

# Purse-Seine Evaluation Form

(Version 3: 03 11 2017)

Giving direct feedback to scientists, national coordinators and trainers

REVISED DEC 2016						
<b>TRIP DETAILS</b>						
OBSERVER NAME	VESSEL NAME	DEPARTURE (SHIP DATE AND TIME)				DEPARTURE PORT
		DD	MM	YY	hh mm	
PLACEMENT PROG. OBSERVER TRIP ID NO.		RETURN (SHIP DATE AND TIME)				RETURN PORT
		DD	MM	YY	hh mm	
<b>DEBRIEFING DETAILS</b>						
NAME OF DEBRIEFER	OBSERVER PROG	START OF DEBRIEFING - DATE and TIME				SECOND TRIP ID NUMBER (if different)
		DD	MM	YY	hh mm	
NAME OF PRE-DEBRIEFER	OBSERVER PROG	END OF DEBRIEFING - DATE and TIME				
		DD	MM	YY	hh mm	

# Purse-Seine 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 infringements are deemed to be severely critical<sup>1</sup> 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 complete 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 purse-seine trips) debriefing can start.*

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<sup>1</sup> There are currently no definitions of "severely critically incidents". Debriefers must use their own judgement to know when an infringement must be dealt with hastily, and not left to the full debriefing phase.

## 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 'PS-2 Set Details' forms together and then the 'PS-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 PS 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.  $> 5\text{mt}$  or  $< 100\text{mt}$
  - 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 (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 ‘C - 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 PS 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.

Note the observer trip id no here

<b>Pre-Debriefing Check</b> (Use this area to note things that should be discussed with the observer during debriefing)	
Form Type / Page No./ Data Section	



## FORM VERSION

<b>PS Workbook was revised 2016</b>	<b>Y</b>	<b>N</b>	If no, year is:	
<b>PS Trip report was revised 2016</b>	<b>Y</b>	<b>N</b>	If no, year is:	
<b>PS-4 forms were revised 2016</b>	<b>Y</b>	<b>N</b>	If no, year is:	
<b>Extra PS-2 forms were revised 2016</b>	<b>Y</b>	<b>N</b>	If no, year is:	
<b>Extra PS-3 forms were revised 2016</b>	<b>Y</b>	<b>N</b>	If no, year is:	
<b>Extra GEN-5 forms were revised 2016</b>	<b>Y</b>	<b>N</b>	If no, year is:	
<b>Observer Journal was revised 2016</b>	<b>Y</b>	<b>N</b>	If no, year is:	

## ALL FORMS - HEADER DETAILS

<b>Observer Name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Observer trip ID No.</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel Name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page Numbers</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

## SUP-2 WORKBOOK REFERENCE FORM

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

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

<b>Observer programme</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Observer name &amp; nationality</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Trip ID number</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Trip start and trip end location</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Trip start (ship's date and time)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Trip end (ship's date and time)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Fishing Permits / Lic no.s</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel departure port &amp; vessel departure date</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**VESSEL CHARACTERISTICS**

<b>Vessel Owner</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Country Registration No.</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>IRCS &amp; flag</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>UVI</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Length and GT / GRT</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Number of speed boats</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Do tender boats work with catchers</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Net skiff engine (make and power)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Cruising speed</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Helicopter - make and model</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Helicopter - registration no.</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Helicopter - effective range</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Helicopter- colour</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Helicopter - No. of vessels the heli services</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**FISHING GEAR**

<b>Power block (make + model)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Purse-winch (make + model)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Net (Depth and Length) &amp; units circled</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Net no of strips</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Net mesh size &amp; units circled</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Brail Type</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Brail mT</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Live fish brailing Y/N?</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Brail Change Comments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**ELECTRONICS**

<b>Y / N</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Usage</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Advances in technology</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Make</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Model</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Comments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>VMS (systems, usage, make and model)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Communication Services (phones + fax)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Information services (weather)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Information services (websites)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**OTHER OBSERVATIONS**

<b>Observations / gear / use of gear</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**PS-1 FORM Page 2 - GENERAL INFORMATION FORM**

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**STORAGE**

<b>Total possible storage</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**CREW**

<b>Captain (name, yrs exp, nationality, licence no.)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Master (name, yrs exp, nationality, licence no.)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Officers (name, yrs exp, nationality)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Crew (name, yrs exp, nationality)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Comments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Total number of crew (include capt + officers)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**WASTE DISPOSAL SYSTEM**

