For use with Longline Observer Forms
Revised SPC/FFA Dec. 2007

Longline Evaluation Form

Giving direct feedback to scientists, national coordinators and trainers

TRIP DETAILS						
OBSERVER NAME	DEPARTURE (SHIP DATE AND TIME)					DEPARTURE PORT
	D D	M M	Y Y	h h	m m	
PLACEMENT PROG. OBSERVER TRIP ID NUMBER	RETURN (SHIP DATE AND TIME)					RETURN PORT
	D D	M M	Y Y	h h	m m	

DEBRIEFING DETAILS						
NAME OF DEBRIEFER	START OF DEBRIEFING -DATE and TIME					Second Trip ID NUMBER (if different)
	D D	M M	Y Y	h h	m m	
	END OF DEBRIEFING -DATE and TIME					
	D D	M M	Y Y	h h	m m	

Longline Debriefing Sequence

1. First Check

(**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 has disembarked at a home port, the first check should be carried out by the debriefer.
- If the observer has disembarked at another port, the first check will be carried out by a debriefer from the national observer programme (This may not be the debriefer who will finally complete the debriefing process).

i. GEN-3 form check {Documents vessel infringements)

o The GEN-3 form is reviewed. The debriefer verbally questions the observer on each of the infringements listed on the GEN-3 form. Any critical incidents occurring during the trip are immediately followed up by the debriefer. This is done by sending a copy of the GEN-3 form, as well as a full report of the critical incident to the boarding observer programme's 'Head of Surveillance' and their "Observer Coordinator".

- The original GEN-3 form will stay with the data

ii. Information check (*Pre-check of data with advice on completion)*

o The information collected to date by the observer is lightly checked by the debriefer. The pre-debriefing section of the evaluation form is used to highlight things the national observer programme debriefer should check for, or point out specific questions which could be asked during debriefing. Some questions are asked at this stage to see if the observer has followed the correct procedures and advice is given to the observer on how to compete their report. Questions to be asked during debriefing are noted on the pre-debriefing list. (Always advise the observer to; ensure their start of set times are correct across all forms, that the data has been submitted on regional standard data forms, complete their written report. Check the header details including the trip ID when possible.)

Once the written report is complete
(a maximum of 7 days after the observer's arrival to their home port)
debriefing can start.

2. Debriefing Check

iii. Trip itinerary form check {Documents observer movements and allowances}

- The Trip Itinerary form is checked.

→ The Trip Itinerary form will stay with the observer data until it is submitted to the boarding observer programme for payment.

iv. LL report receipt form filled {Documents if the observer forms, notebooks, daily diary and the written report have been submitted. Printed on a secure envelope. Also available as a loose form.)

- The debriefer checks and documents if all forms and supporting journals have been submitted.
- The debriefer should ensure that all data has been submitted on the regional standard data forms before the report receipt form is closed off. (Observer submitting information on paperwork other than the standard regional forms should be asked to re-write the information on the standard forms, during the pre-debriefing check.)
- The trip id number should be fully verified at this stage. If an incorrect trip ID number has been used, it should be changed on all data forms. (The **main trip ID number** will be that of the boarding programme, and this will be the stated number when referring to the trip. However, the national observer programme ID will also be recorded inside the observer workbook, the debriefing forms, the report receipt form and on the SPC database).

→ Once the report receipt form/envelope is complete, the observer data should be placed inside a secure envelope.

v. LL debriefing form filled {Checks each data field on the observer forms, marks the observer's work and documents for the observer how they can improve their work.}

- Before debriefing (Observer is not present). The written report is read and the data sheets are visually scanned by the debriefer.
- During debriefing (The observer is present). The debriefer fills in the debriefing form. Where possible photocopies of any errors made by the observer are made and given to the observer as reference material.
- After debriefing (Observer is not present). The evaluation form is completed.

→The completed debriefing form should be given to the observer after the evaluation form has been filled, along with copies of any errors that have been made.

vi. LL evaluation form filled {Summarises in a table what errors have been made by the observer for data field. Gives feedback to national coordinators and trainers on how observers are performing}.

- Using the completed debriefing form the debriefer transfers the data quality check codes directly onto the evaluation form.

→The completed evaluation form stays with the observer data.

Fully debriefed observer data should be kept in a secure area until it is processed (entered into the data base). If the boarding observer programme is not responsible for processing the observer data, it should be photocopied or scanned before it is forwarded for processing (normally to SPC).

Filling in the Debriefing form

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.

