

*For use with Longline Observer Forms
Revised SPC/FFA Dec. 2009*



Longline Evaluation Form

Giving direct feedback to scientists, national coordinators and trainers

REVISED DEC 2009						
TRIP DETAILS						
OBSERVER NAME	NATIONALITY	DEPARTURE (SHIP DATE AND TIME)				DEPARTURE PORT
		DD	MM	YY	hh mm	
PLACEMENT PROG. TRIP ID NUMBER		RETURN (SHIP DATE AND TIME)				RETURN PORT
		DD	MM	YY	hh mm	
DEBRIEFING DETAILS						
NAME OF DEBRIEFER	OBS PROG.	START OF DEBRIEFING - DATE and TIME				Second Trip I D NUMBER (if different)
		DD	MM	YY	hh mm	
NAME OF PRE-DEBRIEFER	OBS PROG.	END OF DEBRIEFING - DATE and TIME				
		DD	MM	YY	hh mm	
VESSEL NAME:						

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 completed, (a maximum of 14 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. 10m,17m.
 - Mathematical symbols should not be used in data fields. i.e. > 5mt or < 100 mt
 - 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 (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’.

➤ **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 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 to 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 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 Number/ Date/ Section	

Form Type/ Page Number/ Date/ Section	

Observer Name	Vessel Name	Observer Trip ID No.
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All forms

Insert year if not 2009 version

1 LL - 1 form version	
2 LL-2/3 form version	
3 LL-4 form version	
4 GEN-1 form version	
5 GEN-2 form version	
6 GEN-3 form version	
7 GEN -4 form version	
8 GEN-6 form version	

Header Details

9 Observer name	Cc	Inc	InR	Er	ErR	X	
10 Observer trip id number	Cc	Inc	InR	Er	ErR	X	
11 Vessel name	Cc	Inc	InR	Er	ErR	X	
12 Page numbers	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

LL-1 Trip Details

Query Type	Codes	Notes
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Data Submitted

13 A complete set: LL-1 form	Cc	Inc	InR			X	
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Trip Details

14 Observer programme	Cc	Inc	InR	Er	ErR	X	
15 Observer name/ nationality	Cc	Inc	InR	Er	ErR	X	
16 Trip id number	Cc	Inc	InR	Er	ErR	X	
17 Trip start/ end location	Cc	Inc	InR	Er	ErR	X	
18 Trip start date and time	Cc	Inc	InR	Er	ErR	X	
19 Trip end date and time	Cc	Inc	InR	Er	ErR	X	
20 Vessel name	Cc	Inc	InR	Er	ErR	X	
21 Departure (ship's) date	Cc	Inc	InR	Er	ErR	X	
22 Departure port	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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LL-1 Trip Details Continue

Query Type	Codes	Notes
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Vessel Details

23	Vessel Owner	Cc	Inc	InR	Er	ErR	X	
24	Country reg no. and flag	Cc	Inc	InR	Er	ErR	X	
25	IRCS / WIN	Cc	Inc	InR	Er	ErR	X	
26	Length overall/ GRT	Cc	Inc	InR	Er	ErR	X	
27	Fish Hold Capacity	Cc	Inc	InR	Er	ErR	X	
28	Captain/ master ID	Cc	Inc	InR	Er	ErR	X	
29	Permit/ Lic. No.	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Crew Nationality

30	Nationality of capt/ master	Cc	Inc	InR	Er	ErR	X	
31	Other crew	Cc	Inc	InR	Er	ErR	X	
32	How many	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Electronics

33	Y / N	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
34	Usage	Cc	Inc	InR	Er	ErR	X	
35	New	Cc	Inc	InR	Er	ErR	X	
36	Make	Cc	Inc	InR	Er	ErR	X	
37	Model	Cc	Inc	InR	Er	ErR	X	
38	How many	Cc	Inc	InR	Er	ErR	X	
39	VMS - system	Cc	Inc	InR	Er	ErR	X	
40	VMS- ALC make and model	Cc	Inc	InR	Er	ErR	X	
41	VMS seals intact Y/ N	Cc	Inc	InR	Er	ErR	X	
42	Communication services	Cc	Inc	InR	Er	ErR	X	
43	Information services	Cc	Inc	InR	Er	ErR	X	
44	Comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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LL-1 Trip Details Continue

