



DEBRIEFER PRE-DEBRIEF CHECK LIST

This form will be used by debriefer to do pre-debrief and submit with report

Observer Name	Vessel Name	Trip ID	Start Date Of Trip	End Date Of Trip

CHECK LIST	tick	COMMENTS
Initial interview. Ask observer for welfare, etc.	<input type="checkbox"/>	
<i>Review Gen 3 and verbally ask for critical incidence</i>	<input type="checkbox"/>	
Check for any problems that were encountered that are not covered in Gen-3 form	<input type="checkbox"/>	
<i>Quickly check for errors</i>	<input type="checkbox"/>	
Quickly check observer data for blank data fields	<input type="checkbox"/>	
<i>Quickly check written report section and journal</i>	<input type="checkbox"/>	
Check if observer brought back unidentified fish species for further identification in port.	<input type="checkbox"/>	
<i>Check if observer brought any fish sample for further sampling</i>	<input type="checkbox"/>	
Check for any photographic materials to be submitted	<input type="checkbox"/>	
<i>Check that the trip ID is the correct trip ID number</i>	<input type="checkbox"/>	
Check that observer used the correct form version <i>(note year of revision)</i>	<input type="checkbox"/>	
<i>Check for special projects and assist store samples</i>	<input type="checkbox"/>	
Check if observer was fully debriefed on the trip before this	<input type="checkbox"/>	
<i>Check if observer adequately equipped with tools, forms, etc, for next trip if back to back.</i>	<input type="checkbox"/>	
Check for travel documents and trip reconciliations	<input type="checkbox"/>	
<i>Check if observer will be available for a full debrief within the next seven days (PS) and 14 days (LL). If no, give reasons why</i>	<input type="checkbox"/>	

Pre-debriefer Name	National Programme of Pre-debriefer	National Programme of Observer	Date pre-debrief	Port of pre-debrief