Before debriefing starts;

Ask the observer to ensure that the start of set date and time are consistent across all forms and that all header details have been properly filled.

To start debriefing

Fill in the debriefer's name 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 'LL-2/3 Set and Haul Details' forms together and then the 'LL-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.
- Mark an 'X' on the side of the form (on the same line) to bring attention to the problem.
- 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 LL Observer Guide to ensure you are giving the most up-to-date feedback to the observer.
- Use personal experience to check the data. For instance, if the debriefer has recently boarded the longliner the observer went out on, and they observed a line shooter 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 branchline lengths should not be recorded in one data field. 10m,17m.
- Mathematical symbols should not be used in data fields. i.e. > 5mt or < 100 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 (however, they may be used to join comments in comment data fields. { }

- 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 by 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. Question the observer about all dashes and all blank data fields. Especially dashes where information would normally be expected.

- Change errors, if 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 unsure about what the correct answer is (sometimes it is not possible to know) it is enough to just circle the error and to mark an "X" 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.

- A debriefer should limit their own comments on the data forms to a minimum. Generally, it should be sufficient to circle the error and mark an "X" on the form. If comments must be made on the data forms, they should be made in comments section.

- Check through the forms focusing on one sub-section of the 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 the 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 all forms. However, the debriefer was able to retrieve the correct information and fill all blank data fields.

- **Er** – *Error.* The observer made a mistake. The debriefer was unable to correct the information.
- **ErR** – *error, retrieved.* The observer made a mistake but the debriefer was able to retrieve and fill in the correct information (correct the mistake).
- **Cc** – *Correct.* The submitted data was completely and correctly filled in
- **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. For instance if the observer has recorded a 210 cm yellowfin, this would be very unusual. However, if the debriefer can confirm that the observer did come across such a huge yellowfin they should circle the X and explain why the are confident the data is right.
- **DnE** – *Did not encounter.* This box has been placed at the top of some sections of the debriefing form 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. GEN-6) 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.

  The '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 other items – such as sharks. In these cases the debriefer confirms 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'.

***NEW FOR 2007 **

- **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 that 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 maybe 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 tick if the observer shows a comprehensive understanding of this work area. Circle the cross if the observer lacks full understanding for 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.

- If an error is made specify exactly what the error was on the debriefing form. Write the comment in a manner that will help an observer understand their mistake. This will also help the debriefer fill in the 'Evaluation Form' after debriefing. It may also be useful for the observer to note page numbers where errors are made. A photocopy of the error can be made for the observer, if a photocopier is available.

- Read through the LL 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 preformed on each data field, by circling the feedback titles of the sentences at the end of each data field box on the debriefing form i.e. Revise!

While debriefing keep an eye out that:

- The observer has not re-written their data. Errors on observer forms are often found in transcribed data. We do not expect the data sheets to look too perfect! (Within reason please!) If the data looks as if it has been transcribed remind the observer strongly not to transcribe their data., but to always record their data directly onto the observer forms.

- The observer did not use a pen to fill in data forms. A '2B' pencil is always recommended.

- The observer has not to 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 space for comments are required they can be recorded in the observer's diary or the written report as long as they note the page number/ document type where the rest of the information can be found.

- The debriefing session is a good opportunity for us to get feedback from the observer. 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 an observer had to deal with any personal conflicts with crew or captain discuss the issues with them. Suggest ways that they can deal with these incidents in the future.

Filling in the Evaluation Form

Transfer the data quality codes directly from the debriefing form onto the debriefing form.

If an error has been made make a concise note in the "notes" section that specifies just what that error was. Use the terminology used in the 'Common Error Examples' when recording these notes.
If a new type of error is seen summarise what the error was as concisely as possible in the "notes" section.

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.

Pre-debriefing check: (Use this area to note things that should be discussed with the observer during debriefing)

Form Type/ Page No./ Date Section/	

Form Type/ Page No./ Date Section/	

Observer Name	Vessel Name	Observer Trip ID Number

All forms

Insert year if not 2007 version

1	LL-1 form version	
2	LL-2/3 form version	
3	LL-4 form version	
4	LL-5 form version	
5	GEN-1 form version	
6	GEN-2 form version	
7	GEN-3 form version	
8	GEN-6 form version	

9	Observer name	Cc	Inc	InR	Er	ErR	X
10	Observer trip id number	Cc	Inc	InR	Er	ErR	X
11	Vessel name	Cc	Inc	InR	Er	ErR	X
12	Page numbers	Cc	Inc	InR	Er	ErR	X

