

2014 Written Report Assessment Checklist Template

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Note to Debriefers:

This written report assessment guideline was designed to assist debriefers to assess the sections of the written report as fairly as possible; and to further educate observers to properly write up their written reports.

Assessment Guidelines:

(Gaps in % banding limit over-generous marking, but debriefer's discretion to be used i.e. 13% = incomplete or weak)

00 – 10% = Incomplete

15 – 35% = Weak

40 – 60% = Good

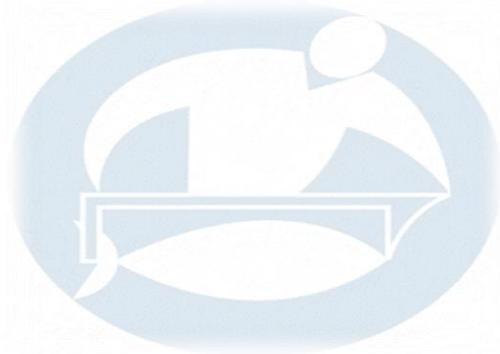
65 – 85% = Very Good

90 – 100% = Excellent

Points System

- Full marks (2 points) for satisfactory explanation
- Half mark (1 point) for any attempt shown by observer to provide information on the section
- Zero mark (0 point) for no attempt at all.

For written report sections with multiple sub-sections, each sub-section should be allocated points using the same scoring system. Then total up all the points for all sub-section and calculate percentage accordingly to reflect the main section.



| Sections | Topics | Tick if yes or <u>X</u> if no | Scores | | | Total | % |
|---|--|-------------------------------------|--------|---|---|-------|---|
| | | | 2 | 1 | 0 | | |
| 1. Background | Objective of trip | | | | | | |
| | Reason for covering the vessel | | | | | | |
| | Name of placement officer | | | | | | |
| | Preparation for trip (time) | | | | | | |
| | Proper placement conducted | | | | | | |
| | Any problem association with boarding and placement meeting | | | | | | |
| 2. Cruise Summary | Departure date and time | | | | | | |
| | Any departure delays | | | | | | |
| | Total sea days | | | | | | |
| | Number of sets | | | | | | |
| | General description of fishing grounds | | | | | | |
| | Total metric tons of target species caught by species | | | | | | |
| | Name (only) of by-catch species caught | | | | | | |
| | Date/time of return | | | | | | |
| | State if complete or incomplete trip | | | | | | |
| Any extra ordinary events | | | | | | | |
| 3. Data Collected | SPC/ FFA Data forms used (check reference page of workbook) – observer filled this section completely | | | | | | |
| | Check placement form if filled. If not check section 1 (background) for comments on placement. Who submit the placement form | | | | | | |
| | Note any other forms used (crossed-endorsed, MSC, etc) | | | | | | |
| 4. Vessel and Crew details | | | | | | | |
| 4.1 General Vessel Info | GRT | | | | | | |
| | Length (specification) | | | | | | |
| | Year built | | | | | | |
| | Colour/makings or other comments | | | | | | |
| | General state (old/ new/ etc) | | | | | | |
| Notes on dashed under Vessel Characteristics. | | | | | | | |
| 4.2 Crew | Crew leave or join | | | | | | |
| | Salaries | | | | | | |
| | Background | | | | | | |
| | Experience | | | | | | |
| 4.2.1 Pacific Island Crews | Any Pacific island crews (Yes/ No) | | | | | | |
| | Full name of crew(s) | | | | | | |
| | Nationality of crew(s) | | | | | | |
| | Previous seamanship experience | | | | | | |
| | Training background/ college | | | | | | |
| | Future goals | | | | | | |
| | Treatment on board the vessel | | | | | | |
| Comments | | | | | | | |
| 4.3 Fishing Gear | Description of state of gear (old/ new/ well or poorly maintained) | | | | | | |
| | State if new equipment on board (Y/N) | | | | | | |
| | More description of new equipment | | | | | | |
| | Compare usage to previous experience | | | | | | |
| | Length /diameter of purse cable | | | | | | |
| | State if any data field were dashed | | | | | | |
| | Explain reason for the dashes | | | | | | |
| State if any problem understanding fishing gear information | | | | | | | |