<b>Y / N</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Description</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**SAFETY EQUIPMENT**

<b>Lifejacket - provided + suitable size</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Lifejacket - availability</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Number of lifebuoys / life rings</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Life rafts - number of people</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Life rafts - inspection date + L or D</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>EPIRBs - 406 (Total No.)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>EPIRBs - 406 (No. with expired batteries)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>EPIRBs - other (Total No.)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>EPIRBs - other (No. with expired batteries)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**WELL DRAWINGS**

<b>Drawings &amp; comments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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## PS-2 FORM - DAILY LOG

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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### START OF THE DAY

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

### DAILY LOG

<b>Ship's time</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Position (latitude + longitude)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Fishing position (always filled in for activity 1)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>EEZ Code</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

### ACTIVITY CODE

<b>ACTIVITY CODE</b>	<b>Minimum of three</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
	<b>Excessive amount ( Y=observer correct)</b>	<b>Y</b>	<b>N</b>				
	<b>Logical ( Y=observer correct)</b>	<b>Y</b>	<b>N</b>				
	<b>End of day codes</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>SET INFO.</b>	<b>Every set has unique code 1</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
	<b>Net cleaning sets</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>INVESTIGATIONS</b>	<b>All free schools investigations recorded</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
	<b>Free school investigation for every set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
	<b>Unique activity code 8</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
	<b>All floating object investigations recorded</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
	<b>Corresponding floating object investigation for any early morning set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
	<b>Unique activity code 9</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

## WIND

Knots and degrees	Cc	Inc	InR	Er	ErR	X
Mostly aligned with sea state	Cc	Inc	InR	Er	ErR	X
Sea States	Cc	Inc	InR	Er	ErR	X

## HOW DETECT / SCHOOL ASSOCIATION CODES

There is a corresponding how detected and school association code for every:

Code 1	Cc	Inc	InR	Er	ErR	X
Code 8	Cc	Inc	InR	Er	ErR	X
Code 9	Cc	Inc	InR	Er	ErR	X
Code 10	Cc	Inc	InR	Er	ErR	X
Code 12	Cc	Inc	InR	Er	ErR	X
Code 15	Cc	Inc	InR	Er	ErR	X
Code 17	Cc	Inc	InR	Er	ErR	X

## COMMENTS and Set No. - from PS-3

Comments and set no. from PS-3	Cc	Inc	InR	Er	ErR	X
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## SIGHTINGS

Sightings (tallied & filled)	Cc	Inc	InR	Er	ErR	X
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## GEN-3 FORM

GEN-3 FORM	Cc	Inc	InR	Er	ErR	X
Journal Page	Cc	Inc	InR	Er	ErR	X

**PS-3 FORM - SET DETAILS**

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

<b>Set No. (from page number)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Observer (start of set date and time)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel (start of set date and time)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**SET SEQUENCE TIMES**

<b>if SSI observed (Obs. Time Sighted)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Set Sequence times</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**SET CATCH DETAILS**

<b>Brail capacity (type 1 brail)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Sum of all brails (type 1 brail)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Brail capacity (type 2 brail)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Sum of all brails (type 2 brail)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Total catch</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Less bycatch</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Total tuna catch</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<i>Under: Observer's breakdown of total tuna catch</i>						
<b>Y / N circled</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>% data fields</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Number of YFT tuna + number of BET</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**BYCATCH (ALL NON-TARGET SPECIES & ALL SSI LANDINGS)**

Species code (species identification checked later)	Cc	Inc	InR			
Fate code	Cc	Inc	InR	Er	ErR	X
Observer (mt + number)	Cc	Inc	InR	Er	ErR	X
Vessel log (mt + number)	Cc	Inc	InR	Er	ErR	X
Total weight of bycatch (observer + vessel log)	Cc	Inc	InR	Er	ErR	X
(V2 only) SSI Condition : Caught	Cc	Inc	InR	Er	ErR	X
(V2 only) SSI Condition : Discard	Cc	Inc	InR	Er	ErR	X
Comments / SSI Treatment	Cc	Inc	InR	Er	ErR	X