LL-1 Trip Details

	Query Type	Codes						Notes
	Data Submitted							
13	A complete set: LL-1 form	Cc	Inc	InR			X	
	Trip Details							
14	Observer name	Cc	Inc	InR	Er	ErR	X	
15	Trip id number	Cc	Inc	InR	Er	ErR	X	
16	Departure time and port	Cc	Inc	InR	Er	ErR	X	
17	Return time and port	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Vessel							
18	Names (v, c, o, f.m.)	Cc	Inc	InR	Er	ErR	X	
19	Country reg no.	Cc	Inc	InR	Er	ErR	X	
20	Flag	Cc	Inc	InR	Er	ErR	X	
21	IRCS	Cc	Inc	InR	Er	ErR	X	
22	Permit	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Crew Nationality							
23	Nationality	Cc	Inc	InR	Er	ErR	X	
24	Other crew	Cc	Inc	InR	Er	ErR	X	
25	How many	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Electronics							
26	Y / N	Cc	Inc	InR	Er	ErR	X	
27	Usage	Cc	Inc	InR	Er	ErR	X	
28	New	Cc	Inc	InR	Er	ErR	X	
29	Make	Cc	Inc	InR	Er	ErR	X	
30	Model	Cc	Inc	InR	Er	ErR	X	
21	How many	Cc	Inc	InR	Er	ErR	X	
32	VMS - system	Cc	Inc	InR	Er	ErR	X	
33	VMS- ALC make and model	Cc	Inc	InR	Er	ErR	X	
34	VMS seals intact Y/ N	Cc	Inc	InR	Er	ErR	X	
35	Communication services	Cc	Inc	InR	Er	ErR	X	
36	Information services	Cc	Inc	InR	Er	ErR	X	
37	Comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Fishing Gear

38	Y / N	Cc	Inc	InR	Er	ErR	X	
39	Usage	Cc	Inc	InR	Er	ErR	X	
40	New	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Fishing Lines

41	Mainline material	Cc	Inc	InR	Er	ErR	X	
42	Mainline length	Cc	Inc	InR	Er	ErR	X	
43	Mainline diameter	Cc	Inc	InR	Er	ErR	X	
44	Branchline materials	Cc	Inc	InR	Er	ErR	X	
45	Wire trace	Cc	Inc	InR	Er	ErR	X	
46	Hook - size data	Cc	Inc	InR	Er	ErR	X	
47	Hook - percentage	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Safety Equipment

48	Lifejack - provided + suitable	Cc	Inc	InR	Er	ErR	X	
49	Lifejack - available	Cc	Inc	InR	Er	ErR	X	
50	Llifebuoys/ life rings	Cc	Inc	InR	Er	ErR	X	
51	EPIRBs - 406	Cc	Inc	InR	Er	ErR	X	
52	EPRIBS - other							
53	Liferafts - number of people	Cc	Inc	InR	Er	ErR	X	
54	Liferafts - inspection data	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Refrigeration Method

55	Y / N	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Other Observervations

56	Comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID Number

LL - 2 / 3 Set and Haul information

	Query Type	Codes						Notes
	Data Submitted							
57	A full set	Cc	Inc	InR			X	
	Start of Set							
58	Ship's date and time	Cc	Inc	InR	Er	ErR	X	
59	Aligned	Cc	Inc	InR	Er	ErR	X	
60	UTC date and time	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Hooks / Baskets							
61	No of hooks / basket	Cc	Inc	InR	Er	ErR	X	
62	Total no. of baskets	Cc	Inc	InR	Er	ErR	X	
63	Total no. hooks	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Line Lengths							
64	Floatline	Cc	Inc	InR	Er	ErR	X	
65	Branchline	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Setting Intervals							
66	Line setting speed	Cc	Inc	InR	Er	ErR	X	
67	Line speed units	Cc	Inc	InR	Er	ErR	X	
68	Brachline set interval	Cc	Inc	InR	Er	ErR	X	
69	Between branchlines	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Vessel Speed							
70	Vessel speed	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Shark Lines							
71	Number	Cc	Inc	InR	Er	ErR	X	
72	Length	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	TDR							
73	Y / N	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Target Species							
74	Filled with X	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Unusual Set Details							
75	Unusual set details	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Bait Used							
76	Bait species	Cc	Inc	InR	Er	ErR	X	
77	Kilogrammes	Cc	Inc	InR	Er	ErR	X	
78	Hook no.	Cc	Inc	InR	Er	ErR	X	
79	Lightstick	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID Number

LL - 2 / 3 Set and Haul information contd.

