



ICCAT, IOTC and CCSBT Regional Observer Programme

Programme Manual



Version: ICCAT / IOTC / CCSBT ROP 3; Last Updated: June 2019

Table of Contents

TABLE OF CONTENTS	III
ABBREVIATIONS	V
1 DEPLOYMENT STATUS	1
1.1 STANDBY.....	1
1.2 TRAVEL AND BRIEFING	1
1.3 AT SEA	1
1.4 DEBRIEFING.....	1
2 DEPLOYMENT PREPARATION	2
2.1 DEPLOYMENT CHECKLIST	2
2.2 ISSUED GEAR SET (EQUIPMENT)	3
2.2.1 <i>Health & Safety Gear</i> :.....	3
2.2.2 <i>Professional Gear</i> :	3
2.3 TRAVEL LOGISTICS AND TRAVEL LETTER.....	4
2.4 MEMORANDUM OF UNDERSTANDING (MOU)	5
3 PRE-SEA OBSERVER DUTIES	6
3.1 AT SEA TRANSFERS.....	6
3.2 CVO / CAPTAINS REFUSAL TO EMBARK THE OBSERVER.....	7
4 GENERAL DATA FORM AND REPORTING INSTRUCTIONS	8
5 PRE-SEA FORMS AND REPORT	13
5.1 FORM T1 - OBSERVER/VESSEL DETAILS:	13
5.2 FORM T2 - DEPLOYMENT FORM:.....	13
5.3 FORM T3 – PRE-SEA SAFETY CHECK CHECKLIST:.....	13
5.4 R1 REPORT – OBSERVER DEPLOYMENT REPORT:	15
6 MID-DEPLOYMENT FORMS AND REPORTS	17
6.1 FORM T4 – TRANSHIPMENT DETAILS FORM:	17
6.2 FORM T5 – BOARDING REPORT:	18
6.3 REPORT R2 – OBSERVER 5-DAY REPORT:	20
6.4 PHOTOS AND VIDEOS.....	21
7 TRANSHIPMENT OPERATIONS	22
8 FV BOARDINGS	26
8.1 BOARDING VESSELS.....	26
8.1.1 <i>Verifying Vessel Markings</i>	27
8.1.2 <i>Authorisation to fish and tranship</i>	28
8.1.3 <i>VMS</i>	29
8.1.4 <i>Logbook</i>	30
8.1.5 <i>Catch on board</i>	31

8.1.6	<i>Completion of boarding</i>	33
8.1.7	<i>Boarding photos</i>	34
9	MID-DEPLOYMENT OBSERVER DUTIES	35
9.1	PRIORITY MID-DEPLOYMENT DUTIES:.....	35
9.2	OBSERVER DAILY LOG:.....	35
9.3	PRE-TRANSHIPMENT PLANNING:	37
9.4	TRANSHIPPING SAFETY AND WELLBEING:	37
9.5	GENERAL NOTES ON TRANSHIPMENT PRACTICES:	38
9.6	SPECIES IDENTIFICATION AND TALLYING ESTIMATIONS:.....	39
	PROPORTIONING	42
9.7	CCSBT TRANSHIPMENT PROGRAM FOR TRANSHIPMENT OF SOUTHERN BLUEFIN TUNA.	42
9.7.1	<i>Verification of SBT Catch Monitoring Form</i>	42
9.7.2	<i>Transshipments and SBT Tags</i>	43
9.8	POST-TRANSHIPMENT DUTIES:.....	45
10	END-DEPLOYMENT REPORTS	45
10.1	FORM R4 – END OF TRIP REPORT	45
10.1.1	<i>Guidelines for Completion</i>	45
10.1.2	<i>Political Issues and Violations</i>	46
10.1.3	<i>Technical Points</i>	46
10.2	VESSEL-INTERNAL REPORT.....	47
11	DISEMBARKATION	48
12	IN PORT STAYS	48
13	DEBRIEFING	48
	APPENDIX A: MOU	50
	APPENDIX B: OBSERVER REPORTING FORMS AND LOGBOOKS	50
	APPENDIX C: IOTC AND ICCAT SPECIES GUIDES	50
	APPENDIX D: ICCAT AND IOTC RELEVANT RECOMMENDATION / RESOLUTIONS	50
	APPENDIX E: PNC’S INSTRUCTIONS AND FORMS (ICCAT ONLY)	50
	APPENDIX F: GUIDELINES FOR VESSEL AND GEAR MARKINGS	50
	APPENDIX G: FLAG STATE ATFS	50
	APPENDIX H: VMS UNITS AND CODES	50
	APPENDIX I: LOGBOOK TEMPLATES	50
	APPENDIX J: ICCAT STOCK BOUNDARIES	50
	APPENDIX K: PHOTOGRAPH GUIDANCE AND TAGGING PHOTOS USING PICASA	50
	APPENDIX L: CCSBT RESOLUTION ON CATCH DOCUMENTATION SCHEME	51
	APPENDIX M: DATABASE GUIDANCE AND DATA ENTRY	51

Abbreviations

ATF	Authorisation to Fish
ATT	Authorisation to Tranship (ICCAT only)
AVL	Active Vessel List (ICCAT)
CCSBT	Commission for the Conservation of Southern Bluefin Tuna
CDS	Catch Documentation Scheme (for SBT)
CMF	Catch Monitoring Form (for SBT)
CMM	Conservation and Management Measures
CPC	Cooperating Non-Contracting Party, Entity or Fishing Entity (ICCAT) / Contracting Parties and Cooperating Non-Contracting Parties (IOTC)
CV	Carrier Vessel
CVO	Carrier Vessel Operator
EEZ	Economic Exclusive Zone
EPIRB	Emergency Position-Indicating Radiobeacon Station
FAO	Food and Agriculture Organization
FV	Fishing vessel including LSPLV / LSTLV
GMDSS	Global Maritime Distress and Safety System
ICCAT	International Commission for the Conservation of Atlantic Tunas
IOTC	Indian Ocean Tuna Commission
IRCS	International Radio Call Sign
LSPLV	Large Scale Tuna Longlining Vessel (ICCAT)
LSTLV	Large Scale Tuna Longlining Vessel (IOTC)
MARPOL	International <i>Convention</i> for the Prevention of Pollution from Ships
MoU	Memorandum of Understanding
NAVTEX	NAVigational TEXT messages
NRN	National Registration Number
RAV	Record of Authorised Vessels (IOTC)
RFMO	Regional Fisheries Management Organization (including CCSBT, ICCAT and IOTC)
ROP	Regional Observer Programme
RoV	Record of Vessels (IOTC)
SART	Search and Rescue Transponder
SOLAS	International Convention for the Safety Of Life At Sea
VMS	Vessel Monitoring System

1 Deployment Status

MRAG and Capfish (the Consortium) will maintain a list of observers that have completed training and have observed in the past year. Observers will be notified of potential deployments and trips will be assigned to available observers based on a rota system.

1.1 Standby

Between leaving home and boarding the vessel observers will be in 'Travel Status' and on a lower pay rate. This will normally be two days and will include a briefing in the office where they will collect their equipment and travel documents. Additional items required by observers for travelling are covered in Section 3.1 below.

1.2 Travel and Briefing

Observers are considered deployed once they board the vessel and they will go onto the higher pay rate. If they board the vessel before 12:00 they will receive a full at sea day pay, after 12:00 and they will receive half a day at sea rate and half a day at travel rate. 'At Sea Status' ends when the observer disembarks the vessel to begin return trip and they will go back to travel status.

1.3 At Sea

Observers are considered deployed once they board the vessel, complete the T3-Pre-Sea Safety Check and R1-Boarding report. "At Sea Status" ends when the observer disembarks the vessel to begin return trip. During this phase of the deployment the observer will need to submit regular 5-day R2 reports and will complete T4 and T5 forms for every transshipment.

1.4 Debriefing

Observers will be expected to attend a debriefing at the completion of the cruise. Observers should have the following completed prior to debriefing:

- R4-Final Report completed.
- All R1, R2, T3, T4 forms inputted into the database
- All pictures correctly labelled and tagged
- Daily Notes and Transshipment Declarations in order; and,
- Gear cleaned, packed and ready to return

2 Deployment Preparation

Any personal matters, immunisations and other medical requirements must be attended to before accepting a contract. An observer must ensure that their passport has a minimum of **four blank pages** remaining and that it is valid for a minimum of **six months** from the beginning of the deployment. When an observer goes on Standby Status, the Consortium will provide any details regarding deployment location, vessel name, flag state, crew nationality, trip length and previous observer feedback. Observers should prepare for a deployment period of up to three months in what can sometimes be a demanding environment. Once a contract has been accepted they should be prepared to deploy at short notice. Care should be taken when packing personal gear as the observer may be liable for excess baggage charges if they have taken an unreasonably large amount.

Observers must ensure they have a **current medical (ENG1), survival at sea and first aid** certificate. These are requirements for the programme and it is the observer's responsibility to ensure these are in date (ENG 1 medicals are normally valid for two years, survival at sea and first aid will vary). Without these, insurance will be invalidated and the observer will not be allowed to deploy. You must ensure your employer has current copies. Observers are also encouraged to seek out their own insurance to cover personal effects and loss of earnings due to illness.

2.1 Deployment Checklist

Observers may be required to travel large distances and accommodation facilities may be limited. There are certain essential items that they should bring, a provisional list is provided below:

- passport – with sufficient blank pages (minimum of four) and at least six months validity;
- Transshipment ROP ID Card as issued by the Consortium;
- travel letter / immigration document where required;
- cash (reasonable amount to cover things like taxis and other sundry items);
- credit card to cover emergencies such as excess baggage payments, change of or purchase of flight¹.
- copy of the MoU;
- complete gear set, issued by the Consortium (see below);
- medicinal - need items such as prescriptions² (in observer's name), vitamins, first-aid, etc.;

¹ All purchases will be refunded by the Consortium with receipt, provided that the changes or flight purchases were unavoidable.

² Observers on prescription should notify the Consortium when first contacted about the deployment as some prescriptions may not be compatible with the work required and conditions at sea

- phrase book(s);
- mobile / cell phone with roaming enabled (ensure that consortium are aware of the number);
- contact details and arrangements made with the vessel agent (if applicable); and
- personal items, clothes, footwear, sunglasses, books, music, etc.

2.2 Issued Gear Set (Equipment)

A set of gear will be issued prior to deployment and a Gear Checklist will be signed upon receipt. Observers will need to provide their own safety boots which should have steel toe caps and protective soles. Equipment issued by the coordinator is outlined below.