**Species of Special Interest (interactions with primary gear) DNE**

Species code (species identification checked later)	Cc	Inc	InR			
Gear Interaction Code	Cc	Inc	InR	Er	ErR	X
Observer (mt + number)	Cc	Inc	InR	Er	ErR	X
Condition (Captured + Released)	Cc	Inc	InR	Er	ErR	X
Comments / SSI Treatment	Cc	Inc	InR	Er	ErR	X

**TARGET TUNA**

<b>A: Observer estimates of total for each species caught</b>	Cc	Inc	InR	Er	ErR	X
Observer fate	Cc	Inc	InR	Er	ErR	X
Observer mT	Cc	Inc	InR	Er	ErR	X
Vessel fate	Cc	Inc	InR	Er	ErR	X
Vessel mT	Cc	Inc	InR	Er	ErR	X
<b>B. Observer totals (mT) discards + RCC (a+b+c)</b>	Cc	Inc	InR	Er	ErR	X
<i>Under: Tuna retained onboard for later unloading</i>						
Fate	Cc	Inc	InR	Er	ErR	X
Obs (mt)	Cc	Inc	InR	Er	ErR	X
Vessel (mt)	Cc	Inc	InR	Er	ErR	X
Then under: RWW						
Observer (mt)	Cc	Inc	InR	Er	ErR	X
Vessel (mt)	Cc	Inc	InR	Er	ErR	X
Under : Due to gear break/bycatch mitigation						
Observer (mt)	Cc	Inc	InR	Er	ErR	X
Vessel (mt)	Cc	Inc	InR	Er	ErR	X



**SPECIES IDENTIFICATION**

<b>Target tuna</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>All juvenile tuna</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>All bycatch tuna</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

*Record in the boxes below any tuna species codes that remain incorrect after debriefing*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>All billfish</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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*Record in the boxes below any billfish species codes that remain incorrect after debriefing*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>All sharks</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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*Record in the boxes below any shark species codes that remain incorrect after debriefing*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>Other species</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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*Record in the boxes below any 'other' species codes that remain incorrect after debriefing*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>Species of Special Interest</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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*Record in the boxes below any SSI species codes that remain incorrect after debriefing*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**TAGS**

<b>Tags</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**PS-4 FORM - LENGTH FREQUENCY**

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**SAMPLING DETAILS - SAMPLE TYPE**

<b>Only one ticked</b>	<b>Y</b>	<b>N</b>				
<b>If grab - (target no. of samples)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>If spill - (brail # sampled + how many fish measured?)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>If other - (use code)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Which brail size was sampled?</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Brail times</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>No. of PS-4 forms used</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Measuring Instrument</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Calibrated this set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>+ / - mm</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Comments on sampling protocol</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**SAMPLING DETAILS - BRAIL**

<b>Brail tallies</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Brail tally total number filled</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Total brails</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Sum of all brails</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Pattern: fullness</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Pattern: samples</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

### LENGTH FREQUENCIES

Species Code	Cc	Inc	InR	Er	ErR	X
Length - cm	Cc	Inc	InR	Er	ErR	X
Column totals	Cc	Inc	InR	Er	ErR	X
LF data reflects sample type	Y	N				

### PAGE TOTALS

Number sampled	Cc	Inc	InR	Er	ErR	X
Sum of lengths	Cc	Inc	InR	Er	ErR	X
Average length	Cc	Inc	InR	Er	ErR	X

### LENGTH MEASUREMENTS

Tuna, Shark and bycatch	Cc	Er
Billfish	Cc	Er
Turtles	Cc	Er
Rays	Cc	Er
Fish with no fork in their tails	Cc	Er
Birds	Cc	Er

**PS-5 FORM - WELL TRANSFER RECONCILIATION FORM**

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**All FORM DATA FIELDS**

<b>Date and Time</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Well activity codes</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Source</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Destination</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Metric tonnes moved</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel change</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>New cumulative total</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Recorded on logsheet</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Comments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>CR well numbers</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

Debriefers

If necessary, provide an explanation for any PS form questions marked X; or other comments you might have.

