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Receive Deployment Notification From Your Coordinator and Standby

Settle Personal Affairs

- Arrange advance bill payments (rent, water, electricity)
- Provide for your family
- Notify family and friends of imminent departure

Pack Personal Belongings

- Select and pack sufficient work and leisure clothes for the trip
- Pack sufficient toiletries for the total trip period (shampoo, soap, toothbrush, toothpaste, deodorant, razor, etc.)
- Buy and pack sufficient medicines (paracetamol, vitamins, etc.)
- Purchase and pack comfort foods (chocolate, biscuits, fruit, etc.)

Check your Training, Safety and Identity Document for Validity:

- IMO (STCW-F)-compliant Certificate of Medical Fitness: Attests that you can endure normal conditions of life at sea. VALID FOR 2 YEARS.
- International Certificate of Vaccination: May be required for entry into certain countries. Ensure that all required vaccinations are up to date. Pay special attention to the yellow fever and Covid-19 vaccinations.
- Certificate of STCW Basic At-Sea Safety Training: Attests that you have undertaken At-Sea Safety Training. VALID FOR 5 YEARS.
- Basic Observer Training Course Certificate (gear-specific): Attests that you have successfully undergone Observer training as per sub-regional standards. VALID FOR FIVE (5) YEARS.
- Passport: Ensure that your passport has AT LEAST SIX MONTHS’ VALIDITY FROM THE DAY OF DEPARTURE.
COLLECT, CHECK AND SIGN OFF:

Work Materials:

- Personal Lifesaving Equipment
  - Personal Floatation Device (PFD): wear at all times when working on deck
  - Personal Localisation Beacon (PLB): designed to communicate your physical location in an emergency

- Personal Safety Equipment
  - Specialized equipment you are to wear at all times when working on deck to protect yourself from direct exposure to potentially hazardous materials and avoid injury.

- Photographic Equipment
  - Calliper, ichthyometer, or tape
  - Knife
  - Waterproof slate

- Minimum Sampling Kit

- Office Supplies:
  - Pens, pencils, rubber, sharpener, notebooks, etc.

- Data Collection Forms

- Observer Work and Sampling Guidelines

- Observer and Species Identification Manuals

FOR EVERY 15 DAYS AT SEA YOU SHOULD HAVE:

- 1 x Form on vessel/trip general information
- 2 x Forms on fishing gear
- 50 x Forms on fishing event details (set)
- 50 x Forms on fishing event catch details
- 100 x Forms on biometric information
- 10 x Forms on sample collection
- 1 x Form on vessel transhipment

COLLECT, CHECK AND SIGN OFF:

Office Supplies:

- Check you have enough data collection forms for total trip duration.
24 HR BEFORE DEPARTURE

Conduct Vessel “Pre-Sea” Safety Check Inspection and Fill in Form

Check Vessel Safety Certificate:
✓ is present onboard and valid and not expiring during the following four (4) months at least
✓ crew complement, INCLUDING THE OBSERVER, must not exceed the maximum number of crew specified in the safety certificate
✓ photograph vessel safety certificate

Check Global Maritime Distress and Safety Systems:
✓ are present onboard and compliant with the vessel tonnage and area of operation
✓ GMDSS components within service date (are not expiring during the trip):
  • EPIRBs
  • VHF, MF and HF radios
  • SART

Check Life Rafts:
✓ are present onboard
✓ within service date (not expiring during the trip)
✓ are fitted with a Hydrostatic Release mechanism
✓ photograph vessel service documents if service dates are not clear on life rafts
✓ have capacity to accommodate full crew and the OBSERVER

Check Life Jackets:
✓ are present onboard and there are enough for the full crew and the OBSERVER
✓ compliant with IMO – SOLAS LSA standards

Request Permission to Photograph the Ship:
✓ the side displaying the vessel call sign
✓ the stern displaying the vessel name and port of registration
✓ the bow displaying the vessel name and registration numbers

Does the vessel meet ALL minimum safety requirements? Is it considered safe?