2.2.1 Health & Safety Gear:

- 1 PLB (Personal Locator Beacon)- a 406MHz Emergency Position Indicating Radio Beacon (EPIRB), with integrated GPS navigation receiver³;
- 1 satellite communicator (for example, InReach) with two-way communications to allow emergency communications with the coordinator⁴;
- 1 Immersion suit with whistle;
- 1 Personal Floatation Device (PFD);
- 1 Signal mirror;
- 1 Strobe;
- 1 Safety helmet; and,
- Safety boots with steel toe caps and protective soles – **to be provided by the observer.**

2.2.2 Professional Gear:

- 1 Protective Case to store all electronic and sensitive equipment;
- 1 Laptop computer and USB storage device;
- programme Manual, Electronic and hard copies programme manual and forms; and other resources (provided on storage device);
- 1 plug adapter;
- 1 digital camera (video capable) and memory card;
- species ID guide, inspection ID guides;
- 1 clipboard;
- 1 kit bag;
- pens, pencils, binder, etc.; and,

³ The EPIRB must be carried with the observer's hand luggage while travelling.

⁴ The Satellite Communicator must be carried with the observer's hand luggage while travelling.

- Observer RFMO Stamp

Observers will thoroughly check that all issued gear is in working order before signing the checkout list. Gear checkout list must be signed prior to travelling and a copy retained for debriefing. During the deployment the gear should be maintained and kept clean and should be washed and dried at the end of the deployment before the debrief.

Observers will be held responsible for any item damaged due to mistreatment (at the discretion of the coordinator) and ***a written explanation will be required for any damaged, broken, or missing items.***

Observers wishing to use their own laptops may do so but personal laptops are not covered under the programme insurance. They must also ensure that that they have the correct software installed so that Access and Picasa run correctly on their machine.

2.3 Travel Logistics and Travel Letter

The Consortium will make all international travel arrangements, including visas where required. Prior to being deployed, observer will be issued a Travel Pack detailing flights and any other travel, immigration documents, vessel agent contacts, and hotel reservations. Observers will sometimes be travelling on a one-way flight and, it is important to have the printed immigration documents (where appropriate) available to provide to immigration authorities at the arrival airport or departure port. Observers are encouraged to get Seaman's Books to ease transit through immigration and allow them excess baggage.

All boarding passes must be kept by observers, failure to do so will result in the cost of flight being deducted from your payment. Electronic boarding passes are also valid, although these must be PDF, NOT screen shots of mobile boarding passes.

In the port of the intended deployment, local agents appointed by the operator/company of the Carrier Vessel (CV) will be available to assist by meeting at the airport, and arranging accommodation and transport.

Observers may be required to organise local travel or accommodation themselves in which case they should keep the Consortium and local agents informed of any arrangements they have made. Travel expenses incurred can only be reimbursed if receipts are presented at the end of the deployment.

The Consortium coordinator will provide a travel advance prior to flight if necessary to ensure observers have sufficient funds for travelling, two days' notice must be given before a travel advance can be given.

It is also recommended that observers carry an amount of cash in the local currency, as well as American dollars to cover any expenses incurred on the vessel.

While in transit, observers must behave in a responsible manner and in accordance with the Observer Standards of Conduct, a signed copy of which will be included with every observer contract. Observers will always keep their coordinator updated in regards to all actions and developments pertinent to their deployment particularly any changes in embarkation and disembarkation dates.

While in 'Travel Status', observers are still under contract and as such are considered on duty. They represent the Consortium and the ROP and any behaviour not considered in line with this will not be tolerated. They will be considered to be in breach of contract and will subsequently be dismissed and their pay withheld.

2.4 Memorandum of Understanding (MoU)

Prior to any deployment, a Memorandum of Understanding (MoU) (refer Appendix A: MoU), between the CV operator and the Consortium, will have been signed. It outlines the rights and obligations of all parties: the observer, the vessel operator, the vessel and the Consortium. Through the MoU the vessel operator must ensure that all vessels have adequate health and safety measures, including up to date certifications, before an observer can be deployed. All vessels will be subject to a pre-sea safety check by the observer and the MoU alerts the operators to this procedure. It runs through the items that will be checked and the actions to be taken if a vessel fails. The observer should be familiar with its contents, an example is given in Appendix A for reference.

3 Pre-Sea Observer Duties

Prior to the CV's departure from port and within 24 hours of embarkation (deployment), observers will complete the following pre-sea duties:

1. With the local vessel agent, meet with the vessel's Captain/Officers to discuss accommodation, trip plans, the MoU, observer duties, vessel access, etc;
2. Conduct the Pre-Sea Safety Check (PSSC) and familiarisation tour, completing Form T3 and R1 Report. The PSSC should be completed during daylight hours and should not under any circumstances be completed at night;
3. Email the R1 Report to the coordinator within 24 hours of boarding the vessel, the T3 form should also be emailed through to the Consortium. Should there be a problem identified during the PSSC then the observer provider should be notified of the problem immediately and the vessel must remain in port until rectified;
4. If you are unsure of anything during the PSSC, contact your Coordinator for guidance;
5. Complete initial entry in Observer Daily Log and complete Form T1 and Form T2.

3.1 At sea Transfers

Observers will normally embark via an in-port launch or directly from the dockside. However, on very rare occasions, an observer may be required to deploy or disembark at sea, via use of transfer vessel(s) between port and the assigned CV. This procedure is not without risk and the Consortium shall consider transfer options under the following Terms and Conditions:

- CV must notify the Consortium at least 3 days (72 hours) prior to an at sea transfer
- Transfer vessels involved must be identified and approved by the IOTC and the Consortium to undertake such transfers;
- Approved transfer vessels are required to have port inspections and must have a clean safety record issued by the flag state safety authority; and
- When possible, the observer may arrange for a safety check while the two vessels are alongside. When this is not possible, agents for these vessels must at least submit safety certification prior to the observer embarking the vessel.

Observers will verify (with the Consortium, and their CV) that these terms and conditions have been met prior to embarking on any transfer vessel.

3.2 CVO / Captains Refusal to embark the observer

If the captain or owner refuses to accept the observer on a vessel, the observer must notify their coordinator immediately, and they will inform the Secretariat. The Consortium will provide instruction to the observer on what to do next.

4 General Data Form and Reporting Instructions

Observers should initially record all their observations onto paper forms, the data are then then transferred into their database at the earliest possible opportunity, preferably after each transshipment but at least on a daily basis. At the end of each trip the data will be transferred into the master database which is then submitted to the Secretariat.

Observers are required to maintain both electronic and hard copies of data until debriefing. Electronic copies should be maintained on the computer and a copy on the USB that has been provided. Back-up of all digital files regularly (preferably daily).

- **RFMO Observer Number:** This is unique to each observer and will have been assigned by the Coordinator on completion of training. It will remain the same through all deployments and across ICCAT, IOTC and CCSBT. You can find this on your observer identification card.
- **RFMO Request Number:** This is unique for each deployment, and will be provided by the coordinator prior to deployment. It should be used for all forms, reports, photographs and in the database.
- **FV RFMO Number:** This is a unique, vessel-specific, identifier assigned to each vessel on the ICCAT / IOTC / CCSBT authorised vessel list. Each vessel should keep the same number throughout its history even if other details such as name or callsign change. The RFMO number can be found in the observer database, vessels not on the database should be verified with the consortium after transshipment. Observers should not modify the vessel list in the database, this will be amended, should a vessel be missing, at debriefing. The vessel list is dynamic, and may have been updated since the observer was deployed.

The authorised vessel list can also be accessed from the websites:

RFMO	Hyperlink
ICCAT	https://www.iccat.int/en/vesselsrecord.asp
IOTC	https://www.iotc.org/vessels
CCSBT	https://www.ccsbt.org/en/content/ccsbt-record-authorised-vessels

This can be downloaded prior to deployment for use as reference material only.

- **CV RFMO Number** (observed vessel): This number can be found in the authorised vessel list and the observer database.
- **(Vessel) National Registration Number (NRN):** This is a vessel-specific identifier, issued to the vessel by their Flag state authority. This “number” may be made up

of digits, characters, and sometimes dashes. Record it exactly how it is printed with characters always recorded as capital letters. This will be available on the vessel list / database for verification, and displayed on vessel markings or the vessels documentation (including Transshipment Declarations).

- **FV Vessel Name:** Record the name exactly as it is marked on the vessel. It should be noted that there are different ways by which a numerical value may be associated with a vessel’s name for example: No. 4 Sea Bird, Sea Bird No. 4, Sea Bird IV. Additionally, there may be breaks in the name or words joined together. Refer to Appendix F: Guidelines for Vessel and Gear Markings for further information on vessel markings. All vessel markings (bow, stern, TD, ATF, Logbook) should be identical to the name recorded in the list of authorised vessels. Different companies may operate similarly named vessels, and these seemingly small differences may have significance in verifying the identity of a vessel. Follow the non-compliance reporting procedure for vessel markings outlined in Appendix E: PNC’s Instructions and Forms (ICCAT only).
- **International Radio Call Sign (IRCS):** This is an international vessel identifier and should be displayed on the side of the vessel, on the top of the wheelhouse. All characters will be recorded as capital letters. Call signs are included in the vessel list provided. Guidelines on vessel markings are given in Appendix F: Guidelines for Vessel and Gear Markings.
- **Operator/Company:** The terms “operator” and “company” are interchangeable. Observers can retrieve the Operator by asking FV captains. CVs will have documentation of this available on board. Record operator/company names exactly as they are provided - names may be very similar in spelling though not at all associated. Owners of the vessels may be different to the operators of the vessel as many vessels are chartered.
- **Flag State:** The flag state of a vessel is the jurisdiction under whose laws the vessel is registered or licensed, and is deemed the nationality of the vessel. However, this does not always correlate with the nation of origin of the vessel, the crew on board the vessel, or the operating company of the vessel. Flag states participating in the ROP are listed below.

ICCAT	IOTC		CCSBT
Belize	China	Oman	Japan
China	Taiwan, China	Philippines	Korea
Chinese Taipei	Indonesia	Seychelles	Taiwan
Japan	Japan	Tanzania	
Korea	Korea	Thailand	
St. Vincent & the Grenadines	Malaysia		
Namibia			

- **Date:** Record date fields in the following format:

dd/mm/yyyy

- **Time:** Record time fields in the following format:

hh:mm in 24-hour format.

Record all times in local (vessel) time according to the time they use on the CV. Make a note of the time zone the vessel is operating in on the T2 form (i.e. GMT + X hours).

- **Position:** Latitude and Longitude will be filled out in the following format

DD°MM' N/S / DD°MM.' W/E
(Degrees, Minutes)

- **Weight:** Is recorded in metric tonnes in the database but reported as kg in the final report.
- **Measurements:** If taken will be reported in centimetres.
- **Speed:** Will be reported in knots (nautical miles / hour).
- **Deployment Method:** There are three recognised methods for an observer to embark (board) or disembark a vessel (carrier or transfer), thus beginning or ending a deployment on a vessel:
 - Portside, directly on to/off of the CV.
 - Within port, by way of a launch, on to/off of the CV.
 - At sea, off of/on to a transfer vessel on to/off of a CV.
- **Species Names:** When writing out species names (for the final report), common names will all be written in lower case and the scientific name should follow when mentioned for the first time e.g. bigeye tuna (*Thunnus obesus*). After that the common name should be used.

