

**SPC/FFA REGIONAL OBSERVER  
OBSERVER PLACEMENT MEETING RECORD**

**FORM SUP-1 (pg1)**

REV 2018

**TRIP DETAILS**

OBSERVER NAME		TRIP START LOCATION		TRIP START DATE (YY/ MM/DD)	
OBSERVER TRIP ID NUMBER		ESTIMATED TRIP END LOCATION		VESSEL GEAR	
VESSEL NAME		FLAG	CALIPER SERIAL NUMBER	UVI and / or IRCS	
VESSEL SIZE: indicate	circle to	< 16 metres	16-25 meters	26-39 meters	> 65 meters
Personal Lifesaving Beacon (PLB)	Y / N	PLB Make:	Comments		
		PLB Model:			

**OBSERVER PLACEMENT CHECKLIST**

A Fisheries Authority Representative/Placement Officer is to assist the observer, before and during boarding, as well as over see that information is recorded and actions taken as prescribe in this form. Please intial the space at the left of each number item to show it has been

<i>Initial :</i>		<i>Placement Officer to initial when they have:</i>
1		Set up the placement meeting
2		Assisted the observer with their personal requirements before boarding
3		Checked that the observer has been assigned appropriate accommodation and an area to store their equipment
4		Carried out a vessel safety check in the presence of the observer and Captain
5		Ensured that the Captain receives and understands the attached description (check-list) of standard observer duties and vessel obligations
6		Ensured that both parties are informed of their rights and responsibilities under CMM 2008-01 (Show and, if necessary, supply copy)
7		Reminded the observer that there is no obligation to do extra duties, but it is very much appreciated if they can help out when appropriate.
8		Reminded the Captain and Observer of importance of cooperation
9		Supplied or informed the Captain of the "Vessel on Observer Report" form
10		Informed the Captain and Observer than an observer-debriefing meeting will take place immediately upon return to port at completion of trip
11		Ensured observer's compulsory 2-way communication device is tested and working.
<i>Initial :</i>		<i>Observer to initial when they have:</i>
12		Clearly described any special sampling requirements to the Vessel Captain
13		Has been present at the Vessel Safety Check and have agreed to board the vessel
14		Confirmed that they are medically fit, informed the Captain of any special medical issues (prescription medication etc); and supplied contact details for their next-of-kin
15		Understood that they must report all gifts in their trip report.
16		Understood that in line with their Observer Code of Conduct they should not drink alcohol at any point during the entire trip.
17		Ensured observer's compulsory 2-way communication device is tested and working.
<i>Initial :</i>		<i>Vessel Captain to initial when they have:</i>
18		Read and understood the "Obligations of the Vessel Operators to Observers"
19		Shown the observer all current and valid license certificates
20		Shown the observer the location of their life jacket
21		Informed the observer of all safety regulations, procedures and muster stations
22		Shown the observer which electronic bridge equipment is used and which is not used
23		Shown the observer how to obtain position and UTC time and date from the onboard GPS and plotter to which they have access to during the trip
24		Understood that offering excessive alcohol to observers may interfere with their work duties and general conduct; and be aware that many observers are required by their programmes' Code of Conduct not to drink alcohol at any time while onboard the vessel
25		Ensured observer's compulsory 2-way communication device is tested and working.

## Notes for the VESSEL CAPTAIN on the OBSERVER PLACEMENT

An observer's primary function is to collect and report reliable and accurate information for scientific, management and compliance. Observers collect data on any fish, including catch and effort, size composition, position, fishing methods, fisheries interactions, environmental impact, processing and distribution (including discards) and any other matter that may assist fisheries managers verify information for purpose of administering fisheries regulations, license requirements and access agreements.

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

→ Vessel Captain please read and initial when the obligations of both parties is understood