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| 4.3.1 Brail | Describe each type of brail on board | | | | | | |
| | Describe brailing process | | | | | | |
| | Short or long or no handle on the brail | | | | | | |
| | Using hopper or chute | | | | | | |
| | How did you estimate brail capacity | | | | | | |
| | Brail specification | | | | | | |
| | State any problem understanding brail information | | | | | | |
| | State any problem finding brail capacity | | | | | | |
| 4.3.2 Net | Description of features of the net | | | | | | |
| | State if any unusual strip formation | | | | | | |
| | Sketched or attached net diagram | | | | | | |
| 4.4 Electronics | use electronics in a new or unusual way to other vessels | | | | | | |
| | Some remarks to explain/ expand on the usage codes assigned to each piece of equipment | | | | | | |
| | Use any piece of electronics not included in the electronic section of form PS-1 | | | | | | |
| | If any of the data fields were dashed when the item was present give the reason why | | | | | | |
| | Note any problems understanding any electronics information | | | | | | |
| 4.5 Safety Equipment | Description of all safety equipment | | | | | | |
| | Equipment maintenance (well maintain, regularly service) | | | | | | |
| | State if safety briefing received or not | | | | | | |
| | Dashed data field and explain why | | | | | | |
| | State any difficulties understanding use of equipment | | | | | | |
| 4.6 Observations/ Comments / other use of gear | anything special observed (equipment, electronics, crews) | | | | | | |
| | Expand on usage code and equipment not working, working but not used or used in a unusual way | | | | | | |
| | Description of fishing gear / electronics believed to be different | | | | | | |
| | Make, model, special characteristic, usage or important about new gear | | | | | | |
| 4.7 Waste Disposal System | Description of waste disposal system | | | | | | |
| | Description of waste types onboard | | | | | | |
| | Mention whether the vessel had any equipment on board to manage waste or not. | | | | | | |
| | Report on vessel general attitude towards waste disposal | | | | | | |

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| 5.0 Fishing Strategy | Describe Fishing strategy employed by vessel | | | | | | |
| | Comparison to other vessels you observed | | | | | | |
| | State yes or no vessel cooperate with other vessels | | | | | | |
| | State targets – floating obj. or free schools | | | | | | |
| | State vessel planned strategy after departing port | | | | | | |
| 5.1 Floating Object Schools | | | | | | | |
| 5.1.1 Floating Object Schools (FADS). | Explain the importance that FADs had during the trip | | | | | | |
| | Description of fads, materials | | | | | | |
| | Fad attachment materials | | | | | | |
| | State if Bait drums attached to FADs | | | | | | |
| | State if anchored FAD visited | | | | | | |
| | State if FAD deployed by or for host vessel before trip | | | | | | |
| | Description of tactics used to find FAD | | | | | | |
| | State any use of fish aggregating lights by vessel or other vessel types | | | | | | |
| | Description of Fad set carried out and time of day for set | | | | | | |
| | Main area of FAD deployment | | | | | | |
| | Role of buoys, beacons and remote sensing sonar | | | | | | |
| | Describe type of logs or debris | | | | | | |
| | Explain importance of logs or debris | | | | | | |
| | State if bait fish were seen around these logs or debris when found | | | | | | |

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| 5.1.2 Natural logs or debris | State if any tactics used in locating logs or debris | | | | | | | |
| | Describe how logs/ debris sets were carried out and time of day | | | | | | | |
| | Mention main area where logs/ debris were found | | | | | | | |
| | State if logs/ debris tied before vessel find or tied together by vessel | | | | | | | |
| | Mention if radio beacons used or found belongs to host or other vessels | | | | | | | |