- **Product types:** Observers should refer to the product types document included in Appendix C: IOTC and ICCAT Species guides for guidance on identifying species product types.

Product Code	Product Type	Description
GG	Gilled & Gutted	Transhipped with gills, guts, fins and tail removed.
RD	Rounded Weight	Transhipped frozen whole and intact.
FL	Fillet	Sections of meat frozen into fillets.
DR	Dressed Weight	Gilled and gutted, head and fins removed.
BM	Belly Meat	Sections of belly meats transhipped in tied bundles.
SF	Shark Fins	Bundles / blocks of frozen shark fins, not accompanied with shark bodies.

- **Species Group Codes:** Observers should identify transhipped fish down to the species level. However, they may need to classify unidentifiable species under a more general code; below are the codes used for grouping commonly transhipped species:
 - **SKH** (various sharks; Selachimorpha/Pleurotremata): unclassified shark species. Shark fins will be listed under this code, the product should be recorded as fins.
 - **BIL** (marlin, sailfish, spearfish; Istiophoridae): unidentified billfish species (i.e. blue marlin; BUM; *Makaira nigricans*) will be recorded under this code. Swordfish (SWO; *Xiphus gladius*) will be readily identifiable and shouldn't be recorded under BIL. .
 - **MIX** (Mixed tunas): where BET and YFT are transferred together and it is not possible to record separately, they should be counted together and then proportioned by species in accordance with the TD, **MIX** should not be used.
 - **TUN** (tunas; Thunnini): unidentified tuna or tuna products should be record as TUN. Tuna roe and stomachs will be listed under this code, though notes should accompany these tuna products.
 - **OTF** (other fish unclassified): unidentified fish transhipped (or a group of unidentified fish products) will be recorded as OTF. For instance, when a brailer/cargo net is being used to tranship miscellaneous fish products and cannot be identified.
- **Templates:** A complete electronic pack of template forms, reports, and databases will be provided to the observer with the electronic version of the observer manual. It is recommended that a backup is made of this file as soon as they are

received at briefing and additionally kept on the USB provided. A copy of this pack should be used for working on and editing. This should be renamed DeploymentRequestNo_VesselName_ObserverName. E.g. 561_Yong Man Shun_Joe Bloggs.

- **Photographs:** All photographs and naming conventions for photographs are outlined in the guidance document under Appendix K: Tagging photos using Picasa.
- **Emails:** All emails should be sent to rop_reports@mrag.co.uk
- **Database:** A database instruction guide is provided in Appendix M. This covers data entry and how to fulfil reporting requirements using the database. Please pay particular note to this as database use is not covered in this manual.

5 Pre-Sea Forms and Report

The pre-sea forms can all be found in Appendix B and are summarised below:

- Form T1 - observer/vessel details
- Form T2 - deployment form
- Form T3 – Pre-Sea Safety Check checklist
- R1 Report – observer deployment report

5.1 Form T1 - Observer/Vessel Details:

Form T1 gives the basic information about the observer’s deployment and their assigned CV, it will only be completed once in hard copy.

5.2 Form T2 - Deployment Form:

If the observer uses a transfer vessel (other than pilot vessels in port) for the beginning of the deployment (Outgoing) or for the end of deployment (Return) from the CV, complete the T2. Please note section 3.1 (At sea Transfers) – for direction on the protocol on transfers at sea.

From the working/editing copy of the deployment pack provided. Complete the form T2 (found in Logbooks T1 to T5 folder) as a Word document; renaming the file in the following format:

ICCAT_RequestNo_VesselName_T2 / IOTC_RequestNo_VesselName_T2.

5.3 Form T3 – Pre-Sea Safety Check Checklist:

The form T3 , will be completed for all carrier and transfer vessels boarded by the observer during a deployment. This should be sent with the R1 within 24 hours of boarding as outlined in Section 3: Pre-Sea Observer Duties.

Depending on the circumstances of embarkation on to a vessel, arranging a proper Pre-Sea Safety Check may require foresight and planning on the part of the observer (especially in cases of at sea transfers). At the point of embarkation, the captain and officers will be busy preparing the vessel for its voyage into open ocean. It is recommended that the observers remind the captain/officers/agent (if present) that they need to do the PSSC prior to sailing and that the observer should remain patient until an officer becomes available. Vessels may move between anchorages within the port limits, it is fine to remain on board the vessel without PSSC until such a time that the vessel intends to leave port.

In completing the form, the observer will need to personally check a number of features around the vessel, particularly relating to safety and communications. This Inspection will be performed by the observer in the presence of at least one vessel officer and, when possible, a local vessel agent.

The following items are considered to be **Minimum Compulsory Requirements** for passing the PSSC (as defined in the MoU):

- **Safety Certificate (Safety Management Certificate)**
 - The vessel must have onboard a current valid safety certificate that does not expire for a period of at least four months from the date of embarkation of the observer. This (or similar documentation) must display the total compliment that the vessel is certified to carry.
 - The observer must take a photograph or receive an electronic copy of this.
- **Life Rafts / Life Boats**
 - The capacity of the life rafts and boats on both the Port and Starboard sides of the vessel must have the capacity to accommodate the full crew complement; including the observer. (The total life raft / boat capacity must be 200% of the vessels compliment).
 - Life rafts / boats must be within their serviceable dates, which must cover the expected maximum duration of observer deployment. Under SOLAS regulations all life rafts shall be serviced at 12-month intervals unless this is impractical in which case this can be extended to 17 months by the relevant Administration.
 - All Life Rafts must be fitted with a hydrostatic release mechanism.
 - The observer must photograph the life rafts / boats service certificates and plates.
- **Life Jackets**
 - There must be a total number of life jackets onboard, stowed at a readily location, to accommodate all persons onboard.
 - All Life Jackets must comply with IMO – SOLAS standards
 - The observer must photograph the life jackets and model information. Not all lifejackets need to be photographed, just a sample.
- **Immersion Suits**
 - There must be a total number of Immersion Suits onboard, stowed at a readily location, to accommodate all persons onboard.
 - All Immersion Suits must comply with IMO – SOLAS standards
 - The observer must photograph the Immersion Suits and model information. Not all Immersion Suits need to be photographed, just a sample.

Including the minimum compulsory requirements (listed above), ensure that each field of the T3 is completed. Instruction on what is required in section is given on the form. Some notes are included below

- Vessel details:
 - Size GRT: record in metric tons; found in vessel documentation
 - Length over all (LOA): report in meters; found in vessel documentation

- Number of crew: including passengers; excluding the observer
- Vessel contact details: satellite codes in phone numbers and vessel email address
- Vessel agents: If available, include country codes in phone numbers; include email address when it is available
- Safety Equipment
 - Flares – provide a number if in date
 - First aid and medical officer – direct where and who this is
 - Fire extinguishers – you are checking they haven't been used and not replaced. Broken seals or lower pressure on the gauges indicate use.
- Accommodation (Observer):
 - Single cabin or sharing, and comments
 - This is a basic check to see if accommodations are acceptable. Further details regarding accommodations will be recorded in the vessel's internal report.

If any of the minimum compulsory requirements do not comply with the Pre-Sea Safety Check and/or the observer believes their safety would be compromised by deploying on the vessel, the observer will inform the Consortium immediately - first email the coordinator the T3, R1 and follow up with a call.

The T3 should be completed in hard copy format, from the working/editing copy of the deployment pack provided. Complete the form T3 (found in Logbooks T1 to T5 folder) as a Word document; renaming the file in the following format:

ICCAT_RequestNo_VesselName_T3 / IOTC_RequestNo_VesselName_T3.

This should be emailed with the R1.

5.4 R1 Report – Observer Deployment Report:

The R1 Report summarizes certain essential details collected in the T1, T2, and T3 forms. This report must be completed and submitted to rop_reports@mrag.co.uk within 24 hours of boarding the CV. It must also be completed for boarding transfer vessels, another CV or crossing into another RFMO and the commencement of a new deployment. Ensure that all fields are complete as directed on the form.

To note:

- Deployment details:
 - Departure date and time - The date and time that the Observer began their travels from briefing (or home if briefed and the observer returned home).
 - Deployment method - method of embarkation (portside, launch, transfer vessel or cross over from a different RFMO)

- Area of Entry: provide the coordinates that the vessel crossed over and into which RFMO.
- Inspection Status:
 - Safety Inspection (Y/N)
 - Deployment Refusal (Y/N): Did captain refuse to accept observer on board or did observer refuse to deploy upon an assigned vessel?
 - Problems (Y/N): What were the issues with the T3 – use comments box for detail.
 - Form T3 Attached (Y/N): The Form T3 will accompany the R1 Report in the Pre-Sea reporting.

The R1 should be completed in hard copy format, from the working/editing copy of the deployment pack provided. Complete the form R1 (observer reporting forms) as a Word document; renaming the file in the following format:

ICCAT_RequestNo_VesselName_R1 / IOTC_RequestNo_VesselName_R1.

This should be emailed with the T3.

6 Mid-Deployment Forms and Reports

The mid-deployment forms and reports can be found in Appendix B and need to be completed periodically throughout an observer's deployment; they are outlined below.

6.1 Form T4 – Transshipment Details Form:

A T4 form must be completed for each transshipment. Only transshipments of fish on the high seas are to be recorded in this way. Non ICCAT / IOTC / CCSBT transshipments (cargo / bait and fuel transshipments (bunkering) at sea and in-port transshipments) should be summarised only in the final report. Data collected includes details of date, time, position and vessel identification. However, if the observer is onboard during an in-port transshipment, a copy of the TD can be requested from the captain to give a summary of what has been transhipped. The captain is not obliged to provide this and the observer should not monitor the transshipment itself.

The observer is required to identify the FV transshipping with the CV and the position of the transshipment. The total time of the transshipment will be recorded here along with the total amount of interruption time. Interruption time is classified as a break in the entire transshipment operation and should only be recorded for breaks of over 30 minutes. Note, a short break in the transshipment, for example while switching holds, does not constitute an interruption. Include in the comments when interruptions happened and for how long.

Breaks in observation: record any breaks or unobserved portion of the transshipment for T4(ii & iv). If a break is over 30 minutes, than a new T4(iv) will be used. As such an observer with multiple breaks over 30 minutes during a transshipment, will have multiple T4(iv) forms. Reasons for breaks should be recorded in the comments section of the T4 form.