Query Type	Codes							Notes
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Fishing Gear

45	Y / N	Cc	Inc	InR	Er	ErR	X	
46	Usage	Cc	Inc	InR	Er	ErR	X	
47	New	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Fishing Lines Materials

48	Mainline material	Cc	Inc	InR	Er	ErR	X	
49	Mainline length and diameter	Cc	Inc	InR	Er	ErR	X	
50	Branchline materials	Cc	Inc	InR	Er	ErR	X	
51	Branchline diameter	Cc	Inc	InR	Er	ErR	X	
52	Wire trace	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
53	Hook - type data	Cc	Inc	InR	Er	ErR	X	
54	Hook - size data	Cc	Inc	InR	Er	ErR	X	
55	Hook - percentage (%) data	Cc	Inc	InR	Er	ErR	X	
56	Hook - description	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Safety Equipment

57	Lifejack - provided + suitable	Cc	Inc	InR	Er	ErR	X	
58	Lifejack - available	Cc	Inc	InR	Er	ErR	X	
59	Llifebuoys/ life rings	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
60	EPIRBs - 406	Cc	Inc	InR	Er	ErR	X	
61	EPRIBS - other	Cc	Inc	InR	Er	ErR	X	
62	Liferafts - number of people	Cc	Inc	InR	Er	ErR	X	
63	Liferafts - inspection data	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Refrigeration Method

64	Y / N	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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LL-1 Trip Details Continue

Query Type	Codes							Notes
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Waste Disposal

65 Availability	Cc	Inc	InR	Er	ErR	X	
66 Description	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Other Observations

67 Comments	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

LL - 2 / 3 Set and Haul information

Query Type	Codes							Notes
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Data Submitted

68 A full set	Cc	Inc	InR			X	
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Start of Set

69 Ship's date and time	Cc	Inc	InR	Er	ErR	X	
70 Aligned	Cc	Inc	InR	Er	ErR	X	
71 UTC date and time	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Hooks / Baskets

72 No of hooks / basket	Cc	Inc	InR	Er	ErR	X	
73 Total no. of baskets	Cc	Inc	InR	Er	ErR	X	
74 Total no. hooks	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Line Lengths

75 Floatline	Cc	Inc	InR	Er	ErR	X	
76 Branchline	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Setting Intervals

77 Line setting speed	Cc	Inc	InR	Er	ErR	X	
78 Line speed units	Cc	Inc	InR	Er	ErR	X	
79 Branchline set interval	Cc	Inc	InR	Er	ErR	X	
80 Between branchlines	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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LL-2/3 Set and Haul Continue

Query Type	Codes							Notes
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Vessel Speed

81	Vessel speed	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Shark Lines

82	Number	Cc	Inc	InR	Er	ErR	X	
83	Length	Cc	Inc	InR	Er	ErR	X	

TDR

84	Y / N	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Target Species

85	Filled with X	Cc	Inc	InR	Er	ErR	X	
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Unusual Set Details

86	Unusual set details	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Bait Used

87	Bait species	Cc	Inc	InR	Er	ErR	X	
88	Kilogrammes	Cc	Inc	InR	Er	ErR	X	
89	Hook no.	Cc	Inc	InR	Er	ErR	X	
90	Bait dyed blue	Cc	Inc	InR	Er	ErR	X	
91	Lightstick	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Set Log

92	Start set	Cc	Inc	InR	Er	ErR	X	
93	Observed directly	Cc	Inc	InR	Er	ErR	X	
94	If N circled	Cc	Inc	InR	Er	ErR	X	
95	End set	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Mitigation

96	Y/ N	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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LL-2/3 Set and Haul Continue

Query Type	Codes							Notes
Haul Log								
97 Start haul	Cc	Inc	InR	Er	ErR	X		
98 End haul	Cc	Inc	InR	Er	ErR	X		
99 Intermittent	Cc	Inc	InR	Er	ErR	X		
RGKT	Y	N						

Comments

100 Comments	Cc	Inc	InR	Er	ErR	X	
101 Comments Ship's time	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Day's Summary

102 GEN-3 question	Cc	Inc	InR	Er	ErR	X	
103 Journal page							
104 Total baskets observed	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