	Query Type	Codes						Notes
	Set Log							
80	Start set	Cc	Inc	InR	Er	ErR	X	
81	Observed directly	Cc	Inc	InR	Er	ErR	X	
82	If N circled	Cc	Inc	InR	Er	ErR	X	
83	End set	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Haul Log							
84	Start haul	Cc	Inc	InR	Er	ErR	X	
85	End haul	Cc	Inc	InR	Er	ErR	X	
86	Intermittent	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Comments							
87	Comments	Cc	Inc	InR	Er	ErR	X	
88	Ship's time	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Cross Reference							
89	GEN-3 question	Cc	Inc	InR	Er	ErR	X	
90	Diary page	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID Number

LL-4 Catch Monitoring

	Query Type	Codes						Notes
	Data Submitted							
91	A Complete set	Cc	Inc	InR			X	
	Header Details							
92	Set number	Cc	Inc	InR	Er	ErR	X	
93	Measuring instrument	Cc	Inc	InR	Er	ErR	X	
94	Start of set - date and time	Cc	Inc	InR	Er	ErR	X	
95	Start of haul - date and time	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Ship's Time							
96	Ship's time	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Hook numbers							
97	Hook no.s	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Species Code							
98	Marine species manual	Y	N					
99	All species	Cc	Inc	InR			X	
100	All SSI	Cc	Inc	InR			X	
101	Species code	Cc	Inc	InR			X	
102	ID: Tuna	Cc	Inc	InR	Er	ErR	X	
103	**TUNA**: Incorrectly identified and group codes							
104	ID: Billfish	Cc	Inc	InR	Er	ErR	X	
105	**BILLFISH**: Incorrectly identified and group codes							
106	ID: Sharks	Cc	Inc	InR	Er	ErR	X	
107	**SHARKS**: Incorrectly identified and group codes							
108	. ID: Bycatch	Cc	Inc	InR	Er	ErR	X	
109	**BYCATCH**: Incorrectly identified and group codes							
110	ID: SSI	Cc	Inc	InR	Er	ErR	X	
111	**SSI**: Incorrectly identified and group codes							
	RGKT	Y	N					
	Condition Code							
112	Caught	Cc	Inc	InR	Er	ErR	X	
113	Discarded	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Length							
114	Length - cm	Cc	Inc	InR			X	
115	Length code	Cc	Inc	InR			X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID Number

LL-4 Catch Monitoring contd.

	Query Type	Codes						Notes
	Length - measurements							
116	UF	Cc			Er	ErR	X	
117	LF	Cc			Er	ErR	X	
118	CL	Cc			Er	ErR	X	
119	TW	Cc			Er	ErR	X	
120	TL	Cc			Er	ErR	X	
121	PF	Cc			Er	ErR	X	
122	PS	Cc			Er	ErR	X	
123	US	Cc			Er	ErR	X	
	RGKT	Y	N					
	Weight							
124	Weight - kg	Cc	Inc	InR	Er	ErR	X	
125	Weight -code	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Fate							
126	Fate code	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Sex							
127	Sex	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Blank Data Field							
128	Blank	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Comments + Tag Numbers: Tags							
129	Tags	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Comments + Tag Numbers: Comments							
130	Comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Time off during hauling							
131	Times noted	Y	N					
	RGKT	Y	N					
	Baskets Monitored							
132	Total	Cc	Inc	InR	Er	ErR	X	
133	Indicates	Cc	Inc	InR	Er	ErR	X	
134	Sum	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID Number

LL-5 Conversion Factors

	Query Type	Codes						Notes
	Data Submitted							
135	Complete set	Cc	Inc	InR			X	
	RGKT	Y	N					
	Set Info.					DnE:		
136	Set No.	Cc	Inc	InR	Er	ErR	X	
137	Ship's time	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Species Info					DnE:		
138	Label no.	Cc	Inc	InR	Er	ErR	X	
139	Species code	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Lengths					DnE:		
140	UF	Cc	Inc	InR	Er	ErR	X	
141	US	Cc	Inc	InR	Er	ErR	X	
142	LF	Cc	Inc	InR	Er	ErR	X	
143	PF	Cc	Inc	InR	Er	ErR	X	
144	PS	Cc	Inc	InR	Er	ErR	X	
145	TL	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Weights					DnE:		
146	Whole	Cc	Inc	InR	Er	ErR	X	
147	Head	Cc	Inc	InR	Er	ErR	X	
148	Tail	Cc	Inc	InR	Er	ErR	X	
149	Guts	Cc	Inc	InR	Er	ErR	X	
150	Wet fin	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Processed Wgt					DnE:		
151	Kg	Cc	Inc	InR	Er	ErR	X	
152	Code	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Landed Wgt and Comments					DnE:		
153	Kg	Cc	Inc	InR	Er	ErR	X	
154	Code	Cc	Inc	InR	Er	ErR	X	
155	Comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Vessel Name	Observer Trip ID Number