The next part of the form (T4 (ii)) contains the totals of observer estimates by species, stock (ICCAT only) product code, numbers and weights. This should be completed at the end of the transshipment when the observer has time to tally their counts. Weights should be entered using the following formula:

$$\frac{\text{Declared Species (by product) Total Weight}}{\text{Declared Number of Individuals Transhipped}} = \text{Average Weight of individual} \times \text{Observed Counts} = \text{Observed Weight}$$

When a Declared Number of Individuals is not provided, it is recommended that observers use the below average weights for each species / product transhipped. All average weights are given in Kg.

Species	Product Code	Average Weight	Minimum Weight	Maximum Weight
Albacore	GG/RD/HO	12.5	6	30
Bigeye Tuna	GG/DR/HO	40	20	60
Dorado	DR/RD/HO	7.5	6	9
Escolar / Oilfish	RD/HO	8	7	9
Marlins				
<i>White Marlin</i>	DR/GG/HO	60	40	150
<i>Blue Marlin</i>	DR/GG/HO	80	60	150
<i>Black Marlin</i>	DR/GG/HO	80	60	150
<i>Striped Marlin</i>	DR/GG/HO	50	40	100
<i>Sailfish</i>	DR/GG/HO	40	20	80
<i>Swordfish</i>	DR/FL/HO	45	30	100
Narrow barred Spanish Mackerel		11	8	13
Sharks				
<i>Blue Shark</i>	RD/DR	35	30	45
<i>Mako Shark</i>	FL/HO/DR	45	30	65
<i>Shortfin Mako</i>	FL/DR/HO	40	30	55
Southern Bluefin	GG/DR/HO	45	20	100
Yellowfin Tuna	GG/DR/HO	30	25	50

In T4 (iii) there are three tables tallying the transhipped products. Data will be taken from the transshipment declaration, prior notification given by the FV, and separate recordings carried out by the CV. In the majority of transshipments, data will be taken from the transshipment declaration, in this case the observer should only complete the first table (Summary as per Declaration Form).

The final part of the form, T4 (iv), is used to record the tuna products transferred between vessels. The tunas are normally transferred using a crane on the CV, typically in strings of fish although a cargo nets, sacks and boxes are also occasionally used for non-tuna species or products such as shark fins or roe. The observer will need to estimate the numbers of fish and species composition of each load or string. The observer will refer to the species identification guides provided with the manual (Appendix C: IOTC and ICCAT Species guides) so that they become practiced at discerning between species. Guidance on how to complete the T4 and T5 is given in the boarding procedure below.

6.2 Form T5 – Boarding Report:

This form is to be completed with the T4 for every transshipment. It is used as a checklist of items to observe if the FV is compliant with RFMO regulations. Ensure this form is completed in full and signed by the fishing vessel captain, and signed and stamped by the

observer. Instruction on how to complete the T5 are provided under the boardings section below.

6.3 Report R2 – Observer 5-Day Report:

The R2 Report (refer Appendix B: Observer reporting forms) is a summary of the ROP transhipments that occurred during the 5-day reporting period. If a transhipment is in progress at the end of a reporting period then it will be included in the next R2. Observers will compile and send their R2 reports on the day after each period using the schedule below:

- Period A – 1st to 5th
- Period B – 6th to 10th
- Period C – 11th to 15th
- Period D – 16th to 20th
- Period E – 21st to 25th
- Period F – 26th to the end of the month

To complete an R2 Report:

1. Rename the report under the following format: ROP_Vessel_Observer_Month (numerical)_Period For example: ICCAT / IOTC_Tuna_Queen_SYoung_07_A
2. Enter the fields as outlined below.
3. Save the file when complete or as required – both to the computer and to a flash drive, to ensure no loss of data.
4. Send the report to the following email address: rop_reports@mrag.co.uk. It is important to send the R2s on time. If the e-mail is not working, fax a copy to +44 (0)20 7499 5388.

The following outlines the information to be entered into the R2:

- Permissible CV Complement – this is the total allowable number of persons the vessel is certified to carry. This should be consistent with the information recorded during the PSSC.
- Current CV Complement – this is a reflection of the number of persons onboard the vessel at the time of submission. Any changes to crew numbers should be reflected in the comments.
- Days Steaming – days during the five-day period underway/steaming.
- Days on Standby – days during the five-day period waiting for fishing vessels.
- Days Transhipping - If a transhipment occurs on a given day, then this will not be counted as Steaming / Standby days and instead as a transhipment day.
 - Record days in full.
- Transhipment Details
 - Transhipment Number: assigned by observer, will be chronological throughout trip.
 - Record the FVs RFMO number copied from the database record.
 - Record the FVs name copied from the database record.

- Record if any southern bluefin tuna are being transhipped and whether it was accompanied by a Catch Monitoring Form (CMF).
 - Date – of Transhipment, dd/mm/yyyy
 - Position – Record the start position in degrees, minutes and hundredths of minutes. Be sure to include whether it north or south.
- Embarkation Date – date observer boarded CV.
 - Embarkation Port – City or location observer boarded the vessel.
 - Disembarkation Date – date observer disembarks CV.
 - Embarkation Port – City or location observer disembarks the vessel
 - Return Date – Date observer returns to disembarkation port
 - Complete any comments.
 - This is an opportunity for the observer to report any non-compliances.
 - Complete the same information for reverse transhipments in the comments.
 - Comment on any changes to vessels schedules. This should be included in the body of the email sent to rop_reports@mrags.co.uk.
 - Comment on any changes to crew complement.

6.4 Photos and videos

Observers need to name and organise all photos in accordance naming convention. In addition, all photos will need to be appropriately tagged using Picasa photo software. The protocol to tag pictures using Picasa is outlined below. Detailed guidance is available in Appendix K: Tagging photos using Picasa.

- All pictures are tagged with the deployment request number and MRAG’s internal project code ZI0902 (ICCAT) / ZG2013 (IOTC);
- All pictures for each transhipment are tagged with the transhipment number and the vessel name. For non ROP transhipments tag them “Non-ROP1” and continue as such.
- Individual photos need to be tagged with a meaningful name. For required photographs the format to use is: Port / Starboard / Stern / VMS / Logbook / ATF / ATT / other (as appropriate). It is possible to have more than one picture with the same tag e.g. observers will have multiple pictures of the fishing logbook. In this case use a sequential number to differentiate.

Do not save poor quality pictures, accidental pictures, multiple pictures of the same subject or pictures of nice sunsets. Select the most representative pictures to meet the minimum requirements for each transhipment.

7 Transhipment operations

Observers will complete the following procedure for each transhipment. The transhipments will be numbered in chronological order (don't include non-ROP transhipments (in-port / inside of EEZ, baits and supplies)). If the observer takes a break of over 30 minutes (e.g. for food or sleep on exceptionally long transhipments) then a start a separate T4 IV and treat it as a new observation period.

1. Keep updated on the status of upcoming transhipments. Communicate with the captain and officers to determine when these will be. Not all vessels provide this information readily so remain prepared and well organised for a short notice transhipment operation taking place.
2. Prior to the transhipment (if given notice), check the vessel information from the observers database (this can be done retrospectively after completion of the transhipment if needed). Prefill the available information on vessel name, callsign, RFMO number, etc. from the database. Record the transhipment number (top right of the page), this will be chronological from the previous one. **Remember that only-ROP transhipments are to be observed. Non ROP transhipments are recorded as an Annex in the T4.**
3. While the FV is approaching and tying up verify the vessel name, IRCS and registration number (if marked on vessel). Take photographs of all markings and any other identifying features such as damage. Unless there is anything unusual restrict these to four photographs:
 - i. Whole vessel
 - ii. Bow
 - iii. Stern
 - iv. VMS antennae

4. Record latitude and longitude position at start and end of the transshipment in the T4.
 - a. For transshipments that occur near the equator make sure you record carefully whether it is north or south, while for transshipments in the Atlantic Ocean, make sure you record carefully whether it is East or West.
 - b. For transshipments that occur near EEZ boundaries make sure that the correct position is recorded on all data forms as transshipments within EEZs are a serious compliance issue.
 - c. Transshipment locations should be verified through a photograph of the GPS unit. This should include the minimum following information:
 - i. Deployment Number
 - ii. Transshipment Number
 - iii. Fishing Vessel Name
 - iv. Transshipment Start Date and Time (when they tie alongside)
 - v. Transshipment End Date and Time (when they separate – completed at the end)

5. Board the fishing vessel (see FV Boardings on how this is to be done) if it is safe to do so and complete the front page of T5 boarding report (See FV Boardings for instruction on how to do this). A number of photographs will need to be taken:
 - a. ATF
 - b. ATF + Language guide (in the language of the FV)
 - c. ATT (ICCAT only)
 - d. VMS unit
 - e. Logbook Front Cover
 - f. Logbook latest entry + last four pages.

6. Ask the captain of FV estimates of fish to be transhipped for T4 (iii). To be filled after the transshipment has finished.

7. Complete the back page of the T5, remark on any non-compliances and ask the captain to complete and sign section 6 and 7 of the back page.

8. Transfer back to your CV to begin observing the transshipment of fish. The observer will record this using the T4 IV.
 - a. The vessel will sometimes tranship cargo while you are conducting the boarding. This is okay. They will sometimes try to tranship fish before you have returned to the CV. If this is the case be insistent that they wait for you to get back before beginning the transshipment. The boarding should be completed in under 15 minutes.

9. Record the estimated number of fish by species and code, and, if a hook scale is used, weight of each string on T4(ii).
 - a. Roe and stomachs maybe transhipped in sacks.

- b. Shark fins maybe transhipped in rectangular bundles or sacks.
10. For partial fish products such as tuna roe, stomachs, belly meats or shark fins – use the general species group codes (i.e. TUN, SKH) given in General Data Form and Reporting Instructions. Summarise these types of products and record the estimated weights. If it is unclear what is in a particular sack get the winch operator to lower the net on to the deck so that the observer can check the contents.
 11. On completion of the transhipment record end time and position in the T4 (i). Take another picture of the GPS with completed date and time using the same note outlined above. Verify final transfer records from the FV and the CV for summary in the T4 (ii).
 12. In **all** cases of ROP transhipments the observer will sign and stamp the transhipment declaration. This will be prepared by the master of the CV to confirm that the transhipment was conducted and an observer was onboard.
 - a. Signing this does not mean that observer agrees or disagrees with the information in the declarations - it simply confirms that the transhipment has taken place while the observer was onboard. The observer can advise the captain of any errors in the TD. However, any discrepancies in the final version will be included in the final report. Any serious discrepancies may also be reported in the R2 or via InReach (if sensitive).
 - b. The observer may be asked to sign this before completion of the transhipment. This is again fine as the observer only indicates they were present.
 - c. The observer must receive a copy of the TD post transhipment. Either as an electronic scan or physical copy. The observer should photograph the TD after they have signed it.
 - d. The observer should not sign a blank TD.
 13. Reverse transhipments – record the details of any reverse transhipments in the same above format. Vessel boardings are required if transhipping between carrier vessel and fishing vessel. Not between carrier vessel and carrier vessel. Do not enter these into the database. Reverse transhipments will be entered at debriefing. Make comment in the observers notes and final report to be discussed at debriefing. Include why the reverse transhipment took place. Reverse transhipments should be reported in the comments of the R2.
 14. Post transhipment operations each day. The observer should:
 - a. Sum the total number of fish and weight for each species and product type at the bottom of the T4 (ii). Calculate an average weight (refer Weight Estimations: below). Summarise species, product code, number of fish and estimated weight in T4 (iii).