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| 5.1.3 Alive/ dead whales/ dead animals | State any animal encountered | | | | | | | |
| | Describe type of animal and whether dead or alive | | | | | | | |
| | State if released or died during set | | | | | | | |
| | State if Gen 2 form filled if SSI | | | | | | | |
| 5.2 Free school | State whether or not the vessel concentrated on free school | | | | | | | |
| | Techniques used to find free school | | | | | | | |
| | Type of baitfish if feeding on baitfish | | | | | | | |
| | State if any set on done due to small size of tuna or small tonnage | | | | | | | |

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| 5.3 Setting Technique | Explain how sets were carried out | | | | | | | |
| | State whether or not setting techniques different for floating and free school | | | | | | | |
| | State how quick vessel closed the net | | | | | | | |
| | Explain role of dye bombs, speed boats, helicopters, etc during set | | | | | | | |
| | State if any major breakdowns or problem with gear during set | | | | | | | |

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| 5.4 Assistance from other vessels. | | | | | | | | |
| 5.4.1. Sets with other vessels. | Mention if any sets made were with assistance of other purse seine vessel | | | | | | | |
| | Date and time of occurrence | | | | | | | |
| | Give full details of vessel involved in this technique [colour, IRCS, Licence No. etc. | | | | | | | |
| | Describe the technique used and was it successful or not | | | | | | | |
| 5.4.2 Assistance from other vessels. | State if vessel received information from other vessel or not. | | | | | | | |
| | If yes, describe role of other vessels (scout or tender vessels) in finding schools for your vessel | | | | | | | |
| | If yes, explained how it helped vessel to obtain catch | | | | | | | |
| 5.5 Role of the helicopter. | State whether or not helicopter was on board | | | | | | | |
| | If yes, state role and main function | | | | | | | |
| | How often it flew | | | | | | | |
| 5.6 Fishing success by area | Mention area your vessel was fishing in. | | | | | | | |
| | Mention/Give reasons (if known) for high or low catch rate of the different tuna species caught in each of the areas the vessel fished | | | | | | | |
| 5.7 Fishery Information Services | State if on board computers in conjunction with satellite is used to collect fishery information updates | | | | | | | |
| | Note how regular fishery information is received | | | | | | | |
| | Report on the type of the information that is received | | | | | | | |
| | Note the names/websites of the companies providing this information | | | | | | | |

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| 6.0 Chain of Custody | Were you involved in any Chain of Custody or Catch Documentation Scheme (Marine Stewardship Council or other organisation) during this trip. | | | | | | | |
| | Describe the programme you were involved in, | | | | | | | |
| | Describe your role | | | | | | | |
| | mention how well the different elements of the process went | | | | | | | |
| | State whether you were able to verify everything requested of you for instance. | | | | | | | |

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| 7.0 Environmental conditions | The average wind speed/directions- Highest and the lowest wind speed encountered | | | | | | | |
| | Sea conditions/range of swells/direction and size | | | | | | | |
| | Sea surface temperature range | | | | | | | |
| | Main Current direction and strength | | | | | | | |
| | State whether or not adverse conditions prevented fishing | | | | | | | |

