For use with Longline Observer Forms
Revised SPC/FFA 2018

Longline Evaluation Form

(2018)

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*
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. PRE-DEBRIEFING PHASE

- Check for any GEN-3 incidents and advise the observer on completing their work.

- 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 arrives in a foreign port, the pre-debriefing may be done by another observer provider programme. Generally the debriefing will be finished by the observer's own observer provider.

a. GEN-3 form check

- The observer should be asked to complete the GEN-3 form if this has not been done already. The debriefer then verbally questions the observer about every one of the listed infringements on the GEN-3 form and informs the observer how to complete his work. Normally the GEN-3 form will not be marked with the debriefing dates during pre-debriefing. The original GEN-3 form stays with the rest of the observer's data.

- If any incidents are deemed to be critical or an infringement[1] the debriefer must first contact the observer coordinator in the disembarking port and inform them of the incident. They should then assist the observer to complete all of the data and information about the incident. If possible, all of the observer's data and information must be completed and a full debriefing should be carried out. This will help speed up the critical incident enquiry. If a full debriefing is carried out then the GEN-3 form must be marked with the dates of the debriefing. The original GEN-3 form stays with the rest of the observer's data.

b. Information check

- All the information collected to date by the observer is lightly checked by the debriefer.
- Some light questions are asked to see if the observer has followed the correct procedures and advice is given to the observer on how to compete the rest of their information. (Always advise the observer to; ensure their start of set times are compatible across all forms, their data is submitted on regional standard data forms and to double-check their observer trip ID number)
- Any questions the debriefer suggests should be asked during a full debriefing are recorded on the pre-debriefing list in the evaluation form.
- Ask the observer if they have seen any tags. Help the observer to complete the tag forms.
- Facilitate the storage of any biological samples and check any sampling forms/sampling numbering.
- Questions to be asked during debriefing are noted on the pre-debriefing list.

c. Pre-debriefing details

- Fill in the pre-debriefing details on the Observer "Workbook Reference Form".

Once the written report is complete
(a maximum of 7 days after the observer's arrival for longline trips)
debriefing can start.

2. DEBRIEFING PHASE

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.**

(If pre-debriefing has not been carried out, start debriefing from pre-debriefing; Para 1. Above)

d) Trip reconciliation check

- Check the trip reconciliation form and determine if the dates of travel and receipts are accurate and true.

e) Finalise the data.

- Ensure that all data sheets, the journal and the written report are fully complete. Ask the observer to ensure that the start of set date and time are consistent across all forms.

f) Data reading

- Before debriefing and when the observer is not present, the written report is read and the data sheets are visually scanned by the debriefer.

g) Debriefing

- Fill the debriefing details on the front of the debriefing form.
- Check every data field across all completed form. Fills in the corresponding debriefing form.

Filling in the Debriefing form

To start debriefing

Fill in the debriefer's name and the start time 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 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.

- *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 your personal experience to check the data. For instance, if the debriefer has recently boarded the purse seiner the observer went out on, and they observed a track plotter 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 activity codes should not be recorded in one data field. 9, 14
  - Mathematical symbols should not be used in data fields. i.e. > 5mt or < 100mt
  - 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 (they may be used to join comments). {}

- 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 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. You should question the observer about all dashes and all blank data fields. Especially dashes where information would normally be expected.

➢ *Change errors, whenever 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 not sure what the correct answer is (sometimes it is not possible to know) it is enough to just circle the error 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.

➢ *Limit your own comments on the form.*

▪ Generally, it should be sufficient to circle the error on the form. If comments must be made on the data forms, they should be made in comments section.

➢ *Circle the data quality flags.*

▪ Check through the forms focusing on one sub-section of 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 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 forms, however, the debriefer was able to retrieve the correct information and fill in all of the blank data fields.

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

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

- **Cc** – *Correct.* The observer submitted data that was fully complete and correct.

- **DnE** – *Did not encounter.* This box has been placed at the top of some sections 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. one GEN-6 form) 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.

'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 items – such as sharks for instance. In these cases the debriefer should confirm that 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'.

- **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.

- **RGKQ**

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 this 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 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 happy face if the observer shows a comprehensive understanding of this work area. Circle the un-happy face if the observer lacks full understanding of work in 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.

- *Up-skill the observer.*

- If an error has been made specify what the error was on the debriefing form.
- The comment should be written in a manner that will help the observer understand what their mistake was. It may also be useful for the observer if the debriefer notes down on the form the page numbers where the error has been made.

- A photocopy of the error can be made for the observer where possible.

- 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 categories at the end of each debriefing box i.e. Revise!

- *While debriefing keep an eye out for;*

- The observer has not re-written their data. Transcribed data is known to be a source of errors. We do not expect the data sheets to look too perfect! (Within reason please!) If you see perfectly written up data forms it may be an indicator that the data has been transcribed. Data should always be recorded directly onto the observer forms.

- The observer has not used a pen to fill in their 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 spaces for comments are required they can be recorded in the observer's journal or the written report as long as they note the page number/ document type where the rest of the information can be found.

- 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 the observer has had to deal with any personal conflicts with the crew or captain, discuss the issues with them. Suggest ways that they can deal with these incidents in the future.

To end debriefing

Once the debriefing form has been completed, the observer can take a break and as soon as possible afterwards (a rest may be required) the debriefer should fill in the Evaluation Form. Once the evaluation form is completely filled in a copy of the debriefing form should be given to the observer. There is no need to keep a copy of the debriefing form on file as the information is captured by the evaluation form.

Fill in the debriefing dates.
- On the front of the debriefing and evaluation form.
- On the GEN-3 form.
- On the Observer's "Workbook Reference Form".