Capt. Initials

<b>OBSERVER'S DUTIES AND OBLIGATIONS</b>	
1	Must promptly report any harassment they were subjected to (including a written report to their fisheries authority representative or when not available the nearest Police station) <span style="float: right;">1</span>
2	May take, measure and retain samples or specimens of any fish <span style="float: right;">2</span>
3	May observe and record details of any incidental take, including the recording of set position information <span style="float: right;">3</span>
4	May record position, activity and identification details of other vessels sighted <span style="float: right;">4</span>
5	May use communications and other equipment of the vessel but should get permission from the Captain before using it <span style="float: right;">5</span>
6	Should not be involved in the fishing operations but may assist in normal vessel housekeeping duties <span style="float: right;">6</span>
7	Should not stand watch on the vessel <span style="float: right;">7</span>
8	May take photographs of the fishing operations, including fish, gear, equipment, documents, charts and records, and remove from the vessel such photographs or film as was taken or used onboard <span style="float: right;">8</span>
9	Observers should not drink alcohol at any point during the trip in accordance with Observer Code of Conduct. <span style="float: right;">9</span>
10	Observer must sign for and report any gifts they have received from the vessel during the trip. <span style="float: right;">10</span>
<b>OBLIGATIONS OF THE VESSEL OPERATORS TO THE OBSERVER (CMM 2008-01)</b>	
11	Ensure vessel personnel do not assault, obstruct, resist, refuse boarding to, delay, intimidate or interfere with an observer performing observer duties <span style="float: right;">11</span>
12	Allow access to the bridge, communications and navigation equipment <span style="float: right;">12</span>
13	Instruct observer on use of vessel communications equipment to receive and transmit message with the shore, Fishery Authority and other vessels <span style="float: right;">13</span>
14	Assist observer as requested, in recording accurate vessel position using vessel navigation and positioning equipment <span style="float: right;">14</span>
15	Provide access to areas where fish are held, processed, weighed or stored <span style="float: right;">15</span>
16	Allow observer access to document and records, including all logbook for purpose of inspection and copying <span style="float: right;">16</span>
17	Allow observer to remove samples <span style="float: right;">17</span>
18	Ensure vessel personal do not assault, obstruct, resist, refuse boarding to, delay, intimidate or interfere with an observer performing observer duties <span style="float: right;">18</span>
19	Show the observer appropriate vessel safety procedures and location of various safety equipment (life rafts, life jackets, etc) and how to use such equipment in the event of an emergency <span style="float: right;">19</span>
20	Advise the observer of dangerous work areas and instruct the observer on how to minimise exposure (e.g. hard hat) to danger yet still do their work <span style="float: right;">20</span>
21	Provide the observer with food, clean bunk space large enough for a national observer and any necessary medical facilities and treatment in the course of the observer trip and up to two full days after landing in <span style="float: right;">21</span>
22	Provide appropriate space for the storage of observer equipment, supplies and samples <span style="float: right;">22</span>
23	Vessel operators and owners should be fully aware that any instance of reported observer harassment will be fully investigated and, if warranted, legal action will follow, which may include civil and criminal penalties <span style="float: right;">23</span>
24	Inform vessel Captain of where he can get a copy of the Vessel Report on the Observer <span style="float: right;">24</span>

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OBSERVER NAME	VESSEL NAME	OBSERVER TRIP ID NUMBER
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**VESSEL SAFETY CHECK**

	CIRCLE ONE	
	<b>Yes No</b>	<b>COMMENTS</b>
1 VESSEL SURVEY DOCUMENTATION (Current)	<b>Yes No</b>	
2 CORRECT SIZE PERSONAL FLOATATION DEVICES AVAILABLE	<b>Yes No</b>	
3 APPROVED LIFERAFT OR LIFEBOATS UNDER CURRENT SURVEY AND ADEQUATE FOR NUMBER OF CREW	<b>Yes No</b>	
4 EPIRBs (Current Survey)	<b>Yes No</b>	
5 DISTRESS SIGNALS AND FLARES	<b>Yes No</b>	
6 FIRE FIGHTING EQUIPMENT IN GOOD ORDER	<b>Yes No</b>	
7 FIRE EXTINGUISHERS (Current Checked)	<b>Yes No</b>	
8 MARINE RADIO HF SSB or SUBITUTE COMMUNICATIONS	<b>Yes No</b>	
9 NAVIGATION LIGHTS / VESSEL LIGHTS (Working Order)	<b>Yes No</b>	
10 SOUND PRODUCING DEVICES OR BELL	<b>Yes No</b>	
11 REGISTRATION DOCUMENTATION IN ORDER	<b>Yes No</b>	
12 OTHER WORK RELATED VESSELS ON BOARD THAT COULD BE UTILISED IN CASE OF EMERGENCY	<b>Yes No</b>	
13 NAUTICAL CHARTS AND NAVIGATION AIDS (GPS/RADAR)	<b>Yes No</b>	
14 FIRST AID EQUIPMENT	<b>Yes No</b>	
15 SANITATION	<b>Yes No</b>	
16 PHONE	<b>Yes No</b>	
17 EMAIL / FAX	<b>Yes No</b>	
18 INSURANCE FOR OBSERVER WHILST ON BOARD	<b>Yes No</b>	
19 VESSEL INSURANCE	<b>Yes No</b>	
20 ROOM FOR CREW AND OBSERVER TO WORK SAFELY	<b>Yes No</b>	

<p><b>THE OBSERVER WAS PRESENT FOR THE VSC AND AGREES TO BOARD THE VESSEL YES / NO</b>                  (If no: record the reasons here and continue on to another attached page if necessary)</p>
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**ACKNOWLEDGED** (Observer Placement Meeting Record - page 1 and page 2, front and back read/ initialed/ accepted)

OBSERVER	NAME	SIGNATURE	DATE
VESSEL CAPTAIN	NAME	SIGNATURE	DATE
FISHING MASTER (if any)	NAME	SIGNATURE	DATE
FISHING AUTHORITY REPRESENTATIVE	NAME	SIGNATURE	DATE
INTERPRETER (if any)	NAME / POSITION	SIGNATURE	DATE
FISHING AUTHORITY REPRESENTATIVE	POSITION	SIGNATURE	DATE