PIROBS3.07E – Report electronically

Functional area   **PIRFO Observer**

Prerequisites   **PIRFO Observer**

Descriptor

This unit covers the performance outcomes, skills and knowledge necessary for an observer to use electronic reporting methodology to provide all the information of a fishing operation necessary under RFMO licensing requirements.

Elements	Performance criteria
1. Maintain the e-devices[1] used for electronic reporting device and associated transmitting	1.1 Ensure the e-device/s used for electronic reporting and associated transmitting are regularly charged, GPS error tested and functioning correctly ready for operation 1.2 Handle the e-devices with care at all times so as to maintain functionality and store in a safe, secure location when not being used 1.3 Maintain the integrity and security of the e-device/s when travelling 1.4 Confirm the operating instructions for e-devices are available and fully understood
2. Prepare the e-devices for reporting operations	2.1 Ensure that the correct personal identification number (PIN) and password for the e-device has been allocated and is obtained 2.2 Pair the e-devices (if necessary) to transmit recorded information, following appropriate procedures 2.3 Check that current software is available and loaded and download software updates as required
3. Record fishing operation information into the e-device	3.1 Set up and activate new trip information, which may include the vessel name and number, trip identification number and what type of activity is to be reported (eg. a fishing observation trip or an unloading/transhipping observation) 3.2 Enter all information of fishing and other activities as required, following appropriate electronic reporting software application operating instructions 3.3 Ensure all necessary data entries are completed and ready for transmission
4. Transmit key operational data	4.1 Confirm the e-device transmitter is operational and able to transmit data as required 4.2 Position the transmitting e-device in a location that ensures efficient data transmission 4.3 Follow transmission procedures and timelines as instructed and ensure all data is successfully sent

---

[1] An e-device refers to an electronic reporting device and an electronic transmitting device used to record and transmit data and information required for fisheries information management systems. It may be one or more devices.

5. Follow end of trip procedures

5.1 Transmit all electronically recorded trip data at the completion of the trip via appropriate connection according to end of trip information provision protocols

5.2 Ensure all electronically recorded trip data is successfully transmitted and all end of trip processes and procedures are followed

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training programme. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- General understanding of the operation of e-devices used in the Western & Central Pacific Ocean (WCPO) tuna fisheries
- General understanding of software programmes used in the electronic recording operations
- PIRFO observer data collection forms and protocols
- Illegal, Unregulated & Unreported (IUU) activities that may occur in the WCPO tuna fisheries
- Relevant national and regional fisheries regulation and management measures
- Fishing methodologies used in the WCPO tuna fisheries including gear types, commercial species and by-catch caught, and bait (if any) that is used

Required skills

The essential skills a person needs to perform work to the required standard include:

- Operating e-devices used in WCPO observer operations
- Recording on an e-device all fishing operation activities reported by observers
- Identifying main commercial and by-catch species caught in the WCPO tuna fisheries
- Identifying IUU activities and non-compliance with relevant national and regional fisheries regulation and management measures
- Undertaking all required biological sampling procedures

Literacy skills used for:

- Reading documentation relevant to observer operations, including e-device instructions
- Accurate and legible completion of data and information required in observer operations

Numeracy skills used for:

- Validating data related to the electronic recording process
- Calculations

Critical aspects of competence

Assessment must confirm the ability to:

- Operate and maintain the e-devices following WCPO observer operational processes and procedures
- Identify all activities that are required to be reported by an observer and accurately record relevant data and information in the e-device
- Disseminate correctly and in a timely manner all information recorded according to WCPO observer reporting protocols

- The operation of e-devices used by observers in the WCPO tuna fisheries
- PIRFO observer reporting requirements
- Fishing methodologies used in the WCPO tuna fisheries
- IUU activities and national and regional fisheries regulation and management measures relevant to the WCPO tuna fisheries

Context of assessment

Assessment should be conducted in the workplace or in a simulated work environment and is the final gathering of evidence demonstrating that the candidate can correctly record information electronically as required to be reported by observers in the WCPO tuna fisheries.

Method of assessment

The following assessment methods are suggested:

- Observation of the candidate operating and maintaining e-devices as required during observer operations
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate that demonstrate competence in the operation and maintenance of e-devices
- Third-party reports, including reports from observer programme coordinators and observer programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to observer operations

Resources required for assessment

Resources may include:

- e-devices used in observer operations in the WCPO tuna fisheries
- A variety of reported observer data and information case studies for recording electronically