GEN-1 Vessel and Aircraft sightings / Fish, bunkering and Other Transfers Logs

	Query Type	Codes						Notes
	Data Submitted							
156	Complete set	Cc	Inc	InR			X	
	RGKT	Y	N					
	(1) Ship's time					DnE:		(1: Vessel or Aircraft Sightings)
157	Time	Cc	Inc	InR	Er	ErR	X	
158	Date	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(1) Observer's vessel position					DnE:		
159	Observer's v. position	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(1) Sighted Vessel or Aircraft details					DnE:		
160	Name	Cc	Inc	InR	Er	ErR	X	
161	IRCS	Cc	Inc	InR	Er	ErR	X	
162	Flag	Cc	Inc	InR	Er	ErR	X	
163	Type code	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(1) Other details					DnE:		
164	Compass bearing	Cc	Inc	InR	Er	ErR	X	
165	Distance	Cc	Inc	InR	Er	ErR	X	
166	Action code	Cc	Inc	InR	Er	ErR	X	
167	Photo frame	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(1) Comments					DnE:		
168	Comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(2) Ship's time					DnE:		(2: Fishing trasferring, fish dumping, bunkering by observer's vessel)
169	Date and Time	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(2) Observer's Vessel Position					DnE:		
170	Position	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(2) Other Vessel					DnE:		
171	Name	Cc	Inc	InR	Er	ErR	X	
172	IRCS	Cc	Inc	InR	Er	ErR	X	
173	Flag	Cc	Inc	InR	Er	ErR	X	
174	Type	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(2) Fish transferred					DnE:		
175	Tuna weight	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	(2) Action code and comments					DnE:		
176	Action code	Cc	Inc	InR	Er	ErR	X	
177	Tick box	Cc	Inc	InR	Er	ErR	X	
178	Comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Observer Vessel Name	Observer Trip ID No.

GEN-2 Species of Special Interest

		Codes						Notes
	Data Submitted							
179	Complete set	Cc	Inc	InR			X	
	The species was					DnE:		
180	The species was (ticked)	Cc	Inc	InR	Er	ErR	X	
181	Time - landing / interaction	Cc	Inc	InR	Er	ErR	X	
182	Ship's date and time	Cc	Inc	InR	Er	ErR	X	
183	Latitude / Longitude	Cc	Inc	InR	Er	ErR	X	
184	Species code	Cc	Inc	InR	Er	ErR	X	
185	Species description	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Species landed on deck - LANDED					DnE:		
186	Cond. code	Cc	Inc	InR	Er	ErR	X	
187	Cond. description	Cc	Inc	InR	Er	ErR	X	
188	Describe onboard handling	Cc	Inc	InR	Er	ErR	X	
189	Length	Cc	Inc	InR	Er	ErR	X	
190	Length code	Cc	Inc	InR	Er	ErR	X	
191	Sex	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Species landed on deck - DISCARDED					DnE:		
192	Condition code	Cc	Inc	InR	Er	ErR	X	
193	Condition description	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Tags					DnE:		
194	Retrieved - tag number	Cc	Inc	InR	Er	ErR	X	
195	Retrieved - type	Cc	Inc	InR	Er	ErR	X	
196	Retrieved - organisation	Cc	Inc	InR	Er	ErR	X	
197	Placed - tag number	Cc	Inc	InR	Er	ErR	X	
198	Placed type	Cc	Inc	InR	Er	ErR	X	
199	Placed organisation	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Interactions with vessel or vessel gear					DnE:		
200	Vessel activity	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Interactions with vessel or vessel gear - START					DnE:		
201	Number	Cc	Inc	InR	Er	ErR	X	
202	Code	Cc	Inc	InR	Er	ErR	X	
203	Description	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Interactions with vessel or vessel gear - END					DnE:		
204	Number	Cc	Inc	InR	Er	ErR	X	
205	Code	Cc	Inc	InR	Er	ErR	X	
206	Description	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Interactions with vessel or vessel gear - DESCRIPTION							
207	Description	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Observer Vessel Name	Observer Trip ID No.