- b. Calculate the observer coverage for the transshipment.
- c. Complete any comments or notes regarding product transhipped, FV, etc.
- d. Note MARPOL and SOLAS violations, include comments in the database and final report (with photographs if possible and safe to do so)
- e. Record the transshipment number, FV name and RFMO number, date, position on the R2 for the current period (refer Report R2 – Observer 5-Day Report).
- f. Complete electronic copies of the T4 and T5 should be saved in the following format: ICCAT_RequestNo_VesselName_T4 / IOTC_RequestNo_VesselName_T4.
- g. Data should be entered from the T4 and T5 into the database. Follow the database guidance document for how to do this (Appendix M: Database Guidance and Data Entry).

8 FV Boardings

The following items are required to be inspected before and / or during a boarding of the FV, prior to the transshipment occurring, by the observer under ICCAT Recommendation 16-05 Annex 2 (6) and IOTC Resolution 18/06 Annex III (5) a) (refer Appendix D: ICCAT and IOTC Relevant Recommendation / Resolutions):

Before the vessel boarding

- I. Verify the vessel markings against the ICCAT Active Vessels List (AVL) / IOTC Record of Authorised Vessels (RAV).

During the boarding

- II. check the validity of the fishing vessel's authorisation to fish (ATF) tuna and tuna-like species and other species / sharks in the ICCAT Convention Area / IOTC area of competence;
- III. Inspect the fishing vessel's prior authorizations to tranship as sea from the flag CPC and if appropriate , the coastal state (ICCAT only);
- IV. check that the VMS is functioning and is tamper proof;
- V. examine the logbook, note the format, and verify entries / record the date of last entry;
- VI. check and note the total quantity of catch on board, and the quantity to be transferred to the carrier vessel; and
- VII. verify whether any of the catch on board resulted from transfers from other vessels, and check documentation on such transfers.

These boardings should only be carried out on those vessels transshipping tuna and tuna like species (i.e. not bait or supply only transfers). Observers do not have any authority to demand access to other documents or access to the hold of the FV. During the boarding the observer should fill in a boarding report (T5) a detailed explanation on how this is done is given below.

8.1 Boarding Vessels

Observers should only transfer to the FV when they consider that weather and sea conditions are safe enough, although the final decision on whether it is safe to perform a transfer rests with the Master of the CV. All transfers occur using the CV crane, normally on a crate surrounded by a cargo net.

The health and safety of the observer is paramount in this situation and if conditions are considered to be too dangerous, the observer should not cross over to the LSTLV. Safety gear (lifejacket, helmet and boots) is to be worn during the transfer, with the EPIRB and InReach Units stored in the observers bag.

In cases when it is not possible to transfer safely to the FV, the ATF, ATT and fishing logbook should be transferred to the CV via a handheld net for inspection, for verification.

During boardings, the observer should have available the T5 report and reference pack. In this will be a copy of the T5 in the Captain's language to ensure that the observer's requests are understood. In all cases, this language aid should be photographed alongside the vessels ATF. If you are unsure what nationality the Master of the FV is, liaise with the Captain of the CV before transferring.

8.1.1 Verifying Vessel Markings.

There is no clear protocol on how a vessel shall be marked, although the FAO Standard Specification for the Marking and Identification of Fishing Vessels is used as a guideline (refer Appendix F: Guidelines for Vessel and Gear Markings). However, at all times a vessel a vessel must be easily identifiable, without conflicting or misleading information. As such vessel markings should be clear and visible and consistent with information in the ICCAT AVL / IOTC RoV, and the vessel's ATF.

Box 1 ICCAT Recommendation 13-13 Requirements for vessel markings.

While there is no specific requirement for vessel markings within ICCAT, Paragraph 2 states 'Each CPC shall submit to the ICCAT Executive Secretary, the list of its LSFVs that are authorized to operate in the Convention area.....This list shall include the following information:

- Name of vessel, register number
- International radio call sign'

Box 2 IOTC Resolution 15/04 Requirements for vessel markings.

- Paragraph 14 'Each Contracting Party and Cooperating Non-Contracting Party with the IOTC shall ensure that its fishing vessels authorised to fish in the IOTC area of competence are marked in such a way that they can be really identified with generally accepted standards such as the FAO Standard Specification for the Marking and Identification of Fishing vessels.'

As such, in addition to examining compliance with ICCAT / IOTC CMMs during the boarding, the observer is also required to verify the vessel name and IRCS against those recorded in the relevant vessel register. Prior to boarding the vessel, the observer should note the vessel name and IRCS and confirm if it is the same as the RFMO vessel register. Note that there is no requirement to display the national registration number. However, if shown this must be consistent with both the information held in the ATF and the vessel register.

+ Verifying Vessel Markings		Marking on vessel	Same as RFMO record [1 - 4]*
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Callsign (IRCS)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*1 = Yes, clearly marked. 2 = Yes, markings unclear. 3 = No. 4 = Unknown			<input type="checkbox"/>

Enter 1, 2, 3, or 4 into the box next to the name and callsign. These are the same codes used for entering the information in the database.

- 1 the vessel markings are correct and clear to read.
- 2 the vessel markings are correct but not clear to read. This can mean they have been worn, partially worn, covered in dirt, rust algae and cannot be read.
- 3 the vessel markings are inconsistent with the vessel list.
- 4 the vessel markings are not present / not able to be verified.

8.1.2 Authorisation to fish and tranship

Under ICCAT 13-13 and IOTC Resolution 15/04 vessels are required to carry a valid authorisation to fish (ATF) on board at all times. In the case of ICCAT, vessels are also required to carry an authorization to tranship (ATT).

Box 3 ICCAT Recommendation 13-13 references related to ATFs.

Paragraph 5 c) The flag CPCs of the vessels shall:
...keep on board valid certificates of vessel registration and valid authorisation to fish and / or tranship;

Box 4 ICCAT Recommendation 12-06 references related to ATTs.

Paragraph 14 Transhipments by LSPLVs in waters under the jurisdiction of a CPC are subject to prior authorization from that CPC. An original or copy of the documentation of coastal State prior authorization must be retained on the vessel and made available to the ICCAT observer when requested.

Box 5 IOTC Resolution 15/04 references related to ATFs.

- Paragraph 7 c) ...keep on board valid certificates of vessel registration and valid authorisation to fish and / or tranship;
- Paragraph 13 a) i) [carry on board] ‘...licence, permit or authorisation to fish...’
- Paragraph 13 b) ‘verify above documents on a regular basis and at least every year.’
- Paragraph 13 c) ‘...modification...certified by the competent authority...’

The observer should confirm:

- the ATF is on board;
- that this matches the ATF flag state template (Refer Appendix G: Flag state ATFs for examples of different authorisations to fish);
- the ATF is valid and within date; and extends to the ocean the vessel is operating in.

- **In the case of ICCAT only**, check that the ATT is onboard; and,
- that the national registration number (NRN) is the same as that listed in the database.

1. Authorisation to Fish	
1a. Observer shown an ATF [Y/N/F**]: <input type="checkbox"/>	1b. ATF match Flag State template [Y/N] <input type="checkbox"/>
1c. Date of expiry: ___ / ___ / ___	1d. Area of operations: <input type="text"/>
1e. NRN same as RFMO record [Y/N]: <input type="checkbox"/>	1f. (ICCAT only) ATT on board [Y/N/F**]: <input type="checkbox"/>
**Faxed or emailed to CV after transshipment completed	

8.1.3 VMS

Vessels fishing for tuna and tuna like species in the ICCAT Convention and within the IOTC area of competence are required to have a VMS onboard.

Box 6 ICCAT Recommendation 14-09 references related to VMS.

Paragraph 1 ‘...shall implement a vessel monitoring system (VMS) for its commercial fishing vessels exceeding 24m length overall...’

Box 7 IOTC Resolution 15/03 references related to VMS.

Paragraph 1 ‘...shall adopt a satellite-based vessel monitoring system (VMS) for all vessels...’

Under the ROP, observer tasks under include checking that a VMS is functioning. However, in practice it is not possible for observers to check this. Instead observers need to check:

- for the presence of a VMS;
- if a power light is on (irrespective of colour); and
- verify the make and model of the VMS using the codes in Appendix D.

Please note that some models, such as the Thrane & Thrane TT3022D, do not come with an indoor unit as the unit is built into the antennae on the roof. As such it may be difficult to verify. Additionally, with the number of new units entering the market, any unidentified VMS units need photographs showing, make, design and model details. Refer to Appendix H: VMS units and codes for examples of different VMS units and relevant codes. Not all VMS units in the guidance document will be used with the photographed VMS antennae, be aware that some vessels will use different combinations.

2. VMS	
2a. VMS shown to observer [Y/N]:	<input type="checkbox"/> 2b. VMS power light on [Y/N/U]: <input type="checkbox"/>
2c. VMS make and model:	<input type="checkbox"/> (For codes see guide)

When taking photographs of VMS units ensure that the display lights on the VMS units are visible. If no display light is shown, the photo does not prove that the VMS was on.

8.1.4 Logbook

Fishing vessel logbooks are required to be either electronic or bound and are also required to contain all data filed as outlined in ICCAT Recommendation 03-13 and IOTC Resolution 15/01.

Box 8 ICCAT Recommendation 03-13 references related to logbook.

'All commercial fishing vessels over 24 m length overall shall keep a bound or electronic logbook recording the information required in the ICCAT Field Manual for Statistics and Sampling.'

Box 9 IOTC Resolution 15/01 references related to logbook.

Paragraph 3 'All vessels shall keep a bound paper or electronic logbook to record data that includes.... the information and data in the logbook set forth in **Annex I, II and III.**'
 Paragraph 4. 'Each flag CPC shall submit to the IOTC Executive Secretary...a template of its official logbooks...'

The observer should:

- verify the presence or absence of a fishing logbook;
- determine the type (paper / computer / none);
- ***In the case of IOTC deployments***, determine whether it matches the flag state template (refer Appendix I: Logbook templates);
- whether it is bound;
- whether it is consecutively numbered; and
- the date of last entry.