3. EVALUATION PHASE

Filling in the Evaluation Form

Evaluation form: *Captures the data quality flags for each of the observer data fields. Gives feedback to national coordinators and trainers on how observers are performing}.*

- Transfer the data quality codes directly from the debriefing form onto the evaluation form.

- If an error has been made, make a concise note in the notes section specifying what the error was. {Use the terminology used in the 'Common Error Examples' when recording these notes. If a new type of error is seen, try to summarise what the error was as concisely as possible in the notes section.} {Common Error Examples not currently available to debriefers}. 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.

➢ The completed evaluation form stays with the observer data.

FORM VERSION

SUP-2 was revised 2018	Y	N	In no, year is:	
LL-1 were revised 2018	Y	N	In no, year is:	
LL-2/3 were revised 2018	Y	N	In no, year is:	
LL-4 were revised 2018	Y	N	In no, year is:	
GEN-1 were revised 2018	Y	N	In no, year is:	
GEN-2 were revised 2018	Y	N	In no, year is:	
GEN-3 were revised 2018	Y	N	In no, year is:	
GEN-4 were revised 2018	Y	N	In no, year is:	
GEN-6 were revised 2018	Y	N	In no, year is:	
SUP-3 was revised 2018	Y	N	In no, year is:	
SUP-4 was revised 2018	Y	N	In no, year is:	

ALL FORMS - HEADER DETAILS

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

SUP-2 WORKBOOK REFERENCE FORM

Observer Programme Details	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Special Projects	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Forms Management	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**

LL-1 FORM : GENERAL INFORMATION

A complete set	Cc	Inc	InR	Er	ErR	X

TRIP DETAILS

Observer programme	Cc	Inc	InR	Er	ErR	X
Observer name	Cc	Inc	InR	Er	ErR	X
Observer nationality	Cc	Inc	InR	Er	ErR	X
Observer Trip ID No.	Cc	Inc	InR	Er	ErR	X
Trip start and trip end date and time	Cc	Inc	InR	Er	ErR	X
Trip start and trip end locations	Cc	Inc	InR	Er	ErR	X
Vessel departure port and date	Cc	Inc	InR	Er	ErR	X
Vessel name	Cc	Inc	InR	Er	ErR	X
Vessel departure date	Cc	Inc	InR	Er	ErR	X
Vessel departure port	Cc	Inc	InR	Er	ErR	X

VESSEL

Vessel Owner	Cc	Inc	InR	Er	ErR	X
Captain and Master; Names and ID documents & No.	Cc	Inc	InR	Er	ErR	X
Fishing permits (or license numbers)	Cc	Inc	InR	Er	ErR	X
Length	Cc	Inc	InR	Er	ErR	X
Registration number, IRCS (or WIN) and Flag	Cc	Inc	InR	Er	ErR	X
UVI	Cc	Inc	InR	Er	ErR	X
Flag	Cc	Inc	InR	Er	ErR	X
IRCS	Cc	Inc	InR	Er	ErR	X
Fish hold capacity	Cc	Inc	InR	Er	ErR	X
Gross Tonnage/ Gross Registered Tonnage	Cc	Inc	InR	Er	ErR	X

CREW NATIONALITY

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

ELECTRONICS

Y / N data fields	Cc	Inc	InR	Er	ErR	X
Advances in technology	Cc	Inc	InR	Er	ErR	X
Usage	Cc	Inc	InR	Er	ErR	X
Make and Model	Cc	Inc	InR	Er	ErR	X
How many	Cc	Inc	InR	Er	ErR	X
VMS - system	Cc	Inc	InR	Er	ErR	X
Communication services	Cc	Inc	InR	Er	ErR	X
Information services	Cc	Inc	InR	Er	ErR	X
Comments (r.h.s.)	Cc	Inc	InR	Er	ErR	X

FISHING GEAR

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

Fishing gear - FISHING LINE MATERIAL

Mainline material	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Mainline diameter	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Mainline length	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Branchline materials	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Branchline diameter	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Wire trace Y / N	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Branchline Weights Y / N	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Branchline weight	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Distance of weight from hook						
Hook size	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Hook percentage (%)	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Hook - description *(swivels, offset, rings)*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**

SAFETY EQUIPMENT

Provided for Observer:	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Suitable size	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Availability	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
No. of Life Buoys / Life Rings	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
EPIRBS - total	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
EPRIBS -no. with battery expired	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Life rafts - No. of people	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Life rafts - Inspection Date	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**

REFRIGERATION METHOD

Y / N	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**

WASTE DISPOSAL SYSTEM

Description	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**
Strategic Waste Disposal	**Cc**	**Inc**	**InR**	**Er**	**ErR**	**X**

LL-1 FORM page 2 -

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

LL-2/3: SET AND HAUL INFORMATION

A complete set	Cc	Inc	InR	Er	ErR	X

LONGLINE SET SPECIFICATIONS

No. of Hooks per basket	Cc	Inc	InR	Er	ErR	X
Total No. of Baskets	Cc	Inc	InR	Er	ErR	X
Total No. of Hooks	Cc	Inc	InR	Er	ErR	X
Length of Floatline	Cc	Inc	InR	Er	ErR	X
Line Setting Speed	Cc	Inc	InR	Er	ErR	X
Branchline set interval (s)	Cc	Inc	InR	Er	ErR	X
Between branchlines	Cc	Inc	InR	Er	ErR	X
Length of branchline	Cc	Inc	InR	Er	ErR	X
Vessel speed for setting	Cc	Inc	InR	Er	ErR	X
Shark lines - Number	Cc	Inc	InR	Er	ErR	X
Shark lines - Length	Cc	Inc	InR	Er	ErR	X
Were TDRs deployed?	Cc	Inc	InR	Er	ErR	X
Target species	Cc	Inc	InR	Er	ErR	X

