

Pole-and-Line Evaluation Form

Giving direct feedback to trainers, coordinators and scientists

TRIP DETAILS – transfer directly from LL-1									
OBSERVER NAME		OBSERVER PROGRAMME		OBSERVER TRIP ID NUMBER			VESSEL NAME		
PORT OF DEPARTURE		DATE OF DEPARTURE YY MM DD		PORT OF ARRIVAL			DATE OF ARRIVAL YY MM DD		
DEBRIEFING DETAILS -									
NAME OF DEBRIEFER		START OF DEBRIEF Date & Time YY MM DD hhmm			END OF DEBRIEF Date & Time YY MM DD hh mm				
<i>if any pre-debriefing</i>									
NAME OF pre-DEBRIEFER		START OF pre-DEBRIEF Date & Time YY MM DD hhmm			END OF pre-DEBRIEF Date & Time YY MM DD hh mm				

Pole-and-Line 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 'PL-2 Set Details' forms together and then the 'PL-3 Catch Details').
- 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 ‘Cc - 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.

➤ **RGKT**

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.
- 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.
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FORM VERSION

PL Workbook was revised 2018	Y	N	If no, year is:	
PL-3 forms were revised 2018	Y	N	If no, year is:	
Extra PL-2 forms were revised 2018	Y	N	If no, year is:	
Extra PL-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

PL-1 FORM GENERAL INFORMATION

A complete set	Cc	Inc	InR	Er	ErR	X
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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 & 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 or UVI No.	Cc	Inc	InR	Er	ErR	X
Flag	Cc	Inc	InR	Er	ErR	X
Captain (Nationality)						
Vessel Captain (Name)	Cc	Inc	InR	Er	ErR	X
Vessel Captain (ID document, No.)	Cc	Inc	InR	Er	ErR	X
Fishing Master (Nationality)	Cc	Inc	InR	Er	ErR	X
Fishing Master (Name)	Cc	Inc	InR	Er	ErR	X
Fishing Master (ID document, No.)	Cc	Inc	InR	Er	ErR	X
Length Overall and GT / GRT	Cc	Inc	InR	Er	ErR	X
Fish Hold Capacity	Cc	Inc	InR	Er	ErR	X
Crew Nationality	Cc	Inc	InR	Er	ErR	X

FISHING GEAR

Automatic Poling Devices	Cc	Inc	InR	Er	ErR	X
Make	Cc	Inc	InR	Er	ErR	X
Model	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

Waste Disposal System

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

BAIT WELLS

No.	Cc	Inc	InR	Er	ErR	X
Low temp. controlled	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

Observations/ Comments, Other Gear etc	Cc	Inc	InR	Er	ErR	X
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PL-2 FORM - DAILY LOG

A complete set	Cc	Inc	InR	Er	ErR	X
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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
Buckets of Bait onboard	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

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
	Anchored in bait ground	Cc	Inc	InR	Er	ErR	X
	Bait Fishing	Cc	Inc	InR	Er	ErR	X
	Bait Buying	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

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

PL-3 FORM - CATCH DETAILS

A complete set	Cc	Inc	InR	Er	ErR	X
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SET DETAILS

Ship's Date	Y	N				
Spraying, Chum, Poling (Start & Finish time)	Cc	Inc	InR	Er	ErR	X
No of Poles Operating - Crew	Cc	Inc	InR	Er	ErR	X
No. of Poles Operating - Auto	Cc	Inc	InR	Er	ErR	X
Measuring Instrument	Cc	Inc	InR	Er	ErR	X
Calibrated Y/N	Cc	Inc	InR	Er	ErR	X
+ / - mm	Cc	Inc	InR	Er	ErR	X
Comments on sampling protocol	Cc	Inc	InR	Er	ErR	X

TARGET SPECIES

Fate Code	Cc	Inc	InR	Er	ErR	X
mT	Cc	Inc	InR	Er	ErR	X
No.	Cc	Inc	InR	Er	ErR	X

OTHER SPECIES

Species Code	Cc	Inc	InR	Er	ErR	X
Fate Code	Cc	Inc	InR	Er	ErR	X
Catch: mT	Cc	Inc	InR	Er	ErR	X
Catch No.	Cc	Inc	InR	Er	ErR	X
Comments	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				

TAGS

Tag#	Cc	Inc	InR	Er	ErR	X
Species	Cc	Inc	InR	Er	ErR	X
Sex	Cc	Inc	InR	Er	ErR	X
Length	Cc	Inc	InR	Er	ErR	X
Weight	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

Debriefers,
If necessary, provide an explanation for any PL form questions marked X here.

QUESTION NUMBER	EXPLANATION

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

A complete set	Cc	Inc	InR	Er	ErR	X
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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
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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 (Juvenilles)	Cc	Inc	InR	Er	ErR	X
Total Numbers (Adults)	Cc	Inc	InR	Er	ErR	X
Total Numbers (Juvenilles)	Cc	Inc	InR	Er	ErR	X
Description of Species / Interaction	Cc	Inc	InR	Er	ErR	X

GEN-2 FORM - SSIs -Supplementary - Sightings

A complete set	Cc	Inc	InR	Er	ErR	X
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HEADER DETAILS

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
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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

Monitoring Summary

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

GEN-3 FORM - page 2 - TRIP MONITORING SUMMARY

A complete set	Cc	Inc	InR	Er	ErR	X
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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
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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-6 - POLLUTION REPORT

A complete set	Cc	Inc	InR	Er	ErR	X
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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
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CRITICAL TAG INFORMATION

DNE

Tag number (tag # found 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 boxes on form)

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

PL WRITTEN REPORT -

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	Safety	Incomplete	Weak	Good	Very Good	Excellent
6.0	Environmental Conditions	Incomplete	Weak	Good	Very Good	Excellent
7.0	Fishing Strategy	Incomplete	Weak	Good	Very Good	Excellent
8.0	Mitigation Methods	Incomplete	Weak	Good	Very Good	Excellent
9.0	Catch Details	Incomplete	Weak	Good	Very Good	Excellent
10.0	Other Projects	Incomplete	Weak	Good	Very Good	Excellent
11.0	Well Loadings	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	Pollution Reporting	Incomplete	Weak	Good	Very Good	Excellent
16.0	Problems Encountered	Incomplete	Weak	Good	Very Good	Excellent
17.0	Conclusions	Incomplete	Weak	Good	Very Good	Excellent
18.0	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?

Filled in the debriefing details on the GEN-3 form?	Y / N		
Filled in the debriefing details on Workbook Reference Page?	Y / N		
Callibrated the observer's callipers?	Y / N		
Debriefers callibration of calliper is :	+ / -		mm

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
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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
2B Pencil (not pen)	Cc	Er
Previous data collection standards	Cc	Er

Data Submission

Within agreed time frame	Y N
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