QUESTION REFERENCE	EXPLANATION

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

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**VESSEL OR AIRCRAFT SIGHTINGS**

**DNE**

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

**FISH TRANSFERS, DUMPING, BUNKERING**

**DNE**

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

**FISH TRANSFERRED**

**DNE**

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

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

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

<b>Observer Name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel Name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Observer Trip ID Number</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No. of ...</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**VESSEL INTERACTION**

**DNE**

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

**GEN-2 FORM - SSIs -Supplementary - Sightings**

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

<b>Observer Name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel Name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Observer Trip ID No.</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No of</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**SIGHTINGS****DNE**

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



**GEN-3 FORM - VESSEL TRIP MONITORING SUMMARY**

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

<b>Observer programme</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Trip Start Date</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Trip End Date</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Nationality of boarding vessel (see box on right)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Observer name, nationality, trip ID number</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Coastal state licences</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Country Reg No.</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>UVI, IRCS</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel flag</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Vessel gear type</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**RS- OBSERVER RIGHTS / SOCIAL BEHAVIOUR**

<b>Ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**NATIONAL REGULATIONS**

<b>Ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**WCPFC - CMMs**

<b>Ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**LOGSHEET RECORDING**

<b>Ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**SPECIES OF SPECIAL INTEREST - SSIs**

<b>Ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**POLLUTION**

<b>Ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**SEA SAFETY**

<b>Ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Page No</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**GEN-3 FORM - page 2 - TRIP MONITORING SUMMARY**

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**EXPLANATION**

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

**GEN-4 FORM - CONVERSION FACTORS**

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

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

**DETAILS OF WEIGHTS & MEASUREMENTS****DNE**

<b>Set number &amp; ships's time</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Label number and species Code</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Lengths</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Weights</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Processed Weights</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Landed weight</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Comments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**GEN-5 FORM - FAD INFORMATION RECORD****DNE**

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**INVESTIGATION INFORMATION****DNE**

<b>Date and time</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Set number</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Object Number</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Origin of FAD</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Deployment Position</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**FAD****DNE**

<b>FAD as found</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>FAD lifted Y / N</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>FAD as left</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**FAD MATERIALS****DNE**

<b>Main materials</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Net/ mesh size</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Attachments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Max est. depth</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>FAD length</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>FAD width</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Buoy number</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>FAD / Payao No. and or markings</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**SPECIES OF SPECIAL INTEREST**

<b>SSI Seen</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>SSI Trapped</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**OTHER****DNE**

<b>Comments / Change details</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Diagrams</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**GEN-6 - POLLUTION REPORT**

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>INCIDENT DETAILS</b>	<b>DNE</b>					
<b>Ship's date and time</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Position</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>EEZ / Harbour</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Wind direction + speed</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Sea conditions and current</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Observer's vessel activity</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Name of offending vessel</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>IRCS and type of vessel</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Your position from offending vessel (compass + distance)</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>WASTE DUMPED OVERBOARD</b>	<b>DNE</b>					
<b>Material ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Describe type</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Describe quantity</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>OIL SPILLAGES AND LEAKAGES</b>	<b>DNE</b>					
<b>Source ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Visual appearance / colour</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Describe area and quantity</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>ABANDONED or LOST FISHING GEAR</b>	<b>DNE</b>					
<b>Activity ticked</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Describe gear</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Estimate quantity</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Other comments</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>QUESTIONS</b>	<b>DNE</b>					
<b>Y / N</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Photo Frame</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**TRIP RECONCILIATION - SUP-3 FORM**

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>All travel details data fields</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

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

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>All advances and claims data fields</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

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

<b>A complete set</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
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**CRITICAL TAG INFORMATION**

**DNE**

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

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

**DNE**

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

**FISH CATCH INFORMATION**

**DNE**

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

**FISHERY INFORMATION**

**DNE**

<b>Vessel name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Flag</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Fishing method</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>School type</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**CARRIER INFORMATION**

**DNE**

<b>Carrier name</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Carrier flag</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Date of transshipment</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Location of transshipment</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>
<b>Transshipment position</b>	<b>Cc</b>	<b>Inc</b>	<b>InR</b>	<b>Er</b>	<b>ErR</b>	<b>X</b>