START OF SET

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

MITIGATION

TORI Line (Total Number)	Cc	Inc	InR	Er	ErR	X
Bird Curtain	Cc	Inc	InR	Er	ErR	X
Underwater Setting Chute	Cc	Inc	InR	Er	ErR	X
Was Offal Discharged during setting or hauling	Cc	Inc	InR	Er	ErR	X
If yes, was it discharged from opposite side ?	Cc	Inc	InR	Er	ErR	X
Y / N (includes offal discharge)	Cc	Inc	InR	Er	ErR	X

BAIT

Species	Cc	Inc	InR	Er	ErR	X
KGs	Cc	Inc	InR	Er	ErR	X
Hook Nos (including light sticks)	Cc	Inc	InR	Er	ErR	X
Bait dyed blue	Cc	Inc	InR	Er	ErR	X
Total number of light sticks	Cc	Inc	InR	Er	ErR	X

COMMENTS

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

UNUSUAL SET DETAILS

Hook changes this set ? (Y/N)	Cc	Inc	InR	Er	ErR	X
Hook Changes this set ? (Description)	Cc	Inc	InR	Er	ErR	X
Unusual set details	Cc	Inc	InR	Er	ErR	X

SET LOG

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

HAUL LOG

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

TOTAL BASKETS

Total baskets observed	Cc	Inc	InR	Er	ErR	X

GEN-3

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

LL-4: CATCH MONITORING

A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

Set No.	Cc	Inc	InR	Er	ErR	X
Measuring Instrument	Cc	Inc	InR	Er	ErR	X
Calibrate '+/ - mm	Cc	Inc	InR	Er	ErR	X
Ship's Start of Set Date and Time	Cc	Inc	InR	Er	ErR	X
Start of Haul Date	Cc	Inc	InR	Er	ErR	X

CATCH DETAILS

Ship's Time	Cc	Inc	InR	Er	ErR	X
Hook No.	Cc	Inc	InR	Er	ErR	X
Species Code	Cc	Inc	InR	Er	ErR	X
Gear Interaction Code	Cc	Inc	InR	Er	ErR	X
Condition Caught	Cc	Inc	InR	Er	ErR	X
Condition Discard	Cc	Inc	InR	Er	ErR	X
Length (cm)	Cc	Inc	InR	Er	ErR	X
Length (code)	Cc	Inc	InR	Er	ErR	X
Fate Code	Cc	Inc	InR	Er	ErR	X
Sex	Cc	Inc	InR	Er	ErR	X
SSI TREATMENT (Comments /SSI Treatment)	Cc	Inc	InR	Er	ErR	X
COMMENTS (Comments /SSI Treatment)	Cc	Inc	InR	Er	ErR	X

TALLIES

Tally area	Cc	Inc	InR	Er	ErR	X
Total baskets monitored	Cc	Inc	InR	Er	ErR	X

Debriefer,
If necessary, provide an explanation for any LL form questions marked X here. Or add any other comments you may have.

QUESTION NUMBER	EXPLANATION

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

A complete set	Cc	Inc	InR	Er	ErR	X

VESSEL OR AIRCRAFT SIGHTINGS

DNE

Ship's time - date and time		Cc	Inc	InR	Er	ErR	X
Observer's vessel position		Cc	Inc	InR	Er	ErR	X
SIGHTED VESSEL OR AIRCRAFT	Name	Cc	Inc	InR	Er	ErR	X
	IRCS	Cc	Inc	InR	Er	ErR	X
	Flag	Cc	Inc	InR	Er	ErR	X
	Type Code	Cc	Inc	InR	Er	ErR	X
Compass bearing and distance		Cc	Inc	InR	Er	ErR	X
Action code and photo frame		Cc	Inc	InR	Er	ErR	X
Photo frame #		Cc	Inc	InR	Er	ErR	X
Comments		Cc	Inc	InR	Er	ErR	X

FISH TRANSFERS, DUMPING, BUNKERING

DNE

Observer's vessel - Ship's date and time	Cc	Inc	InR	Er	ErR	X
Observer's vessel - Position	Cc	Inc	InR	Er	ErR	X
Other vessel - name	Cc	Inc	InR	Er	ErR	X
Other vessel - IRCS	Cc	Inc	InR	Er	ErR	X
Other vessel - Flag	Cc	Inc	InR	Er	ErR	X
Other vessel - Type Code	Cc	Inc	InR	Er	ErR	X

FISH TRANSFERRED

DNE

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

GEN-2 FORM - SPECIES OF SPECIAL INTEREST - VESSEL INTERACTIONS

A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

Observer Name	Cc	Inc	InR	Er	ErR	X
Vessel Name	Cc	Inc	InR	Er	ErR	X
Observer Trip ID Number	Cc	Inc	InR	Er	ErR	X
Page No. of ….	Cc	Inc	InR	Er	ErR	X

VESSEL INTERACTION

DNE

SSI Code	Cc	Inc	InR	Er	ErR	X
Start of Interaction time	Cc	Inc	InR	Er	ErR	X
End of Interaction time	Cc	Inc	InR	Er	ErR	X
Date	Cc	Inc	InR	Er	ErR	X
Position (Latitude, Longitude)	Cc	Inc	InR	Er	ErR	X
Vessel Interaction Code	Cc	Inc	InR	Er	ErR	X
Estimate Distance from vessel (Start)	Cc	Inc	InR	Er	ErR	X
Estimate Distance from vessel (End)	Cc	Inc	InR	Er	ErR	X
Condition Code (Start)	Cc	Inc	InR	Er	ErR	X
Condition Code (End)	Cc	Inc	InR	Er	ErR	X
Estimates of SSI Length (Adults)	Cc	Inc	InR	Er	ErR	X
Estimate of SSL Length (Juvenilles)	Cc	Inc	InR	Er	ErR	X
Total Numbers (Adults)	Cc	Inc	InR	Er	ErR	X
Total Numbers (Juvenilles)	Cc	Inc	InR	Er	ErR	X
Description of Species / Interaction	Cc	Inc	InR	Er	ErR	X