3. Logbook	
3a. Shown to observer [Y/N]:	<input type="checkbox"/> 3b. Type [<u>P</u> aper / <u>C</u> omputer / <u>N</u> one]: <input type="checkbox"/>
3c. (IOTC only) Matches Flag State template [Y/N/U]:	<input type="checkbox"/> 3d. Bound [Y/N/U]: <input type="checkbox"/>
3e. Pages numbered consecutively [Y/N/U]	<input type="checkbox"/> 3f. Date of last entry: ___ / ___ / ___

Observers should take a single clear photo of the most recent logbook page. In addition, observers are required to take five further pictures of the last entry into the logbook and the preceding four pages.

8.1.5 Catch on board

In addition to the above, the observer should also ascertain the total quantity of fish before and after transshipments and whether transshipments from other vessels had occurred. In the case of ICCAT, the observer should try and obtain specific information on the catch onboard by species and stock.

Box 10 ICCAT Recommendation 16-15 references related to verifying catch onboard before and after transshipment.

Annex 2, Paragraph 6 'The observer tasks shall be, in particular, to:'
c) 'Check and record the total quantity of catch on board by species and, if possible, by stock, and the quantities to be transhipped to the carrier vessel'; and
e) 'Verify whether any of the catch on board resulted from transfers from other vessels, and check the documentation on such transfers'.

Box 11 IOTC Resolution 14/06 references related to verifying catch onboard before and after transshipment.

Annex III, Paragraph 5 'The observer tasks shall be in particular to:'
a) ii 'check and note the total quantity of catch on board, and the quantity to be transferred to the carrier vessel'; and
a) iv 'verify whether any of the catch on board resulted from transfers from other vessels, and check documentation on such transfers'.

Note, as per above LSPLVs in ICCAT must now record species by stock if applicable as per Box 12 below and Appendix J: ICCAT stock boundaries.

Box 12 ICCAT species stocks and associated codes.

BFT – northern Bluefin tuna – *Thunnus thynnus*

- **BFT-E:** Eastern and Mediterranean management units
- **BFT-W:** Western stock

ALB – albacore – *Thunnus alalunga*

- **ALB-N:** Northern stock
- **ALB-S:** Southern stock
- **ALB-M:** Mediterranean stock

SWO – swordfish – *Xiphias gladius*

- **SWO-N:** Northern stock
- **SWO-S:** Southern stock

- **SWO-M:** Mediterranean stock
- BET – bigeye tuna – *Thunnus obesus***
 - All Atlantic
- YFT – yellowfin tuna – *Thunnus albacares***
 - All Atlantic
- SKJ – skipjack tuna – *Katsuwonus pelamis***
 - SKJ-E: Eastern stock
 - SKJ-W: Western stock
- SAI – Atlantic sailfish – *Istiophorus albicans***
 - SAI-E: Eastern stock
 - SAI-W: Western stock
- SPF – Longbill spearfish – *Tetrapturus pfluegeri***
 - SPF-E: Eastern stock
 - SPF-W: Western stock
- BUM – Atlantic blue marlin – *Makaira nigricans***
 - BUM-N: Northern stock
 - BUM-S: Southern stock
- WHM – Atlantic white marlin – *Tetrapturus albidus***
 - WHM-N: Northern stock
 - WHM-S: Southern stock
- All other ICCAT species (sharks, other billfishes, small tunas, others spp.) from 5 geographical areas.**
 - AT-NE
 - AT-NW
 - AT-SE
 - AT-SW
 - MED

The observer should obtain from the captain:

- the total catch onboard before transshipment;
- the total to be transhipped to the CV;
- the amount (if any) of tuna transhipped from other vessels; and
- the total after transshipment.

4. Catch on board			
4a. Total before transshipment:	<input type="text"/> t	4b. To be transhipped to CV:	<input type="text"/> t
4c. Transhipments from other vessels***	<input type="text"/> t	4d. Total after transshipment:	<input type="text"/> t
***If transhipments have come from other vessels, check authorization.			

During inspections, if the observer is able to communicate adequately with the FV Master, the observer should also get the species breakdown of the catch remaining on board.

Remember, observers do not have any authority to demand access to other documents or access to the hold of the FV.

8.1.6 Completion of boarding

Upon completion of the boarding, the observer should comment on any observations of possible non-compliance with the CMMs.

5. Observer comments		
5a No non-compliance was observed (Put an X through as appropriate)	Y	N
Following potential non-compliance(s) was / were observed:		
5b Vessel Markings (Put an X through as appropriate) Comment:	Y	N
5c Authorization to Fish / Tranship* (Put an X through as appropriate) Comment:	Y	N
5d VMS (Put an X through as appropriate) Comment:	Y	N
5e Fishing logbook (Put an X through as appropriate) Comment:	Y	N
5f Catch on board includes undocumented transhipments (Put an X through as appropriate) Comment:	Y	N
5g Other (Put an X through as appropriate) Comment:	Y	N

*ICCAT only

Finally, the observer should provide the LSTLV Captain with an opportunity to make any comments on the boarding report findings in their own language. The observer should then sign and stamp the form and ensure that the Captain countersigns. If it is practicable, make a copy of the completed boarding report form and pass this back to the LSTLV.

6. Comments from the LSPLV / LSTLV Captain

Dear Captain,

If you have any comments on this inspection or the recordings of this report, please feel free to express your opinion here in your first language (e.g. Japanese).

--

7. LSPLV / LSTLV Captain*

Print name:		Signed:		Date, time	__/__/__, __:__
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8. Observer

Print name:		Signed:		Date, time	__/__/__, __:__
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*The signature of the boarding report by the Captain of the LSPLV / LSTLV does not mean that the Captain accepts the content of the report but acknowledges that the boarding report was shown to the Captain.

8.1.7 Boarding photos

Photographs are to be taken of all of the articles listed above for verification. Photographs required before and during boardings are;

- The FV, its bow, stern and stack insignia (if present);
- Authorisation/licence to fish;
- VMS unit (and if required the outside aerial unit);
- A minimum of five most recent pages of the fishing logbook;
- Any other relevant documentation, for example prior transshipment declarations relevant to catch on board; and
- Any interesting features (such as shark fins or former names painted over but still visible, or other identifying characteristic).

Observers are required to record the number of photographs taken during a boarding. In order to easily sort and track pictures taken by observers, all relevant pictures taken on the cruise must be tagged using Picasa (refer Appendix K: Tagging photos using Picasa).

9 Mid-Deployment Observer Duties

9.1 Priority Mid-Deployment Duties:

The main purpose for deploying observers aboard transshipment (carrier) vessels is to track at sea transshipment operations between FVs and CVs as outlined in ICCAT Recommendation 16/15 and IOTC Resolution 16-06 (refer Appendix D: ICCAT and IOTC Relevant Recommendation / Resolutions). The list of essential duties for observers on board CVs operating in the assigned ROP Convention Area(s):

- 1) Record and verify identification information and other identifying characteristics of all transshipping FVs.
- 2) Record and verify the times and positions of all transshipments.
- 3) Sign transshipment declaration documentation on observed transshipments.
- 4) Record and verify the species and product types transhipped, estimating numbers and estimating and/or verifying weights.
- 5) Issue periodic reports upon all transshipments.

Though observers should be equipped and able to complete all mid-deployment duties, they should know their priorities well and not jeopardize the completion of higher priority duties for the sake of completing less-essential duties.

Each day an observer is onboard the vessel there are three main duties that will be completed daily:

- a) Take daily position with heading and speed (same time each day if possible)
- b) Determine the ETA for next stop and/or next transshipment
- c) Record in Daily Observer Log notes regarding the day's activities.

9.2 Observer Daily Log:

Regardless of whether or not transshipment operations occur, there are certain important tasks that observers will complete on a daily basis throughout their entire deployment. The observer daily log is a day-by-day record, maintained privately by each observer, in regards to all professional activities occurring among the course of the observer's deployment.

The following information will be recorded in the observer daily log:

- Position, course, and speed of CV, preferably taken at the same time each day (i.e. noon). position and date, can act as the header to each day's log.
- Estimated date of upcoming transshipments and other activities, including an ETA for the next port stop as the dates are made available or adjusted.
- Other (than fish transshipments) cargo transshipments (i.e. goods, fuel, crew).
- Potential violations, vessel problems, and interpersonal conflicts.
- Anything else of professional noteworthiness, such as:
 - Important correspondences with the contractor.

- Professional planning.
- Issues concerning job performance.
- Marine mammal, seabird, and other professional interest sightings.

The daily log will be considered a professional document. Always use detailed, appropriate, clear, and precise language when drafting entries. Observers do not need to maintain a hard copy of their observer daily log.

The observer daily log will be completed digitally as a Word document:

- Create log as a MS Word document.
- Enter header information, where xxx is the RFMO request number. The observer will enter their name and vessel name in format:
ICCAT / IOTCxxx Observer Daily Log: observer name; M/V vessel name;
- Save the file entitled in the following format: ICCAT / IOTCxxx – Daily Log, with ICCAT / IOTCxxx as the relevant RFMO request number.
- Enter the file name in the footer of the document.
- Save this running file with each entry.

Below are some examples of a typical entry in a Daily Log:

MM/DD/YY

Position: xx.xx N/S, xxx.xx E/W; Speed: x.x knots; Course: xx°xx

Flew from London to Singapore via Doha today. Upon arriving, was greeted at the Changi by the vessel agent, Henry from Trimarine group (number (xxx) xxxxxxxx). As it was late was taken to hotel to join the vessel the next day. Arranged to meet the agent at 09:00 the next morning at reception.

MM/DD/YY

Position: xx.xx N/S, xxx.xx E/W; Speed: x.x knots; Course: xx°xx

Steaming to the next scheduled transshipment, ETA on MM/DD/YY

MM/DD/YY

Position: xx.xx N/S, xxx.xx E/W; Speed: x.x knots; Course: xx°xx

The vessel bunkered with the LSPLV Tuna Queen. No fish was transhipped. Photos were taken of the LSPLV bow, stern and overall. IRCS and vessel name match that given in the ICCAT database. Records of this non-ROP transshipment will be provided in the annex of the final report.

MM/DD/YY

Position: xx.xx N/S, xxx.xx E/W; Speed: x.x knots; Course: xx°xx

1. Transshipments with the LSTLV Neptun No. 2. The vessel was boarded and compliance with IOTC CMMs was assessed. There were no issues. No SBT was transhipped. The amount transhipped was XXT with the amount estimated by the observer to be XXT. Refer T4 IOTC378T4_3.

9.3 Pre-Transshipment Planning:

The number of transshipments may vary greatly on trips. Transshipments are typically segmented, for instance vessel may have a long steam to a certain area where a series of transshipments will occur. The vessel will steam for a couple of days to a new location and take more transshipments. The vessel may continue this pattern throughout the deployment before steaming on to the port of disembarkation.