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| 8.0 CATCH DETAILS. |
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| 8.1 Retained target Catch | Total amount of catch retained for each target species. | | | | | | | | |
| | If brails missed, how many and what set (set #), date and time | | | | | | | | |
| | State the total amount of catch retained for target species | | | | | | | | |
| | State if prescribed formula or eye estimate used for retained catch tonnage or both method combination | | | | | | | | |
| | Any difficulties in estimating total amount of each species while sampling | | | | | | | | |
| | Problem on assessment of large YFT retained by vessel | | | | | | | | |
| | Estimate of BET in catch and how vessel record BET in vessel log | | | | | | | | |
| | State whether or not target catch were sorted out in anyway before storage | | | | | | | | |
| 8.2 Discarded Target Catch | State whether or not any Transhipment of catch between vessels occurred | | | | | | | | |
| | Total amount of target catch discarded | | | | | | | | |
| | Main reason for discarding | | | | | | | | |
| | Mention amount of each tuna species in each of discarded fate codes (DTS, DVF, DGD etc) | | | | | | | | |
| | Explain how you estimate the target catch discards and how reliable are the estimation | | | | | | | | |
| 8.3 Target catch: Logsheet comparison | State if there were problems encountered in estimating target catch discards | | | | | | | | |
| | State if observer calculated target catch landed for each tuna species within 5% either side of the vessel's record. | | | | | | | | |
| | State difference in total amount and why you think the difference occurred if more than 5%. | | | | | | | | |
| | State if all skunk or small amount of catch sets were recorded by vessel on logsheet. | | | | | | | | |
| 8.4 Bycatch details | If not, indicate how many and what sort of sets not recorded. | | | | | | | | |
| | Accumulation of tuna caught in a number of small sets into one set record. | | | | | | | | |
| 8.4.1 Logsheet Comparisons-Bycatch | State if able to get good estimation of by catch landing and if not, state any problems occurred | | | | | | | | |
| | State whether or not the crews help or hinder you with this work | | | | | | | | |
| 8.4.2 Billfish | State whether or not all or any by catch recorded on log sheet | | | | | | | | |
| | State whether or not record similar or very different to your observation | | | | | | | | |
| | Description of each billfish species catch | | | | | | | | |
| | Code/name/scientific name. | | | | | | | | |
| 8.4.3 Sharks and Rays. | Number, conditions of landed species. | | | | | | | | |
| | Fate codes and processing. | | | | | | | | |
| | Availability of ID manual/sheets for identification | | | | | | | | |
| | Describe catch for each species | | | | | | | | |
| | Code/name/scientific name | | | | | | | | |
| | Number of species landed | | | | | | | | |
| | State general condition when landed and whether discarded or retained | | | | | | | | |
| | Describe any process that took place | | | | | | | | |
| 8.4.4 Other bycatch species | State if high shark catches observed in a particular area | | | | | | | | |
| | State landing conditions of any manta ray and onboard handling if they were returned to water dead or alive | | | | | | | | |
| | Note if adequate ID manual were available. | | | | | | | | |
| | Mentioned if there were any shark finning observed. | | | | | | | | |
| | List species code/name/scientific name for each species landed | | | | | | | | |
| | Record number of each species landed and general condition of landing | | | | | | | | |
| 8.4.5. Unspecified Species / Local Names / Group | State whether retained or discarded | | | | | | | | |
| | Mention if the by catch were processed in any manner | | | | | | | | |
| | Describe Unusual/special by catch landing or high catch rate of common species | | | | | | | | |
| 8.4.5. Unspecified Species / Local Names / Group | Note if ID manual were available. | | | | | | | | |
| | State whether or not local name was used for encountered unspecified species | | | | | | | | |
| | Provide full description of species | | | | | | | | |
| 8.4.5. Unspecified Species / Local Names / Group | Photo/drawing/sample provided | | | | | | | | |