GEN-2 FORM - SSIs -Supplementary - Sightings

A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

Observer Name	Cc	Inc	InR	Er	ErR	X
Vessel Name	Cc	Inc	InR	Er	ErR	X
Observer Trip ID No.	Cc	Inc	InR	Er	ErR	X
Page No of	Cc	Inc	InR	Er	ErR	X

SIGHTINGS DNE

Date	Cc	Inc	InR	Er	ErR	X
Position (Latitude,Longitude)	Cc	Inc	InR	Er	ErR	X
Sighting Code	Cc	Inc	InR	Er	ErR	X
Tally	Cc	Inc	InR	Er	ErR	X
Total Number	Cc	Inc	InR	Er	ErR	X
SSI Code	Cc	Inc	InR	Er	ErR	X
Species Description	Cc	Inc	InR	Er	ErR	X

Verify whether the observer correctly reported against each question, if so use 'Cc', if wrong 'Er', or if incomplete 'Inc'. If youwere able to correct by questionsin indicate 'ErR' or InR, then make any change on the GEN-3 using your green pencil and provide your reason. If there is sufficient supporting information such as in the journal, photos, trip report or other forms and you regard it as a critical incident or an infringement also circle the '✓', to be referred for further investigation.

GEN-3 - VESSEL TRIP MONITORING - INCIDENT REPORTING

Observer rights / social behaviour	**RS -a**	*Operator or any crew member assault, obstruct, resist, delay, refuse boarding to, intimidate or interfere with observers in the performance of their duties*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	RS -b	*Request that an event not be reported by the observer*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	RS -c	*Mistreat other crew*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	RS -d	*Did operator fail to provide observer, ..., with food, accommodation, access to safety gear and medical facilities of reasonable standard - equivalent to those normally available to an officer onboard the vessel*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
National regulations	**NR -a**	*Fish in areas where the vessel is not permitted to fish*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	NR -b	*Target species other than those they are licenced to target*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	NR -c	*Use a fishing method other than the method the vessel was designed or licensed*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	NR -d	*Not display or present a valid (and current) licence document onboard*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	NR -e	*Transfer or transship fish from or to another vessel*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	NR -f	*Was involved in bunkering activities*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	NR -g	*Fail to stow fishing gear when entering areas where vessel is not authorised to fish*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
WCPFC CMMs	**WC -a**	*Fail to comply with any Commission Conservation and Management Measures (CMMs)*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	WC -b	*High-grade the catch*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	WC -c	*Fish on FAD during FAD Closure*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
Logsheet recording - Position	**LP -a**	*Inaccurately record vessel position on vessel log sheets for sets, hauling and catch*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	LP -b	*Fail to report vessel positions to countries, where required when entering and leaving an EEZ*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
Logsheet recording - Catch	**LC -a**	*Inaccurately record retained "Target Species" in the Vessel logs [or weekly reports]*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	LC -b	*Inaccurately record 'Target Species" Discards*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	LC -c	*Record target species inaccurately [eg. combine bigeye/yellowfin/skipjack catch]*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	LC -d	*Not record bycatch discards*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	LC -e	*Inaccurately record retained bycatch Species*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	LC -f	*Inaccurately record discarded bycatch species*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
SSIs	**SI -a**	*Land on deck Species of Special Interest (SSIs)*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	SI -b	*Interact (not land) with SSIs*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
Pollution	**PN -a**	*Dispose of any metals, plastics, chemicals or old fishing gear*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	PN -b	*Discharge any oil*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	PN -c	*Lose any fishing gear*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	PN -d	*Abandon any fishing gear*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	PN -e	*Fail to report any abandoned gear*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
Sea Safety	**SS -a**	*Fail to monitor international safety frequencies*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓
	SS -b	*Carry out-of-date safety equipment*	**Cc**	**Inc**	**InR**	**Er**	**ErR**	✓

GEN-3 FORM - page 2 - TRIP MONITORING SUMMARY

A complete set	Cc	Inc	InR	Er	ErR	X

EXPLANATION

Description is clear	Cc	Inc	InR	Er	ErR	X
Journal Page numbers indicated	Cc	Inc	InR	Er	ErR	X
Debriefing Status - Debriefers - is this up-to-date and correct?	Y	N				
Signature & Date	Cc	Inc	InR	Er	ErR	X

GEN-4 FORM - CONVERSION FACTORS

A complete set	Cc	Inc	InR	Er	ErR	X

HEADER DETAILS

DNE

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

DETAILS OF WEIGHTS & MEASUREMENTS

DNE

Set number & ships's time	Cc	Inc	InR	Er	ErR	X
Label number and species Code	Cc	Inc	InR	Er	ErR	X
Lengths	Cc	Inc	InR	Er	ErR	X
Weights	Cc	Inc	InR	Er	ErR	X
Processed Weights	Cc	Inc	InR	Er	ErR	X
Landed weight	Cc	Inc	InR	Er	ErR	X
Comments	Cc	Inc	InR	Er	ErR	X

