

Purse-Seine Evaluation Form

(Version 2018)

Giving direct feedback to scientists, national coordinators and trainers

REVISED 2018						
TRIP DETAILS						
OBSERVER NAME	VESSEL NAME	DEPARTURE (SHIP DATE AND TIME)				DEPARTURE PORT
		DD	MM	YY	hh	
PLACEMENT PROG. OBSERVER TRIP ID NO.		RETURN (SHIP DATE AND TIME)				RETURN PORT
		DD	MM	YY	hh	
DEBRIEFING DETAILS						
NAME OF DEBRIEFER	OBSERVER PROG	START OF DEBRIEFING - DATE and TIME				SECOND TRIP ID NUMBER (if different)
		DD	MM	YY	hh	
NAME OF PRE-DEBRIEFER		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 critical¹ 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.

¹ 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

Pre-Debriefing Check *(Use this area to note things that should be discussed with the observer during debriefing)*

Form Type / Page No./ Data Section	

FORM VERSION

PS Workbook was revised 2018	Y	N	If no, year is:	
PS Trip report was revised 2018	Y	N	If no, year is:	
PS-4 forms were revised 2018	Y	N	If no, year is:	
Extra PS-2 forms were revised 2018	Y	N	If no, year is:	
Extra PS-3 forms were revised 2018	Y	N	If no, year is:	
Extra GEN-5 forms were revised 2018	Y	N	If no, year is:	
Observer Journal was revised 2018	Y	N	If no, year is:	

ALL FORMS - HEADER DETAILS

Observer Name	Cc	Inc	InR	Er	ErR	X
Observer trip ID No.	Cc	Inc	InR	Er	ErR	X
Vessel Name	Cc	Inc	InR	Er	ErR	X
Page Numbers	Cc	Inc	InR	Er	ErR	X

SUP-2 WORKBOOK REFERENCE FORM

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

A complete set	Cc	Inc	InR	Er	ErR	X
----------------	----	-----	-----	----	-----	---

TRIP DETAILS

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

VESSEL CHARACTERISTICS

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

FISHING GEAR

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

ELECTRONICS

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

OTHER OBSERVATIONS

Observations / gear / use of gear	Cc	Inc	InR	Er	ErR	X
-----------------------------------	----	-----	-----	----	-----	---

PS-1 FORM Page 2 - GENERAL INFORMATION FORM

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

STORAGE

Total possible storage	Cc	Inc	InR	Er	ErR	X
-------------------------------	-----------	------------	------------	-----------	------------	----------

CREW

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

WASTE DISPOSAL SYSTEM

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

SAFETY EQUIPMENT

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

WELL DRAWINGS

Drawings & comments	Cc	Inc	InR	Er	ErR	X
--------------------------------	-----------	------------	------------	-----------	------------	----------

PS-2 FORM - DAILY LOG

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

START OF THE DAY

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

DAILY LOG

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

ACTIVITY CODE

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

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
--------------------------------	----	-----	-----	----	-----	---

SIGHTINGS

Sightings (tallied & filled)	Cc	Inc	InR	Er	ErR	X
------------------------------	----	-----	-----	----	-----	---

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

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

HEADER DETAILS

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

SET SEQUENCE TIMES

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

SET CATCH DETAILS

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

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
SSI Condition : Captured	Cc	Inc	InR	Er	ErR	X
SSI Condition : Released	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

A: Observer estimates of total for each species caught	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. Observer totals (mT) discards + RCC (a+b+c)	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

Target tuna	Cc	Inc	InR	Er	ErR	X
All juvenile tuna	Cc	Inc	InR	Er	ErR	X
All bycatch tuna	Cc	Inc	InR	Er	ErR	X

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"/>
----------------------	----------------------	----------------------	----------------------

All billfish	Cc	Inc	InR	Er	ErR	X
---------------------	-----------	------------	------------	-----------	------------	----------

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"/>
----------------------	----------------------	----------------------	----------------------

All sharks	Cc	Inc	InR	Er	ErR	X
-------------------	-----------	------------	------------	-----------	------------	----------

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"/>
----------------------	----------------------	----------------------	----------------------

Other species	Cc	Inc	InR	Er	ErR	X
----------------------	-----------	------------	------------	-----------	------------	----------

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"/>
----------------------	----------------------	----------------------	----------------------

Species of Special Interest	Cc	Inc	InR	Er	ErR	X
------------------------------------	-----------	------------	------------	-----------	------------	----------

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"/>
----------------------	----------------------	----------------------	----------------------

TAGS

Tags	Cc	Inc	InR	Er	ErR	X
-------------	-----------	------------	------------	-----------	------------	----------