**FINDER INFORMATION**

**DNE**

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

## PS WRITTEN REPORT - (Refer to the Written Report Assessment Checklist Template)

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	Vessel + Crew Details	Incomplete	Weak	Good	Very Good	Excellent
5.0	Fishing Strategy	Incomplete	Weak	Good	Very Good	Excellent
6.0	Chain of Custody	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	Sampling	Incomplete	Weak	Good	Very Good	Excellent
10.0	Other Projects	Incomplete	Weak	Good	Very Good	Excellent
11.0	Well Loading	Incomplete	Weak	Good	Very Good	Excellent
12.0	Vessels' Own Data Collection	Incomplete	Weak	Good	Very Good	Excellent
13.0	General	Incomplete	Weak	Good	Very Good	Excellent
14.0	Vessel Trip Monitoring	Incomplete	Weak	Good	Very Good	Excellent
15.0	Problems Encountered	Incomplete	Weak	Good	Very Good	Excellent
16.0	Conclusions / Recommendations	Incomplete	Weak	Good	Very Good	Excellent
17.0	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
Pencil (not pen)	Cc	Er
Previous data collection standards	Cc	Er

## Data Submission

Within 7 days time frame	Y / N
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**REMINDER FOR DEBRIEFERS ONLY - Have you?**

<b>Filled in the debriefing details on the GEN-3 form?</b>	<b>Y / N</b>
<b>Filled in the debriefing details on Workbook Reference Page?</b>	<b>Y / N</b>
<b>Calibrated the observer's callipers?</b>	<b>Y / N</b>
<b>Debriefers calibration of calliper is :</b>	<b>+ / -</b> <input type="text"/> <b>mm</b>

Please note; the Written Report Assessment Checklist Template is now integrated into the Evaluation Form  
(see page 35)

Further notes on the GEN and tag form etc or explain any X factor quality checks. *Note the observer trip id no here*

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<i>Form Type / Query Number</i>	<i>Written Explanation</i>

# 2016 Written Report Assessment Checklist Template

## 2016 Written Report Assessment Checklist Template

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### Note to Debriefers:

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

#### Assessment Guidelines:

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

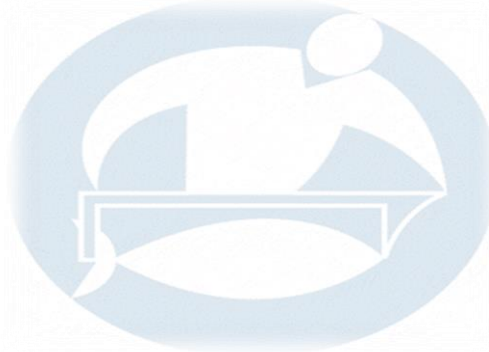
00 - 10% = Incomplete

15 - 35% = Weak

40 - 60% = Good

65 - 85% = Very Good

90 - 100% = Excellent



#### Points System

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

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

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

Sections	Topics	Tick if yes or X if no	Scores			Total	%
			2	1	0		
4.3.1 Brail	Describe each type of brail on board						
	Describe brailing process						
	Short or long or no handle on the brail						
	Using hopper or chute						
	How did you estimate brail capacity						
	Brail specification						
	State any problem understanding brail information						
4.3.2 Net	State any problem finding brail capacity						
	Description of features of the net						
	State if any unusual strip formation						
4.4 Electronics	Sketched or attached net diagram						
	use electronics in a new or unusual way to other vessels						
	Some remarks to explain/ expand on the usage codes assigned to each piece of equipment						
	Use any piece of electronics not included in the electronic section of form PS-1						
	If any of the data fields were dashed when the item was present give the reason why						
4.5 Safety Equipment	Note any problems understanding any electronics information						
	Description of all safety equipment						
	Equipment maintenance (well maintain, regularly service)						
	State if safety briefing received or not						
	Dashed data field and explain why						
4.6 Observations/ Comments / other use of gear	State any difficulties understanding use of equipment						
	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						
4.7 Waste Disposal System	Make, model, special characteristic, usage or important about new gear						
	Description of waste disposal system						
	Description of waste types onboard						
	Mention whether the vessel had any equipment on board to manage waste or not.						
5.0 Fishing Strategy	Report on vessel general attitude towards waste disposal						
	Describe Fishing strategy employed by vessel						
	Comparison to other vessels you observed						
	State yes or no vessel cooperate with other vessels						
	State targets – floating obj. or free schools						
5.1 Floating Object Schools							
5.1.1 Floating Object Schools (FADS).	State vessel planned strategy after departing port						
	Explain the importance that FADs had during the trip						
	Description of fads, materials						
	Fad attachment materials						
	State if Bait drums attached to FADs						
	State if anchored FAD visited						
	State if FAD deployed by or for host vessel before trip						
	Description of tactics used to find FAD						
	State any use of fish aggregating lights by vessel or other vessel types						
	Description of Fad set carried out and time of day for set						
	Main area of FAD deployment						
	Role of buoys, beacons and remote sensing sonar						
	Describe type of logs or debris						
	Explain importance of logs or debris						
	State if bait fish were seen around these logs or debris when found						