GEN-6 - POLLUTION REPORT

A complete set	Cc	Inc	InR	Er	ErR	X

INCIDENT DETAILS

DNE

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

WASTE DUMPED OVERBOARD

DNE

Material ticked	Cc	Inc	InR	Er	ErR	X
Describe type	Cc	Inc	InR	Er	ErR	X
Describe quantity	Cc	Inc	InR	Er	ErR	X

OIL SPILLAGES AND LEAKAGES

DNE

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

ABANDONED or LOST FISHING GEAR

DNE

Activity ticked	Cc	Inc	InR	Er	ErR	X
Describe gear	Cc	Inc	InR	Er	ErR	X
Estimate quantity	Cc	Inc	InR	Er	ErR	X
Other comments	Cc	Inc	InR	Er	ErR	X

QUESTIONS

DNE

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

TRIP RECONCILATION - SUP-3 FORM

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

ADVANCES AND CLAIMS- SUP-4 FORM

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

TAG RECOVERY FORM / MULTIPLE TAG RECOVERY FORM

A complete set	Cc	Inc	InR	Er	ErR	X

CRITICAL TAG INFORMATION

DNE

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

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

DNE

Species	Cc	Inc	InR	Er	ErR	X
Species Reliability	Cc	Inc	InR	Er	ErR	X
Fork length	Cc	Inc	InR	Er	ErR	X
How measured	Cc	Inc	InR	Er	ErR	X
Who measured	Cc	Inc	InR	Er	ErR	X
Fish Processed state when measured	Cc	Inc	InR	Er	ErR	X
Fish weight	Cc	Inc	InR	Er	ErR	X
How weighed	Cc	Inc	InR	Er	ErR	X
Fish processed state when weighed	Cc	Inc	InR	Er	ErR	X

FISH CATCH INFORMATION

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

FISHERY INFORMATION

	DNE					
Vessel name	Cc	Inc	InR	Er	ErR	X
Flag	Cc	Inc	InR	Er	ErR	X
Fishing method	Cc	Inc	InR	Er	ErR	X
School type	Cc	Inc	InR	Er	ErR	X

CARRIER INFORMATION

	DNE					
Carrier name	Cc	Inc	InR	Er	ErR	X
Carrier flag	Cc	Inc	InR	Er	ErR	X
Date of transhipment	Cc	Inc	InR	Er	ErR	X
Location of transhipment	Cc	Inc	InR	Er	ErR	X
Transhipment position	Cc	Inc	InR	Er	ErR	X

FINDER INFORMATION

	DNE					
Finder's name	Cc	Inc	InR	Er	ErR	X
Finder's address	Cc	Inc	InR	Er	ErR	X
Port of recovery or country of recovery	Cc	Inc	InR	Er	ErR	X
Information received	Cc	Inc	InR	Er	ErR	X
Tag provided with this form	Cc	Inc	InR	Er	ErR	X
Form completed by	Cc	Inc	InR	Er	ErR	X

LL WRITTEN REPORT

1.0	Background	Incomplete	Weak	Good	Very Good	Excellent
2.0	Cruise Summary	Incomplete	Weak	Good	Very Good	Excellent
3.0	Data collected	Incomplete	Weak	Good	Very Good	Excellent
4.0	Chain of Custody	Incomplete	Weak	Good	Very Good	Excellent
5.0	Vessel and Crew Details	Incomplete	Weak	Good	Very Good	Excellent
6.0	Fishing Strategy	Incomplete	Weak	Good	Very Good	Excellent
7.0	Environmental Conditions	Incomplete	Weak	Good	Very Good	Excellent
8.0	Catch Details	Incomplete	Weak	Good	Very Good	Excellent
9.0	Trans-shipment / Transfer	Incomplete	Weak	Good	Very Good	Excellent
10.0	Other Projects	Incomplete	Weak	Good	Very Good	Excellent
11.0	Vessel Trip Monitoring	Incomplete	Weak	Good	Very Good	Excellent
12.0	Vessel's Own Data Collection	Incomplete	Weak	Good	Very Good	Excellent
13.0	General	Incomplete	Weak	Good	Very Good	Excellent
14.0	Problems Encountered	Incomplete	Weak	Good	Very Good	Excellent
15.0	Conclusions / Rec	Incomplete	Weak	Good	Very Good	Excellent
16.0	Acknowledgements	Incomplete	Weak	Good	Very Good	Excellent

THE JOURNAL

Dates	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**
Times	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**
Page Numbers	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**
Headings	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**
Chronological Order	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**
Information Provided	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**
Sufficient Information	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**
New day / New page	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**
Hand writing	**Incomplete**	**Weak**	**Good**	**Very Good**	**Excellent**

DATA PRESENTATION

Directly	**Cc**	**Er**
Clear and legible	**Cc**	**Er**
One Response	**Cc**	**Er**
Vague data	**Cc**	**Er**
Comments	**Cc**	**Er**
2B Pencil (not pen)	**Cc**	**Er**
Previous data collection standards	**Cc**	**Er**

Data Submission

Within agreed time frame	**Y**	**N**

Please note, the Written Report Assessment Checklist Template is now integrated into the Evaluation Form, see below.

REMINDER FOR DEBRIEFERs - Have you ?

Filled in the debriefing details on the GEN-3 form?		**Y**	**N**
Filled in the debriefing details on the Workbook Reference form?		**Y**	**N**
Callibrated the observer's callipers?		**Y**	**N**
Debriefer's callibration of calliper is:	**+ / -**		**mm**

Further notes on queries on the GEN and tag form etc or explain any X factor quality checks.

FORM TYPE / QUERY NUMBER	WRITTEN EXPLANATION

2018 LL Written Report Assessment Checklist Template

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.