YES
ACCEPT TO BOARD

NO
REFUSE TO BOARD

Notify your Coordinator and submit report and evidence.
ON BOARDING

Meet the Captain and Other Key Crew (Bosun and Cook)

✓ Explain your work objectives.
✓ Agree on work areas from where you can observe and record:
  • bridge information
  • setting and hauling operations
  • biometric and biological information

Prepare Your Living and Work Area

Set All Personal Work Devices to UTC Time:
✓ watch✓ smartphone
✓ laptop✓ tablet
✓ digital camera

Familiarize Yourself with the Vessel’s Fishing Instruments

Get Acquainted with Vessel Safety Equipment and Procedures

ON BOARDING

Check Vessel Navigation Equipment

Check Lat/Long notation used by the vessel’s different navigation equipment.

✓ DD MM SS DMS: degrees, minutes, and seconds
  Note: Seconds will always only be recorded as two digits.

✓ DD MM.MMM DDM: degrees and decimal minutes
  Note: Minutes can be recorded to more than two decimal places.

✓ DD DDD DD: decimal degrees
  Note: Degrees can be recorded to more than two decimal places.

FOR YOUR SAFETY

WITHIN 24 HR:
Request bridge officers email your deployment report and copy of vessel inspection report to your Coordinator to open a channel of communication.

WEEKLY:
Request bridge officers email your weekly status report to your Coordinator to ensure that the channel of communication is kept open throughout the trip. The report period refers to the preceding seven (7) days.

If the report is not received within 24 hr of its due date, your Coordinator will try to establish contact via the vessel operator to ensure that you’re safe.
**Before Setting**
- Ensure you are present at least 30 minutes before the setting activity starts.
- Discuss with the bosun or the lead crew member to understand the setting instructions from the fishing master.

**During Setting**
- Place yourself strategically to observe setting operations without disturbing crew activities.
- Monitor setting operations and use information to fill in corresponding data-collection forms.

**Before Hauling**
- Ensure you are present at least 30 minutes before the hauling activity starts.
- Discuss with the bosun or the lead crew member about the sampling protocol you plan to follow.

**Monitoring Hauling**
- Place yourself strategically during the hauling activity so you don’t disturb crew work.
- For every fishing event, even where nothing is caught, gather information on fishing event start and/or hauling date, time and position.
- Monitor hauling operations and use information to fill in corresponding data-collection forms.

**Sampling Hauling**
- Collect biometric information (length, weight, sex, maturity) according to sampling priorities and fill in corresponding data-collection forms.
- Collect required biological samples (e.g., otoliths, stomachs, etc.) as detailed during briefing and fill in corresponding data-collection forms.

**End of Day**
- Check completed forms
- Ensure that the header details are filled in and the page numbers are up to date.
- Ensure that the all-data fields are filled in, completed or dashes have been inserted where required.

**Upon Offloading, Shifting and Transhipping**
- Ensure you are present 15 minutes before the start of the operation.
- Follow sampling protocol provided (if any).
- Collect required information and fill in corresponding data-collection form.
INSTRUCTIONS

Prior to Disembarking

✓ Inform your Coordinator of the expected date, time and place of return.
✓ Receive instructions from your Coordinator about return travel arrangements.
✓ Prepare draft trip report.
✓ Provide a copy of draft trip report to the captain.
✓ Check that forms are correctly filled and page numbering completed.
✓ Fill in the date, time and port of return in your forms.

Verify, organize and pack your personal, work, sampling, health and safety materials.

DON’T FORGET ANYTHING ONBOARD!

Upon Disembarking

✓ Always keep forms with you. While traveling, keep forms in hand luggage.
✓ NEVER HAND FORMS OVER TO A THIRD PARTY OR DEPOSIT THEM!

