

# Longline Evaluation Form

(complete version - 26 05 2016)

Giving direct feedback to trainers, coordinators and scientists

TRIP DETAILS – transfer directly from LL-1									
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				
<i>if any pre-debriefing</i>									
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 complete 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 7 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.

Mathematical symbols should not be used in data fields. i.e.

or

Vague data is not suitable i.e.

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 they 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 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 did not use a pen to fill in data forms. A '2B' pencil is always recommended.

The observer has not 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/	

OBSERVER NAME

VESSEL NAME

OBS TRIP ID #

**FORM VERSION**

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

**ALL FORMS - HEADER DETAILS**

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

**SUP-2 WORKBOOK REFERENCE FORM**

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

**LL-1 FORM : GENERAL INFORMATION**

19	<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**TRIP DETAILS**

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

**VESSEL - details**

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

**CREW NATIONALITY**

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

**ELECTRONICS**

43	<b>Y / N data fields</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
44	<b>Advances in technology</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
45	<b>Usage</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

46	<b>Make and Model</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
47	<b>How many</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
48	<b>VMS - system</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
49	<b>Communication services</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
50	<b>Information services</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
51	<b>Comments (r.h.s.)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**FISHING GEAR**

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

**Fishing gear - FISHING LINE MATERIAL**

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

**SAFETY EQUIPMENT**

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

**REFRIGERATION METHOD**

75	<b>Y / N</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**WASTE DISPOSAL SYSTEM**

76	<b>Description</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**LL-1 FORM page 2 -**

77	<b>Observations / Comments / Other Gear</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**LL-2/3: SET AND HAUL INFORMATION**

78	<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**LOGLINE SET SPECIFICATIONS**

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

**START OF SET**

92	<b>Ship's date and time</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
93	<b>UTC date and time</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**MITIGATION**

94	<b>Y / N (includes offal discharge)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**BAIT**

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

**COMMENTS**

100	<b>Ship's time</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
101	<b>Comments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**UNUSUAL SET DETAILS**

102	<b>Unusual set details</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**SET LOG**

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

**HAUL LOG**

106	<b>Start - time and position</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
107	<b>Mostly hourly</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
108	<b>End - time and position</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**TOTAL BASKETS**

109	<b>Total baskets observed</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**GEN-3**

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

**LL-4: CATCH MONITORING**

112	<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**HEADER DETAILS**

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

**CATCH DETAILS**

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

**TALLIES**

127	<b>Tally area</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
128	<b>Total baskets monitored</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>



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

129	A complete set	Cc	Inc	InR	Er	ErR	X
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**VESSEL OR AIRCRAFT SIGHTINGS**

**DNE**

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

**FISH TRANSFERS, DUMPING, BUNKERING**

**DNE**

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

**FISH TRANSFERRED**

**DNE**

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

**GEN-2 FORM - SPECIES OF SPECIAL INTEREST**

150	A complete set	Cc	Inc	InR	Er	ErR	X
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**THE SPECIES WAS****DNE**

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

**SPECIES LANDED ON DECK****DNE**

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

**TAGS****DNE**

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

**INTERACTION WITH VESSEL OR VESSEL GEAR****DNE**

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

**SPECIES SIGHTED****DNE**

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

**GEN-3 FORM - VESSEL TRIP REPORT**

184	A complete set	Cc	Inc	InR	Er	ErR	X
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**HEADER DETAILS**

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

**RS- OBSERVER RIGHTS / SOCIAL BEHAVIOUR**

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

**NATIONAL REGULATIONS**

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

**WCPFC - CMMs**

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

**LOGSHEET RECORDING**

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

**SPECIES OF SPECIAL INTEREST - SSIs**

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

**POLLUTION**

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

**SEA SAFETY**

206	Ticked	Cc	Inc	InR	Er	ErR	X
207	Page No	Cc	Inc	InR	Er	ErR	X

**GEN-3 FORM - page 2 - VESSEL TRIP REPORT**

208	A complete set	Cc	Inc	InR	Er	ErR	X
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**EXPLANATION**

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

**GEN-4 FORM - CONVERSION FACTORS**

212	A complete set	Cc	Inc	InR	Er	ErR	X
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**HEADER DETAILS**

DNE

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

**DETAILS OF WEIGHTS & MEASUREMENTS**

DNE

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

**GEN-6 - POLLUTION REPORT**

223	A complete set	Cc	Inc	InR	Er	ErR	X
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**INCIDENT DETAILS****DNE**

224	Ship's date and time	Cc	Inc	InR	Er	ErR	X
225	Position	Cc	Inc	InR	Er	ErR	X
226	EEZ / Harbour	Cc	Inc	InR	Er	ErR	X
227	Wind direction + speed	Cc	Inc	InR	Er	ErR	X
228	Sea conditions and current	Cc	Inc	InR	Er	ErR	X
229	Observer's vessel activity	Cc	Inc	InR	Er	ErR	X
230	Name of offending vessel	Cc	Inc	InR	Er	ErR	X
231	IRCS and type of vessel	Cc	Inc	InR	Er	ErR	X
232	Your position from offending vessel (compass + distance)	Cc	Inc	InR	Er	ErR	X