LL-4 Catch Monitoring

Data Submitted

105 A Complete set	Cc	Inc	InR			X	
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Header Details

106 Set number	Cc	Inc	InR	Er	ErR	X	
107 Measuring instrument	Cc	Inc	InR	Er	ErR	X	
108 Start of set - date and time	Cc	Inc	InR	Er	ErR	X	
109 Start of haul - date and time	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Ship's Time

110 Ship's time	Cc	Inc	InR	Er	ErR	X	
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Hook numbers

111 Hook no.s	Cc	Inc	InR	Er	ErR	X	
RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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LL-4 Catch Information Continue

Query Type	Codes	Notes
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Species Code

112	Marine species manual	Y	N						
	RGKT	Y	N						
113	All species	Cc	Inc	InR			X		
114	All SSI	Cc	Inc	InR			X		
115	Species code	Cc	Inc	InR			X		
	RGKT	Y	N						
116	ID: Tuna	Cc	Inc	InR	Er	ErR	X		
117	TUNA: Incorrectly identified and group codes								
118	ID: Billfish	Cc	Inc	InR	Er	ErR	X		
119	BILLFISH: Incorrectly identified and group codes								
120	ID: Sharks	Cc	Inc	InR	Er	ErR	X		
121	SHARKS: Incorrectly identified and group codes								
122	ID: Bycatch	Cc	Inc	InR	Er	ErR	X		
123	BYCATCH: Incorrectly identified and group codes								
124	ID: SSI	Cc	Inc	InR	Er	ErR	X		
125	SSI: Incorrectly identified and group codes								
	RGKT	Y	N						

Condition Code

126	Caught	Cc	Inc	InR	Er	ErR	X		
127	Discarded	Cc	Inc	InR	Er	ErR	X		
	Length								
128	Length - cm	Cc	Inc	InR			X		
129	Length code	Cc	Inc	InR			X		
	RGKT	Y	N						

Observer Name	Vessel Name	Observer Trip ID No.
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LL-4 Catch Information Continue

Query Type	Codes	Notes
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Length - measurements

130	UF	Cc			Er	ErR	X	
131	LF	Cc			Er	ErR	X	
	RGKT	Y	N					
132	CL	Cc			Er	ErR	X	
133	TW	Cc			Er	ErR	X	
134	TL	Cc			Er	ErR	X	
135	PF	Cc			Er	ErR	X	
136	PS	Cc			Er	ErR	X	
137	US	Cc			Er	ErR	X	
	RGKT	Y	N					

Weight

138	Weight - kg	Cc	Inc	InR	Er	ErR	X	
139	Weight -code	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Fate

140	Fate code	Cc	Inc	InR	Er	ErR	X	
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Sex

141	Sex	Cc	Inc	InR	Er	ErR	X	
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Blank Data Field

142	Blank	Cc	Inc	InR	Er	ErR	X	
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Tag Numbers: Tags

143	Tags	Cc	Inc	InR	Er	ErR	X	
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Comments

144	Comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Time off during hauling

145	Times noted	Y	N					
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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LL-4 Catch Information Continue

Query Type	Codes							Notes
Baskets Monitored								
146 Total	Cc	Inc	InR	Er	ErR	X		
147 Indicates	Cc	Inc	InR	Er	ErR	X		
148 Sum	Cc	Inc	InR	Er	ErR	X		
RGKT	Y	N						

GEN -1 Vessel and Air Craft Sightings

Query Type	Codes							Notes
Data Submitted								
149 Complete set	Cc	Inc	InR			X		
RGKT	Y	N						

(1) Ship's time			DnE:				(1: Vessel or Aircraft Sightings)	
150 Time and Date	Cc	Inc	InR	Er	ErR	X		

(1) Observer's vessel position			DnE:					
151 Observer's v. position	Cc	Inc	InR	Er	ErR	X		
RGKT	Y	N						

(1) Sighted Vessel or Aircraft details			DnE:					
152 Name	Cc	Inc	InR	Er	ErR	X		
153 IRCS	Cc	Inc	InR	Er	ErR	X		
154 Flag	Cc	Inc	InR	Er	ErR	X		
155 Type code	Cc	Inc	InR	Er	ErR	X		
RGKT	Y	N						