Prior to transshipment operations, there are certain actions to help plan for transshipments and ensure successful completion of mid-deployment duties:

1. Observer will visit the wheelhouse at least once per day to obtain location information and to liaise with vessel officers in regards to any updates in transshipment plans.
2. Once a transshipment is scheduled:
 - a. Record identification details the CV has on file for that vessel;
 - b. Verify FV is registered in ICCAT / IOTC by consulting the relevant vessel list and e-mail the Consortium if vessel not present. The Consortium will relay any recent updates to vessel list to observer; and
 - c. Check the boarding history of the FV in the observer database and make notes of any previous findings. Also make a note of previous VMS, ATF validity and logbook type recorded.
3. Keep a list (with schedule information) of all FVs the CV plans to tranship with, updating the list as plans change.
4. Fishing vessels may provide notification of species and weights to be transhipped. This can be useful when the observer is conducting observations of species to look out for. Most importantly, of when southern bluefin tuna is being transhipped.
5. Prepare all needed gear for deck work, ensuring that:
 - a. have all deck-use paperwork ready, with all known FV information completed beforehand;
 - b. have notes of previous boardings made and ready to reference if required;
 - c. All batteries are charged for digital camera;
 - d. Health and safety equipment ready and at hand; and,
 - e. Dress appropriately for the conditions at hand- sunscreen, sunglasses, floppy hat, and lots of water, or rain gear as conditions warrant.

9.4 Transshipping Safety and wellbeing:

When on deck, be keen to anticipate potential hazards, such as:

- Unforeseen factors necessitating the sudden separation of vessels.
- Cables under tension.
- Cargo or rigging moving about overhead.
- Strings of product dangerously swinging about in rough weather conditions.

- The bites of mooring lines.
- Nylon loops (used to string fish together) which can be slippery if stepped upon.

Stay out of the crew's way as much as possible, while maintaining the ability to signal them easily when need be. Map the best observation point(s) to conduct observations avoiding the direct sunlight and high traffic zones. Often a good location is under the cover of the mast house near the cargo hold to be loaded.

9.5 General notes on transshipment practices:

There are no general rules for how products are transhipped and there are many variables to consider. It is good practice to liaise with the CV crew and/or the FV vessel Captain prior to transshipment to get an idea of which species and approximate number of metric tons (by species) of product they intend to tranship. Find out how (hold to hold, deck to hold, etc) and where (which hold) they intend to conduct the operations. It is quite common for different species to be separated between the CV's holds and this information can be gathered prior to the start of the transshipment.

There are two main ways that product are hoisted over:

- All strings moved with CV equipment: hoisted directly out of the FV cargo hold, swung over, and then lowered into the cargo hold of the CV
- Strings/cargo net loaded on the deck of the FV with their equipment. Then, with CV equipment, hoisted, swung over, and lowered into the cargo hold of the CV.

Products are generally transhipped in strings, though cargo nets may be used throughout or just for a portion of operations. For instance, a mix of small fish, is often found towards the end of operations, may be hoisted over in nets because stringing together small fish may be too time consuming. Certain species, such as oilfish will always be transhipped in a cargo net. Products may be predominately separated by species and species groups throughout an entire transshipment. Generally, there is some mixing among species/species groups and the severity of mixing can vary greatly from one transshipment to another and even within one transshipment.

The per string average may vary greatly, but a normal number of fish per string ranges from 10 to 30, with sometimes more than 50-60 fish in a string. Additionally, the use of nets may significantly inhibit counts and identification. Where nets are used it is best to try and identify and count the fish as it is being removed from the FV hold and arranged on the net.

9.6 Species Identification and Tallying Estimations:

Species identification of frozen fish (of various product types) will always be limited as compared to freshly caught, pre-dressed fish. The variable nature by which product is transhipped from one transhipment operation to another and even within a single transhipment operation (as discussed above) can have significant influence on observers' methodology and in the ultimate effectiveness of successfully identifying and tallying transhipped product. Prior experience working with pelagic (tuna and/or swordfish) longline fisheries and increased transhipment observer experience will greatly help the observer's species identification and tallying of product.

Note: While the observer may be able to request that a string is lowered from time to time to more accurate estimate of species compositions, it is important that the observer does not adversely affect the transhipment operations.

Observers should not expect their species identification and tallying functions to be as accurate as with more ideal circumstances:

- Use best judgment and utilize all the tools available;
- Identify, minimize and take into account limiting factors that influence identification and tallying.
- Follow training on how to quickly identify and tally species.
- Maintain detailed records of all influences upon the accuracy of collected data, as well as any adjustments made to the observation methodology in order to account for such influences.

Observers will tally product by species and species groups. Products should be identified down to the most precise grouping (coding) where possible, however, regularly they will need to classify fish products under more general groupings (codes). See the selection of commonly used species group codes in the General Data Form and Report Instructions above (for tuna, sharks, billfish, and other unclassified fish species) that may be helpful.

There are multiple tools available for completing species identification and tallying duties:

- **Digital Camera:** photo and video footage of strings can help verify species identification and tally estimations
 - Especially useful for large and/or highly mixed strings
 - Pictures and video can be reviewed multiple times in between strings.
 - For further verification, retain footage to review on a computer after transhipment operations are complete.
 - Observers can save footage of pictures of product they have trouble identifying, to be later reviewed during debriefing.
- **Thumb Counter:** counters can be very useful for tallying transhipped products. This should be used for the main species in a string or net. A thumb counter will allow the observer to focus on different products and species on a mixed string.
- **Deck Forms:** It is recommended that the observers has other blank T4 forms on a clipboard for tallying, taking notes, and for particularly lengthy transhipments.

It is important that the observer accurately notes the processing code. The five main processing codes that the observer will encounter are LW/RD (whole), DR (partially processed, including, but not limited to head off or partially removed, gilled and gutted, tails removed), FL (completely dressed fish, parted into fillets), SF (shark fins) and OT (Any other processing, including but not limited to tuna roe, highly processed fish such as dried fish, fish loins, meat, oil). In cases where the observer is unable to determine the product being transhipped, the code OT should be used.

The observer should also be aware that processing codes can vary both between RFMOs, and between flag states within RFMOs. A list of the codes and associated descriptions used in the ROP, as well as alternative codes and descriptions that the observer may encounter, are shown in Table 1.

Some species/species groups may be transhipped as multiple product types. Be sure to record all product types for each species/species group recorded (per string and for “Observer Fraction” on the T4(ii)).

Table 1: ICCAT and IOTC product codes

ROP Product code	ROP Product type description	Other product codes used	Product type description
LW	Live weight	WHO (IOTC)	Fish frozen in whole state
		RWT (ICCAT)	The whole weight of an individual fish before it is processed.
		RND (IOTC)	Unprocessed
		RD (IOTC)	Rounded weight (fins may be off, though trunk not dressed/processed at all; whole)
DR	Dressed weight (gilled-and-gutted and/or headed and/or tailed and/or fins-off, etc.)	DWT (ICCAT).	Dressed weight (gilled, gutted, part or all of head off, fins off)
		GWT / (ICCAT)	Gilled and gutted (tails and fins off, head sometimes present)
		GGT (IOTC)	Gilled and gutted (tails and fins off, head sometimes present)
		HDD (IOTC)	Dressed carcasses with head and fins off, and caudal peduncles present.

ROP Product code	ROP Product type description	Other product codes used	Product type description
		PDD (IOTC)	Dressed carcasses with head and fins off, and caudal peduncles off.
GG	Gilled and gutted	GG (ICCAT)	Gilled and gutted
FL	Fillet (completely dressed fish, parted into fillets)	FIL (ICCAT)	
ST	Steak	ST	Tuna Steaks
SF	Shark fins (a partial product usually shipped in bundles)		
OT	Other (any other product, such as tuna roe, highly processed tuna products)		

Proportioning

The following tips are listed to assist observers with proportioning tasks associated with deriving weights from “declared” average weights:

1. For proportion only, it is acceptable to visually estimate relative average weights of the various species/species groups that fall under the assumed declaration.
2. For instance, observer tallies 10 opah (OPA) and 10 billfish (BIL) that are declared as “other” on Declaration. From estimations, the average weight of BIL is significantly larger than that of OPA. Use the given average weights for any species where an average weight cannot be calculated. In exception, if the observer feels the weight is significantly larger or smaller than that of the average transhipped then the observer can use the upper or lower limits given in section 6.1.
3. Certain products such as shark fins, tuna row, and tuna stomachs may come on board in bundles or sacks. Estimate the average weight of the bundles or sacks that these products are transhipped in. Then multiply the average weight by the number of bundles/sacks tallied to find their proportion among the “other” species.
4. Justify all proportioning with notes.

9.7 CCSBT Transhipment Program for transhipment of Southern Bluefin Tuna.

The CCSBT Catch Documentation Scheme (CDS), which started in January 1 2010, has had a minor impact on the work of transhipment observers for transhipments of SBT at sea. As per the CCSBT Resolution of the Implementation of a CCSBT Catch Documentation Scheme (*revised at the Twenty-First Annual meeting: 16 October 2014*) (Appendix L: CCSBT Resolution on Catch Documentation Scheme), all transhipments, landings of domestic product, exports, imports and re-exports of SBT must be accompanied by the appropriate CCSBT CDS Document. The CDS Resolution also requires that each SBT that is transhipped, landed as domestic product, exported, imported or re-exported must have a uniquely numbered tag attached to it.

There are a number of different CDS forms which depend on the type of operation being carried out. In the case of a transhipment at sea, the form is a Catch Monitoring Form (CMF). This same form is also in the found within the CDS resolution. The Catch Monitoring Form is made up of a Catch / Harvest section, an Intermediate Product Destination section, and a Final Product Destination Section. A copy of the

9.7.1 Verification of SBT Catch Monitoring Form

In the cases of transhipments at sea, the observer must enter his/her full name, signature and date (dd/mm/yyyy), as specified by the CCSBT Resolution on Establishing a Program for Transhipment by Large-Scale Fishing Vessels (*revised at the Twenty-First Annual meeting: 16 October 2014*), in the Intermediate Product Destination Section (refer Figure 1). Observers should take a photograph or photocopy of the CMF and CTFs after they have signed and stamped it.

Note, that in the case of transhipments, the CMF records the amount of SBT being transhipped, NOT any of the amount that may be remaining on board the FV.