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| species codes. | State any attempt to bring back sample | | | | | | | | |
| 8.4.6 Species of special interest (SSI) - landed (see the GEN-2 list of species of special interest) | State whether or not SSI was landed on deck | | | | | | | | |
| | Brief and accurate description of every single SSI landed on deck | | | | | | | | |
| | Code/name/scientific names for each landed species. | | | | | | | | |
| | State if any problems identifying the species. | | | | | | | | |
| | Description of Condition when landed | | | | | | | | |
| | On board treatment when landed and condition when discarded or released | | | | | | | | |
| | Your opinion about further training for SSI handling and identification. | | | | | | | | |
| 8.4.7 Species of special interest – interactions | State whether or not was there an interaction of SSI with vessel | | | | | | | | |
| | Code/name/scientific for each species interacted | | | | | | | | |
| | State if it was possible to identify these species properly | | | | | | | | |
| | State full description of each SSI and note identifying feature used to identify the species. | | | | | | | | |
| | Note if it was harm in any way during interaction. State if vessel made attempt to assist creature to escape. | | | | | | | | |
| 8.4.8 Species of special interest (S.S.I) – sightings. | State whether or not SSI was sighted | | | | | | | | |
| | Code/name/scientific for each species sighted | | | | | | | | |
| | State any difficulties in identifying the sighted species. | | | | | | | | |
| | Vessel activities when sighting this species. | | | | | | | | |
| 9.0 SAMPLING. | | | | | | | | | |
| 9.1 Grab Sampling | Description of normal sampling protocol | | | | | | | | |
| | Describe how fish were collected from brail | | | | | | | | |
| | State if crews tried to help | | | | | | | | |
| | State if you were able to collect 5 samples per brail. If not what other sampling system you used | | | | | | | | |
| | Note measuring instrument used in sampling | | | | | | | | |
| | Mention if calibrated and the calibrated difference | | | | | | | | |
| 9.2 Spill Sampling | Mention about Spill Sampling whether carried out or not | | | | | | | | |
| 9.2 Other Sampling. | State which “other sample” protocols were used | | | | | | | | |
| | Explain each sampling protocol used and how it was carried out. | | | | | | | | |
| | State whether or not your coordinator asked you to do any other sampling and describe exactly how it was carried out. | | | | | | | | |
| 10. Other Projects | State whether there was special project asked to be carried out or not | | | | | | | | |
| | Name of project and type of data collected | | | | | | | | |
| 11. Well Loading | Summary of General well loading Pattern | | | | | | | | |
| | Fish transfer between well | | | | | | | | |
| | Well temperature | | | | | | | | |
| | Extra storage of fuel or water at start/ end of trip | | | | | | | | |
| | Vessel procedure for retained fish – catch retention | | | | | | | | |
| | Mention if special wells allocated and whether refrigerated | | | | | | | | |
| 12.0 VESSEL'S OWN DATA COLLECTION | Mention person primary (position) responsible for collecting vessel data | | | | | | | | |
| | When data is recorded (end of day or set or week,etc | | | | | | | | |
| | Mention if vessel waits until arrival in port for logsheet entry by agent | | | | | | | | |
| | Type/version of log sheet, mention if regional or national version etc | | | | | | | | |
| | Mention if full access were given to obtain vessel logsheet or other vessel records. Mention if well (numbers) in logsheet reflect real wells catch placed in during trip | | | | | | | | |

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| 13.0 GENERAL | Clarify advance or expenses claimed | | | | | | |
| | Special problems for observers /Needs of observers on a similar vessel | | | | | | |
| | salaries, general experience and background | | | | | | |
| | Medical problems for observer or crew if observer opinion that general state of the vessel was unhygienic | | | | | | |
| | State whether or not any photos taken during trip | | | | | | |
| | List frame numbers and subject of photos | | | | | | |
| | information on new markets or markets for new target species | | | | | | |
| | new fishing strategies, new processing techniques | | | | | | |
| | intelligence about other licensing arrangements your vessel and/or vessel fleet have, etc. | | | | | | |

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| 14. Vessel Trip Monitoring | | | | | | | |
| State reference section (and use same template for each reference section as in Gen 3 | Particular reference area as in Gen 3 | | | | | | |
| | Full description of infringement/incident (5WH Principle) | | | | | | |
| | State if any evidence captured | | | | | | |
| | State any reference to Journal page # | | | | | | |
| | State if discussed with captain or not and reason why | | | | | | |
| | Other information not stated above | | | | | | |
| 15.0. Problems Encountered | Problems not reported elsewhere – captain/ crew | | | | | | |
| | Information and data gathering and state possible solutions | | | | | | |
| 15.1 Form Change / Recommendation | State if anything on form need change or not understood | | | | | | |
| | State opinion on data fields that read incorrectly | | | | | | |
| | State if you believe instruction could be made clearer and include suggestions for improving | | | | | | |
| 16.0 Conclusion/ Recommendation | State general impression of trip | | | | | | |
| | State if any items need follow up or not | | | | | | |
| | State if any matter not covered in other sections of written report | | | | | | |
| 17. Acknowledgement | Provide acknowledgement to people, companies, organisation helped with trip | | | | | | |
| | Fishing companies, agents, vessel operators, captain, crews | | | | | | |