**WASTE DUMPED OVERBOARD****DNE**

233	Material ticked	Cc	Inc	InR	Er	ErR	X
234	Describe type	Cc	Inc	InR	Er	ErR	X
235	Describe quantity	Cc	Inc	InR	Er	ErR	X

**OIL SPILLAGES AND LEAKAGES****DNE**

236	Source ticked	Cc	Inc	InR	Er	ErR	X
237	Visual appearance / colour	Cc	Inc	InR	Er	ErR	X
238	Describe area and quantity	Cc	Inc	InR	Er	ErR	X

**ABANDONED or LOST FISHING GEAR****DNE**

239	Activity ticked	Cc	Inc	InR	Er	ErR	X
240	Describe gear	Cc	Inc	InR	Er	ErR	X
241	Estimate quantity	Cc	Inc	InR	Er	ErR	X
242	Other comments	Cc	Inc	InR	Er	ErR	X

**QUESTIONS****DNE**

243	Y / N	Cc	Inc	InR	Er	ErR	X
244	Photo Frame	Cc	Inc	InR	Er	ErR	X

**TRIP RECONCILIATION - SUP-3 FORM**

245	A complete set	Cc	Inc	InR	Er	ErR	X
246	All travel details data fields	Cc	Inc	InR	Er	ErR	X

**ADVANCES AND CLAIMS- SUP-4 FORM**

247	A complete set	Cc	Inc	InR	Er	ErR	X
248	All advances and claims data fields	Cc	Inc	InR	Er	ErR	X

**TAG RECOVERY FORM / MULTIPLE TAG RECOVERY FORM**

249	A complete set	Cc	Inc	InR	Er	ErR	X
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**CRITICAL TAG INFORMATION****DNE**

250	Tag number (tag # found in repeating boxes for multi-tag form)	Cc	Inc	InR	Er	ErR	X
251	Date returned or date when tag found	Cc	Inc	InR	Er	ErR	X
252	Where found	Cc	Inc	InR	Er	ErR	X
253	Activity when found or process when found	Cc	Inc	InR	Er	ErR	X
254	Well number	Cc	Inc	InR	Er	ErR	X

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

255	Species	Cc	Inc	InR	Er	ErR	X
256	Species Reliability	Cc	Inc	InR	Er	ErR	X
257	Fork length	Cc	Inc	InR	Er	ErR	X
258	How measured	Cc	Inc	InR	Er	ErR	X
259	Who measured	Cc	Inc	InR	Er	ErR	X
260	Fish Processed state when measured	Cc	Inc	InR	Er	ErR	X
261	Fish weight	Cc	Inc	InR	Er	ErR	X
262	How weighed	Cc	Inc	InR	Er	ErR	X
263	Fish processed state when weighed	Cc	Inc	InR	Er	ErR	X

**FISH CATCH INFORMATION****DNE**

264	Date caught or date of catch (exact / estimated)	Cc	Inc	InR	Er	ErR	X
265	Latitude of catch (exact / estimated)	Cc	Inc	InR	Er	ErR	X
266	Longitude of catch (exact / estimated)	Cc	Inc	InR	Er	ErR	X
267	Describe fishing areas	Cc	Inc	InR	Er	ErR	X

**FISHERY INFORMATION****DNE**

	Vessel name	Cc	Inc	InR	Er	ErR	X
268	Flag	Cc	Inc	InR	Er	ErR	X
269	Fishing method	Cc	Inc	InR	Er	ErR	X
270	School type	Cc	Inc	InR	Er	ErR	X

**CARRIER INFORMATION****DNE**

271	Carrier name	Cc	Inc	InR	Er	ErR	X
272	Carrier flag	Cc	Inc	InR	Er	ErR	X
273	Date of transshipment	Cc	Inc	InR	Er	ErR	X
274	Location of transshipment	Cc	Inc	InR	Er	ErR	X
275	Transshipment position	Cc	Inc	InR	Er	ErR	X

**FINDER INFORMATION****DNE**

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

**LL WRITTEN REPORT**

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

**THE JOURNAL**

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

**DATA PRESENTATION**

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