Sections	Topics	Tick if yes or X if no	Scores			Total	%
			2	1	0		
5.1.2 Natural logs or debris	State if any tactics used in locating logs or debris						
	Describe how logs/ debris sets were carried out and time of day						
	Mention main area where logs/ debris were found						
	State if logs/ debris tied before vessel find or tied together by vessel						
	Mention if radio beacons used or found belongs to host or other vessels						
5.1.3 Alive/ dead whales/ dead animals	State any animal encountered						
	Describe type of animal and whether dead or alive						
	State if released or died during set						
	State if Gen 2 form filled if SSI						
5.2 Free school	State whether or not the vessel concentrated on free school						
	Techniques used to find free school						
	Type of baitfish if feeding on baitfish						
	State if any set on done due to small size of tuna or small tonnage						
5.3 Setting Technique	Explain how sets were carried out						
	State whether or not setting techniques different for floating and free school						
	State how quick vessel closed the net						
	Explain role of dye bombs, speed boats, helicopters, etc during set						
	State if any major breakdowns or problem with gear during set						
5.4 Assistance from other vessels.							
5.4.1. Sets with other vessels.	Mention if any sets made were with assistance of other purse seine vessel						
	Date and time of occurrence						
	Give full details of vessel involved in this technique [colour, IRCS, Licence No. etc.						
	Describe the technique used and was it successful or not						
5.4.2 Assistance from other vessels.	State if vessel received information from other vessel or not.						
	If yes, describe role of other vessels (scout or tender vessels) in finding schools for your vessel						
	If yes, explained how it helped vessel to obtain catch						
5.5 Role of the helicopter.	State whether or not helicopter was on board						
	If yes, state role and main function						
	How often it flew						
5.6 Fishing success by area	Mention area your vessel was fishing in.						
	Mention/Give reasons (if known) for high or low catch rate of the different tuna species caught in each of the areas the vessel fished						
5.7 Fishery Information Services	State if on board computers in conjunction with satellite is used to collect fishery information updates						
	Note how regular fishery information is received						
	Report on the type of the information that is received						
	Note the names/websites of the companies providing this information						
6.0 Chain of Custody	Were you involved in any Chain of Custody or Catch Documentation Scheme ( <a href="#">Marine Stewardship Council</a> or other organisation) during this trip.						
	Describe the programme you were involved in,						
	Describe your role						
	mention how well the different elements of the process went						
	State whether you were able to verify everything requested of you for instance.						
7.0 Environmental conditions	The average wind speed/directions- Highest and the lowest wind speed encountered						
	Sea conditions/range of swells/direction and size						
	Sea surface temperature range						
	Main Current direction and strength						
	State whether or not adverse conditions prevented fishing						
8.0 CATCH DETAILS.							

