATION LIGHTS / VESSEL LIGHTS (Working Order)	Yes No	
10 SOUND PRODUCING DEVICES OR BELL	Yes No	
11 REGISTRATION DOCUMENTATION IN ORDER	Yes No	
12 OTHER WORK RELATED VESSELS ON BOARD THAT COULD BE UTILISED IN CASE OF EMERGENCY	Yes No	
13 NAUTICAL CHARTS AND NAVIGATION AIDS (GPS/RADAR)	Yes No	
14 FIRST AID EQUIPMENT	Yes No	
15 SANITATION	Yes No	
16 PHONE	Yes No	
17 EMAIL / FAX	Yes No	
18 INSURANCE FOR OBSERVER WHILST ON BOARD	Yes No	
19 VESSEL INSURANCE	Yes No	
20 ROOM FOR CREW AND OBSERVER TO WORK SAFELY	Yes No	

<p>THE OBSERVER WAS PRESENT FOR THE VSC AND AGREES TO BOARD THE VESSEL YES / NO (If no: record the reasons here and continue on to another attached page if necessary)</p>
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ACKNOWLEDGED (Observer Placement Meeting Record - page 1 and page 2, front and back read/ initialed/ accepted)

OBSERVER	NAME	SIGNATURE	DATE
VESSEL CAPTAIN	NAME	SIGNATURE	DATE
FISHING MASTER (if any)	NAME	SIGNATURE	DATE
FISHING AUTHORITY REPRESENTATIVE	NAME	SIGNATURE	DATE
INTERPRETER (if any)	NAME / POSITION	SIGNATURE	DATE
FISHING AUTHORITY REPRESENTATIVE	POSITION	SIGNATURE	DATE

EXPLANATION ON VSC REQUIREMENTS

The fields in this form may be used to check safety, on whether an observer is safe to board the vessel.

1. VESSEL SURVEY DOCUMENTATION CURRENT Fishing Vessels and support vessels operating in the WCPFC must comply with their Flag State regulations and/or the Code of Practice for Safety. Ship surveys including condition, safety and security aspects of hull, machinery and on board safety equipment must be available to be viewed.

2. CORRECT SIZE PERSONAL FLOATATION DEVICE AVAILABLE Life Jackets must be approved types and in good serviceable condition, Life Jackets of suitable sizes must be readily accessible for the observer and all crew. Life jackets will not be stored away or locked in cupboards or rooms.

3. APPROVED LIFE -Life rafts must be currently in survey and be adequate to carry the amount of crew and observer.

4. EPIRBs International Standard 406 MHz EPIRB. The signal frequency (406 MHz) has been designated internationally for use only for distress. Check to see the frequency number and position of these EPIRBs, a few vessels may have the older relatively common type of 121.5/243 MHz emergency beacons, these became obsolete in late 2008.

5. DISTRESS SIGNAL AND FLARES. Vessels should have on board appropriate pyrotechnics devices that will suitably operate in both day and night emergency situations.

6. FIRE FIGHTING EQUIPMENT Fire fighting must be readily available, be able to work and be currently serviceable. Note that some small vessels may only have fire extinguishers on board.

7. MOUNTED FIRE EXTINGUISHER, Fire extinguishers must be readily available and be of the correct type. Portable extinguishers require periodic maintenance therefore the last inspection date when last tested or refilled should be available. All must be currently serviceable and if possible should be checked to ensure extinguishes have not been fully or partially discharged.

8. MARINE RADIO HF SSB(WORKING ORDER) Marine SSB (Single Side Band) is a means of communications for many fishing vessels. The radio must be capable of transmitting and receiving frequencies used for emergency marine communications as agreed by the International Telecommunication Union (ITU) or by the Flag State of the vessel.

9. NAVIGATION LIGHTS AND VESSEL LIGHTS Vessels must be able to display international standard navigation lights between sunset and sunrise and in conditions of reduced visibility. Internal and external vessel lighting must be fully operational. In the case of power failure, battery operated safety lights must be appropriately placed to ensure a safe exit from the vessel.

10. SOUND PRODUCING SIGNALS OR BELLS Vessels must carry a sound producing device (whistle, horn, siren or bell) capable of a prolonged blast or ringing for distress signalling purposes.

11. REGISTRATION DOCUMENTATION IN ORDER Flag State Registration documentation papers must be on board and available to be viewed and must show registration number, boats name, country and port of registration.

12. OTHER WORK RELATED VESSELS Many vessels have auxiliary vessels that can be used in emergency situations. Note these.

13. NAUTICAL CHARTS AND NAVIGATION AIDS Vessel must have a set of appropriate, up to date nautical charts. Check to ensure that the Radar, GPS and any other navigational equipment is in good order and functioning.

14. FIRST AID EQUIPMENT The vessel must have adequate first aid facilities with current "use by dates" on all apparatus, drugs, dressings and other first aid paraphernalia.

15. SANITATION The vessel should have clean, well maintained sanitation and bathing facilities. Depending on the size of the vessel, observers may experience a lack of these facilities on board.

16. PHONE if the vessel has a satellite phone note the number for future reference.

17. EMAIL/FAX If the vessel has Fax or Email system note the numbers for future reference or emergencies.

18. INSURANCE FOR OBSERVERS ON BOARD - Observers must be covered by insurance before making a boarding

19. VESSEL INSURANCE – Check if vessel has insurance

20. ROOM FOR OBSERVER AND CREW TO WORK SAFELY. There must be adequate room on board the deck for the Observer and Crew to work in such a manner, so as to not hinder each other in their respective work duties.