GEN-2 Species of Special Interest contd

	Data Types	Codes						Notes
	Species sighted					DnE:		
208	Vessel activity	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Species sighted					DnE:		
209	Number sighted	Cc	Inc	InR	Er	ErR	X	
210	Number of adults	Cc	Inc	InR	Er	ErR	X	
211	Number of juvenilles	Cc	Inc	InR	Er	ErR	X	
212	Estimate of length	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Species sighted					DnE:		
213	Units of distance	Cc	Inc	InR	Er	ErR	X	
214	Distance from vessel	Cc	Inc	InR	Er	ErR	X	
215	Species behaviour	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

GEN-3 Vessel Trip Monitoring

	Query Type	Codes						Notes
	Data Submitted							
216	Form submitted	Cc	Inc	InR			X	
	Infringement - Yes or No							
217	Ticked	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Infringements - Brief Details							
218	Date	Cc	Inc	InR	Er	ErR	X	
219	Short explanation	Cc	Inc	InR	Er	ErR	X	
220	Diary page number	Cc	Inc	InR	Er	ErR	X	
221	Signature	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Observer Vessel Name →	Observer Trip ID No.

GEN-6 Regional Pollution Report

	Query Type	Codes						Notes
	Data Submitted							
222	A complete set	Cc	Inc	InR			X	
	RGKT	Y	N					
	Incident Details -DATE AND LOCATION					DnE:		
223	Date and time	Cc	Inc	InR	Er	ErR	X	
224	Position	Cc	Inc	InR	Er	ErR	X	
225	EEZ / harbour	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Incident Details - ENVIRONMENTAL CONDITIONS					DnE:		
226	Wind speed and direction	Cc	Inc	InR	Er	ErR	X	
227	Sea conditions	Cc	Inc	InR	Er	ErR	X	
228	Current	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Incident Details - VESSEL DETAILS					DnE:		
229	Observer's vessel activity.	Cc	Inc	InR	Er	ErR	X	
230	Name of offending	Cc	Inc	InR	Er	ErR	X	
231	IRCS	Cc	Inc	InR	Er	ErR	X	
232	Type of vessel	Cc	Inc	InR	Er	ErR	X	
233	Your position	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Waste Dumped Overboard					DnE:		
234	Material	Cc	Inc	InR	Er	ErR	X	
235	Material Type	Cc	Inc	InR	Er	ErR	X	
236	Material Quantity	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Oil spillages and leakages					DnE:		
237	Source	Cc	Inc	InR	Er	ErR	X	
238	Visual Appearance / colour	Cc	Inc	InR	Er	ErR	X	
239	Describe area/ quantity	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Comments					DnE:		
240	Other comments	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					
	Questions					DnE:		
241	Circled	Cc	Inc	InR	Er	ErR	X	
242	Photo Frame	Cc	Inc	InR	Er	ErR	X	
	RGKT	Y	N					

Observer Name	Observer Vessel Name	Observer Trip ID No.

Others

Written Report

243	1.0 Background	Wk	Gd	Vg	Exc		
244	2.0 Cruise Summary	Wk	Gd	Vg	Exc		
245	3.0 Data Collected	Wk	Gd	Vg	Exc		
246	4.0 Vessel + Crew	Wk	Gd	Vg	Exc		
247	5.0 Fishing Strategy	Wk	Gd	Vg	Exc		
248	6.0 Environ. Cond.	Wk	Gd	Vg	Exc		
249	7.0 Catch Details	Wk	Gd	Vg	Exc		
250	8.0 Other Projects	Wk	Gd	Vg	Exc		
251	9.0 Vessel Trip Monitor.	Wk	Gd	Vg	Exc		
252	10.0 Vessel's own data	Wk	Gd	Vg	Exc		
253	11.0 General	Wk	Gd	Vg	Exc		
254	12.0 Problems Encountered	Wk	Gd	Vg	Exc		
255	13.0 Conclusion	Wk	Gd	Vg	Exc		
256	14.0 Acknowledge	Wk	Gd	Vg	Exc		

Data Presentation

257	Directly	Cc	Er		
258	Clear	Cc	Er		
259	One response	Cc	Er		
260	No vague	Cc	Er		
261	Comment correct	Cc	Er		
262	Pencil	Cc	Er		
263	Previous Standard	Cc	Er		

Further notes on queries, or for any explanations of the **X** factor

Form Type/ Query Number	

Form Type/ Query Number	