



OBSERVER PLACEMENT MEETING RECORD

Vessel: _____

Vessel Master (Captain): _____

Observer: _____ Observer
Trip I.D. No.: _____

Fisheries Authority representative: _____
(Observer Manager, Senior Observer, Fisheries Officer or other authorised officer)

OBSERVER PLACEMENT CHECK LIST

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

1. ____ Date and time of vessel departure: _____
2. ____ Expected port of return: _____
(a best assessment)

The Placement Officer is to:

3. ____ Assist the observer with personal requirements before boarding
4. ____ Check that the observer boards and properly stores equipment
5. ____ Issue observer with suitable licence / access agreement point summary
6. ____ Ensure a placement meeting occurs
7. ____ Ensure the Captain receives and understands the attached (check-list) description of standard observer duties and vessel obligations
8. ____ Remind the observer of obligation to work in with the crew as best they are able. (Remind Captain and Observer of importance of cooperation)
9. ____ Give the Captain a "Vessel on Observer Report" form
10. ____ Remind the Captain and Observer that an observer-debriefing meeting will take place immediately upon return to port at completion of trip

Remove completed pages 1 and 2 of this placement form before the start of observer trip and send to authorising authority. Ensure that pages 3 and 4 of this placement form are issued to and understood by the vessel Captain at the start of the trip.

The Observer is to:

1. ____ Verify vessel licenses are current
2. ____ Clearly describe any special sampling requirements to the Captain.

The Vessel Master is to:

3. ____ Provide adequate accommodation on board for the observer
4. ____ Assist the observer to board and properly store observer equipment
5. ____ Show observer the location of his or her life jacket and other safety procedures
6. ____ Show observer which electronic bridge equipment is used and which is not.
7. ____ Show the observer how to obtain position and UTC time from the onboard GPS and plotter to which they have access to during the trip

ACKNOWLEDGED

Observer: _____ Date: _____

Vessel Master: _____ Date: _____

Fisheries Authority
representative: _____ Date: _____

(position of fisheries authority representative: _____)

If an interpreter is required to assist with the placement meeting, note the name of the interpreter and their position (e.g. company representative, vessel radio operator, etc.)

Interpreter: Position:



Notes on OBSERVER PLACEMENT for VESSEL MASTER
(To explain the role of and obligations to the observer on board your vessel)

Observer's primary functions are to collect and report reliable and accurate information for scientific, management and compliance.

Observers collect data on any fish, including catch and effort, size composition, position, fishing methods, fisheries interactions, environmental impact, processing and distribution (including discards) and any other matter that may assist fisheries managers verify information for purpose of administering fisheries regulations, license requirements and access agreements.

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

OBSERVER DUTIES AND OBLIGATIONS - Observers:

1. may take, measure and retain samples or specimens of any fish _____
2. may observe and record details of any incidental take, including the recording of set position information. _____
3. may record position, activity and identification details of other vessels sighted _____
4. may use communications and other equipment of the vessel but should get permission and help from the Captain before using it _____
5. should not be involved in the fishing operations but may assist in normal vessel housekeeping duties _____
6. should not stand watch on the vessel _____
7. may take photographs of the fishing operations, including fish, gear, equipment, documents, charts and records, and remove from the vessel such photographs or film as was taken or used on board the vessel _____
8. must promptly report any harassment of the observer (including written report) to fisheries authority representatives (Senior Observers, etc.)
When a fisheries authority representative is not available instances of harassment should be immediately reported to the nearest police station. _____

OBLIGATIONS OF THE VESSEL OPERATORS TO OBSERVERS

please read and initial that each item is understood

1. Provide full access to and use of facilities, gear and equipment on board that, in the view of the observer, is necessary to carry out observer duties _____
2. Provide access to the bridge, communications and navigation equipment _____
3. Instruct observer on use of vessel communications equipment to receive and transmit messages with the shore, Fishery Authority and other vessels _____
4. Assist observer as requested, in recording accurate vessel position using vessel navigation and positioning equipment _____
5. Provide access to areas where fish are held, processed, weighed or stored _____
6. Allow observer access to documents and records, including all logbooks for purpose of inspection and copying _____
7. Allow observer to remove samples _____
8. Ensure vessel personnel do not assault, obstruct, resist, refuse boarding to, delay, intimidate or interfere with an observer performing observer duties. _____
9. Show the observer appropriate vessel safety procedures and location of various safety equipment (life rafts, life jackets, etc.) and how to use such equipment in the event of an emergency _____
10. Advise the observer of dangerous work areas and instruct the observer on how to minimise exposure (e.g.: hard hat) to danger yet still do their work _____
11. Provide observer with food, clean bunk space large enough for a national observer and any necessary medical facilities and treatment in the course of the observer trip and up to two full days after landing in port _____
12. Provide space for the storage of observer equipment, supplies and samples _____
13. Vessel operators and owners should be fully aware that any instances of reported observer harassment will be fully investigated and, if warranted, legal action will follow, which may include civil and criminal penalties _____