Note: Debriefers take note that there are some sections that the observer may not encounter during the trip. However encourage observers to write comments, e.g. "*Nothing under this heading*

Sections	Topics	Tick if yes or X if no	Scores			Total	%
			2	1	0		
1.Background	Objective of trip						
	How vessel was chosen for you (to cover)						
	Name of placement officer (mention who sent you for trip if no placement)						
	Preparation for trip (enough time)						
	Proper placement conducted (observer, vessel owner, vessel captain)						
	Placement form filled in						
	WCPFC Guideline for Safety Check at start of trip						
	Describe how safety check was carried out						
	Assistance provided by placement officer, captain or carried out yourself						
	Any problem association with boarding and placement meeting						
2.0 Cruise Summary	Departure port, date and time						
	Outward transit arrangement (date, time if any) or comment if nothing						
	How long to first fishing ground						
	Number of days at sea for each vessel onboard (if on transit vessel/ catcher.						
	total number of fishing operations made by the vessel;						
	Number of fishing operations fully monitored by the observer.						
	Explain if an unusual number of fishing operations were not observed.						
	Average number of hooks set per fishing operation						
	State any extra ordinary events						
2.1. Area Fished	General description of area fished						
2.2. End of Trip	Name of return port, and date and time of arrival						
	Describe returning transit arrangements, date, time or comment saying no						
	Describe how long it took to return to the port after fishing.						
	Discuss any periods (and reason why) no fishing took place during the trip.						
	If trip was incomplete (observer dropped off before vessel returned for complete unloading) explain why.						
	Were you offered assistance from observer programme staff to disembark the vessel or other persons?						
3.0 Data Collected	SPC/ FFA Data forms used (check reference page of workbook) – observer filled this section completely						
	Give reason why if no data collected in any regional forms						
3.1. Other Data Collected	Note any other forms used (crossed-endorsed, MSC, etc)						
4.0 Chain of Custody							
4.0. Chain of Custody	Mention whether or not you involved in any Chain of Custody or Catch Documentation Scheme (Marine Stewardship Council , etc) during this trip						
	Describe the programme you were involved in,						
	Describe your role						
	Mention how successful the trip was						
	Mention if CoC requirements were fulfilled						
5.0. Vessel and Crew Details							
5.1. General Vessel Information	Explain reasons why unable to get some vessel details						
	State if extra information about vessel details was discovered.						
	Note any further vessel characteristics that have not been recorded onto the LL-1 form –						
5.2. Crew Nationality	Give reasons why if unable to fill some information on crew nationality data field						
	Extra information on crew nationality						
	Any crew leave or join vessel during trip						
	How experience were the crew						
	How long the crew work on this vessel						
5.2.1. Training of Pacific Islands National	Full Names of Pacific Islands Crews (if any)						
	Previous seamanship experience						
	Training background/ college						
	Future goals						

	If unable to fill in some of the electronic data fields explain the reason why						
	Extra information about the electronics that may be useful						

5.3 Electronics	Description of Vessel's electronics condition, generally in good condition or mostly old						
	Explain if any problems understanding the electronics data fields						
	Mention if any significant advances with any of the electronics or any new types of electronics on board						
5.3.1. Radio Buoys	Describe type of radio buoys used (call up/non-call up, GPS)						
	State any special features of the radio buoys						
	Explain if any aspect of radio buoys that is difficult to understand						
5.4. Fishing Gear	Explain if unable to fill in some of the fishing gear data fields						
	Extra information about the fishing gear that may be useful						
	Explain sort of fishing gear used on the vessel?						
	State if fishing gear in good mechanical order.						
	State condition if mostly new or old gear						
	Were there any serious breakdowns with the fishing gear during the trip?						
	Make a note if you didn't understand any of the fishing gear data fields.						
5.4.1. Mainline	Explain here if you were unable to get all necessary information on the mainline						
	Explain if there is any new and interesting information about the mainline						
	Note the total length of the mainline that was available for use in a set						
	if extra replacement line is kept in storage, describe this separately.						
	Explain how these values were obtained						
	Description of mainline and its diameter and/or strength						
	Explain if there was anything about the mainline data fields that was difficult to understand.						
5.4.2. Branchlines	If unable to fill in any branchline data fields note the reason why						
	any new and interesting information about the branchlines						
	Describe a complete branchline, including average length, diameter and/or strength and each type of material used to make up the branchline						
	State if wire traces included on all branchlines						
	Explain how were the branchlines attached to the mainline						
	Draw a branchline, showing the lengths and the names of each of the pieces of the branchline						
	Mention if average length of the branchlines change at any point during the trip						
	Describe the make up and length of shark lines if any was used						
	Describe how they were attached to the mainline						
	average number used during each set						
	Explain any aspects of branchline information data collection that were difficult to understand.						
5.4.3. Floatlines	Is there any interesting information about the float lines						
	Describe average length and type of material used to make up float line						
	Mention if length of the float lines change during trip?						

5.4.4. Branchline weights	Were there any branchline weights added to the end of the branchline						
	If so describe the type of branchline weight that was used (safe lead, lumo lead, weighted swivel or others).						
5.4.5. Fish Hooks	Describe the types and sizes of hooks that were used by the vessel						
	Mention if common Japanese tuna hooks used or circle hooks used						
	Were the circle hooks offset						
	Were J hooks used at all						
	If different hook types were mixed on the line describe the pattern of hook setting if possible.						
	If any shark lines were used describe the hooks used in these lines						
	Percentage of each hook type used during your trip						
5.5. Safety Equipment	Explain reasons why if unable to fill some of safety equipment data fields						
	Useful comments about safety equipment on board the host vessel.						
	Description of all safety equipment on board						
	Was it in good working order and serviced regularly?						
	Any safety briefing given to the observer while on board the vessel						
	Did the observer have good access to safety equipment when onboard?						
	Explain any aspects about safety equipment data collection that are difficult to understand						