(1) Other details			DnE:					
156 Compass bearing	Cc	Inc	InR	Er	ErR	X		
157 Distance	Cc	Inc	InR	Er	ErR	X		
158 Action code	Cc	Inc	InR	Er	ErR	X		
159 Photo frame	Cc	Inc	InR	Er	ErR	X		
RGKT	Y	N						

(1) Comments			DnE:					
160 Comments	Cc	Inc	InR	Er	ErR	X		
RGKT	Y	N						

Observer Name	Vessel Name	Observer Trip ID No.
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GEN - 1 Vessel and Aircraft sighting continued

Query Type	Codes	Notes
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(2) Ship's time		DnE:					(2: Fishing transferring, fish dumping, bunkering by observer's vessel)
161	Date and Time	Cc	Inc	InR	Er	ErR	X
(2) Observer's Vessel Position		DnE:					
162	Position	Cc	Inc	InR	Er	ErR	X
(2) Other Vessel		DnE:					
163	Name	Cc	Inc	InR	Er	ErR	X
164	IRCS	Cc	Inc	InR	Er	ErR	X
165	Flag	Cc	Inc	InR	Er	ErR	X
166	Type	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

(2) Fish transferred		DnE:					
167	Tuna weight	Cc	Inc	InR	Er	ErR	X
(2) Action code and comments		DnE:					
168	Action code	Cc	Inc	InR	Er	ErR	X
169	Comments	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

GEN-2 Species of Special Interest

Data Submitted

170	Complete set	Cc	Inc	InR			X
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The species was		DnE:					
171	The species was (ticked)	Cc	Inc	InR	Er	ErR	X
172	Time - landing / interaction	Cc	Inc	InR	Er	ErR	X
173	Ship's date and time	Cc	Inc	InR	Er	ErR	X
174	Latitude / Longitude	Cc	Inc	InR	Er	ErR	X
175	Species code	Cc	Inc	InR	Er	ErR	X
176	Species description	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

Observer Name	Vessel Name	Observer Trip ID No.
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GEN - 2 SSI continued

Query Type	Codes	Notes
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Species landed on deck - LANDED							DnE:
177	Cond. code	Cc	Inc	InR	Er	ErR	X
178	Cond. description	Cc	Inc	InR	Er	ErR	X
179	Describe onboard handling	Cc	Inc	InR	Er	ErR	X
180	Length	Cc	Inc	InR	Er	ErR	X
181	Length code	Cc	Inc	InR	Er	ErR	X
182	Sex	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

Species landed on deck - DISCARDED							DnE:
183	Condition code	Cc	Inc	InR	Er	ErR	X
184	Condition description	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

Tags							DnE:
185	Retrieved - tag number	Cc	Inc	InR	Er	ErR	X
186	Retrieved - type and org	Cc	Inc	InR	Er	ErR	X
187	The 'placed - tag number '	Cc	Inc	InR	Er	ErR	X
188	The 'placed- type/ org	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

Interactions with vessel or vessel gear							DnE:
189	Vessel activity	Cc	Inc	InR	Er	ErR	X

Interactions with vessel or vessel gear - START							DnE:
190	Number	Cc	Inc	InR	Er	ErR	X
191	Code	Cc	Inc	InR	Er	ErR	X
192	Description	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

Observer Name	Vessel Name	Observer Trip ID No.
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GEN - 2 SSI continued

Query Type	Codes	Notes
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Interactions with vessel or vessel gear - END							DnE:
193	Number	Cc	Inc	InR	Er	ErR	X
194	Code	Cc	Inc	InR	Er	ErR	X
195	Description	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

Interactions with vessel/ vessel gear - DESCRIPTION							DnE:
196	Description	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

Species sighted							DnE:
197	Vessel activity	Cc	Inc	InR	Er	ErR	X

Species sighted							DnE:
198	Number sighted	Cc	Inc	InR	Er	ErR	X
199	Number of adults	Cc	Inc	InR	Er	ErR	X
200	Number of juveniles	Cc	Inc	InR	Er	ErR	X
201	Estimate of length	Cc	Inc	InR	Er	ErR	X
202	Distance from vessel	Cc	Inc	InR	Er	ErR	X
203	Species behaviour	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