PS-4 FORM - LENGTH FREQUENCY

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

SAMPLING DETAILS - SAMPLE TYPE

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

SAMPLING DETAILS - BRAIL

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

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

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

All FORM DATA FIELDS

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

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

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

VESSEL OR AIRCRAFT SIGHTINGS

DNE

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

FISH TRANSFERS, DUMPING, BUNKERING

DNE

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

FISH TRANSFERRED

DNE

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

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

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

HEADER DETAILS

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

VESSEL INTERACTION

DNE

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

GEN-2 FORM - SSIs -Supplementary - Sightings

A complete set	Cc	Inc	InR	Er	ErR	X
----------------	----	-----	-----	----	-----	---

HEADER DETAILS

DNE

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

SIGHTINGS

DNE

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

GEN-3 FORM - VESSEL TRIP MONITORING SUMMARY

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

HEADER DETAILS

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

GEN-3 - VESSEL TRIP MONITORING - INCIDENT REPORTING

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

GEN-3 FORM - page 2 - TRIP MONITORING SUMMARY

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

EXPLANATION

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

GEN-4 FORM - CONVERSION FACTORS

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

HEADER DETAILS**DNE**

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

DETAILS OF WEIGHTS & MEASUREMENTS**DNE**

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

GEN-5 FORM - FAD INFORMATION RECORD

DNE

A complete set	Cc	Inc	InR	Er	ErR	X
-----------------------	-----------	------------	------------	-----------	------------	----------

INVESTIGATION INFORMATION

DNE

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

FAD

DNE

FAD as found	Cc	Inc	InR	Er	ErR	X
Beacon/FAD lifted	Cc	Inc	InR	Er	ErR	X
FAD as left	Cc	Inc	InR	Er	ErR	X

FAD MATERIALS

DNE

Main materials	Cc	Inc	InR	Er	ErR	X
Net/ mesh size	Cc	Inc	InR	Er	ErR	X
Attachments	Cc	Inc	InR	Er	ErR	X
Max est. depth	Cc	Inc	InR	Er	ErR	X
FAD length	Cc	Inc	InR	Er	ErR	X
FAD width	Cc	Inc	InR	Er	ErR	X
Buoy serial number	Cc	Inc	InR	Er	ErR	X
Beacon or FAD ID marking	Cc	Inc	InR	Er	ErR	X

SPECIES OF SPECIAL INTEREST

SSI Seen	Cc	Inc	InR	Er	ErR	X
SSI Trapped	Cc	Inc	InR	Er	ErR	X

OTHER

DNE

Comments / Change details	Cc	Inc	InR	Er	ErR	X
Diagrams	Cc	Inc	InR	Er	ErR	X

GEN-6 - POLLUTION REPORT

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

TRIP RECONCILIATION - SUP-3 FORM

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

ADVANCES AND CLAIMS- SUP-4 FORM

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

TAG RECOVERY FORM / MULTIPLE TAG RECOVERY FORM

A complete set	Cc	Inc	InR	Er	ErR	X
----------------	----	-----	-----	----	-----	---

CRITICAL TAG INFORMATION

DNE

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

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

DNE

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

FISH CATCH INFORMATION

DNE

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

FISHERY INFORMATION

DNE

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

CARRIER INFORMATION

DNE

Carrier name	Cc	Inc	InR	Er	ErR	X
Carrier flag	Cc	Inc	InR	Er	ErR	X
Date of transshipment	Cc	Inc	InR	Er	ErR	X
Location of transshipment	Cc	Inc	InR	Er	ErR	X
Transshipment position	Cc	Inc	InR	Er	ErR	X

FINDER INFORMATION

DNE

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

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
--------------------------	-------

REMINDER FOR DEBRIEFERS ONLY - Have you?

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

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*

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

2016 Written Report Assessment Checklist Template

2016 Written Report Assessment Checklist Template

Note to Debriefers:

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

Assessment Guidelines:

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

00 – 10% = Incomplete

15 – 35% = Weak

40 – 60% = Good

65 – 85% = Very Good

90 – 100% = Excellent



Points System

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

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

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

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.						
9.0 SAMPLING.							
9.1 Grab Sampling	Description of normal sampling protocol						
	Describe how fish were collected from brail						
	State if crews tried to help						
	State if you were able to collect 5 samples per brail. If not what other sampling system you used						
	Note measuring instrument used in sampling						
	Mention if calibrated and the calibrated difference						
9.2 Spill Sampling	Mention about Spill Sampling whether carried out or not						
9.2 Other Sampling.	State which "other sample" protocols were used						
	Explain each sampling protocol used and how it was carried out.						
	State whether or not your coordinator asked you to do any other sampling and describe exactly how it was carried out.						
10. Other Projects							
10. Other Projects	State whether there was special project asked to be carried out or not						
	Name of project and type of data collected						
11. Well Loading							
11. Well Loading	Summary of General well loading Pattern						
	Fish transfer between well						
	Well temperature						
	Extra storage of fuel or water at start/ end of trip						
	Vessel procedure for retained fish – catch retention						
	Mention if special wells allocated and whether refrigerated						
12.0 VESSEL'S OWN DATA COLLECTION							
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 X 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						