5.6 Refrigeration Methods	Explain here if it wasn't possible to circle "Y" or "N" for any of the refrigeration method data fields.						
	Description of any new and interesting details about the refrigeration methods onboard.						
	Discuss how the catch was stored on the vessel.						
	Mention if some catch stored differently from other catch						
	Did the storage method change at any point during the trip?						
	Would any further observer training on refrigeration methods be useful?						
5.7. 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						

6.0. Fishing Strategy	Description of fishing strategy employed by the captain (which can be on any of the following examples below or any strategy not listed). Examples may include: they fished where they last caught fish; information from other vessels, directed by the boat owner, using the track plotter, echo sounder, captain's own knowledge of area, targeting a particular target species, etc.						
6.1. Fishery Information Services	types of information that are being accessed by the vessel - e.g.: phytoplankton, sea-surface temperature or sea-height						
	types of equipment used to collect this information						
	Note the name of websites that are being accessed						
	Mention if information printed out and provided to the vessel prior to departure to sea						
	Give reasons if any of the relevant data fields on LL–1 could not be answered						
	Note if aspects of these fishery information services were not understood by the observer						
6.2. Oceanic Features	seamounts,						
	trench current lines						
	other natural features						
6.3. Setting / Hauling Information	Describe the general start of set time and its duration						
	general start of haul time and its duration						
	Mention if there were any major problems encountered during setting or hauling						
	Note average number of hooks used in a basket						
	Mention if this number changed significantly during the trip						
	Give reason if it was not possible to fill any of the hook / basket, line setting speed data fields on the LL-2/3						

6.4 Target fishing depths (depth of the line/hooks	Was the vessel targeting a deep or shallow depth with its line						
	State whether or not a line shooter used onboard						
	If not, explain how the distance between branchlines was assessed						
	Was the line shooter speed clearly displayed in knots or meters per second						
	Was there a regular beep emitted for branchline attachment						
	Did the crew stick closely to this rhythm						
	Explain if unable to fill any of the setting interval or vessel speed data fields						
	Note if there is any aspect of the setting interval data fields that are difficult to understand						
6.5 Bait / baiting sequence	If unable to fill any of the "bait used" data fields explain why here						
	Mention type of the bait was used during the trip						
	Mention if any of the bait used was live bait						
	Describe any baiting sequence you might have observed on the vessel						
	Mention if same baiting sequence used throughout the trip, or only some of the times						
	How was bait stored						
	Describe any new interesting information about the bait or baiting sequence						

6.6. Mitigation Method	Describe in detail any of the mitigation methods the vessel used						
	Mention if they used any of the following (side setting with a bird curtain, night setting with reduced deck lighting, tori lines, weighted branchlines, blue-dyed bait, deep setting line shooter, underwater setting chute, management of offal discharge						
	Mention what crews were involved and what their role was						
	Pay attention to the exact location of any mitigation equipment and its height relative to the handrail (above or below)						
	Mention if the setting time was influenced by the mitigation method						
6.6.1 Fish Offal Management	Describe fully how the vessel managed it fish offal or fish waste (including any gills and guts from processed fish, discards and bait fish).						
	Were there any specific procedures or times for when fish offal etc was thrown overboard						
	If yes, describe what the procedures were						
	Mention if fish offal etc. was thrown over at any time during the setting or hauling periods						
	State whether it was done during all set/haul periods or just for some of them						
6.7 Hauling fish onboard	Describe how fish were hauled onboard						
	Noting if any special equipment or techniques were used to help (e.g.: tuna missile; electrocution before landing; winches to lift large species						
6.8 Unusual set details	Start of set date and time for unusual set detail						
	Explanation of unusual set details – compare difference to individual sets						
	Note any aspect of “unusual set details” that are difficult to understand						
6.9 Changes between sets	Describe any changes to the gear between sets						

7.0 ENVIRONMENTAL CONDITIONS							
7.1 Weather	Describe the weather in general during the trip or for distinctive periods of the trip						
	Was it windy, rainy, cloudy, fine						
	What direction did the wind mostly come from and how strong; etc						
	Indicate if fishing was not possible at any time because of adverse conditions						
7.2 Sea conditions	Describe the usual sea conditions for most of the trip or during notable parts of the trip						
	Include: general direction and size of the swell						
	sea surface temperature (if available)						
	current direction and strength (if known)						
7.3 Moon phase	Describe the moon phase during the trip						
	Was fishing during the full moon, new moon, or other						
	Mention if moon phase have any effect on the **amount** or the type of **species** caught by the vessel						

8.0 CATCH DETAILS

8.1 Target catch details	What was the target species for the vessel during the trip						
	Was there more than one target species (tuna, swordfish, sharks) for any, or all, of the sets						
	Did target species change from set to set or at any point during a set						
	Describe catch of target species in detail (see appendix 2)						
	State common name followed by scientific name and FAO code for each target species landed (e.g.: bigeye tuna (*Thunnus obesus,* BET)).						
	Describe the total number taken						
	General condition when landed.						
8.1.1 Target catch processing and storage	Describe exactly how the target catch were processed and stored: were they spiked, ‘taniguchi-ed’ (spinal chord destroyed) and/or bled;						
	Did the vessel appear to take care with processing						
	how and where were they stored/ preserved						
8.1.2 Target catch discards	Were any target catch species discarded						
	What was the reason for discarding these fish						
	State total number of target species discarded under each fate category						
8.1.3 Target catch	Were any of the target catch species damaged by whales, sharks, cookie cutter sharks, squid, the fishing gear or any other species?						
	Give the number of target catch that were damaged for each category.						
	Describe fully the type of damage you saw						

damage	Give the reason why you credited each type of damage to either whales, sharks, squid, the vessel or any other category.						
8.2 By-catch details							
8.2.1 Other (non-target) tuna and billfish	Describe catch of other tuna and billfish. List common name followed by scientific name and FAO code in brackets for each species hooked (e.g. striped marlin (*Tetrapturus audax*, MLS).						
	Describe the numbers dead or alive on landing						
	The numbers that were shark or whale damaged … or some other sort of damage						
	Did many or any escape before landing?						
	Describe how many were discarded or retained						
	how they were processed, depending on condition						