GEN - 3 Vessel Trip Monitoring

Data Submitted							
204	Form submitted	Cc	Inc	InR			X

Observer Information							
205	The 'observer programme'	Cc	Inc	InR	Er	ErR	X
206	Observer name/ nationality	Cc	Inc	InR	Er	ErR	X
207	Coastal State licence	Cc	Inc	InR	Er	ErR	X
208	Nationality of Boarding vessel	Cc	Inc	InR	Er	ErR	X
	RGKT	Y	N				

Observer Name	Vessel Name	Observer Trip ID No.
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GEN - 3 Vessel Trip Monitoring Continue

Query Type	Codes							Notes
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Vessel Information

209	Vessel name/ IRCS/ WIN	Cc	Inc	InR	Er	ErR	X	
210	Gear Type	Cc	Inc	InR	Er	ErR	X	
211	Country reg/ vessel flag	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Infringement - Yes or No

212	Marked with X	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Infringements - Brief Details

213	Date /brief explanation	Cc	Inc	InR	Er	ErR	X	
214	Journal page number	Cc	Inc	InR	Er	ErR	X	
215	Signature	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

GEN-4 Conversion Factors

Data Submitted

DnE:

216	Complete set	Cc	Inc	InR			X	
	RGKT	Y	N					

Instruments

DnE:

217	Measuring Instrument	Cc	Inc	InR	Er	ErR	X	
218	Scale (make/ model/ cap)	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Weights and Measurement Details

DnE:

219	Set number and ship's time	Cc	Inc	InR	Er	ErR	X	
220	Label number/ spp code	Cc	Inc	InR	Er	ErR	X	
221	The lengths	Cc	Inc	InR	Er	ErR	X	
222	The weights	Cc	Inc	InR	Er	ErR	X	
223	Processed/landed weight	Cc	Inc	InR	Er	ErR	X	
224	Comments	Cc	Inc	InR	Er	ErR	X	
225	Page total	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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GEN - 6 Pollution Report

Query Type	Codes							Notes
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Data Submitted

226	A complete set	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Incident Details - DATE AND LOCATION

DnE:

227	Date and time	Cc	Inc	InR	Er	ErR	X	
228	Position	Cc	Inc	InR	Er	ErR	X	
229	EEZ / harbour	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Incident Details - ENVIRONMENTAL CONDITIONS

DnE:

230	Wind speed and direction	Cc	Inc	InR	Er	ErR	X	
231	Sea conditions / current	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Incident Details - VESSEL DETAILS

DnE:

232	Observer's vessel activity.	Cc	Inc	InR	Er	ErR	X	
233	Name of offending	Cc	Inc	InR	Er	ErR	X	
234	IRCS and type of vessel	Cc	Inc	InR	Er	ErR	X	
235	Your position	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Waste Dumped Overboard

DnE:

236	Material	Cc	Inc	InR	Er	ErR	X	
237	Material Type	Cc	Inc	InR	Er	ErR	X	
238	Material Quantity	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Oil spillages and leakages

DnE:

239	Source	Cc	Inc	InR	Er	ErR	X	
240	Visual Appearance / colour	Cc	Inc	InR	Er	ErR	X	
241	Describe area/ quantity	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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GEN - 6 Pollution Report Continue

Query Type	Codes	Notes
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Abandoned/ Lost Fishing Gear DnE:

242	Source	Cc	Inc	InR	Er	ErR	X	
243	Activity	Cc	Inc	InR	Er	ErR	X	
244	Describe Gear	Cc	Inc	InR	Er	ErR	X	
245	Estimate quantity	Cc	Inc	InR	Er	ErR	X	
246	Other comments'	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Questions DnE:

247	Circled Y/ N	Cc	Inc	InR	Er	ErR	X	
248	Photo Frame	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Tag Recovery

Critical Tag Information DnE:

249	Tag number	Cc	Inc	InR	Er	ErR	X	
250	Date returned	Cc	Inc	InR	Er	ErR	X	
251	Where found	Cc	Inc	InR	Er	ErR	X	
252	Activity when found	Cc	Inc	InR	Er	ErR	X	
253	Well number	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Fish Information DnE:

