

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

**FORM SUP-1 (pg1)**

REV MAR. 2014

**TRIP DETAILS**

OBSERVER NAME		TRIP START LOCATION		TRIP START DATE (YY/MMDD)	
OBSERVER TRIP ID NUMBER		ESTIMATED TRIP END LOCATION		VESSEL GEAR	
VESSEL NAME		FLAG		UVI and /or IRCS	
VESSEL SIZE: circle to indicate	< 16 metres	16-25 meters	26-39 meters	40-65 meters	> 65 meters

**OBSERVER PLACEMENT CHECKLIST**

A Fisheries Authority Representative is to assist the observer, before and during boarding, as well as over see that information is recorded and actions taken as prescribe in this form. Please intial the space at the left of each number 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 2007-01 (Show and, if necessary, supply copy)
7		Carried out a vessel safety check in the presence of the observer and Captain
8		Reminded the observer of their obligation to work with the crew as best they are able.
9		Reminded the Captain and Observer of importance of cooperation
10		Supplied or informed the Captain of the "Vessel on Observer Report" form
11		Informed the Captian and Observer than an observer-debriefing meeting will take place immediately upon return to port at completion of trip

	<i>Initial :</i>	<i>Observer to initial when they have:</i>
12		Clearly described any special sampling requirements to the Vessel Captain
13		Been present at the Vessel Safety Check and have agreed to board the vessel
14		Informed the Captain of any special medical issues; and supplied contacts details for their next of kin

	<i>Initial :</i>	<i>Vessel Captain to initial when they have:</i>
15		Read and understood the "Obligations of the Vessel Operators to Observers"
16		Shown the observer all current and valid license certificates
17		Shown the observer the location of their life jacect
18		Informed the observer of all safety regulations, procedures and muster stations
19		Shown the observer which electronic bridge equipment is used and which is not used
20		Shown the observer how to obtain position and UTC time from the onboard GPS and plotter to which they have access to during the trip
21		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

**Notes for the VESSEL CAPTAIN on the OBSERVER PLACEMENT**

An observer's primary function is to collect and report reliable and accurate information for scientific, management and compliance. Observers collect data on any fish, including catch and effort, size composition, position, fishing methods, fisheries interactions, environmental impact, processing and distribution (including discards) and any other matter that may assist fisheries managers verify information for purpose of administering fisheries regulations, license requirements and access agreements.

The observer duties and their obligations, along with the obligations of the vessel operator to the observers are described below. A thorough understanding of these by both the vessel operator and the observer will help ensure an effective working arrangement while on board.

→ Vessel Captain please read and initial when the obligations of both parties is understood INITIAL

**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) \_\_\_\_\_
- 2 May take, measure and retain samples or specimens of any fish \_\_\_\_\_
- 3 May observe and record details of any incidental take, including the recording of set position information \_\_\_\_\_
- 4 May record position, activity and identification details of other vessels sighted \_\_\_\_\_
- 5 May use communications and other equipment of the vessel but should get permission from the Captain before using it \_\_\_\_\_
- 6 Should not be involved in the fishing operations but may assist in normal vessel housekeeping duties \_\_\_\_\_
- 7 Should not stand watch on the vessel \_\_\_\_\_
- 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 \_\_\_\_\_

**OBLIGATIONS OF THE VESSEL OPERATORS TO THE OBSERVER**

- 9 Ensure vessel personnel do not assault, obstruct, resist, refuse boarding to, delay, intimidate or interfere with an observer performing observer duties \_\_\_\_\_
- 10 Provide access to the bridge, communications and navigation equipment \_\_\_\_\_
- 11 Instruct observer on use of vessel communications equipment to receive and transmit message with the shore, Fishery Authority and other vessels \_\_\_\_\_
- 12 Assist observer as requested, in recording accurate vessel position using vessel navigation and positioning equipment \_\_\_\_\_
- 13 Provide access to areas where fish are held, processed, weighed or stored \_\_\_\_\_
- 14 Allow observer access to document and records, including all logbook for purpose of inspection and copying \_\_\_\_\_
- 15 Allow observer to remove samples \_\_\_\_\_
- 16 Ensure vessel personal do not assault, obstruct, resist, refuse boarding to, delay, intimidate or interfere with an observer performing observer duties \_\_\_\_\_
- 17 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 \_\_\_\_\_
- 18 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 \_\_\_\_\_
- 19 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. \_\_\_\_\_
- 20 Provide space for the storage of observer equipment, supplies and samples \_\_\_\_\_
- 21 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 \_\_\_\_\_

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

**FORM SUP-1** (pg2)

REV MAR. 2014

OBSERVER NAME	VESSEL NAME	OBSERVER TRIP ID NUMBER
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**WCPFC VESSEL SAFETY CHECK**

CIRCLE ONE

**COMMENTS**

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

<p><b>THE OBSERVER WAS PRESENT FOR THE VSC AND AGREES TO BOARD THE VESSEL YES / NO</b> (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	SIGNATURE	DATE
FISHING AUTHORITY REPRESENTATIVE	POSITION	INTERPRETER (if any)	POSITION

## 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 signaling 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.