INSTRUCTIONS

Upon Arrival at Final Destination

✓ Immediately contact your Coordinator.
✓ Submit draft trip report, data-collection forms, electronic data, notebooks and samples (if any).
✓ Return trip work materials, personal lifesaving equipment, and personal safety equipment listed on PAGE 2.
✓ Organize a date, time and venue for the debriefing with your Coordinator.

One Week After Disembarking: Debriefing

✓ Discuss trip data and provide clarifications where needed.
✓ Provide general feedback on your trip.
✓ Receive general feedback on your work.
✓ Obtain instructions to correct any identified errors and improve final trip report.

Two-Four Weeks After Disembarking

✓ Submit final report
✓ Submit revised forms
✓ Submit revised electronic data collection set
**SEASICKNESS**

*If symptoms persist for >24 hrs*, report your condition to the Captain and controlling authority. If they involve vomiting, avoid dehydration by drinking enough water to replenish lost fluids.

**To prevent or alleviate symptoms:**

- Avoid fatty and spicy foods, alcohol, citrus juices, milk and coffee
- Avoid confined spaces and stay in the fresh air
- Eat dry crackers or cereals and drink plain bottled water
- Focus on the horizon
- Stay busy

*If symptoms persist for >1 week*, report your condition, as there is a danger of developing pneumonia.

**You’ll receive a diagnosis and medical assistance on board.**

**To alleviate symptoms**

- Take flu remedies, and vitamins
- Stay hydrated
- Rest

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**COLDs & FLUS**

*If symptoms persist for >24 hrs*, report your condition to the Captain and controlling authority.

**To treat diarrhoea:**

- Take medications such as “Imodium”
- Drink extra fluids with small amounts of salt and sugar
- Try to eat normally when you feel better

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**DIARRHOEA**

*If symptoms persist for >24 hrs*, report your condition to the Captain and your controlling authority.

**If symptoms persist for >1 week**, report it to the Captain and your controlling authority. You’ll receive medical assistance on board.

**In case of any of the following signs:**

- Presence of blood, pus or yellow mucus in stools
- Inability to drink or hold down water due to vomiting
- Dehydration (small amounts of dark urine, dry mucus membranes, drowsiness)

Report it to the Captain and your controlling authority. Prepare to be evacuated to the nearest port where you will receive medical assistance on land.

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**ACCDENTS**

**Small injuries:**

- Clean with an antiseptic solution (or with soap)
- Dress with clean plasters or bandages to prevent infection

**Serious injury or if small injuries fail to respond to treatment:**

- Immediately report it to the Captain and controlling authority
- Receive medical assistance on board

**In extreme situations**, prepare to be evacuated to the nearest port, where you will receive medical assistance on land.

**To prevent or alleviate symptoms:**

- Avoid fatty and spicy foods, alcohol, citrus juices, milk and coffee
- Avoid confined spaces and stay in the fresh air
- Eat dry crackers or cereals and drink plain bottled water
- Focus on the horizon
- Stay busy
Lack of sleep can be extremely dangerous and can cause serious problems. Fatigue can result in poor decisions and slow reactions that greatly increase the risk of accidents and/or injury. To prevent fatigue, plan your work schedules to be able to sleep uninterrupted for at least 6 out of every 24 hours. Correctly access your level of fatigue.

**ASK YOURSELF THESE QUESTIONS**

- Am I having difficulty concentrating?
- Am I easily frustrated by tasks?
- Am I more irritable than usual?
- Do I feel stressed?
- Do I work on automatic and without thinking?
- Do I feel that I just don’t want to cooperate with others?
- Do I feel tired and/or yawn all the time?
- Do I fall asleep for small amounts of time?
- Am I finding it increasingly difficult to perform more than one task at once?
- Am I forgetting to do things more and more?
- Do I feel that I just can’t be bothered?
- In the case of fatigue, sleep uninterrupted for between six (6) and twelve (12) hours.