254	Species	Cc	Inc	InR	Er	ErR	X	
255	Reliability	Cc	Inc	InR	Er	ErR	X	
256	Fork length	Cc	Inc	InR	Er	ErR	X	
257	How measure	Cc	Inc	InR	Er	ErR	X	
258	Who measure	Cc	Inc	InR	Er	ErR	X	
259	Processed state measure	Cc	Inc	InR	Er	ErR	X	
260	Fish weight	Cc	Inc	InR	Er	ErR	X	
261	How weight	Cc	Inc	InR	Er	ErR	X	
262	Process state weight	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID No.
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Tag Recovery Continue

Query Type	Codes	Notes
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Fish catch Information		DnE:	
263	Date caught	Cc	Inc InR Er ErR X
264	Latitude	Cc	Inc InR Er ErR X
265	Longitude	Cc	Inc InR Er ErR X
266	Describe Fishing area	Cc	Inc InR Er ErR X
	RGKT	Y	N

Fishery Information		DnE:	
267	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
	RGKT	Y	N

Carrier Information		DnE:	
271	Carrier name	Cc	Inc InR Er ErR X
272	Flag	Cc	Inc InR Er ErR X
273	Date of Transhipment	Cc	Inc InR Er ErR X
274	Location	Cc	Inc InR Er ErR X
275	Transhipment position	Cc	Inc InR Er ErR X
	RGKT	Y	N

Finder Information		DnE:	
276	Finder name	Cc	Inc InR Er ErR X
277	Address	Cc	Inc InR Er ErR X
278	Port/ Country of recovery	Cc	Inc InR Er ErR X
279	Information received at	Cc	Inc InR Er ErR X
280	Tag provided with form	Cc	Inc InR Er ErR X
281	Type of reward	Cc	Inc InR Er ErR X
282	Form completed by	Cc	Inc InR Er ErR X
283	Comments/ archival tag	Cc	Inc InR Er ErR X
	RGKT	Y	N

Observer Name	Vessel Name	Observer Trip ID No.
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Written Report

284	1.0 Background	Inc	Wk	Gd	Vg	Exc	
285	2.0 Cruise Summary	Inc	Wk	Gd	Vg	Exc	
286	3.0 Data Collected	Inc	Wk	Gd	Vg	Exc	
287	4.0 Vessel + Crew	Inc	Wk	Gd	Vg	Exc	
288	5.0 Fishing Strategy	Inc	Wk	Gd	Vg	Exc	
289	6.0 Environ. Cond.	Inc	Wk	Gd	Vg	Exc	
290	7.0 Catch Details	Inc	Wk	Gd	Vg	Exc	
291	8.0 Other Projects	Inc	Wk	Gd	Vg	Exc	
292	9.0 Vessel Trip Monitor.	Inc	Wk	Gd	Vg	Exc	
293	10.0 Vessel's own data	Inc	Wk	Gd	Vg	Exc	
294	11.0 General	Inc	Wk	Gd	Vg	Exc	
295	12.0 Problems Encountered	Inc	Wk	Gd	Vg	Exc	
296	13.0 Conclusion	Inc	Wk	Gd	Vg	Exc	
297	14.0 Acknowledge	Inc	Wk	Gd	Vg	Exc	

Journal

298	Dates	Inc	Wk	Gd	Vg	Exc	
299	<i>Times</i>	Inc	Wk	Gd	Vg	Exc	
300	Page numbers	Inc	Wk	Gd	Vg	Exc	
301	Headings	Inc	Wk	Gd	Vg	Exc	
302	Chronological order	Inc	Wk	Gd	Vg	Exc	
303	Information provided	Inc	Wk	Gd	Vg	Exc	
304	Sufficient Information	Inc	Wk	Gd	Vg	Exc	
305	New Day/ new page	Inc	Wk	Gd	Vg	Exc	
306	hand writing clear	Inc	Wk	Gd	Vg	Exc	

Data Presentation

307	Directly	Cc	Er		
308	Clear	Cc	Er		
309	One response	Cc	Er		
310	No vague	Cc	Er		
311	Comment correct	Cc	Er		
312	Pencil	Cc	Er		
313	Previous Standard	Cc	Er		

Data Submission

314	Within time frame	Y	N		
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Further notes on queries or, for any explanation of the **X** factor

Form Type/ Query Number	