Sections	Topics	Tick if yes or X if no	Scores			Total	%
			2	1	0		
8.1 Retained target Catch	Total amount of catch retained for each target species.						
	If brails missed, how many and what set (set #), date and time						
	State the total amount of catch retained for target species						
	State if prescribed formula or eye estimate used for retained catch tonnage or both method combination						
	Any difficulties in estimating total amount of each species while sampling						
	Problem on assessment of large YFT retained by vessel						
	Estimate of BET in catch and how vessel record BET in vessel log						
	State whether or not target catch were sorted out in anyway before storage						
8.2 Discarded Target Catch	State whether or not any Transshipment of catch between vessels occurred						
	Total amount of target catch discarded						
	Main reason for discarding						
	Mention amount of each tuna species in each of discarded fate codes (DTS, DVF, DGD etc)						
	Explain how you estimate the target catch discards and how reliable are the estimation						
8.3 Target catch: Logsheet comparison	State if there were problems encountered in estimating target catch discards						
	State if observer calculated target catch landed for each tuna species within 5% either side of the vessel's record.						
	State difference in total amount and why you think the difference occurred if more than 5%.						
	State if all skunk or small amount of catch sets were recorded by vessel on logsheet.						
	If not, indicate how many and what sort of sets not recorded.						
8.4 Bycatch details	Accumulation of tuna caught in a number of small sets into one set record.						
	State if able to get good estimation of by catch landing and if not, state any problems occurred						
8.4.1 Logsheet Comparisons-Bycatch	State whether or not the crews help or hinder you with this work						
	State whether or not all or any by catch recorded on log sheet						
8.4.2 Billfish	State whether or not record similar or very different to your observation						
	Description of each billfish species catch						
	Code/name/scientific name.						
	Number, conditions of landed species.						
	Fate codes and processing.						
8.4.3 Sharks and Rays.	Availability of ID manual/sheets for identification						
	Describe catch for each species						
	Code/name/scientific name						
	Number of species landed						
	State general condition when landed and whether discarded or retained						
	Describe any process that took place						
	State if high shark catches observed in a particular area						
	State landing conditions of any manta ray and onboard handling if they were returned to water dead or alive						
Note if adequate ID manual were available.							
8.4.4 Other bycatch species	Mentioned if there were any shark finning observed.						
	List species code/name/scientific name for each species landed						
	Record number of each species landed and general condition of landing						
	State whether retained or discarded						
	Mention if the by catch were processed in any manner						
	Describe Unusual/special by catch landing or high catch rate of common species						
8.4.5. Unspecified Species / Local Names / Group	Note if ID manual were available.						
	State whether or not local name was used for encountered unspecified species						
	Provide full description of species						
	Photo/drawing/sample provided						

Sections	Topics	Tick if yes or X if no	Scores			Total	%
			2	1	0		
species codes.	State any attempt to bring back sample						
8.4.6 Species of special interest (SSI) - landed (see the GEN-2 list of species of special interest)	State whether or not SSI was landed on deck						
	Brief and accurate description of every single SSI landed on deck						
	Code/name/scientific names for each landed species.						
	State if any problems identifying the species.						
	Description of Condition when landed						
	On board treatment when landed and condition when discarded or released						
	Your opinion about further training for SSI handling and identification.						
8.4.7 Species of special interest – interactions	State whether or not was there an interaction of SSI with vessel						
	Code/name/scientific for each species interacted						
	State if it was possible to identify these species properly						
	State full description of each SSI and note identifying feature used to identify the species.						
	Note if it was harm in any way during interaction.						
	State if vessel made attempt to assist creature to escape.						
8.4.8 Species of special interest (S.S.I) – sightings.	State whether or not SSI was sighted						
	Code/name/scientific for each species sighted						
	State any difficulties in identifying the sighted species.						
	Vessel activities when sighting this species.						
<b>9.0 SAMPLING.</b>							
9.1 Grab Sampling	Description of normal sampling protocol						
	Describe how fish were collected from brail						
	State if crews tried to help						
	State if you were able to collect 5 samples per brail. If not what other sampling system you used						
	Note measuring instrument used in sampling						
	Mention if calibrated and the calibrated difference						
9.2 Spill Sampling	Mention about Spill Sampling whether carried out or not						
9.2 Other Sampling.	State which "other sample" protocols were used						
	Explain each sampling protocol used and how it was carried out.						
	State whether or not your coordinator asked you to do any other sampling and describe exactly how it was carried out.						
<b>10. Other Projects</b>							
	State whether there was special project asked to be carried out or not						
	Name of project and type of data collected						
<b>11. Well Loading</b>							
11. Well Loading	Summary of General well loading Pattern						
	Fish transfer between well						
	Well temperature						
	Extra storage of fuel or water at start/ end of trip						
	Vessel procedure for retained fish – catch retention						
	Mention if special wells allocated and whether refrigerated						
<b>12.0 VESSEL'S OWN DATA COLLECTION</b>							
12.0 VESSEL'S OWN DATA COLLECTION	Mention person primary (position) responsible for collecting vessel data						
	When data is recorded (end of day or set or week etc)						
	Mention if vessel waits until arrival in port for logsheet entry by agent						
	Type/version of log sheet, mention if regional or national version etc						
	Mention if full access were given to obtain vessel logsheet or other vessel records.						
	Mention if well (numbers) in logsheet reflect real wells catch placed in during trip						



Sections	Topics	Tick if yes or <u>X</u> if no	Scores			Total	%
			2	1	0		

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

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