8.2.2 Sharks and rays	For each shark or ray species hooked, list the common name followed in brackets by the scientific name and FAO code (e.g.: silky shark (*Carcharhinus falciform*, FAL))						
	Describe the number of each landed						
	General condition when landed (i.e. mostly dead or alive),						
	whether they were retained or discarded,						
	Mention if any escaped						
	Mention if any were damaged and how						
	how processed (especially if unusual processing techniques are used for some species)						
	Especially note if sharks were being targeted with use of special shark hooks						
	Did the vessel use electronic stunner to kill the hooked catch?						
	Report all details with regards to landed OCS or FAL sharks in section 8.4						
8.2.3 Other by-catch species	For each 'other by-catch species' hooked, list the common name followed, in brackets, by the scientific name and FAO code (e.g.: mahi-mahi (*Coryphaena hippurus*, DOL))						
	For each species describe the number landed						
	For each species describe the number landed						
	For each species describe the general condition (i.e. mostly dead or alive)						
	For each species describe whether discarded or kept (retained) on board.						
	Did many or any escape						
	was it especially noticeable that those landed were damaged in any way						
	if retained how were they processed						
8.3. Unspecified Species / Local Names / Group species codes.	State whether or not local name was used for encountered unspecified species						
	Provide full description of species						
	Photo/drawing/sample provided						
	State any attempt to bring back sample						

8.4. SPECIES OF SPECIAL INTEREST

8.4.1. Species of special interest (SSI) - landed	Write a brief and accurate description of every single species of special interest landed on deck						
	Summarise the interaction/treatment/release.						
	State the code/name/*scientific name* (TUG/green turtle/*Chelonia mydas*) for each landed species						
	Did you notice the SSI before the set was made						
	Were there any problems identifying the different species						
	Give full description for each landed species, and condition when landed						
	Note the treatment it received onboard and its condition when discarded or released.						
	Do you, in your opinion, need further training for SSI identification						
	Pay particular attention to any Oceanic White Tip Sharks (OCS) or Silky Sharks (FAL).						
	Code/name/scientific for each species interacted						
	State if it was possible to identify these species properly						

8.4.2 Species of special interest – interactions	If you have any doubts about the identification give a full description of the id features						
	Note if it was harm in any way during interaction						
	State if vessel made attempt to assist creature to escape						
	Were the WCPFC handling guidelines for whale shark followed correctly						
	More notes can be written under paragraph 13.0 Vessel Trip Monitoring						
	State if any OCS or FAL interacted						
8.4.3 Species of special interest – interactions with toothed whales and dolphins (cetacean predation)	Did the vessel have problems with toothed whales and dolphins during the trip						
	Did you see any whale damaged fish? If so during how many sets?						
	Was there any mention of dolphins taking bait from the hooks						
	Did the vessel steam to new fishing grounds to get away from whales on any occasion						
	How many times did that occur, if any						
	Did the Captain have any techniques for avoiding whales and dolphins						
8.4.4 Species of special interest (S.S.I) – sightings	Did you sight any species of special interest from the vessel						
	What species did you see?						
	How hard was it to identify the species						
	Are you confident in your identification						
	What identification features did you notice						
	How far away were the species from the vessel?						
	Was there more than one sighting						
	Could you tell if there were adults and calves together						
9.0 TRANS-SHIPPMENT / TRANSFER OF CATCH	Mention any transhipment occurring out at sea						
	Mention the total amount (in numbers) for each target species						
	Mention the name of the receiving vessel						
10.0 OTHER PROJECTS							
10.1 Tags	Describe details if any tagged species were tagged and the condition of the tagged fish						
	What type of tag, conventional/dart, pop-up satellite (PSATs) or regular archival tag						
	Were any tagged fish found? Record tag number, species, GPS position/location, length and measured weight						
10.2 Stomach sampling	Briefly describe and comment on the sampling you carried out during your trip						
	Was is easy to carry out the sampling, note any problems you faced						
	suggestions you have to improve the sampling						
	Mention how/ when and to who the samples and the data forms were handed to after your trip						
10.3 Any Other Samplings	Describe the data collected for any other special projects you were asked to carry out						
	Use a new number and heading for each project						

11. 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						

VESSEL'S OWN DATA COLLECTION	the vessel use the regional logsheet / logbook.If not what kind of logsheet ey using						
	on person primary (position) responsible for collecting vessel data						
	on when they do they make entry into logsheet						
	of paper or book the data written on						
	ond paragraph should detail the type of data that is being collected						
	t is being estimated (weighted green-weights, weighted processed weights, stimates of green-weights, eye-estimates of processed weights						
	where this differs from the data that you collect						

	Clarify advance or expenses claimed						
	Special problems for observers /Needs of observers on a similar vessel						

13.0 GENERAL	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						
	TDR Information						

14.0. Problems Encountered	Problems not reported elsewhere – captain/ crew						
	Information and data gathering and state possible solutions						
14.1 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						
15.0 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						
16. Acknowledgement	Provide acknowledgement to people, companies, organisation helped with trip						
	Fishing companies, agents, vessel operators, captain, crews						