• INTERMEDIATE PRODUCT DESTINATION SECTION - (only for transhipments and/or exports) - tick and complete required part(s)				
<input type="checkbox"/>	Transhipment Certification by Master of Fishing Vessel: I certify that the catch/harvest information is complete, true and correct to the best of my knowledge and belief.			
	Name	Date	Signature	
	Name of Receiving Vessel		Registration Number	Flag State/Fishing Entity
And / Or	Certification by Master of Receiving Vessel: I certify that the above information is complete, true and correct to the best of my knowledge and belief.			
	Name	Date	Signature	
	Signature of Observer (only for transhipment at sea):			
	Name	Date	Signature	
<input type="checkbox"/>	Export Point of Export*			Destination (State/Fishing Entity)
	City	State or Province	State/Fishing Entity	
	* For transhipments on the high seas, enter the CCSBT Statistical Area instead of State/Fishing Entity and leave other fields blank.			
	Certification by Exporter: I certify that the above information is complete, true and correct to the best of my knowledge and belief.			
	Name	Licence No. / Company Name	Date	Signature

Figure 1: Intermediate Product Destination Section of the CCSBT CMF.

Note, signing the form is obligatory, and only confirms the observer’s presence and that the completed sections (catch/harvest section and transhipment part of the intermediate product destination section) of the CMF document have been examined.

However:

- The observer’s transhipment report should record any discrepancies between the observed details and the details recorded on the CMF form (particularly discrepancies in weights or number of SBT, catching vessel details, transhipment vessel details, or dates);
- It is preferable for discrepancies to be sorted out at the time of transhipment, but this is up to the discretion of the observer and the perceived nature of the discrepancy (e.g. accidental mistake or otherwise);
- For discrepancies that cannot be sorted out at the time of transhipment, the CCSBT is investigating ways of providing early notification to flag States and Fishing Entities of such discrepancies so solutions may be found more easily. Currently, any discrepancies can be completed under the comments section on the R2 form, (the R2 form includes a field so the observer can record if a CMF was present – refer Report R2 – Observer 5-Day Report:).

9.7.2 Transhipments and SBT Tags

All whole SBT transhipped are required to have a uniquely numbered tag to be attached to it. Any transhipments where SBT are observed to be without tags should be recorded in the observer’s report.

The observer should determine whether tags were present and identify the serial number given on the tag. Observers are required to record all tag numbers of SBT transhipped and

verify this information with the CTF and CMF. Practicably, this may not be possible at a distance, and would significantly impact on transshipment operations. It is recommended that the observer should at least record a proportion of the tag numbers transhipped and ensure these fall within the tag numbers declared on the CMF and CTF.

This can be done by asking the winchman to lower a string of SBT to the carrier vessel deck. The observer can then take photographs of the tags up close and verify that a sampled number of tags fit within the range declared. Vessels can tranship 100 SBT or more than 1000 SBT in a single transshipment. It is therefore recommended that the observer sample up to 20 fish for 100 transhipped and more than 20 individuals for greater than 100 fish. Again, the number is determined by the observers judgement and the amount practicably sampleable.

Further information and example pictures are available in the guidance document under Appendix L: CCSBT Resolution on Catch Documentation Scheme.

9.8 Post-Transshipment Duties:

Observers will complete post-transshipment duties as soon as possible following the completion of transshipment operations. Below are the post-transshipment observer duties:

- Use photo, video, and/or voice-recorder media as needed for verifying any collected information, such as:
 - Vessel identification;
 - Species identification;
 - Tally figures; and
 - Potential violations including RFMO CMMs and MARPOL.
- Label and save media using proper file name format (i.e. photos, video) in a digital folder and complete Photo Log;
- Verify final transfer records from the FV and the CV ;
- Complete hard copy of the T4 form ;
- Enter data into electronic T4 report;
- Enter the data into the database; and,
- Enter transshipment information into the R2 report.

10 End-Deployment Reports

10.1 Form R4 – End of Trip Report

Observer will complete an R4 report for each deployment (refer Appendix B: Observer reporting forms and logbooks). A template is provided with headings, some narrative and instructions. Observers will use their daily log, forms, reports and database to add the required information. In order to give the captain an opportunity to comment on the report, an initial draft report will be submitted prior to disembarking vessel. Observer will emphasize the report is a draft only and the captain can submit any comments to the Consortium or the observer within five days of receiving it.

The observer must also submit a draft report during their debriefing session; this will be reviewed along with health and safety issues, conditions onboard and ease of performing observer duties. The Consortium will combine any comments from the master of the CV, edit the report and submit to the IOTC secretariat.

10.1.1 Guidelines for Completion

Use the electronic template when creating the cruise final report. The following general points will be considered when writing the report:

- The observer report is a means of presenting all work carried out by the observer in a clear and concise format. All information requested is essential and will be used for assessing vessel compliance.
- The report, together with the data set, also provides a standard format for evaluating observer performance.

- All final reports and data are submitted to the IOTC Secretariat, the report is the road map to the data set.
- It is essential that observers dedicate sufficient time and effort to both writing and editing R4 cruise reports. Report quality not only reflects upon the professionalism of the observers, but also upon the program.

The ROP requires that observers provide an opportunity for the Master of the vessel to contribute to or comment on the trip report. To enhance transparency, the Consortium recommends that as standard:

- A draft copy of the report will be provided to the Master prior to the Observer leaving the vessel.
- The observer will bring to the Masters attention the relevant section of the ROP relating to records/reports.
- The observer will respond to any (reasonable) request from the Master to include information in the report.
- When submitting report to the Master, observer will indicate that the report is a draft only and that some changes may be made by MRAG to the final report.
- The report will provide contact details of the Consortium with instructions that the Master must submit contributions to the report within 5 days.

10.1.2 Political Issues and Violations

If RFMO CMMs are contravened, accurately document any observations and include them in the table listing observations during the transshipments. Photographs of any potential infringements will also need to be included in this table. The observer will not state that the vessel was in breach of “rule xxxx”, but simply report factually the details of what occurred.

Items of a sensitive nature such as MARPOL violations, suspected fish laundering, safety concerns, etc. will be placed in an addendum to the report at this time. The addendum will not be a part of the main report given to the Master of the vessel. If an observer has questions regarding the sensitivity of a subject, please confirm with the Consortium before including in the main body of the report.

It is not the observer’s responsibility to provide any judgment of the vessel activity. The ICCAT / IOTC Secretariat will determine if further action is required. As such it is important that any such observations and reports are clear and concise and supported by objective evidence.

10.1.3 Technical Points

- a) Restrict the report to ROP tasks only; if in doubt include details in an annex.

- b) Write the report in third person, past tense. For example, “The observer measured” rather than “I measure”.
- c) Check the document with an English UK spell-checker.
- d) Ensure that spellings and names used are correct.
- e) Use the appropriate terminology for species, vessels etc.
- f) All scientific names used will be in italics, genus capitalized, species lower case, e.g. southern bluefin tuna (*Thunnus thynnus*).
- g) Common names, unless proper nouns (for example Indian Ocean), will all be written in lower case and the IOTC recognized scientific name will follow, when mentioned for the first time in the report. e.g. southern bluefin tuna (*Thunnus thynnus*)
- h) When referring to fish species, use the scientific name, when possible. If a scientific name is repeated, contract the genus to a single capitalized letter followed the species as usual e.g. *T. thynnus*.
- i) Ensure that values stored in the e-reports match those included in the report; compiling the report will allow a review of inputted data and check for typos or omissions made whilst at sea.
- j) Ensure that comas (,) are used to separate 1,000s and full stops (.) are used as decimal points
- k) Once complete, set the report aside for a day and then re-read it with a fresh perspective and a critical eye. If possible, ask someone to proof read it. Remember this is a report and flippant language is to be avoided.
- l) Do not manually change the weight units (tonnes or kg) used in database outputs. In most cases, weights will be in tonnes. Be aware that table 3 (comparison of vessel and observer figures) outputs are in kg for IOTC but tonnes for ICCAT. This reflects the preferences of the client.

10.2 Vessel-Internal Report

In an attempt to build a record for future observers, the Consortium is asking all observers to create a ‘How To Guide’ for each vessel. The guides will be provided to the subsequent observers on the vessel, who will update with any changes.

Please record the following items:

- Electrical outlet type;
- Communication facilities (fax, email);
- Scanner availability;
- Satellite phone;
- Use of USB drives/Attachments/Printing;
- Safety observations and concerns;
- Meals (times and observations);
- Vessel store and currency;
- Location of cabin;
- Toilet and shower facilities;
- Suggestions of things to bring (towels, bed sheets); and

- Other miscellaneous instructions / observations

11 Disembarkation

Upon completion of transshipment activities, observers will jointly notify their coordinator and the vessel's agent in the port of destination of the ETA in the port of disembarkation. The Consortium, liaising with the vessel agent, will provide hotel, connections and flight information. The observer should notify the consortium ahead of their arrival to port and keep the consortium updated with ETAs.

12 In Port Stays

The observer is welcome to enjoy an in-port stay, the vessel will sometimes stop in different ports along its route to resupply or conduct in-port transshipments. It is the privilege not the right for an observer to go ashore while on deployment. This is considered one of the observers highlights for the trip and will be encouraged where possible. However, it remains at the consortium and vessels discretion to do so.

Should the vessel wish to put the observer ashore, then it is upon the vessel to provide suitable accommodation and expenses occurred by the observer can be expensed to the consortium who will charge this back from the vessel operator. Should the observer wish to go ashore, then they will have to provide their own accommodation and cover their expenses. The observer will continue to be paid at the full sea day rate; expenses however will not be covered. It is both the obligation of the observer to remain in contact with the vessel and vessel agent daily, maintaining a constant readiness to reembark at short notice. More information covering roles and responsibilities is provided under the conditions of the MoU.

13 Debriefing

Upon return observers will be expected to visit the Consortium office for a debriefing session. Observers should have a first draft of their final reported, ready to submit to the observer coordinator . The observer should also highlight any issues or question marks in the report. This provides an opportunity for any outstanding matters in the report to be addressed. Observers will be expected to have the following completed prior to debriefing:

- R4-Final Report completed;
- All R1, R2, T1, T2, T3, T4 forms imputed into e-reports;
- All pictures correctly labelled and archived in the Picture Log;
- Daily Notes and Transshipment Declarations in order; and
- Gear cleaned, packed and ready to return.

Observers are to place all e-reports and files in the following file format, where ICCATxxx / IOTCxxx is the RFMO request number for the current cruise. An example folder structure is given on the USB at briefing and should be used for organising deployment outputs.

Appendix A: MoU

Appendix B: Observer reporting forms and logbooks

Appendix C: IOTC and ICCAT Species guides

Appendix D: ICCAT and IOTC Relevant Recommendation / Resolutions

Appendix E: PNC's Instructions and Forms (ICCAT only)

Appendix F: Guidelines for Vessel and Gear Markings

Appendix G: Flag state ATFs

Appendix H: VMS units and codes

Appendix I: Logbook templates

Appendix J: ICCAT stock boundaries

Appendix K: Photograph Guidance and Tagging photos using Picasa

Appendix L: CCSBT Resolution on Catch Documentation Scheme

Appendix M: Database Guidance and Data Entry